

4-H CLUB DAY



GUIDELINES & RESOURCES

(REVISED 11/2021)

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GENERAL INFORMATION

PARTICIPATION GUIDELINES

Participation in 4-H Club Day is generally assumed to be open to current, actively enrolled 4-H members of the Extension unit sponsoring the event. Participation in individual events is open ONLY to actively enrolled 4-H members. Group events (*2 or more youth*) should be composed of at least 75% active 4-H members and may be a mix of 4-H clubs.

INFORMATION SOURCES

4-H Day is considered to be a specific event of the Kansas 4-H, organized by K-State Research and Extension staff in recognized participating Extension Units. The mission of K-State Research and Extension, the parent organization of Kansas 4-H, is to provide unbiased research based information and education throughout the state of Kansas and one of the five Kansas 4-H life skill outcomes is sound decision-making. Therefore, it is appropriate to expect 4-H presentations to rely on research based information as the basis for all oral presentations as is deemed appropriate for the topic.

As the 4-H program offers educational project curriculum for each project, it is suggested that these serve as the reference foundation for a presentation. If a 4-Her decides to select non-4-H or Extension information for the foundation of the presentation, the 4-Her must be able to defend that such information is from a credible source and a copy of such reference materials shall be available for the judges' review. Upon reviewing the information, the judge may deduct points as appropriate if such materials do not reflect the established standards for currently cited Extension best practices. In cases deemed appropriate by the judge, and in consultation with Extension staff, the entry can be disqualified for recommending unsafe and possible life threatening practices.

FOOD SAFETY

Please refer to K-State Research and Extension's publications **4-H712: *Food Safety Recommendations for Acceptable Fair Exhibits*** and **MF-1078 *Food Safety and Sanitation: Guidelines for Volunteer Group Social Functions*** to help make informed, safe food decisions for presentations and for food service provided at 4-H Day.

USE OF COPYRIGHTED MATERIALS and ROYALTIES

Exhibitors should avoid using copyrighted materials whenever possible by originating his/her own work. Exhibitors should use with caution a copyrighted and/or trademarked product or service (a brand name, label or product). The intent of using the copyright or trademark materials for educational purposes such as an exhibit, educational poster/display or public presentation is acceptable under the "Fair Use" (legal use) provision. "Fair Use" is a provision of the current copyright law that allows reproduction without payment or permission of limited portions of a copyrighted work for educational and other public interest purposes. Regardless of the "Fair Use" provision, the inference that a specific name brand product is good or bad inherently or through comparison must be done cautiously, using acceptable research/comparison methods and have a disclaimer that the conclusions are those of the participant and not those of K-State Research and Extension. A copyright and trademark are legal methods used by writers, artists, corporations and others to protect their original work.

Protected items may range from books to music, logos to computer graphics. Copyrighted and/or trademarked materials used in banners, displays, demonstrations, posters or other activities for endorsement or promotion instead of educational purposes will be disqualified and will not be displayed or receive ribbons or premium. The use and inclusion of specific brand names for educational purposes does not imply endorsement or refusal by the Department of 4-H Youth Development, Kansas State University Agriculture Experiment Station and Cooperative Extension Service or the State of Kansas. Also note that it is possible to write to publishers of out-of-print materials, such as music scores, and receive written permission to make copies. Letters of permission should be attached to the copied material. Royalties for play and other performances are the responsibility of the performer(s).

DOGS AND OTHER ANIMALS

Dogs and other small animals are not allowed to run at large or accompany participants anywhere except directly to and from their kennels and the presentation room (service dogs excluded from this requirement). Owners must provide an adequate kennel or caging for their animals. During presentation, animals should be on a carpet square, towel, rug or other covering. Animals larger than dogs cannot be shown in buildings. Any animal posing a threat to the safety and enjoyment of the participants or spectators will be removed. All animals must meet current health requirements. Local facilities may have stricter animal policies than what is stated here, remember we are their guest.

GUIDELINES FOR HANDLING FIREARMS

It is the responsibility of each and every person to ensure that our 4-H programs continue the high standards of safety and serve as great education tool for young people interested in the sport of shooting. This not only includes the 4-H'ers, but parents as well. Please visit with Extension Staff to see what the local facility policy is on firearms at 4-H Club Day.

INTRODUCTION

4-H Club Day activities are an important phase of local 4-H programming. 4-H Day provides additional opportunities for 4-H members to further develop their skills, self-confidence, and personal developments as they learn and have fun with others in their club and county/district. This guide has been developed to help educate, inform, and prepare for a meaningful 4-H Club Day event. The net result is to help 4-H youth have a good experience, i.e., to feel good about **WHO** they are and **WHAT** they have done. This is our ultimate objective for 4-H Club Day.

4-H CLUB DAY OBJECTIVES

1. To demonstrate the value of the 4-H Youth Development program through public presentation & evaluation of 4-Hers showcasing:
a) Demonstrations b) Talks c) Parliamentary Procedures d) Performing Arts
2. Give 4-Hers an opportunity to learn skills and gain confidence in their abilities to exercise parliamentary procedure, speak effectively and give creative performances in the arts.
3. To provide opportunity for fellowship and wider acquaintance among 4-H'ers.
4. To exchange information regarding 4-H project work to others.
5. To present a favorable image to the public and to promote 4-H.

REGIONAL 4-H DAYS

Regional 4-H Day is an extension of County 4-H Day, involving four or more counties in each Regional 4-H Day group. This provides 4-H members additional learning opportunities and experiences beyond the local 4-H Club Day to further develop and practice their skills while promoting and sharing those things they are learning in the 4-H program. Currently, the Northeast Kansas Club Day involves Atchison, Brown, Doniphan, Leavenworth counties and Meadowlark Extension District. These events are typically held the second Saturday in March, in Atchison county. Counties/Districts that make up each regional group cooperate in the planning.

4-H DAYS - PAST AND PRESENT

One of the largest and most important 4-H events is 4-H Day. 4-H Day started in 1925 as a model meeting contest at Round-up and developed through "Spring Festival" to 4-H Day as we know it today. As interest in model meetings increased, orchestra, band, and choruses were added to the 1928 Round-up. In 1930, the one-act play was another addition. The term "Spring Festival" appeared in 1937. Twelve sub-district spring festivals were held, four in each Extension district. Model meetings, choruses, bands, and orchestras were a part of the spring festival.

In the 1938 Spring Festival, 99 counties participated in 12 sub-district festivals, with one-act plays being added. Instrumental ensembles became a part of the Spring Festival in 1939, with six of them competing at Round-up. Another addition to the Spring Festival came in 1940 when vocal ensembles were added. That year, counties reported 103 vocal ensembles competed in spring festivals. Because of restrictions during World War II, only sub-district festivals were held in 1942. Gasoline was rationed in 1943 and no district festivals were held. District festivals were resumed in 1944 with 11 being held in the state. Project talks and demonstrations became a part of Spring Festivals that year.

Spring festivals were called "County Clubs Days" for the first time in 1945. Demonstrations and promotional talks became a part of the Club Day in 1949, and musical games were added in 1950. District Club Days were discontinued in 1952. Twelve regional club days were held with no competition beyond the regional event. Some of the more outstanding groups were invited to Round-up. Project and activity talks became a part of Club Day in 1958, and the number of Regional Club Days were increased to 15. In 1960, the state was divided into 16 regions.

4-H Club Day is now called County or District 4-H Day. As Extension Districts are formed across the state of Kansas, many have decided to combine 4-H Club Day into one event for all District 4-H members. Most counties/districts still have the opportunity to participate in a Regional 4-H Day although some regionals have been dropped in recent years. This is how Club Day began and how it developed into a major event in the 4-H program. This event has evolved over the years and will continue to do so into the future, but the importance of this event for development of communication/ presentation skills of the 4-H youth remains fundamental.

RECOGNITION and AWARD SYSTEMS

4-Hers should be recognized for their participation will all participants receiving ribbons, and awarding those ribbons by comparing the performances against the published standard of excellence – Score sheets. A pre-selected number of top performers in each 4-H Day event will further be recognized by designation of Top (Regional) Blue and Alternate Top (Regional) Blue (***Danish System***) and Top Blues will advance to the Regional Club Day level. Top Purple (***American System***) participants are further recognized by allowing them to participate at Regional 4-H Day. Alternates of both Top Blue and Purple will be offered the Regional 4-H Day participation opportunity if the top performer is unavailable.

The ***Danish judging system*** places entries based on a comparison between the entry and a published standard of excellence. All entries receive a placing and there is no limit to how many entries may be placed in a certain level. 4-H Day awards Blue, Red and White ribbons in this system. The ***American judging system*** places entries based on direct comparison with other entries. In this case, there are a limited number of entries that can be placed at a level. In the case of 4-H Day, this system is only used to place designated numbers of Top Purple and Alternate Top Purple entries.

Ribbon Definitions:

Purple Ribbon - Superior Work. Very nearly matches ideal. Creative and unique skills.

Blue Ribbon - Excellent quality work, far above average. Mastery of skills.

Red Ribbon - Average work. A member should feel proud with a red ribbon. Growing skill level.

White Ribbon - Presentation is fully qualified, but is below average quality. Beginning skill level.

NOTE: *If the majority of ribbons awarded are above average, it becomes difficult for 4-Hers to recognize what an average performance is, to be eager to try new skills and to strive for higher levels of achievement.*

JUDGING MODEL

The main job of judges is to help participants grow in their skills. This is best accomplished when judges write comments that are both encouraging and accurately describe the participant's presentations. The score sheets for each event allow judges to see the criteria for the event and to comment based on those criteria. Comments should be encouraging, sensitive, and specific. Judges should be careful to keep their comments within the bounds of the rules and the published standards and to avoid placing undue weight on personal preferences, which participants could not have known or prepared for in advance. ***Finally, judges should know that without their efforts, 4-Hers would not have the opportunity afforded by 4-H Club Day. Parents and organizers should make an effort to thank judges at each opportunity during the event. It is a good practice for 4-H members to personally thank each judge either at the beginning or end of their presentations as they move from event to event throughout the day.***

JOB DESCRIPTION FOR ROOM MONITORS/SUPERINTENDENTS TASKS

- Introductions are optional. Ask 4-H members if they want you to introduce them or if the introduction is a part of their presentation.
- Check in 4-H members for their scheduled appearance.
- Make substitutions when necessary to keep event moving.
- See that no one enters the room during a presentation.
- See that 4-H member fill out (if not already completed) the score sheet. (One for each judge)
- Present score sheets to the judge when 4-H member is ready to perform.
- Keep an accurate list of those competing, any cancellations, etc. These should be posted and marked as members complete their presentations.
- Take results to the information desk and post them immediately following event completion.
- Assist the judge in any way possible. Judges may sit any place they desire.
- Be sure someone is always present at the door.
- It is helpful for judges to have a scheduled break at mid-morning.
- Make sure the judges fill out their expense and travel sheets.

NOTE: *These tasks may vary from event to event and should be used as a suggested list for room monitors/superintendents.*

SECTION	EVENT	REGIONAL QUALIFICATION	PARTICIPANTS	TIME ALLOWED <i>maximum time</i>
Public Presentations	Show & Share/Tell <i>(non-competitive)</i>	NONE	1 only, Cloverbuds/ Beginning 4-Hers	3 minutes
	Project Talks	2 per County	1 only, 7-13 yrs of age	7 minutes
	Demonstrations & Illustrated Talks -Sr. Division	2 per County	1 or 2, 14-18 yrs of age	15 minutes
	-Jr. Division	2 per County	1 or 2, 7-13 yrs of age	10 minutes
	Public Speaking	2 per County	1 only, 14-18 yrs of age	15 minutes
NEW DIVISIONS in 2022!!!	Impromptu Speaking	NONE	1 only, 14-18 yrs of age	5 minute each for Prep/Presentation
	Mock Interview	NONE	1 only, 14-18 yrs of age	15 minutes
Parliamentary Procedure	Model Meetings	1 per County	Any number of 4-H members plus 1 or 2 adult leaders	35 minutes <i>(Excludes roll call)</i>
	Gavel Games -Sr. Division (14+) -Jr. Division (7-13)	1 per County 1 per County	4 member/officers, plus 1 optional alternate member, for max of 5	30 minutes, including 5 minutes of prep
Talent-Music	Chorus	1 per County	16 or more 4-H members <i>Club or composite group (12 or more if Club membership is less than 16)</i>	2 numbers
	Vocal Ensemble	1 per County	2-15 4-H members <i>Club or composite group</i>	2 numbers
	Vocal Solo	1 per County	1 - 4-H Member any age	1 number
	Band/Orchestra	1 per County	16 or more 4-H members <i>Club or composite group</i>	2 numbers
	Instrumental Ensemble	1 per County	2-15 4-H members	2 numbers
	Instrumental Solo	1 per County	1 - 4-H Member any age	1 number
	Piano Solo	1 per County	1 - 4-H Member any age	1 number
Talent-Dance	Individual Dance	1 per County	1 - 4-H Member	5 minutes
	Small Group Dance	1 per County	2 - 4 Members	5 minutes
	Medium Group Dance	1 per County	5 -12 Members	5 minutes
	Large Group Dance	1 per County	13 or more Members	5 minutes
Dramatics	Skit	1 per County	Any # of members	5 minutes
	Creative Dramatics	1 per County	Any # of members	15 minutes
	Other (Novelty, stunt, puppets, etc)	1 per County	Any # of 4-H members	5 minutes
	Readings -Sr. Division	1 per County	1 only, 14-18 yrs of age	5 minutes
	-Jr. Division	1 per County	1 only, 7-13 yrs of age	

***AGE of the oldest participant in a group will determine if group entry is Junior or Senior.**

Example: If one youth is 14 or older and the rest are 13 and younger the group will compete in the Sr. group.

CLOVERBUDS MAY NOT PARTICIPATE AT REGIONAL 4-H DAY AS IT IS A COMPETITIVE EVENT

Show and Share/Tell is the proper place for Cloverbuds to participate at a local 4-H Club Day Event.

SECTION 1: PUBLIC PRESENTATIONS:

The primary purpose of the 4-H program is to help each boy and girl reach his or her maximum growth and development, and it's in this area that public presentations make their greatest contribution. Public presentations help strengthen the 4-H program by giving members the opportunity to participate. The more members are involved in demonstrations, illustrated talks, project talks, and public speaking, the more interested they become in meetings and in project work; consequently, the longer they remain in 4-H. Public presentations contribute to help youth achieve the basic life skills of developing self-confidence, making decisions, communicating and relating to others, and encouraging and stimulating their desire to learn. 4-H Day has long sponsored demonstrations and illustrated talks, project talks, and public speaking. All are under the umbrella of "**PUBLIC PRESENTATIONS.**"

TIPS FOR GIVING PUBLIC PRESENTATIONS

- Don't read your presentation
- Practice, practice, practice – don't memorize but be familiar and comfortable
- Speak clearly, slowly and at a natural pace
- Remember to relax, smile and have fun!

Visual aids for a 4-H presentation shall not be limited to a poster with hand printed/stenciled lettering, including electronically produced posters and/or powerpoints as visual aids. Regardless, of the methodology used, the visual aid shall be evaluated based on the workmanship, ease to read, grasp the concept being presented and should be suitable and supportive of the general presentation. The work whether done by hand or by electronic means shall be the work of the 4-H member and not that of a sibling, parents, 4-H leaders or other persons nor shall it be a commercially purchased or be a downloaded presentation from the internet. Therefore, if a 4-Her makes the decision to use electronic equipment as a supplemental visual aid, the 4-Her should be responsible for acquiring the necessary equipment, set up, use and removal of equipment.

Poster Pointers

- Should be neat and attractive
- Use upper and lower case letters – ALL CAPS IS HARD TO READ
- Use block letters, avoid script or broken letters
- Use color for emphasis, but don't use it on everything
- Emphasize the main points
- Should be easy to read, don't clutter or crowd your information

Resources: CCS - Communications

4-H 912M # 1 – "Picking up the Pieces"

4-H 913M #2 – "Putting it Together"

4-H 914M # 3 – "The Perfect Fit"

Kansas 4-H Communications Factsheets

4-H 978 - Factsheet 1.0: 4-H Presentations Overview

4-H 984 - Factsheet 6.0: Effective Presentation Tips

4-H 985 - Factsheet 7.0: Preparing/Using Visual Aids

4-H 986 - Factsheet 8.0: Presentation Brainstorming

Show and Share/Tell: Counties may or may not offer this event at their local 4-H Club Day. Show and tell is intended for Cloverbud members (or other beginning 4-H members) to have a non-competitive public presentation experience. The presentation does not have to be related to a 4-H project experience. Each participant will receive a participation ribbon. **There is no regional 4-H day division.**

Presentation Organization

- Introduction- the opening statement and attention-getter.
- Body- the main part of the talk, tells the main idea of talk, illustrate or explain important facts in developing the main idea.
- Conclusion/Summary- summarize the major points of the talk.

Project Talks: Project talks are intended for 4-H'ers 7-13 years of age, to gain confidence in expressing themselves before an audience. They tell of their actual project experiences. Visuals encouraged, but not required. The purpose is to inform. Suggested time 3 – 7 minutes, maximum time limit is 7 minutes. Questions not asked. Two (2) talks from this section go to regional club day. Purple ribbon talks are eligible to be entered and given at the Kansas State Fair for members age 9-13.

Resources: 4-H 979 - 4-H Communications Factsheet 2.0: 4-H Project Talks

Demonstrations: Demonstrations involve doing or making something while giving an explanation "**Show-How**". It uses actual items, supplies, equipment, people or animals while going through a process. There is usually a finished product to show. The presentation should be one that can be done in 10 minutes for juniors and 15 minutes for seniors. Team presentations are acceptable. Questions are asked. Demonstrations and Illustrated talks are evaluated together. Two (2) Demos or Illustrated Talks from this section go to regional club day.

Resources:

4-H 980 - 4-H Communications Factsheet 3.0: 4-H Demonstrations

4-H 981 - 4-H Communications Factsheet 3.1: Outline Planning Form

Illustrated Talks: Illustrated Talks is a presentation that "**Tells-How**" something is done. With an illustrated talk you show pictures, charts, models, equipment and other types of visual aids. The purpose is to teach the audience. The presentation should be one that can be done in 10 minutes for juniors and 15 minutes for seniors. Team presentations are acceptable. Questions are asked. Demonstrations and Illustrated talks are evaluated together. Two (2) Demos or Illustrated Talks go on to regional club day.

Resources:

4-H 982 - 4-H Communications Factsheet 4.0: 4-H Illustrated Talks

4-H 981 - 4-H Communications Factsheet 3.1: Outline Planning Form

NOTE: Demonstrations and Illustrated Talks are similar and are evaluated together, by the same judge.

Purple ribbon Demonstrations/Illustrated Talks are eligible to be entered and given at the Kansas State Fair for members age 9-18.

Public Speaking: Public speaking is intended to assist 4-H members 14 years and older further develop confidence and skill in speaking before an audience. The purpose is to persuade, inform, entertain or inspire. Talks are original. Visuals should be used only if they make the speech more effective, and should not distract from it. One or two note cards are suggested. Outlines should be provided for each judge. Suggested maximum time limit is 15 minutes. Two (2) speeches from this section go to regional club day.

Resources: 4-H 980 - 4-H Communications Factsheet 5.0: 4-H Public Speaking

Demonstrations Do's

A successful 4-H presentation doesn't have to be complicated or difficult; instead it can be a lot of fun! 4-H presentations are a great opportunity to show your 4-H knowledge and skills to others!

- ❖ Do void chewing gum and using distracting motions such as fidgeting
- ❖ Do make and maintain eye contact with the judge and/or audience
- ❖ Do organize all your ingredients so that you can quickly move them to work area.
- ❖ Do pre-measure ingredients or supplies to that presentation moves more quickly.
- ❖ Do clear empty containers from the work space as you finish with them.
- ❖ Do have examples for every step of the process.
- ❖ Do have "fill" information, silence is not a good thing during a demonstration. Provide your audience with additional information about your topic.
- ❖ Do use clear containers so the audience can see what you are doing.
- ❖ Do clear your work area before you show the finished product. A cluttered area makes it hard for the audience to see.

Impromptu Public Speaking: Impromptu Speaking involves speeches that 4-H members 14 years and older have developed themselves within a five-minute preparation timeframe. Speakers will randomly draw a topic from a pool of subjects and prepare a speech around that topic. Participants gain self-esteem, enhance character development; as well as improve their critical thinking and communication skills. This is NOT a regional club day event.

GUIDELINES

- Contestants will select a topic for the speech by randomly drawing three questions from a pool of questions. They will select one and return the other two into the pool. Questions will be relative to today's youth and may include current events, 4-H and/or social issues.
- Questions will be at the discretion of Extension staff. Only staff will know the questions prior to the event. No two contestants will speak on the same topic.
- Contestants will not use any costumes, posters, visual aids, or props for their presentations.
- Contestants are not allowed to present any items to the judge.
- Contestants are allowed five minutes to organize thoughts before beginning presentation. Time will begin when they select their topic.
- The speech will be timed and must be between 3 to 5 minutes in duration. Two points will be deducted for each 30 seconds over or under the time limit.
- Contestants will be allowed to organize their thoughts on a 5X7 blank note card (supplied). However, excessive use of notes may be counted against the contestant.
- Judges will use the MED Impromptu Speaking score sheet. Their decisions are final.

Mock Interviews: Mock interviews give 4-H members 14 years and older an opportunity to practice the real-life skill of applying for a job. Members select the job they wish to apply for and must adhere to the guidelines that follow. This is NOT a regional club day event.

GUIDELINES

- Members will select a job that they see themselves applying for in the next 6-8 years.
- One week prior to Club Day, members must submit to the Extension Office electronic copy of:
1) **Resume** – listing current qualifications, education, training and/or recognition
2) **Cover Letter** – outlining the general duties of the job (*example below*), background knowledge they possess to be a good candidate for the chosen job, any additional training/education they will need to be a successful candidate and any additional information they wish to share about themselves and/or the position.
- At 4-H Club Day members will participate and be judged, in an actual interview, where they are evaluated on all of the key elements of an interview process.

Sample Position Description for Cover Letters

Position Overview

Business seeking a motivated and friendly individual to assist customers with purchases. Position's duties would include assisting customers on the floor, restocking inventory, and manning the cash register. Friendly and helpful service is a must.

Essential Job Functions

- *Provide excellent customer service
- *Assisting with merchandise display
- *Assisting with inventory management

Other Necessary Skills

- | | | |
|------------------|----------------|------------------|
| *Teamwork | *Social Skills | *Responsible |
| *Problem Solving | *Self-Starter | *Computer Skills |

Resources: <https://www.k-state.edu/careercenter/students/interviews/index.html>

SECTION II: PARLIAMENTARY PROCEDURE

Objectives: Objectives for 4-H Parliamentary Procedure events are for 4-Hers to learn the life skills of: Conducting an effective business meeting, Using an agenda to organize a meeting, Reporting accurate committee and officer information, Discussing issues in a meaningful manner, Implementing proper parliamentary procedure to reach equitable group decisions, and Working as a team. These skills encourage youth to become more efficient in their ability to use parliamentary procedure effectively in the formal part of their club meetings, which in turn strengthens the club and serves as a model for other members. Robert's Rules of Order serve as the standard for which procedures are evaluated against.

Model Meeting: The 4-H model meeting has been used successfully as a device for teaching 4-H'ers proper meeting procedures. Competition between clubs and counties has been used to encourage 4-H youth in their efforts to add zest to the activity. One (1) model meeting goes to regional club day.

Suggested Guidelines:

- A. The group may be composed of any number of 4-H'ers and adult leaders.
- B. Thirty-five (35) minutes are allowed for a model meeting (excludes Roll Call, includes Recreation).
- C. Special parliamentary problems will be drawn ten (10) minutes early. Local events may provide a list of problems to be drawn, or they may be from any recognized parliamentary problems.
- D. Recreation may be at any time during the meeting.
- E. The Secretary shall give the judges the notes recorded during the meeting. Notes or minutes prepared beforehand are not acceptable. Up-to-date 4-H Secretary's Record Book should be submitted with the notes.

Explanation of Model Meeting Score Card

I) Group Building (30 points)

1. **Get Acquainted Activities** Use of game or activity to cause members to share. Can occur at any point during the meeting.
2. **Ceremonies** There should be one major ceremony such as initiation, installation, placing a seal on the charter, older 4-H'er "graduation" leadership recognition, citizenship, or other ceremony in addition to routine opening and closing ceremonies. Ceremonies should be well done and impressive. Originality is desirable, but it is more important to have a ceremony be meaningful and impressive. Ceremonies may be used where appropriate in the meeting.

II) Decision Making (30 Points)

3. **Business** Follow the order of business as given in the **So You Are President of Your Group**, 4-H 471. Planning the business meeting to display 4-H'ers skills in conducting a meeting and their ability to use correct parliamentary procedure. There will not be time for lengthy discussion of motions. The parliamentary procedure used should expedite, and not obstruct business. Naturalness and alertness are as important in the business meeting as in the program. Group involvement and secretary's minutes and notes are evaluated as a part of the business meeting.
4. **Reports** Given by the officers, committee members and/or leaders. Reports should give interesting, valuable information. They should be complete, but concise.

III) Program (30 Points)

5. **Program** Arrangement of the program may be worked out to please the club. "Balance" of program refers to the approximately equal participation by boys and girls. The time division between parts of the program should approximate that of a good local 4-H meeting. Time divisions for a model meeting will usually fall within these limits: Opening ceremony and business- **(12-14 minutes)**; program - **(14-16 minutes)**; recreation - **(4-5 minutes)**; and closing ceremony and announcements - **(2 minutes)**. Songs should show appreciation of good singing. Games, stunts, and skits should be adapted to the age of the group and should teach teamwork. One game involving rhythm and coordination is desirable. Quality of program means accuracy, timeliness, and value of the information presented or entertainment given and excellence of delivery.

IV) Attitude (10 Points)

Naturalness, alertness, enthusiasm, and teamwork are desired. The presentation should give the impression of an actual 4-H meeting. Look at and talk to 4-H'ers, not to the audience. Each 4-H'ers contribution to the program should be heard by the audience, but not directed to them. The seating arrangement may be as desired for the best hearing, seeing, participating, and effective use of space.

GAVEL GAMES GUIDELINES

1. Teams of four 4-H'ers acting as officers, plus one at-large member may participate.
2. 4-H AGE Divisions: Juniors: Age 7-13 Seniors: Age 14-18
(oldest member establishes age of team - example: four-12 year olds & one 14 = senior team)
3. The time limit for the oral presentation is 30 minutes including planning time. A maximum of 5 minutes of the presentation time may be used for team members to plan their presentation after drawing for a topic. Failure to follow time limit and/or utilizing topic will lower ribbon placing.
4. Teams will draw for a topic and base their presentations and motions around that topic.
5. Senior Teams will draw for ALL offices, Junior Teams will have a President assigned and draw for other offices.

(THIS PAGE IS ALLOWED TO BE USED DURING GAVEL GAMES COMPETITION)

****GENERAL ORDER OF BUSINESS FOR PARLIAMENTARY PROCEDURE****

- 1) Call to order
- 2) Opening Exercises (4-H Pledge, 4-H Motto, Flag Salute)
- 3) Roll Call (select educational topic)
- 4) Reading and Approval of Minutes
- 5) Communications (not requiring action; i.e. - Thank you notes)
- 6) Reports of Officers (only a Treasurer's report)
- 7) Report of Standing or Special committee (only 1 report)
- 8) Unfinished Business
- 9) New Business
- 10) Program (none given)
- 11) Recreation (none given)
- 12) Announcements (make one announcement)
- 13) Adjournment

****APPROVED LIST OF PARLIAMENTARY PROCEDURE PROBLEMS****

Privileged Motions

1. Adjourn
2. Point of privilege

Main Motions

3. Bring motions to the floor

Subsidiary Motions

4. Lay on the table
5. Previous question (close debate)
6. Limit-extend debate
7. Postpone to a definite time
8. Refer to a committee
9. Amendment to the main motion
10. Postpone indefinitely

Incidental Motions

11. Rise to Point of order
12. Appeal to the chairperson
13. Parliamentary inquiry
14. Point of information
15. Division of assembly
16. Division of question
17. Request to withdraw a motion
18. Suspension of rules
19. Object to consideration of the question

Renewal Motions

20. Rescind (repeal) a motion
21. Take a motion from the table
22. Reconsider a motion

For additional information, refer to the publication “(The) Meeting Will Come to Order: Simplified Guidelines for Parliamentary Procedure. Pub Number: 4H440” Junior teams must complete 7 of the problems. Senior teams must complete 15 of the problems. Teams may complete additional problems to a maximum of 300 points for Juniors and 600 points for Seniors.

CLARIFICATION OF RULES PERTAINING TO GAVEL GAMES

The following information sheets are the *only* notes that can be used during this contest.

- 1) Gavel Games Guidelines including General order of business and Approved list of Parliamentary Procedure Problems.
- 2) Secretary's letter of communication.
- 3) Treasurer's written report of the club's financial state.
- 4) Sheet pertaining to the standing or special committee report.

Areas Being Judged in a Gavel Games Presentation

1. How well the group worked together. All participants will be judged on their presentations. The presentation time should be balanced among participants as much as possible.
2. How creative & complex were the discussions and parliamentary procedures applied to motions.
3. How well the team followed the agenda.
4. How accurately the parliamentary procedures were performed.
5. How well the President used the gavel and presided over the presentation.
6. How much fun the group had doing the presentation.

Effective Discussion

Effective discussion is an important part of all 4-H meetings. Effective discussion encourages creativity and assures that potential problems are brought to light before a motion is passed and a course of action determined. Effective discussion gives all members a chance to voice their thoughts in a neutral and encouraging environment.

The President has a primary role in promoting effective discussion. Key elements are:

1. Remaining neutral.
2. Making sure all members are heard.
3. Control distractions.

Members also have a role in promoting effective discussion. Key elements are:

1. Voice your opinion.
2. Wait to be recognized by the chair.
3. Respect the opinions of others.
4. Make everyone feel safe.

Sample Subjects for Draws

Each team will draw three possible subjects, select one, and return two. The two returned will be added back to the pool for possible selection by another team. The subject selected will not be returned to the pool so that judges see that subject presented only once among the teams.

Example Draws:

- Discuss a club trip to the zoo during New Business. Possible substitutions: to Rock Springs, to a farm, to a local business
- Discuss a community service project to help a local nursing home during New Business Possible substitutions: to help a school, to help a park, to help a needy family
- Discuss plans for group entries for 4-H Day during New Business: Possible substitutions: a club project tour, a club exchange with another club
- Discuss plans for a community service project involving fundraising for a local charity during New Business. Possible substitutions: doing maintenance, doing clean up, volunteering as a buddy
- Discuss plans for a community service project for the Christmas Bureau that also involves the club doing a fundraiser to pay for the project. Possible substitutions: County 4-H Council, scholarships for camp; State 4-H Foundation, contacting Foundation members

SECTION III – TALENT

Development of the individual talents of young people has always been an objective of Kansas 4-H programs. In the performing arts, skills are only refined by repeated experience in performing them. Club Day provides an ideal structure to allow 4-H'ers to perform in a wide variety of areas. There is no better learning experience in the performing arts than the "learning-by-doing" experience with caring feedback offered at Club Day.

MUSIC -- GENERAL RULES:

1. Number the measures on music for the judge.
2. Write your name on your music and give the original copy to the judge before your presentation. Failure to present original copy of music to judge will result in lowering of one ribbon placing. Pick up your copy after the results are announced.
3. Electronic music for accompaniment is allowed in all music divisions, **if** you have original copies of the music. Presenter is responsible for their own equipment and playback of electronic music.
4. Memorization of all musical numbers is encouraged, but not required.
5. One entry per division will advance to Regional 4-H Day.

Chorus: A chorus may be composed of 16 or more young people from one club or it may be a composite group from two or more clubs. Club Chorus of 12 or more is acceptable, if club membership is less than 16. Each group will sing two numbers of their own choosing. Singing may be with or without accompaniment. The director and accompanist need not be 4-H'ers, but they cannot sing with the group unless they are 4-H'ers.

Vocal Ensemble: Group may be composed of 2-15 4-H'ers from the same or different clubs, not including the accompanist. Each group will sing two numbers of their own choosing. Singing may be with or without accompaniment. Accompanist need not be a 4-H'er, but they cannot sing with the group unless they are 4-H'ers.

Vocal Solo: Participant will sing one number. Accompanist need not be a 4-H'er.

Orchestra – Band: Groups may be composed of 16 or more 4-H'ers from a Club or composite group of two or more clubs. Each group will play two numbers of their own choosing. The director is not required to be a 4-H'er, and individual may not play with the group unless he or she is a 4-H'er.

Instrumental Ensemble: Group may be composed of 2 to 15 4-H'ers (*playing instruments*) from one Club or composite group of 2 or more clubs, not including the accompanist. Accompanist need not be a 4-H'er, but they cannot play with the group unless they are 4-H'ers. Each group will play two numbers.

Instrumental/Piano Solo: Participants will play one number. Accompanist need not be a 4-H'er. The only option for piano numbers is a Solo, by a single member.

SECTION III TALENT- Dance

Each participant must furnish their own sound equipment and music. There are no age or type or dance divisions. All dances are based on the group size. Time limit is five (5) minutes for all dance numbers. One dance per division will go on to Regional 4-H Day.

Individual Dance: One (1) Member

Small Group Dance: Two (2) to Four (4) Members

Medium Group Dance: Five (5) to Twelve (12) Members

Large Group Dance: Thirteen (13) or more Members

SECTION IV - DRAMATICS

No straw, confetti, or similar materials will be allowed in performances. Presenter is responsible for all props and supplies. Make sure you know what kind of props are allowed in the facilities being used for Club Day, if you are unsure ask the Extension office. Example: Street shoes and cowboy boots not allowed on gym floor. One entry from each division will go on to Regional 4-H Day.

Skits: Skits may be rehearsed or extemporaneous. Group can be any number of 4-H members from one or more 4-H Clubs. Skits must not exceed five (5) minutes. Outline or script should be provided to the judge.

Creative Dramatics: This section is designed for creative dramatics written by 4-H members and other amateurs. Any size group may participate, from one or more 4-H Clubs. It must not exceed 15 minutes. Outline or script should be provided to the judge. Costumes, props, theatricals are acceptable.

Other Talent: This is a miscellaneous grouping that may include talent such as novelty numbers, stunts, pantomime, puppets, marionettes, ventriloquist acts, or other types of talent. May be an individual or group of any size, from one or more 4-H Clubs. The time limit is 5 minutes.

Reading: This may be a musical, dramatic, interpretive, humorous or other type of reading. The presentations should be one that can be done in up to 5 minutes in length. One entry from the Senior Division and one entry from the Junior Division from this section go on to regional 4-H day. Readings need not be memorized. Props or Theatricals are not allowed. **All participants must have one original of their piece(s) to be given to the judges for them to view while judging.**

If doing a portion of a larger work, you may want to provide the context for your reading, so your audience understands your presentation.

Performance Pointers for Talent and Dramatics

- ✓ Announce your name, selection and composer/author.
- ✓ If you forget or lose your place during the presentation, keep your composure.
Try jumping forward to a place that you know and begin again.
- ✓ When you are finished, pause and acknowledge your audience's applause.
- ✓ Use creativity and imagination.
- ✓ Be sure to speak clearly and project your voice to fill the room.
- ✓ Pronounce and articulate clearly.
- ✓ Use voice inflection to communicate emotion as needed.
- ✓ Keep your face towards the judge/audience.
- ✓ Make eye contact with the audience in addition to the judge.
- ✓ With group presentations, costumes or similar coordinated outfits add to the presentation.
- ✓ Have fun and enjoy yourself!!!