

SECTION 4: GUIDELINES

■ JUDGING GUIDELINES –

In this handbook, project guidelines and judging/exhibit requirements for most 4-H projects are listed. If your project is not listed, call the Extension Office for requirements. (In addition, the Fulton County Fair Premium Book may contain additional rules for exhibiting at the fair.) The Extension Office has some copies available, as well as the Fulton County Fair Secretary's Office at the fairgrounds.

For completion, all 4-H projects must be judged. The member may choose one of the following options:

- A professional county judging will be held for all 4-H projects listed in this handbook. The judging schedule listing the dates and the project numbers is printed in this handbook (section 2).
- **Make-up judging will be conducted during regular judging days by available judges. Projects judged at make-up judging are not eligible for county awards.**
- Even though projects are judged before the fair, projects must be exhibited at the Fulton County Fair to receive a premium.
- Interview judging must be completed for all large or small animal projects within the club before fair to be eligible to exhibit at the fair.
- No premiums will be paid if project is taken home early from the fair.
- All 4-H members are responsible for bringing their project to the appropriate judging.
- All 4-H members will participate in two leadership/citizenship experiences.

■ TIPS FOR 4-H JUDGING

1. Be well groomed. That includes clean hands, hair, and fingernails.
2. **Do not chew gum.**
3. Use good posture. Make sure you sit or stand straight and tall.
4. Be polite and use your best manners.
5. Be prepared by talking about your project. Know what you did, how you did it, what you learned, and what you might do differently next time.
6. When answering the judge's questions, speak clearly and loudly enough for the judge to hear your answers.
7. During your interview, look directly at the judge, making good eye contact. Give him/her your full attention. Don't be distracted by other people or noises around you.
8. Thank the judge when the interview is finished. Remember, the real purpose of judging is sharing and learning.
9. Be pleasant and confident. Smile and be enthusiastic!
10. Be proud of your accomplishments! You worked hard to earn them.

■ POSTER GUIDELINES

Many projects require a poster for judging. Listed below are some guidelines for making a poster. Remember, if the guidelines are not followed, the project grade may be lowered.

1. Tell just one story on a poster.
2. Keep it simple.
3. Make lettering large enough to be read from a distance of 4-8 feet. Letters should be at least 1/2 inch high.
4. **Your poster should attract attention.** Make it as colorful and attractive as possible so that fair-goers will stop and look at it.
5. Keep it neat, but do your own work.
6. Poster should be appropriate to the size of exhibit it contains. (Unless the poster size is specified in the project guidelines.)
7. Poster should include project name and 4-H'ers name. **Be sure to check your project Guidelines for poster size! NO larger than 22" x 28" posters.**

■ EDUCATIONAL DISPLAYS

Educational displays should convey what you have learned through your project. Some examples are:

- Scrapbook containing photos, items collected during project, samples of items created
- Model (ex: model rocket, Food Guide Pyramid, clay model)
- Collection of objects related to project

■ OFFICER BOOK AWARDS

Each 4-H club may enter their secretary, treasurer, and historian/scrapbook books for county competition. Books should be neat, contain pictures of club events, news-clippings of club meetings, have all minutes signed by secretary and president, have the treasurer's book up-to-date and audited by the date the books are due to the Extension Office. Refer to the scoring rubrics at fulton.osu.edu for a complete list of requirements for full points. A judge will evaluate the books and select the top officer books for awards. **Books are due to the Extension office by the September 4-H Council Meeting.**

SECTION 4: GUIDELINES

■ COMMUNITY SERVICE

Most projects require members to complete two Community Service projects to promote citizenship and interest in the community and/or charitable organizations. All members of the club need to be involved if possible. Photos and a story for the newspaper are welcomed. Ideas for Community Service Projects include, but are not limited to:

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| <ul style="list-style-type: none"> --Mini Animal Fair at nursing homes --Planting flowers at nursing homes --Conducting paper drive for dog pound --Raking and cleaning up parks --Making and giving cards to "grandparents" at nursing homes --Bake sales - to donate to American Cancer Society --Visiting with dogs to area nursing homes --Volunteering at the animal shelter --Holiday & birthday parties for nursing home residents | <ul style="list-style-type: none"> --Gathering recyclables from residents --Conducting an Easter-Egg Hunt --Picking up trash along county roads --Donating supplies to animal shelters --Planting and caring for flowers at the fairgrounds --Sponsoring 4-H trophies/awards --Weed flowerbed/landscaping at The Fulton County Health Center --Assist Legion members in placing/removing flags at local cemeteries for Memorial Day | <ul style="list-style-type: none"> --Making and displaying Earth Day and Arbor Day posters --Pen pals with veterans --Constructing bulletin board displays to promote Ohio 4-H --Eye glass recycling for Lions Club --Making tray favors for nursing homes --Playing BINGO and giving prizes and refreshments at nursing homes --Cleaning up after fair --Supplying daycare for a day |
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■ LEADERSHIP AND CITIZENSHIP ACTIVITIES

Choose at least two leadership/citizenship activities from the list below (or create your own) and write them in your project book or the table below, if your project book does not have a place for this. Record your progress by asking your project helper to initial next to the date as each one is completed. You may add to or change these activities at any time. Here are some examples of leadership/citizenship activities:

- Teach someone about your topic.
- Help another member prepare for his or her project judging.
- Host a workshop to share tips about your project.
- Encourage someone to enroll in 4-H.
- Arrange for a speaker to visit your club.
- Plan your own leadership/citizenship activity.

Leadership/Citizenship Activity	Date Completed	Project Helper Initials
<i>Organized a club field trip to xxx.</i>	<i>6/12/YR</i>	<i>B.C.</i>

SECTION 4: GUIDELINES

■ GUIDES FOR RAISING FUNDS FOR LOCAL 4-H CLUBS

1. Many clubs assess their own members for dues at each meeting. This is an accepted practice in some communities, but has certain undesirable features. Members should clearly understand that this money is for local club use only and the Extension Office charges no fees for its services. However, there is a 4-H Program Support Fee of \$20.00 per youth (project books included), plus any resource books for each 4-Her.
2. Encourage members to sell animals or products coming from their own project work.
3. Never use the 4-H name or emblem printed on a commercial product unless state approved. (Ex: World's Finest Chocolate would like to print 4-H emblem on wrapper with McDonald's food discount coupon). Commercial or consignment sales of candy, cookies, feed, seed, fertilizer or other products in competition with regular trade channels are not approved. Avoid magazine subscription campaigns.
4. **Lotteries or games of chance are not allowed.** Plan your 4-H fundraising efforts so the public or customer will receive full value. Remember, there are state and local laws and regulations prohibiting or regulating lotteries.
5. Use accepted fundraising procedures for specific worthy projects, such as camp scholarships for your members and inform the general public how funds will be used and controlled.
6. Try to avoid door-to-door canvassing or "tag days" for donations. Give people something for their money or sell them on the merits of direct help with the educational program.
7. Insist that any fundraising project come about as a result of interest and appreciation for 4-H work.
8. **Remember the basic purpose of 4-H is education.** Do not let sideline "busy work" like door-to-door canvassing get in the way of more fundamental programs of learning and doing.
9. **Keep fundraising to a minimum.** One or two special drives per year should be the maximum -- and keep these campaigns short (sale items).
 - 4-H clubs must apply for a vendor's license to sell items to the public.
 - No sales tax needs to be collected if the 4-H club sells taxable items for less than six days or if the club sells only non-taxable items.
 - For more information on Ohio Sales Tax, contact the Extension Office for an Ohio Sales Tax Summary.
10. Never let fundraising lower the status or prestige of 4-H. Wholesome educational purpose for funds and **wise use of funds** are the most important guiding principles.

■ FIELD TRIPS & TOURS

Field trips/tours are one way to share ideas and learn in a real-life setting. Tours may be related to members' projects or be of general interest to members. They should always be conducted with an educational purpose in mind.

Guides for Planning:

1. Plan ahead - arrange a suitable time for members and personnel at place of interest.
2. Ask for special information - costs, safety rules, size of group, age of members, etc.
3. Inform members and parents of tour - time, destination, travel arrangements, costs, necessary assistance.
4. Discuss tour with members - explain what will be seen and its importance.
5. Discuss after the tour what was seen - evaluate tour success.
6. Use medical release form and permission slips.

Types of Tours:

1. Project: Visits to members homes or related tours to businesses.
2. Citizenship: Tour city or county government offices and personnel.
3. Historical: Explore points of historic interest - such as museums.
4. Career: Visit local businesses, industry and colleges and explore job possibilities.
5. Service: Behind-the-scene sights of hospital, nursing home, newspaper, emergency unit, radio, fire department, police department, health department.

■ 4-H ADVISORY COUNCIL

Purpose: The major purpose of this committee is to represent the Fulton County 4-H youth and various clubs throughout the county in working with the 4-H Youth Development professional(s) to advise and recommend county 4-H program needs and direction in regard with state and national policy by:

- Helping to analyze the needs and interests of all county youth 5 to 19 years of age;
- Helping in recruiting 4-H age youth for participation;
- Assisting with planning, evaluating, and recommending 4-H educational experiences, methods, and programs (related to Community and Natural Resources, Family & Consumer Sciences, and Agriculture) that will meet the needs and interests of these youth;
- Assisting in the recruitment and development of leadership to work with the 4-H program;
- Seeking local financial resources (as needed) to conduct, promote, and expand the 4-H program.

SECTION 4: GUIDELINES

■ IDEAS FOR A GOOD DEMONSTRATION

4-H members develop many skills in projects and hobbies. These skills can be shared with others in a demonstration. **All members should present a demonstration to the local club.** The county Demonstration Contest provides an additional opportunity for all 4-H'ers to share skills, develop organization and speaking skills, and possibly receive recognition.

Guides to Planning a Demonstration:

- 1. Visualize audience.**
--What do you want them to learn?
- 2. Select a topic.**
--Is the topic interesting, exciting and useful?
--Can you show it clearly in a reasonable amount of time?
--Do you know the information well enough?
- 3. Gather information.**
--It must be accurate and current
- 4. Outline presentation.**
--Introduction (get their attention)
--Body (show steps, explain "how's" and "why's");
--Summary (summarize major points, show product)
- 5. Practice.**
--Be familiar with the information/equipment
--Speak slowly and clearly
--Practice in front of family, friends, or mirror
- 6. Choose equipment carefully.**
--Organize materials and keep them neat
- 7. Illustrate.**
--Use clear, attractive, posters and charts
- 8. Devise a catchy title.**
--Suggestive topic
- 9. Present program with "pizzazz."**
--Poster, grooming, enthusiasm and action

Demonstration & Illustrated Talk Do's and Don'ts

- 1) Select a topic that you know well and have an interest in.
- 2) Use an outline to help you organize your presentation. Have 3 to 7 steps or points that can be explained or shown.
- 3) Use natural hand gestures.
- 4) Don't chew gum or place hands in pockets or behind your back.
- 5) Organize materials and equipment in an orderly fashion.
- 6) Smile, relax and enjoy yourself.
- 7) Dress appropriately for demonstration (neat and clean).
- 8) Make eye contact with the audience.
- 9) Devise a catchy title and place title on a poster. Example: "The Dough is Rolling" or "I Knead the Dough."
- 10) When making posters use appropriate color combinations for ease in reading. EX: black & red on white – don't use yellow on white.
- 11) Keep work space clear and free from clutter.
- 12) Talk in a conversational tone. Be natural.
- 13) In a team demonstration both participants should demonstrate and explain.
- 14) Reveal posters only when you are ready to use them in the demonstration.
- 15) Conclusion of demonstration should be known by the audience without individual saying, "This concludes my demonstration."
- 16) Practice your demonstration as much as possible.
- 17) Talk slowly and clearly.
- 18) Thank your audience and ask for any questions

A, B, C, INTERVIEW GRADE GUIDELINES

(All judging must be completed before the fair to exhibit at the fair.)

For 4-H project interviews, judges will award grades based on the following guidelines:

- "A"**- A member will receive an "A" for their project interview if they meet **ALL** the project requirements listed for the project and they demonstrate adequate knowledge of the project.
•For most projects, the requirements include bringing: complete and/or up-to-date project books and record books, an exhibit or display, constructed items or prepared food, etc.
- "B"**- A member will receive a "B" for the project interview if they meet merely **SOME** of the project requirements and demonstrate only a fair amount of knowledge.
--The following examples would constitute receiving a "B" interview grade (if required for your project):
Forgetting project books and records books Forgetting your sewing pattern
Not having books completed or up-to-date Not having a menu
Not having an exhibit or display Having wrong size poster boards
- "C"**- A member will receive a "C" for the project interview if they meet **only a few** of the project requirements listed for their project and/or demonstrate little or no knowledge of project taken.

SECTION 4: 4-H SPECIAL INTEREST (SPIN) CLUBS

Attention Club Advisors: Do you want to try something different? If so, read on! In an effort for the 4-H program to evolve and meet the demanding needs of youth, families, and advisors, a new type of club may be organized. **All members can participate in one group project with an advisor directing the project. The clubs are called Special Interest Clubs.** You join the club because it targets one specific activity only. All members sign up for that project and no others. All members would interview judge within the club with that advisor for a club grade. You may display or exhibit at the fair in your club's fair booth or in the Miscellaneous Booth for a Miscellaneous Project premium. No state fair competition is available. An advisor must agree to manage the club and all members would still need to enroll by April 1 of the current year. Other Specialty Club ideas/lessons/project formats must be written out in a self-determined format (available at the Extension Office) and submitted to the Extension Office for approval. **A club advisor is needed to begin a specialty club.** Ideas for Special Interest Clubs include, but are not limited to: Genealogy, Sewing, Swine, Trapping, Community Service, Photography, First Aid, Woodworking, etc. The following Group Project Manuals are available to use or to see as examples.

167GPM	CHICKQUEST (Classroom teachers only)
230GPM	4-H PetPALS
488GPM	TEAM UP FOR GOOD NUTRITION
501GPM	ROCKETS AWAY
554GPM	ATV SAFETY PROJECT LEADER'S MANUAL
672GPM	JUNIOR MASTER GARDENER LEVEL 1
710GPM	K-2 CLOVERBUD ACTIVITIES
711GPM	K-2 CLOVERBUD II SERIES 2 Must have an Adult Group Activity Leader who has completed a Cloverbud Advisor Training
712GPM	CLOVERBUDS: CONNECT TO COLLEGE
713R	CLOVERBUDS: CHOOSE AND TELL CARDS
711AG	4-H CLOVERBUD VOLUNTEER GUIDEBOOK
714R	CLOVER CUBES FOR CLOVERBUDS
715	MY 4-H CLOVERBUD YEAR