

# 2019 Piedmont Area District Contests

## AGENT PACKET AND GUIDE BOOK

**Contest Date: Saturday, March 30, 2019**

**Registration Deadline: March 22, 2019**

- 8:30 a.m.** Extension Staff arrive to set up
- 9:15 a.m.** Volunteer Room Chairs & Judges arrive and check-in
- 9:30 a.m.** Orientation for Volunteers (Room Chairs & Judges)
- 9:45 a.m.** 4-H contestants arrive and check-in
- 10:00 a.m.** Opening Ceremony  
*Welcome, Pledge of Allegiance, 4-H Pledge*  
Participants dismissed to rooms
- 10:15 a.m.** General Contests Begin (We hope to conclude by Noon.)  
-Judges return to tabulation room; Room Chairs remain in competition area.  
-Awards will be presented in each competition room; all contestants receive a ribbon.  
-Room Chairs distribute evaluation forms.  
-All judging sheets and any unclaimed ribbons will be mailed to unit offices after the event.

**Location:** Nathanael Greene Elementary School  
8094 Spotswood Trail, Stanardsville, VA 22973  
(map on last page of this document)

**Counties Participating:** Fluvanna, Albemarle, Greene, Rockingham, Augusta, Highland, Bath, Rockbridge.

### **Committees Chairs:**

Judge and Room Chair volunteer recruitment: **At least 3 judge and 2 room chair recruitments per county.--**

Online registration system (volunteers/judges/participants) and room assignments- **Kari Sponougle/Kim**

### **Buonomo**

Scoresheets- **Kelly Mallory**

Evaluations—**Jennifer Thompson**

Room Chairs orientation —**Kaci Daniel**

Judges orientation — **Kaci Daniel**

Contest Check-in —**Kim Mayo**

Facilities —**Kathy Alstat**

Judges/awards room —

A/V & Equipment and set-up— **Kathy Alstat**

Fashion Revue —

Hospitality — **Kathy Alstat**

Welcome Announcements-

***Agents/staff from all participating counties are expected to attend contest event; those not assigned leadership positions above are asked to register online as a volunteer and will fulfill roles as needed.***

## **Contests Available**

See Contest Competition Guidelines of each at <https://ext.vt.edu/4h-youth/competitions.html>

1. Chicken/Turkey Barbecue
2. Egg Cookery
3. Extemporaneous Speech
4. Fashion Revue
5. Photography (contact Kim Mayo for details)
6. Presentations
7. Public Speaking
8. Radio and Public Address (Radio Spot)
9. Science Fair Presentation & Display
10. Share-the-Fun
11. Table Setting

### **1 . Horse Communications (coordinated with Northern District Horse Council) rules at**

[https://ext.vt.edu/content/dam/ext\\_vt\\_edu/topics/4h-youth/horse/events/equismartz/files/presentation-rules.pdf](https://ext.vt.edu/content/dam/ext_vt_edu/topics/4h-youth/horse/events/equismartz/files/presentation-rules.pdf)

- a. Horse Public Speaking- Junior & Senior**
- b. Individual Presentation Junior & Senior**
- c. Team Presentation- Junior & Senior**

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# Registration Deadline: March 22, 2019

## Agent Duties:

### 1. Register Room Chairs and Judges ONLINE: [Chair will send link](#)

- Judges may be adults or responsible teens; room chairs must be adults.
- Review volunteers' roles and responsibilities further in this packet.
- Judges will be placed according to contest needs.
  - Rooms may be determined by age, subject matter, or space available.
- Each participating unit must recruit at least three judges and three room chairs.
- Select volunteers who are flexible.

### 2. Register Participants ONLINE: <https://goo.gl/forms/73DOG2IsNY037fRp2>

- Questions should be directed to the Registration Chairperson Kimberly Buonomo
- Each member can be registered for up to, but no more than, two contest areas.
  - Example: Share-the-Fun, Fashion Revue. Members must be registered separately for each event. For team presentations, and Share the Fun Acts, please register each participant using the same title or name of act.
- Check for accuracy—DO NOT SUBMIT INCOMPLETE ENTRIES!!!
- Late entries generally will not be accepted.

### 3. Contact the Equipment Chair with items your unit will contribute.

Items Needed:

- Easels for presentations
- Laptops
- LCD projectors
- Stereo/boombox, preferably with CD and MP3 player
- Extension cords (grounded, 3-prong, multiple outlets very helpful)
- Stopwatches (one per room)
- Walkie-talkies (helpful for contest managers)

### 4. Send thank you letters to all volunteers recruited by your unit!!!

A generic letter will not be mailed; each unit is responsible for thanking the volunteers it recruited.

Please send a thank you letter to all Room Chairs, Judges and others you recruited to assist with the contests.

# Northern District 4-H Contests Rules and General Guidelines

1. 4-H members are limited to participation in two (2) contest areas from those listed. Chicken/Turkey Barbecue contestants may compete in only that contest due to time constraints.
2. All contest areas, with the exception of Horse Communications, will be open to three age categories as shown below. **Age eligibility is as of September 30<sup>th</sup> of the current year.**
  - *Junior - 9 - 11 years of age*
  - *Intermediate - 12 & 13 years of age*
  - *Senior - 14 - 19 years of age*

## *For Horse Communications:*

- *Junior - 9-13 years of age by January 1<sup>st</sup> of Current Year*
- *Senior - 14-19 years of age by January 1<sup>st</sup> of Current Year*

*\*Cloverbuds (ages 5-8) are non-competitive and therefore will not participate in this district event.*

3. Share-The-Fun acts may contain mixed ages (not Cloverbuds), but will compete in the age division of the oldest member. Only senior acts with all senior members will be eligible to advance to the state contest during State 4-H Congress.
4. Performance times will be kept by the Room Chair. Time limits and points deductions vary from contest to contest. Participants should consult the state information packet for details.
5. Only Share-the-Fun may have multiple persons per act (maximum 4). All other contests are for individual competitors. (Horse presentations do have a team presentation category, but those are conducted outside of this contest in order to meet the schedule of the state Equi-Smartz weekend.)
6. All areas of competition will be judged on merit and each contestant will be awarded a blue, red or white ribbon based on the judges' overall impressions and factors listed on the score sheet.
7. Contestants must perform in the room which they are assigned, unless prevented by safety obstacles. Contestants should note that most events will be held in a classroom. Few Share-the-Fun acts will perform on an actual stage.
8. No live animals are allowed in any contest area.
9. **Spectators may not ask contestants questions upon conclusion of any presentation. In Presentations, Public Speaking, Extemporaneous Speeches, and Science Fair** judges are encouraged to ask 1-3 questions relative to the presentation.
10. Use of note cards is acceptable. No cue cards or other directions from audience are allowed. Room chairs should monitor for this.

11. There is no required dress code for contestants. Contestants should be neat, clean, and appropriately dressed for a 4-H function. Attire relative to the act or presentation is encouraged, such as riding clothes for horse presentations or an apron for foods presentations.
12. Contestants may use handouts, but they are not required. Recipes are optional except for Egg Cookery, and Original Barbecue Sauce.
13. All *food demonstrations* require a finished product; *food illustrated talks* which do not include food preparation do not require a finished product. Taste-testing is NOT a part of the presentation and NOT encouraged.
  - Exception: Judges can taste for part of the scoring only in Chicken/Turkey Barbecue and Egg Cookery.
  - Food sharing with the audience is discouraged and shall not disrupt other presentations or delay the competition schedule.
14. Equipment provisions are determined by contest area.
  - Share-The-Fun contestants are required to bring their own equipment. We cannot guarantee a microphone for any acts. No special effects (lighting, etc.) will be provided or allowed for set-up. See Rule #7 regarding facilities and room assignments.
  - Chicken/Turkey Que participants must bring their own grill, poultry and other necessary supplies.
  - Presentations contestants will likely be assigned to a classroom where space is limited. Contestants should plan to use an area the size of a school desk or a small table. Flexibility and adaptability are appreciated.
15. No videotaping of presentations except your own child.
16. No firearms, ammunition, weapons, or tobacco allowed on school property by State law. 4-H Code of Conduct shall remain in effect for the entire event.
17. If a 4-H member is accompanied by someone other than their parent, the responsible adult must have Health History Forms for every 4-H member in their duty of care. Contest officials and volunteers do not assume responsibility for supervision of members—this is the parent's job!

## Room Chair Responsibilities

Thank you for volunteering! Please become familiar with duties outlined below before you arrive at the contest. Check-in and orientation times are noted in the event schedule.

After Orientation, please proceed to your assigned room and prepare for the contest.

- Set up area for presenter, clear desks/tables, set up easel, arrange chairs, post presentation order at the door.
- Designated judges' seating area separate from contestants.
- Greet contestants as they arrive and check them in on the roster provided in your packet at orientation.
  - Mark absent youth with an NS for 'no show' in the ribbon color column. Remember that some youth may be competing in two contests; they should still check-in at both.
- Determine an order of presentation – usually that on the roster unless there are extenuating circumstances.
- Ensure judges are clear on their responsibilities and have necessary supplies.
- Remind judges and audience of time limits; see individual contest area rules.

Please start contest on time, according to event schedule!

- Introduce yourself. Welcome participants and guests.
- Review time limits and expected audience behavior.
  - All cell phones must be **silenced** – not even on vibrate!
  - No one may enter/leave a room during a presentation.
  - Only judges may ask questions at the end of presentations.
  - Video-recording is only allowed of your own child.

During the contest, please:

- Introduce contestants by name only.
- Remain in contest room at all times.
- Assist contestants with equipment and other chores as necessary.
- Maintain order in the room. In the event of overcrowding, encourage guests to wait outside the competition room.
- Record each presentation's time and provide it to judges.
- Allow time for judges to score each contestant before advancing to the next presenter.

After the contest:

- Excuse judges to tabulation room; Room Chairs remain in the competition room.
- Distribute evaluation forms to participants and/or parents, depending on evaluations. Collect evaluations when completed and return to Contest Headquarters.
- When judges return, record ribbon colors on the official room roster.
- Ask judges to verbally make constructive comments to all contestants before they hand out ribbons.
- Announce and distribute ribbons; DO NOT give score sheets as these will be mailed to the unit office.

- Thank everyone for their help. Congratulate and encourage contestants.
- Solicit help of 4-H members and guests to clean room and restore to original order.
- Return all rosters, unclaimed ribbons, evaluations, supplies and equipment to Contest Headquarters.
- Give yourself a pat on the back for a job well done! THANK YOU FOR VOLUNTEERING!!!

## Guidelines for Judges

**Thank you for volunteering!** These 4-H District Contests are meant to be a learning experience for each 4-H'er. Goals are for youth to: 1) Share information learned in the project with others; 2) Gain poise, self-confidence, and self-assurance; 3) become skillful in assembling and organizing facts and thoughts; and 4) present this information to an audience through speech & demonstration.

**Arrival:** Judges should arrive by the time listed in the schedule and attend the Orientation.

**Scoring:** Each 4-H contestant will receive a ribbon; score sheets will be provided to judges for each act.

Blue ribbon – scores of 90-100; above average quality  
 Red ribbon – scores of 75-89; good, acceptable, average quality  
 White ribbon – scores of 74 and below; fair quality, needs improvement.

- The ribbon type awarded to the contestant is based on the judges' overall impressions & factors listed on the score sheet.
- Each judge scores independently of the other judges in the room.
- Do not give all blue ribbons because you don't want to hurt feelings; ensure that the judging is rigorous enough so the 4-H member knows he/she "earned" the ribbon color.
- Be sure you clearly indicate on the judging form reason(s) for the ribbon that was awarded. Score sheets will be returned to youth after the event.
- Provide constructive comments whenever possible, phrasing them in terms of what was done well and specific suggestions for improvement. Alternate positive and constructive comments whenever possible, and always try to end with a positive, encouraging comment.
- Judges are expected to ask questions of each participant in all contests except Share-the-Fun. Audience members may not ask questions.

### Room Management:

- An adult Room Chair will be assigned to each competition room. Room Chairs have the responsibility for maintaining order and managing competitors and guests.
- Judges and Room Chairs are tasked with creating a warm, friendly atmosphere during the contest to put participants at ease.
- Room Chairs will introduce contestants by name, but the members should also introduce him/herself. The Room Chair will allow time between presentations for judges to write comments, but please work efficiently. Let the Chair know when you are ready for the next contestant to be announced.

### Additional Information:

- Time limits vary by contest area. Consult specific contest area rules sheets for time limits and points deductions, if any. Room Chairs are responsible for keeping time.
- Use of note cards is acceptable. No cue cards from the audience are allowed.
- There is no required dress code for contestants. Contestants should be neat, clean, and appropriately dressed for a 4-H function. Attire relative to the act or presentation is encouraged, such as riding clothes for horse presentations or an apron for foods presentations.

- Contestants may use handouts, but they are not required. Recipes are optional except for Egg Cookery, and Original Barbecue Sauce.
- All food demonstrations require a finished product unless there's an illustrated talk only and no food is prepared. Taste-testing is NOT a part of the presentation and NOT encouraged.
- Exception: Judges can taste for part of the scoring only in Chicken/Turkey Barbecue, and Egg Cookery.
- Food sharing with the audience is discouraged and shall not disrupt other presentations or delay the competition schedule.

### **Tabulation and Deliberation:**

- After the last competitor, judges should return to the Tabulations Room to confer and rank contestants.
- Judges are encouraged to work as quickly & efficiently as possible, while still giving 4-H'ers their due attention. Deliberations should not be lengthy: judges don't have to post identical scores; take the average score and determine the ribbon to be awarded.
- Record the color of ribbon awarded to each contestant on the Room Roster; the Room Chair may help with this.
- Collect necessary ribbons in the Tabulations Room (one ribbon per 4-H member, not per act). Return to the competition room and present ribbons. Give oral comments to the group regarding general, overall comments.
- Do not give out score sheets; these will be mailed to unit offices.
- The Room Chair will return all unclaimed ribbons, supplies, equipment, etc. to Contest Headquarters.
- Please complete an evaluation form on your experience as a judge.

**Give yourself a pat on the back for being an outstanding 4-H volunteer! Our members and leaders THANK YOU!**



## **Nathanael Greene Elementary, 8094 Spotswood Trail Stanardsville, VA 22973**

### **From Harrisonburg:**

Take Rt. 33 East for approximately 27 miles. Make a slight left on to 33 business Route and in .5 miles turn right.

### **From Charlottesville:**

Take 29 north. Turn left onto Rt 33 West. Continue for 6.7 miles. Turn right onto 33 Business East towards Stanardsville at Crossover. In .2 miles, turn right .

*Parking is located directly in front of the main entrance. There is a second parking lot east of Nathanael Greene Elementary School, adjacent to Nathanael Greene Primary School, and accessible from Wetzel Drive. It is recommended that agents arriving early park in this lot and leave spaces for participants directly in front of the main entrance.*

