

Florida 4-H



Guide to Planning County and District Events

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PLANNING & CONDUCTING COUNTY AND DISTRICT EVENTS

PART I

The purpose of County and District Events

County and district level presentations provide a valuable teaching and learning situation. They give Junior, Intermediate, and Senior participants an opportunity to:

- Practice making oral and visual presentations.
- Learn presentation techniques from observing others.
- Receive constructive suggestions for improvement.
- Receive recognition for efforts.

The County 4-H program receives additional recognition and visibility through these activities.

Selecting a location for County and District Events

County and district activities can be held in several different settings and groupings. You will make your decision based on resources and interest.

- At an existing event (County or 4-H fair, 4-H exhibit day, or parent night)
- At an event specially designed for this purpose.
 - Presentations can be grouped by subject. Examples: Individual & Family Resources, Animal Science, Share-the-Fun, Citizenship, Leadership, Arts, or Career Education. This grouping makes the selections and securing of judges much easier. The judges can evaluate several categories.
 - Presentations can be only for the judges or for an audience. There is a difference in presenting to a group of judges as opposed to a larger audience of parents and friends. However, both teach valuable skills.
 - Junior, intermediate, and senior presentations can be held at the same time but should never be judged against each other.

Setting a date for your event

The county level activities are usually in early spring (February – March). This allows time for presentations to be strengthened prior to District Events. Most district events are held in the last two weeks of April or the 1st weekend in May.

How should I conduct this Event?

Your location will determine how you implement a county and/or district level activity. Adult and youth volunteer-led committees are an excellent resource. There will be a need for an overall committee to help make decisions on the logistics of the event. Youth can play a major role in conducting junior events. Within the committee, there could be several sub-committees whose duty is to implement the plan. The following committees (including their function and/or responsibilities) are suggested:



Suggested Committees for County and District Events

Logistics:

1. Secure location to hold event.
2. Arrange room(s) for presentation.
3. Make sure equipment is ready and available.
4. Be present at event to ensure that it runs smoothly.
5. Make sure location is clean and orderly after the event.

Registration:

1. Welcome participants, parents, judges, and others as they arrive.
2. Register presenters.
3. Direct individuals to their respective locations.

Tabulation:

1. Collect score sheets from judges.
2. Add and check all scores (it is recommended that this be done by two individuals who are not related to participants competing in activities).
3. Verify top placings and alternates.

Recognition:

1. Prepare certificates or other forms of recognition for presenters.
2. Make arrangements for awards presentation.
3. Prepare certificates for participants.

Judges:

1. Determine where judges are needed.
2. Secure the most qualified judges. Volunteers and parents should **NOT** judge where a participant from their club is entered.
3. Orientate judges (Provide judges with orientation materials and review judging guidelines).

Refreshments:

1. Provide coffee, water, fruit juice, etc. for judges.
2. Provide beverages for participants.
3. Time / Type of event will determine specific need.

Clean Up:

1. Remove demonstration signs from rooms carefully.
2. Check to see that rooms used are left clean and correctly arranged.
3. Empty trash cans.
4. Check out rooms and facilities with an agent or volunteer leader to be certain everything is left in good condition.



TIMELINE FOR PLANNING COUNTY AND DISTRICT EVENTS

PART II

Six Months Ahead:

Scheduling:

- Determine the date(s) for County and District Events early in the 4-H year. This allows counties time to plan the year's event. Make sure District Events are scheduled late enough in the year to allow all County Events to be conducted and give participants time to improve their presentations from County Events. Most District Events are held in the last two weekends of April or the 1st weekend in May.
- Arrange a place to have the events (school or other public building) well in advance. Size of building will depend on the number of anticipated participants and guests that will attend the events. Arrangements might include: reserving the date, rooms needed, auditorium, P.A. system, and other equipment.
- Identify special facility or equipment needs, including:
 - Two tables and an easel in each room where presentations are to be made.
 - Piano
 - A room for tabulation purposes (supplied with calculators)
 - Parking Space
 - Auto-Driving Contest Space
 - Exhibit space for posters and photographs
 - Special needs as identified by the district.
- If using a state 4-H camp facility, make necessary arrangements and reserve desired dates through the 4-H camp manager.

Three Months Ahead:

Hold a planning meeting for all 4-H agents and or volunteers involved. There may be a need to have a second meeting as the event gets closer.

- Have an agenda ready for the meeting. Begin with an overview of last year's program to guide assignments and help with planning the current program.
- Plan the day's schedule and review categories. An effective way to begin the day is to hold an opening assembly during which judges can meet separately to receive the judges' orientation. An awards ceremony is an effective way to conclude the event.



- Discuss ways to secure qualified judges for each event. Some judges may be used in more than one event, depending on qualifications of judges and timing of activities. It is recommended that a district have at least one stand-by judge in case of an emergency. This person should be involved with the event program in some aspect. Some items to consider when selecting judges are:

A. Selection:

1. Select the most qualified, competent judges available for each event. Be sure you give consideration to the diversity of youth participating as you select representative judges.
2. Try to have two to three judges for each event. (For District events the District chair must give leadership to procuring judges; the actual process may require assistance from each county involved.)
3. Be sure that judges have an understanding of:
 - a. where and when event is to be held
 - b. what they are to judge
 - c. the appropriate scorecard and criteria for judging
 - d. the number of winners to select in their category
 - e. the giving of blue, red, or white ribbons to each presentation in the category
 - f. who to contact and where to go upon arrival at event.
 - g. how to write constructive comments.

B. Place to Meet:

1. Have a specific place for judges to report to pick up name tags and judging packet
2. Provide directions to orientation room.

- Discuss/review judging and award criteria to be used for determining blue, red, white or other award categories. This is all outlined on the scorecards as well.

Seniors

90 – 100 Blue

80 – 89 Red

70 – 79 White

Intermediates

90 – 100 Blue

80 – 89 Red

70 – 79 White

Juniors

90 – 100 Blue

80 – 89 Red

70 – 79 White

IMPORTANT!

When discussing the securing of qualified judges for each event, be sure you give consideration to the diversity of youth participating. Extension Agents should be used in a coordinating capacity rather than as judges for events. Under no circumstance should agents with participants in an event serve as a judge, and only in case of an emergency should an agent without a participant in the event be asked to serve as a judge.



- The following categories should not be judged, but may be critiqued:
 - Horse Quiz Bowl
 - Horticulture Judging
 - Fashion Revue
 (Plan for Extension Agents, qualified leaders or others to critique.)
- Discuss the facilities and make meal plans.
- Determine what committees are needed to implement the event and assign agents accordingly. The committees will vary within each district. Suggested committees are outlined on page two.
- Remind 4-H agents they are responsible for:
 - Submitting county winners and alternate sheets to the District Chair IN A TIMELY FASHION. These are usually sent a minimum of two weeks before District Events.
 - Checking that county winners and alternate sheets are complete. Be sure to include age, title of demonstration, name and county.
 - Requesting any special equipment (more than one microphone, etc.) if needed for Share-the-Fun. Bring your own equipment if needed.
 - Informing their participants that they must demonstrate in the same event at district competition that they demonstrated at county competition. No switching of categories or additions will be allowed. Only the participants' names sent in on the county winners or alternate sheets will be allowed to participate.

Two Months Ahead:

The State 4-H Events Coordinator will post materials online for conducting District Events. Certificates and seals will be mailed to the district chairs. When they arrive count them and contact the State 4-H Events Coordinator immediately if you do not have the correct number.

Distribute criteria sheets, judging information, and other materials to 4-H agents so they can orient judges. Some districts have each county submit names and addresses of judges to district chair at least three weeks in advance so that an instructional letter can be sent to them concerning their responsibilities.

If the district is presenting other recognition items in addition to the certificates, they need to be ordered 4-6 weeks in advance to ensure timely delivery.

One Month Ahead:

Develop the written program. It is suggested that you include participants' name, county, and the title of demonstration. We further suggest that you:

- Prepare rough draft first when all pre-registration sheets arrive and check against pre-registration sheets for any transfer errors.
- Use a previous year's program as a guide.
- Put map of school or building in "centerfold."



- Group individuals and teams separately.

Prepare judging packets and be sure to include:

- Judging guidelines
- Category descriptions
- Pencils
- How to make comments
- Responsibility sheet for judges
- Score sheets filled out with name of participant, county, title of presentation.

Prepare and sign certificates and other awards prior to the event.

Day Prior:

Inspect facilities:

- Stage:
 - Locate light switches.
 - Check outlets to see if they are working.
 - Make sure the stage doors will be unlocked.
 - Check PA system, record/tape/CD player, projector, and piano (if needed).
 - Check dressing room for fashion show participants.
- Meeting room for events:
 - Provide tables and easels for demonstrators.
 - Provide stopwatches for room monitors to time demonstrations.
- Check restrooms for toilet paper and paper towels. Make sure they will be unlocked.
- Provide trashcans for use at meals.
- Place directional signs where event will be held.
- Set up two tables for registration:
 - One for lunch tickets, if available.
 - One for registration changes, if changes are needed. Make changes on:
 - Pre-registration sheets
 - Registration Summary Sheets
 - Score Sheets
 - Program
- Secure a first aid kit and inform everyone of its location.
- Collect equipment and materials needed for the day. These may include pencils, tape, paper clips, scissors, string, stapler, & markers.



County and District Events Day

PART III

- Have several people available to greet and direct the participants to their demonstration rooms, restrooms, fashion review changing rooms, or other rooms to be used.
- Have two persons in charge of registration table. The only changes to be made at District Event registration day are complete deletions or substitution for a first alternate only. An informed person should be stationed at the table (someone who can address the variety of questions or concerns that may arise). Be sure that registration information includes titles of 4-H presentations before submitting District results to State 4-H Events Office.
- Conduct a final orientation session for judges (see “Judges Orientation for County/District Events”). Be sure all judges are present so that any final questions can be addressed. Go over appropriate ways to give performance critiques for county, district, and State events.
- Have the agent or volunteer who is coordinating each specific event meet with their respective judges and escort them to their rooms.
- Give each category/room coordinator a summary sheet for listing winners in their category (use for presentation of awards).
- Event Chair should be responsible for coordinating the tabulation room.
 - Room monitor need to bring score sheets and summary sheets to tabulation room.
 - Do tabulation checks to avoid mathematical errors. The agent is responsible for checking the judges’ mathematical portions in addition to making sure all sections are filled in correctly. It is recommended that a calculator is used by the agent in each category. Transferal of information should involve the rechecking of scores in the tabulation room.
 - One entry in any category should still be given a numerical score and awarded the respective ribbon.
- The District Events Chair should be responsible for coordinating awards presentation (this task can also be assigned to a committee).
- Have seals put on certificates. Mark district winner and district alternate.
- Put certificates with Announcement Summary award form in a folder for the appropriate agent to use when announcing winners at the award ceremony.
- Put score sheets in county envelopes to be given or mailed to agents.
- Plan for and conduct award presentation.
- Agents in charge of specific events usually announce participants, alternates, and winners.
- Agents should give category summary sheets back to District Chair.



JUDGES' ORIENTATION FOR COUNTY/DISTRICT EVENTS

1. Inform the judges that the overall purpose of the event is to encourage young people. Keep in mind the age of the participants in the event. For many of the Junior participants, this is their first demonstration outside the county.
2. Be sure judges understand the criteria of the event they are judging, how to score, and how to write comments.
3. Participants should be neat, well-groomed, and appropriately dressed for the events.
4. All individuals are expected to actively participate in a team demonstration.
5. Review time allowances:
 - a. Horse Public Speaking:
Seniors – 8 to 10 minutes
Intermediates – 3 to 7 minutes
Juniors – 3 to 7 minutes
 - b. General Public Speaking:
Seniors – 5 to 7 minutes
Intermediate – 3 to 7 minutes
Juniors – 3 to 7 minutes
 - c. Demonstrations or Illustrated Talks:
Seniors – 5 to 12 minutes
Intermediates – 3 to 12 minutes
Juniors – 3 to 12 minutes
 - d. Share-the-Fun:
Seniors – 3 to 5 minutes
Intermediate – 3 to 5 minutes
Juniors – 3 to 5 minutes
6. Judges must understand that when the event is over, they are to jointly determine winners and alternates. Be sure all contestants are ranked by blue, red or white groupings. All ties must be broken.
7. Encourage judges to write constructive comments that will help participants refine their presentations. If time permits, a critiquing session may be held with the participants.
8. Judges are the only individuals who may ask questions of participants. If questions are asked, we suggest a limit of two questions per judge for each contestant. (In General Public Speaking, questions are generally not asked.)
9. Introduce room monitors and briefly review their responsibilities:
 - a. Taking the judges to the specific event rooms.
 - b. Relating a description of the event and score card to the judges.
 - c. Maintaining a proper environment for events.
 - d. Answering questions the judges may have concerning events.
 - e. Taking the score sheets to tabulation rooms following judges' decisions.



RESPONSIBILITIES OF JUDGES

You have been chosen as an event judge because of your knowledge and ability to be objective, fair, and impartial. We appreciate your cooperation.

In order to make things run more effectively on Events Day, please help us with the following items:

1. Read the description of each event that you will be judging and the scorecard that will be used.
2. All participants should actively participate in a team demonstration.
3. Each senior participant is allowed between 5 and 12 minutes and each junior and intermediate participant between 3 and 12 minutes.
4. Make sure that you complete all blanks requiring a numerical score, and that all sums are correct. Participants will receive score sheets back with the scores.
5. Please write and give constructive criticisms and suggestions on every demonstration. These comments will help the participants in planning future presentations.
6. You may ask participants questions to clarify points in their demonstration or to explore their knowledge of the subject. If questions are asked of participants, a limit of two questions per judge for each contestant is suggested. (In General Public Speaking, questions are generally not asked.)
7. After all demonstrations are complete, determine as a group whether each demonstration is a blue, red, or white ribbon demonstration. The scores must coincide with the categories of blue, red, or white. Blue – 100-90, Red – 89-80, White – 79-70. When judges' scores result in a tie, consultation should occur between judges until the tie is broken.



ORIENTATION FOR ROOM MONITORS

Before Demonstrations Begin:

1. Introduce yourselves.
2. Introduce judges to people in the room.

For Each Demonstration:

1. Make sure the participant sets up equipment for his/her demonstrations. Make sure they have everything arranged the way they need it.
2. Remind audience that judges are the only individuals who may ask questions of contestants.
3. Ask judges if they are ready to begin.
4. When judges are ready, let participants know they may begin.
5. Assist judges by keeping time during demonstrations.
6. Allow judges adequate time to write comments before the next demonstration begins.

Other Things to Remember:

1. Keep demonstrations running on a consistent schedule and according to the order set in the program.
2. Keep order in the room while contestants are presenting. Do not allow traffic in and out of room during demonstrations.
3. Make sure the judges are writing helpful comments for every child. This is a great tool for the participants to use to improve their presentations.
4. If any problems arise, bring your questions to the judges' room.



Registration and Follow-up

PART IV

Registering for District Events

Each District Event will have a deadline for registration materials. A good guideline for setting this date is to allow two weeks between your registration deadline and the event. This will allow sufficient time to develop programs and get numbers for meals if needed.

All counties must have the following forms to the District Events Chair by the set deadline:

County Form A – Outlines all Demonstration and Illustrated talks, Public Speaking, Share the Fun, and Auto driving participants along with the alternates.

County Form B – Outlines participants in Optional District Events. Some districts provide opportunities for these participants to display their exhibits. This form should be mailed to the state 4-H office as well.

Registering for State Competitive Events

County Agents – submit the following materials to the state 4-H office:

County Form B – Outlines participants who competed in county events that are optional district events.

Public Speaking Speeches – Three copies must be mailed to the State 4-H Events Office. PO Box 110225, Gainesville, FL 32611.

Horse Public Speaking Speeches – Three copies must be mailed to Ed Johnson at PO Box 110910, Gainesville, FL 32611.

Fashion Revue Data Forms – Must be submitted to Joy Jordan by the deadline in the events calendar. PO Box 110310, Gainesville, FL 32611

Photo and Poster Contest Entries – Must be to Laura Lok in the State 4-H Office by 4:30 on June 1. PO Box 110225, Gainesville, FL 32611.

All participants for State Competitive Events must be registered in State 4-H Congress to compete in Demonstrations and Illustrated Talks, Fashion Revue, Horticulture ID and Judging, Auto Driving, and Public Speaking. Photo and Poster contest participants are not required to be present at Congress

State 4-H Horse Events take place at the University of Florida Animal Science Building during the month of June and do not need to register for Congress. Please refer to the State 4-H Events calendar for exact dates.

District Chairs – submit the following forms to the State 4-H Events Office

District Form A – Summary for District Winners and Alternates.

District Form B – Participation summary from District Events.



Responsibilities of County 4-H Agents

- A. Improvement of Presentations: There are ways to improve even a blue ribbon presentation. As the 4-H agent working with your participants, you should:
1. Encourage refinement and practice of the presentation.
 2. Encourage participants to improve visuals.
 3. Check demonstrations for accuracy of information presented and resources used.
- B. Change in Demonstrator: If your participant decides not to come to Congress, you are responsible for:
1. Notifying the district chair.
 2. Instructing the State 4-H Events Office to correct registration information.

*The State 4-H Events Office cannot be responsible for tracking down alternates. The responsibility lies with the agent of the youth canceling and the district chair.

* District chair should send each county involved, a copy of the district winners and alternates.



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