

# 4-H State Marine Ecology Event

November 7, 2015

Osceola County Extension Office, Kissimmee, FL



## On-site Roles for Volunteers/4-H Leaders

Please review the role you would like to volunteer for and indicate this in 4-H online for the MEE registration.

### **I. Check-in Assistants (1-2)**

These individuals assist the **State Events staff** check in county teams/individuals. Assistants help with following:

- Make sure all receive their identification tags
- Make sure numbers on tag match numbers in database for each child
- Explain group designation, hand-out schedules,
- Make sure we have participation forms for all youth
- Encourage family members to sign up as a volunteer. (*see Volunteer Coordinator*)
- Hand-out additional forms – survey/evaluations

### **II. On-Site Volunteer/Reader Coordinator (1-2)**

This individual assists the MEE Coordinator in gathering, recruiting, and/or **signing in volunteers** on **Sign-Up Sheet**. He/she provides volunteers with their “job description” and perhaps an overview if necessary. This person also helps in recruiting **any additional readers** on site for those youth that need special assistance. At designated time this person will meet with readers go over the reader guidelines and then will connect readers to youth needing assistance.

### **III. Photo Contest Manager (1)**

This individual gives out the People’s Choice photo ballots based on number of people present from each county. They also monitor the ballot box during contest and encourage people to vote. If necessary, they recruit additional help to count the ballots. They provide name of winner to MEE Coordinator.

### **IV. Site and Room Hosts (4-5)**

These individuals can be youth council members or “retired” winners. They assist with parking, provide directions, monitor the entrance to testing rooms, assist Extension and MEE event staff as needed, ensure helpers have refreshments, get lunches, etc.

### **V. Scoring Room Helpers (10-14)**

These volunteers will work together to collect, grade, and record scores from youth. They need to convene in room by 9:45 am for orientation. (Someone in group should also make sure scoring room volunteers get LUNCH!)

- **Scoring room monitor (1)**: This is usually 4-H State staff - This individual receives and distributes completed answer sheets to scorers. Ensures that answer sheets from all stations have been delivered. Collects them back when each has been given a score. The corrected answer sheets are then given to the **Recorder**.
- **Recorder** – The Recorder is usually a staff member of the 4-H State Events Office. The Recorder will transfer all scores to a database and calculate individual and team scores. Both recorder and scoring room monitor should verify numbers/scores are correct in the database and that they add up correctly. *It is critical these scores be checked at least twice to insure they are true scores and to reduce the possibility of any computer error.*

These individuals will then identify the top scoring individuals and teams of the event and designate first, second and third place winners in each category. The names of these winners should be placed on the “winner sheet” and given to MEE Coordinator.

- **Scorers (8-10)**: Using answer keys, these volunteers review and mark correct/incorrect answers on youth answer sheets. The total number of correct answers should be marked at the top of each sheet. Ideally, each scorer should review an answer sheet twice for each 4-Her to make sure the youth’s score for that section is correct.
- **Answer Sheet Collectors/Runners (2)**: These volunteers collect answer sheets from contest sections after the end of each rotation and then take them to the scoring room. *These volunteers should also make sure that State staff in the Scoring Room, get lunch/water, etc.! Check with Event Coordinator.*

## **VI. Group Leaders (at least 4)**

These individuals will oversee and lead a specific group of youth from section to section during the Event and handle any immediate group needs (i.e., getting more pencils, keeping youth quiet or from wandering off, bathroom breaks, etc.). Special responsibilities include:

- Making sure youth are in correct group and that no two youth have the same number!
- Assisting each section monitor hand out tests/answer sheets
- Assist in making sure youth have the correct answer sheet for their level
- Making sure youth write their ID number on each answer sheet
- Help to make sure youth follow the instructions in how to fill in their answer sheet.
- Encourage youth to try even if they do not know the answer.

## **VII. Contest Section Monitors**

Section monitors are typically state specialists, Sea Grant agents, or 4-H agents. However, additional adult volunteers may be recruited if necessary to ensure there is adequate supervision for each section. Section monitors should carefully monitor the time and stay on the rotation schedule as much as possible. Each section runs about 20 minutes.

**Sections 1, 2, and 3: Plant/Animal ID Monitors** - At least two people are needed for each section. Before youth begin each section (before the time clock starts) they should divide into age levels (junior, intermediate, and senior). Give each individual the appropriate colored answer sheet (yellow for Juniors, Green for Intermediates, Blue for Seniors). *Then announce the following rules/guidelines:*

- Youth must write their FULL ID number on their answer sheet.
- Specimens are color coded according to age category. Juniors have yellow letters by their specimens, intermediates have green, and seniors have blue.
- For each specimen, look for its name on the list and write its corresponding number on the answer sheet next to the letter for that specimen.
- Youth may start anywhere along the table - not just at beginning.
- Make answers and/or any changes to answers clear, or if they are not - youth should then get a new answer sheet and refill it in (and destroy the old).
- No talking allowed
- When done, place answer sheets in pile at the end of table. Put species list in pile next to it.
- Youth who have finished section should wait \_\_\_\_\_ (give a designated location) until time has been called. Afterwards everyone will move to the next section.
- Youth will have 20 minutes to complete each section.
- Monitors will announce the start and end of a rotation, but give a 5, 2, and 1 minute warning before end.
- Only Station Monitors may rotate or move animal specimens in order for youth to see them better. Youth should not touch any animal specimens – Plants are OK to touch.

Monitors should make sure that someone has picked up completed answer sheets prior to the start of the next rotation. Hold youth until time is called for all sections then let them move on.

**Section 4: Scavenger Hunt Monitors (1-2)** - Need at least one or two people for this section. Before handing out clue/answer sheets, have youth divide themselves into the three age levels/groups. Give each individual the appropriate colored answer sheet (yellow for Juniors, Green for Intermediates, Blue for Seniors). *Then announce the following rules/guidelines:*

- All youth should write their full ID number at top of answer sheet as soon as they get one.
- No talking is allowed during this part (or any part) of the contest.
- Specimens/photos are color coded according to age category. Juniors have yellow letters by their scavenger hunt items, intermediates have green, and seniors have blue.
- They are to match the clue with the letter of the photo and/or specimen.
- The letter goes on their answer sheet NOT the name of the specimen.
- Make answers and/or any changes to answers clear, or if they are not - youth should then get a new answer sheet and refill it in (and destroy the old).

- Monitors will announce the start and end of a rotation, but give a 5, 2, and 1 minute warning before end.
- They should not touch any animal specimen or photo. Plants are ok to touch.

Station monitors collect answer sheets from each youth at end of rotation. Completed answer sheets are to be given to "**collectors**" as they come by. Monitors should make sure that someone has picked up completed answer sheets prior to the start of the next rotation. Hold youth until time is called for all sections then let them move on.

**Section 5: Multiple Choice Test Monitor and Assistant (2)** - These volunteers will supervise the multiple choice "test" section (Section 5) of the MEE. Have youth sit at tables but have them spread out as much as possible. Make sure every child has a pencil before the time clock begins. Give each individual the appropriate colored-coded answer sheet (yellow for Juniors, Green for Intermediates, Blue for Seniors).

*Then announce the following rules/guidelines:*

- Write their full ID number at top of the answer sheet as soon as they get one.
- No talking is allowed.
- Make sure their answers and/or any changes to answers are made clear. If they are NOT they should get a new answer sheet and refill it in (and destroy the old).
- You will announce when they can start and when they should stop, but you will give them a 5, 2, and 1 minute warning before time is up.

Hand out the multiple choice test (again, color-coded). When all have received a copy, they may begin. When time is called for Section 5, the monitor collects everything (test and answer sheets). Completed answer sheets are to be given to "**collectors**" as they come by. Monitors should make sure that someone has picked up completed answer sheets prior to the start of the next rotation. Hold youth until time is called for all sections then let them move on.

*At the end of the final rotation, put all questions in appropriate large envelopes provided, along with any extra answer sheets and return to the Event Coordinator.*

### **Time Keeper (1)**

One monitor should also keep track of rotation times and communicates this to other Section Monitors. This person should be located around as many sections as possible.

### **Photographer!**

We need someone to take photographs of the event! Especially someone who is really into photography and can later get photos to us digitally.

## **VIII. Readers**

A reader assists those youth that have been identified by their county/school/ reading specialist as having reading difficulties. Readers are only to provide youth with assistance in reading the given information NOT in choosing an answer or correct response. As much as possible, discussions between reader and youth should be kept as quiet as possible so as not to distract other youth in the contest. “Readers” should also make sure youth have written their answers so they are clear and legible.

Those who want to be “readers” should sign-up beforehand and be matched with specific youth at the MEE. Readers will need to meet with MEE Coordinator/Reader Coordinator before the Event begins.

Below is a general set of guidelines that all “readers” should follow as they work with youth during the contest. **Please remember, “readers” should NOT make any decision for youth concerning the choices in the contest sections, nor should they help them choose any specific answers.**

### **GUIDELINES FOR READERS**

**For Sections 1, 2, and 3 – Plant and Animal Identification:** If youth know the name of the plant or animal they are looking at on the table, they should quietly tell you its FULL name. You may help them find it on the list of plants/animals provided. They should write the NUMBER of the organism down on the blank. Please make sure it is legible.

If child is NOT sure of the full name OR you do not see the name they gave you on the list, you may have to read the entire list unless the child can tell you what kind of plant or animal they think it is. (Example: beach plant versus a marsh plant, cnidarians versus arthropod, etc.) In which case you may read just the plants or animals from that section of the list.

After quietly reading the names from the list, the youth should make their choice and place the corresponding number on their answer sheet.

**Section 4 – Scavenger Hunt:** Youth are given clue/answer sheets. Readers should quietly read one clue at a time and then let the youth find the specimen in the room that matches the clue. When a “match” is made, youth should write the LETTER of the specimen in the blank next to the clue it matches. The other option is to have youth look at specimens on the tables in alphabetical order – but “readers” would then have to read all the (remaining) clues each time they came to a letter. This may be time consuming at first but moves faster as clues are eliminated.

**Section 5 – Multiple Choice:** Readers should read each question and the answer choices. Allow youth time to select their answer and then mark (circle) their letter of choice on the answer sheet.