

Guidelines for Regional 4-H Club Day



Coffey County
Flint Hills District (Chase and Morris Counties)
Greenwood County
Lyon County
Rolling Prairie District (Chautauqua and Elk Counties)

Table of Contents

Guidelines for 4-H Club Day	3
Public Presentations	4
Parliamentary Procedure	5
Music	6
Talent	7
Job Interview	8
Project Talk Score Card	9
Demonstrations/Illustrated Talk Score Card	10
Public Speaking Score Card	11
Model Meeting Score Card	12
Gavel Games Score Card	13
Music Score Card	15
Reading Score Card	16
Dance Score Card	17
Talent Score Card	18
Job Interview Score Card	19
Gavel Games Manual	20

Guidelines for 4-H Club Day

- Age is determined by 4-H members age on January 1 of the current 4-H year.
- Some categories will have three age divisions and some will have two age divisions.
 - Three age divisions are:
 - Senior Division -- Age 14 and older
 - Intermediate Division -- Age 10 - 13
 - Junior Division -- Age 7 - 9
 - Two age divisions are:
 - Senior Division -- Age 14 and older
 - Junior Division -- Age 7 - 13
- All entries will receive a Champion/Top Blue/Purple, Reserve Champion/Pink, Blue, Red, or White ribbon rating.

Special Note: Please follow copyright laws when participating in 4-H Club Day. Use of brand names and trademarks are discouraged.

Public Presentations

Project Talk

Junior and Intermediate age divisions. Must be enrolled in the project. Tells about the project. Maximum time limit is 7 minutes. Visuals may be used. Each county may enter two Project Talks talks per age division in Regional 4-H Club Day.

Demonstrations/Illustrated Talks

Junior, Intermediate and Senior age divisions. A Demonstration shows how something is done. An Illustrated Talk tells how something is done. An individual or team of 2. Maximum time is 15 minutes which includes setup and presentation. Each county may enter two Demonstration/Illustrated talks per age division in Regional 4-H Club Day.

Public Speaking

Senior age division only. Original presentation. Maximum time is 15 minutes. Provide an outline for the judge. Visuals may be used. One or two notecards are suggested. Each county may enter two Public Speakings in Regional 4-H Club Day.

Parliamentary Procedure

Model Meetings

All club participation. Must do all 5 types of motions (Main, Subsidiary, Incidental, Privileged, and Unclassified). Motions can be found in “**A Guide to Practicing Parliamentary Procedure.**” **KSU Publication 4H521.** Time limit is 35 minutes. This includes roll call and recreation. Provide agenda, Secretary’s book, and notes after the meeting to the judge. Each county may enter one Model Meeting in Regional 4-H Club Day.

Junior Gavel Games

Refer to Gavel Games Manual for requirements. 10 - 15 minute parliamentary presentation. Junior Division is ages 13 and under. Teams of 4. All participants take a written test. May not use notes. Juniors will not draw for officer positions. Each county may enter one Junior Gavel Games in Regional 4-H Club Day.

Senior Gavel Games

Refer to Gavel Games Manual for requirements. 10 - 15 minute parliamentary presentation. Senior Division is ages 14 and older. Teams of 4. All participants take a written test. May not use notes. Seniors WILL draw for officer positions. Each county may enter one Senior Gavel Games in Regional 4-H Club Day.

Music

All music entries must bring the original sheet music for the judge and have the measures numbered. Pre-record music accompaniment is allowed.

All VOCAL numbers must be memorized!

- | | |
|------------------------------|--|
| Chorus | 11 or more 4-H'ers of any age. Perform two numbers. Numbers must be memorized. Each county may enter one Chorus in Regional 4-H Club Day. |
| Vocal Ensemble | 2 - 10 4-H'ers of any age. Perform two numbers. Numbers must be memorized. Each county may enter two Vocal Ensembles in Regional 4-H Club Day. |
| Instrumental Ensemble | 2 or more 4-H'ers of any age. Perform two numbers. Each county may enter two Instrumental Ensembles in Regional 4-H Club Day. |
| Vocal Solo | Individual performance. Two age groups -- Junior and Senior. Perform one number. Number must be memorized. Each county may enter one Vocal Solo per age division in Regional 4-H Club Day. |
| Instrumental Solo | Individual performance. Two age groups -- Junior and Senior. Perform one number. Each county may enter one Instrumental Solo per age division in Regional 4-H Club Day. |

Talent

Reading

Individual activity. Three age divisions. One number, not to exceed five minutes. **Script for the judge required.** Each county may enter one Reading per age division in Regional 4-H Club Day.

Dance Routines

No age divisions. One or more 4-H'ers. Perform one number, not to exceed five minutes. Each county may enter one Dance Routine in Regional 4-H Club Day.

Skit/One Act Play

No age or size limit. **Original script must be presented to the judge.** Perform one number, not to exceed 10 minutes. Each county may enter one Skit/One Act Play in Regional 4-H Club Day.

Novelty

No age or size limit. Perform one number, not to exceed 5 minutes. Each county may enter one Novelty in Regional 4-H Club Day.

Job Interview

Job Interview

Mock interview competition.
Individual event. Senior age division.
20 minute interview followed by
questions. Participants will need to
have a cover letter and a resume.
Each county may enter one Job
Interview in Regional 4-H Club Day.

4-H'ers will present a prepared cover
letter and resume following the state
record keeping guide. Pages 10-11
and 15 include information about the
cover letter and resume.

<https://tinyurl.com/5hfzyxw5>

You are able to use the cover letter
and resume that you put together for
area record screening.

4-H'ers will be interviewed by a
potential employer/boss or panel of
interviewers. The interview will
focus on ONE of three jobs that the 4-
H'er selects to interview for.

**The three jobs are: Project Leader,
County Fair Superintendent, or
Teen Leader Coordinator.** The
same job will be used at both your
local and Regional 4-H Club Day
competitions.

SCORE CARD FOR PROJECT TALKS

Age (January 1) _____ Jr _____ Int _____

Name _____ Club _____

County _____ Time _____ Finish: _____
 Start: _____
 Total: _____

Title _____

Points to Consider	Points	Judge's Comments	
		Well Done	Could Improve
Subject Matter <ul style="list-style-type: none"> • Can be covered in 7 minutes • Worthwhile and practical • Related to 4-H project • Information accurate, complete and up to date 	40		
Appearance <ul style="list-style-type: none"> • Well groomed • Good posture 	10		
Presentation <ul style="list-style-type: none"> • Attention gained in introduction • Voice natural, words distinct • Poised, friendly, confident • Originality shown • Convincing, interest held • Visual aids (if used) – neat, attractive, easily seen, effectively used • Well-organized, words well chosen, not memorized, not read • Personal experience related • Important points stressed in summary 	50		

RATING:

Champion _____ Reserve Champion _____ Blue _____ Red _____ White _____

Judges Initials: _____

SCORE CARD FOR DEMONSTRATION AND ILLUSTRATED TALKS

Age (January 1) _____ Jr _____ Int _____ Sr _____

Name _____ Club _____

County _____ Time _____ Finish: _____
 Start: _____
 Total: _____

Title _____

Fair	Good	Excellent	Points	Points to Consider	Judge's Comments
			10	Introduction – Interesting, short, gains attention.	
			10	Appearance – Dress suitable for work being done. Well groomed, good posture.	
			30	Presentation – Voice natural, words distinct, poised, friendly, confident. Time and material well used. Originality shown. Convincing, interest held. Well organized, words well chosen. Skillful workmanship; if a team, good teamwork. Work and talk coordinated. Plain view of audience. Table neat and orderly.	
			30	Subject Matter – Important points emphasized. Information accurate and complete. Information usable by others. Worthwhile and practical. Suitable to age and ability of participant.	
			10	Visuals and Equipment – Suitable for work done. Charts, posters easily read.	
			10	Summary – Important points stressed. Finished project displayed (if there is one). Questions answered satisfactorily. Closing definite, table left neat.	

RATING:

Champion _____ Reserve Champion _____ Blue _____ Red _____ White _____

Judges Initials: _____

SCORE CARD FOR PUBLIC SPEAKING

Contestants age 14 and older

Age (January 1) _____

Name _____

Club _____

County _____

Time _____

Finish: _____

Start: _____

Total: _____

Title _____

Speech Contest Form	Points	Judge's Comments
Material <ul style="list-style-type: none"> • Outline turned in 	15	
Organization	25	
Language and Voice	10	
Fluency	15	
Pronunciation and Articulation	10	
Eye Contact and Projection	15	
Appearance	10	

RATING:

Champion _____ Reserve Champion _____ Blue _____ Red _____ White _____

Judges Initials: _____

SCORE CARD FOR MODEL MEETING

Club _____

Time Finish: _____

County _____

Start: _____

Total: _____

Not to exceed 35 minutes

Division	Points	Judges Comments
<p>Business</p> <ul style="list-style-type: none"> • Parliamentary Skill — 15 Turned in agenda, order of business, making and carrying through of motions, reports of committees and correct handling of parliamentary problems. • Input from all members — 5 • Reports — 10 Oral reports made by secretary, treasurer, reporter, county representative, other officers and leaders. Secretary's notes turned in. 	30	
<p>Ceremonies — Opening and closing, use of 4-H Pledge, flag salute, motto, creed, initiation or installation ceremony, attaching seal to charter, leaders' recognition, citizenship ceremony, celebration of individual or group accomplishments, other suitable ceremonies or celebrations.</p>	25	
<p>Program — Plan the type of program that best fits the needs and interests of the 4-H'ers. It may include group singing, talks, demonstrations, recreation, talent, or any other area which is meaningful to the membership.</p> <ul style="list-style-type: none"> • Balance and arrangement — 15 • Participation and involvement of the group — 15 	30	
<p>Attitude — Naturalness of meeting — not staged. Response, enthusiasm, dispatch, attentiveness, and involvement of the group.</p>	15	

RATING:

Champion _____ Reserve Champion _____ Blue _____ Red _____ White _____

Judges Initials: _____

SCORE CARD FOR GAVEL GAMES

(Time Limit - 15 minutes)

Club _____

Age Division (Jr/Sr) _____

County _____

Members Name

Age

Office (In Presentation)

Test Score

Total Team Test Score (30%) _____

Oral Presentation (70%)	Excellent	Good	Needs Work	Judges Comments
Overall Presentation • Pronunciation, Articulation, Volume • Attitude, Naturalness, & Ease of presentation • Appearance of members & presentation area				
Presidents use of gavel				
Call to Order				
Reading of Minutes				
Communications				
Treasurer's Report				
Committee Reports				
Unfinished or New Business (Points determined by scoring of Parliamentary Procedure)**				
Program				
Announcements				
Adjournment				

RATING:

Champion _____ Reserve Champion _____ Blue _____ Red _____ White _____

Judges Initials: _____

SCORING FOR PARLIAMENTARY PROCEDURE

(Pair with Score Card for Gavel Games)

Parliamentary Procedure	Excellent	Good	Needs Work	Judges Comments
Main Motion				
Table a Motion				
Division of the House				
Amend a Motion				
Take from the Table				
Withdraw				
Division of the Question				
Refer to a Committee				
Rise to a Point of Order				
Appeal the Decision of the Chair				
Call for the Previous Question				
Rescind a Motion				
Reconsider a Motion				
Postpone a Motion Definitely				
Suspend the Rules				
Reconsider & have entered in the minutes				
Postpone a Motion Indefinitely				
Object to the Consideration of the Question				

SCORE CARD FOR MUSIC

Name _____

Age (January 1) _____

County _____

Club _____

Type of Group _____

Number in Group _____

- _____ Chorus
- _____ Vocal Ensemble
- _____ Instrumental Ensemble
- _____ Vocal Solo
- _____ Instrumental Solo

Titles: _____

Points to Consider	Judges Comments
Tone Quality <ul style="list-style-type: none"> • Blend • Balance • Beauty 	
Technique <ul style="list-style-type: none"> • Control • Articulation • Intonation • Attacks • Releases 	
Muscianship <ul style="list-style-type: none"> • Interpretation • Tempo • Rhythm • Phrasing • Dynamics 	
Appearance	
Selection	

RATING:

Champion _____ Reserve Champion _____ Blue _____ Red _____ White _____

Judges Initials: _____

SCORE CARD FOR READING

Age (January 1) _____ Jr _____ Int _____ Sr _____

Name _____

County _____

Club _____

Time Finish: _____

Start: _____

Total: _____

Time Limit - 5 minutes

Script Required

Title _____

Points to Consider	Judges Comments
Material • Suitable for age and occasion. • Meets standards and ideals of 4-H	
Presentation • Contestant clearly heard • Good diction (Note: Diction covers enunciation of words, accurate dialect, if used, quality of voice, etc)	
Language & Voice	
Organization & Fluency	
Pronunciation & Articulation	
Eye Contact & Projection	
Interpretation (Note: Interpretation means the meaning or point of the reading was out by the contestant and the degree to which the audience realized it)	
Appearance • Appropriate dress for type of presentation • Neat, well groomed	

RATING:

Champion _____ Reserve Champion _____ Blue _____ Red _____ White _____

Judges Initials: _____

SCORE CARD FOR DANCE

Age (January 1) _____ Jr _____ Int _____ Sr _____

Name _____

Club _____

County _____

Time _____

Finish: _____

Number in Group _____

Start: _____

Total: _____

Points to Consider	Points	Judges Comments
Knowledge <ul style="list-style-type: none"> • Fundamentals — 25 • Types of Figures 	40	
Ability and Coordination <ul style="list-style-type: none"> • Follow calls or directions — 25 • Timing — 15 	40	
Appearance <ul style="list-style-type: none"> • Costuming (originality) — 5 • Style --- 15 (include footwork, position, carriage, enjoyment) 	20	

RATING:

Champion _____ Reserve Champion _____ Blue _____ Red _____ White _____

Judges Initials: _____

SCORE CARD FOR TALENT

(Including Skits)

Age (January 1) _____ Jr _____ Int _____ Sr _____

County _____ Club _____

Name _____ Time _____ Finish: _____

Number in Group _____ Start: _____ Total: _____

Title _____

Points to Consider	Percent	Judges Comments
Talent Demonstrated	40	
Showmanship	25	
Choice of Material or Idea	25	
Costume	10	

RATING:

Champion _____ Reserve Champion _____ Blue _____ Red _____ White _____

Judges Initials: _____

SCORE CARD FOR JOB INTERVIEW

Contestants age 14 and older

Age (January 1) _____

Name _____

Club _____

County _____

Time _____

Finish: _____

Start: _____

Total: _____

Criteria	Points	Judge's Comments
Cover Letter <ul style="list-style-type: none"> • Cover letter may be project specific and related to the area record keeping contest. Do not consider a cover letter more directly addressing the job application over a stronger letter that may be project specific (i.e. beef or leadership). A top cover letter is well written and provides insight on what talents and reasons the individual is a top candidate. 	15	
Resume <ul style="list-style-type: none"> • The resume may be project specific and related to the area record keeping contest. Do not consider a resume more directly addressing the job application over a stronger resume that may be project specific (i.e. visual arts or sheep). A top resume is well written and provides good insight on what talents and reasons the individual is a top candidate. 	15	
Introduction/Background <ul style="list-style-type: none"> • Ask the candidate to introduce themselves and give a short background on their involvement in 4-H and interest in their selected job. 	10	
Ability to Express/Confirm how they meet the job qualifications. <ul style="list-style-type: none"> • Evidence of strong 4-H participation and engagement in the community. • Ability to communicate effectively, both orally and in writing with individuals, groups and through mass media. 	40	
Ability of the candidate to answer questions/ask questions/show interest in working for 4-H.	20	

RATING:

Champion _____ Reserve Champion _____ Blue _____ Red _____ White _____

Judges Initials: _____

4-H Gavel Games

*(Chase, Chautauqua, Coffey, Elk, Greenwood, Lyon,
and Morris Counties)*



A Fun Way to Practice and Learn Parliamentary Procedures

(updated Fall 2023)



K-State Research and Extension is an equal opportunity provider and employer.

Gavel Games

Former 4-H members who are now adults have consistently identified their knowledge of parliamentary procedure as one of the lasting skills developed from their 4-H experience. Consequently, this is a skill that we would like to preserve in our 4-H programming.

In the Gavel Games Parliamentary Procedure Contest, there are four 4-H members that comprise a team. These four members act as officers for a model 4-H business meeting. The four officers are: President, Vice President, Secretary, and Treasurer. In the Senior Division (age 14 and older), the four members are not told which of the four officers they will serve as until they enter the contest room. They draw for their officer position immediately prior to their oral presentation. Therefore, it is important to practice all four officer positions. Juniors (age 13 and younger) do not draw for their officer positions.

Each team presents a model business meeting starting with the call to order, including reports of officers and committees, unfinished and new business, and ending with adjournment. Included in this document is the 4-H Gavel Games Order of Business.

All team members take a written test as well. Part of the test may be the order of business. Listing it for seniors, and unscrambling it for juniors. In keeping with the intent of the contest, it is designed to teach parliamentary procedure in a fun, meaningful way.

Teams receive a score on both the written test and the oral presentation. Teams are allowed a maximum of 15 minutes to give its oral presentation. No notes may be used. A copy of the Order of Business will be on the table for the team's oral presentation.

Areas being judged in a Gavel Games Presentation:

- ✿ How accurately the parliamentary procedures were performed.
- ✿ How creative and complex were the discussions and parliamentary procedures applied to the motions.
- ✿ How well the President used the gavel and presided over the presentation.
- ✿ How well the group worked together.
- ✿ How much fun the group had doing the presentation.

4-H Order of Business

✿ **Call to Order**

✿ **Flag Salute/4-H Pledge**

✿ **Roll Call**

✿ **Minutes** -- The secretary should announce that there are no minutes due to the fact this is a special parliamentary procedure presentation.

✿ **Communications** -- One letter of communication is to be read.

✿ **Reports of Officers** -- The Treasurer's report is the only officer's report that is to be given.

✿ **Reports of Leaders** -- One member announces that there is no leader's report, as there are no leaders present, as this is a special parliamentary procedure presentation.

✿ **Committee Report** -- Only one standing or special committee report is to be given.

✿ **Unfinished Business** -- The President should ask for unfinished business; however, it is recommended that all parliamentary problems be transacted during the contest.

✿ **New Business** -- Refer to the score sheet for the approved list of parliamentary procedures problems that may be introduced as new business.

✿ **Program** -- The Vice President (program chair) should announce that there is no program due to the fact this is a special parliamentary procedure presentation.

✿ **Announcements** -- Should have one announcement.

✿ **Adjournment**