

Guidelines for 4-H

HARVEY COUNTY & MCPHERSON COUNTY



REVISED AND UPDATED – February 2024



Table of Contents



Objective.....2

General Information.....2

4-H Day Event Guidelines.....3-4

Public Presentations.....5-6

Talent - Dance.....7

Talent - Drama.....7

Talent - Music.....8

Gavel Games.....9

Rules Pertaining to Parliamentary Procedure Contest.....10-11

Approved List of Parliamentary Procedure Problems.....12

General Order of Business.....13

Demonstration and Illustrated Talk Scoresheet

Project Talk Scoresheet

Public Speaking Scoresheet

Readings Scoresheet

Show and Share Scoresheet

Model Meeting Scoresheet

Music Scoresheet

Dance Scoresheet

Talent Scoresheet

Objective

1. To demonstrate the values of the 4-H Youth Development Program through public presentation and evaluation of:
 - a. Demonstrations and Illustrated Talks
 - b. Project Talks
 - c. Public Speaking
2. To provide additional opportunities for 4-H'ers to participate in and share their musical, drama and performing talents.
3. To provide an opportunity for fellowship and wider acquaintance among 4-H members.
4. To exchange information regarding Citizenship, Healthy Living and Science.
5. To present a favorable image to the public and promote 4-H.

General

Age is determined by the age of 4-H members before January 1 of the current 4-H year.

Clover Buds - 5-6 years

Junior Division - 7-9 years

Intermediate Division - 10-13 years

Senior Division - 14 and over

*Age of the oldest participant in a duo or group will determine the age of the group.

Example: If one youth is 11 years old and the other is 14, they group will participate in the Senior Division.

Entries will be placed into one of the following ribbon grouping categories based on the Danish Ribbon Grouping System: Top Blue, Blue, Red or White. If quality merits, there will be 1-2 top blues named for each type of presentation. Top Blues will qualify to participate in the Multi-County Champion Run-Offs during the afternoon of the event (as numbers warrant). Awards will be given for top entries.

If participants use powerpoint or other technology, it is the member's responsibility to bring all necessary equipment and connections.

In all areas, members should clear their props, materials, equipment from the performance area before visiting with the judge. This will help us keep on schedule and is a courtesy of performing.

Please follow copyright laws when participating in 4-H Day. Use of brand names and trademarks is discouraged.

Participants should dress appropriately. This should be considered a dress-up event.

4-H Day Event Guidelines

SECTION	EVENT	MULTI-COUNTY CHAMPION RUNOFF QUALIFICATION (NUMBER OF TOP BLUES PER COUNTY)	NUMBER OF 4-H PARTICIPANTS	MAXIMUM TIME ALLOWED
PUBLIC PRESENTATIONS	<u>Speech</u> Sr. Public Speaking	2	1	15 minutes
	Sr. and Int. Impromptu Public Speaking	2	1	10 minutes
	Jr. and Int. Project Talks	2	1-2	7 minutes
	<u>Demonstration/Illustrated Talk</u> Senior	2	1-2	15 minutes
	Intermediate	2	1-2	15 minutes
	Junior	2	1-2	15 minutes
	<u>Reading</u> Senior	2	1	5 minutes
	Intermediate	2	1	5 minutes
	Junior	2	1	5 minutes
	<u>Show and Share</u> Designed for first year 4-H'ers and Clover Buds	Non-competitive event. All participants will receive the same ribbon.	1	5 minutes
	<u>Pickle Power</u> Intermediate	Non-competitive event. All participants will receive the same prize.	1	No limit
	Junior		1	
	Clover Buds		1	
MODEL MEETINGS	Model Meeting	0	Any number of 4-H'ers and leaders	35 minutes
GAVEL GAMES	*Juniors (Ages 7-12) *Seniors (Ages 13 and older)	0	Team of 4	30 minutes
TALENT - DANCE	<u>Group Dance</u> Square, Folk, Other	1	2+	5 minutes
	<u>Individual Dance (Tap, Ballet, Interpretive, Other)</u> Senior	1	1	5 minutes
	Intermediate	1	1	5 minutes
	Junior	1	1	5 minutes

4-H Day Event Guidelines

SECTION	EVENT	**REGIONAL** QUALIFICATION/NUMBER OF TOP BLUES FOR COUNTY & REGIONALS	NUMBER OF 4-H PARTICIPANTS	MAXIMUM TIME ALLOWED
TALENT - DRAMA	Skit	1	Any number of 4-H'ers	10 minutes
	Other Talent (puppets, novelty, stunt, marionettes, etc.)	2	Any number of 4-H'ers	5 minutes
MUSIC	Small Vocal Ensemble	1	2-6	2 numbers
	Large Vocal Ensemble	1	7+	2 numbers
	<u>Vocal Solo</u>			
	Senior	2	1	1 number
	Intermediate	2	1	1 number
	Junior	2	1	1 number
	Small Instrumental Ensemble	1	2-6	2 numbers
	Large Instrumental Ensemble	1	7+	2 numbers
	<u>Instrumental Solo</u>			
Senior	2	1	1 number	
Intermediate	2	1	1 number	
Junior	2	1	1 number	
	<u>Piano Solo/Duet</u>			
Senior	2	1-2	1 number	
Intermediate	2	1-2	1 number	
Junior	2	1-2	1 number	
4-H REELS	Online Reel (All Ages)		Any Number of 4-Hers	5 minutes



Public Presentations



Public Speaking

Public Speaking is intended to assist Senior 4-H members further develop confidence and skill in speaking before an audience. Talks are original and topic may be any of interest to 4-H'er. Visuals may be used. One or two notecards are suggested. Maximum time for presentation is 15 minutes. Outlines are required for the judge. Failure to provide an outline will result in the dropping of 1 ribbon placing.

Kansas 4-H Public Speaking Resource: <https://bookstore.ksre.ksu.edu/pubs/4H983.pdf>

Impromptu Presentations

Impromptu is intended to assist Senior and Intermediate 4-H members to further develop confidence and skill in organizing thoughts and speaking before an audience. Participants will draw for a topic and are given **5 minutes to prepare**. Topics will be of a general nature and note cards will be provided. No study or research material is allowed in the prep room. Maximum time for presentation is 10 minutes.

Project Talk

Project Talks are intended for younger 4-H'ers (Juniors and Intermediates) to gain confidence in expressing themselves before an audience. They may tell of their actual project experiences with the purpose to inform the audience. Visuals may be used. Maximum time limit is 7 minutes.

Kansas 4-H Project Talk Resource: <https://bookstore.ksre.ksu.edu/pubs/4H979.pdf>

Demonstrations and Illustrated Talks

Demonstrations involve making or doing something while giving an explanation. It uses actual items, supplies, equipment, people or animals while going through a process. There should be a finished product to show. Demonstrations are limited to 15 minutes. There is no minimum time. Each participant has 3 minutes to set up and 2 minutes to tear down. *Please clear your table before conferencing with the judge to allow the next presenter to set up their demonstration.*

Kansas 4-H Demonstrations Resource: <https://bookstore.ksre.ksu.edu/pubs/4H980.pdf>

Illustrated Talks tell how something is done. Pictures, charts, models, equipment and other types of visual aids. The purpose is to inform the audience. Presentations are limited to 15 minutes for their presentation. Each participant has 3 minutes to set up and 2 minutes to tear down. *Please clear your table before conferencing with the judge to allow the next presenter to set up their demonstration.*

Kansas 4-H Illustrated Talk Resource: <https://bookstore.ksre.ksu.edu/pubs/4H982.pdf>

Reading

This may be a musical, dramatic, interpretive, humorous, or other type of reading. The presentation should be one that can be done in 5 minutes or less. Readings need not be memorized.

Show and Share

Show and Share is intended for first year 4-H members and Clover Buds to have a non-competitive presentation experience. The presentation does not have to be related to a 4-H project or experience. Suggested maximum time limit is 5 minutes. Each participant will receive a participation ribbon.



Public Presentations



Pickle Power

Pickle Power is intended for Clover Buds, Juniors and Intermediates to have a non-competitive experience demonstrating the decision-making process and the six pillars of good character. Participants are given two scenarios to choose from to demonstrate what decision they would make. They present their decision to a judge, explaining their choices. All participants will receive the same prize. There is no Regional 4-H Day division.

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 has been used to encourage 4-H youth in their efforts to add zest to the activity. Clubs are encouraged to plan a model meeting that depicts a typical monthly meeting of their 4-H club. The meeting may be designed to suit the needs and interest of the 4-H club members. An agenda of the model meeting must be presented to the judge before the meeting is called to order. A maximum of thirty-five (35) minutes are allowed for a model meeting. During the model meeting, the secretary should take notes. After the meeting the secretary must turn in the model meeting notes. Recreation may be at any time during the meeting. Some clubs prefer to have their recreation at the start of the meeting, rather than at the end. In addition to your club's usual meeting practices, references that may be used in planning a model meeting are:

"The Meeting Will Come To Order" - County Extension Office.

This event will not compete in the Multi-County Champion Run-Off Event.

4-H Reels

The 4-H Reels Category is a creative video demonstration. This can focus on educating others or promoting 4-H.

Use your TikTok or Instagram Reels skills to demonstrate your knowledge with 4-H Reels! Please submit your entry to [this link](#) that have the Tik Tok/Reel vibe to them. All 4-H Reels will be judged on knowledge of subject, appearance and the showmanship/ability of the 4-Her and displayed during Club Day.

To submit please make a folder titled as your name. Submit your video and any supporting documents. Use [this link](#) to find the shared folder to submit your entry.

More Kansas 4-H Presentation Resources:

<https://www.bookstore.ksre.ksu.edu/pubs/4H984.pdf>



Talent - Dance

The kind of music used is the choice of the group. Recorded or live music may be used. It is suggested that each group be limited to one dance or 5 minutes performing time.

Group Dance

May be folk, square dance, circle dance, line dance, polka, tap dance, ballet, interpretive, acrobatic dance, break dance, or other type of dance performed by a group of 4-H'ers. Square Dances are limited to one square of four couples.

Individual Dance

This may be any dance style performed by an individual.



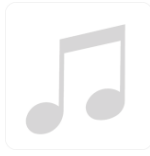
Talent - Drama

Skit, Creative Dramatics

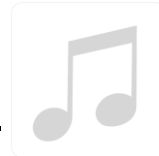
This section is designed for creative dramatics or skits. Any size group may participate. Skits and dramatics should not exceed 10 minutes. Groups have 5 minutes to set up and 5 minutes to tear down. Props may be brought into the back of the room prior to your performance.

Other

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 a group. A time limit of 5 minutes is suggested.



Talent - Music



NOTE: for ALL MUSICAL PERFORMANCES, members should be aware of copyright laws. If music is downloaded from the internet (such as sheetmusic.com) you must have the cover sheet that shows proof of purchase.

Vocal Ensemble

1. Small group may be composed of 2 to 6 4-H'ers, not including the accompanist.
2. Large group may be composed of 7+ 4-H'ers, not including the accompanist.
3. Each group will sing two numbers of their own choosing.
4. Original copies of selections will be given to judges before performing.
5. Singing may be with or without accompaniment. Accompanist need not be a 4-H'er.
6. May have a director who does not need to be a 4-H'er, but they cannot sing with the group unless they are 4-H'ers.
7. Selections should be memorized.

Vocal Solo

1. Participant will sing one number.
2. Original copy of selection will be given to judges before performing.
3. Accompanist need not be a 4-H'er (accompaniment can be tape/CD/DVD recording).
4. Selection should be memorized.

Instrumental Ensemble

1. Small groups may be composed of 2 to 6 4-H'ers, not including the accompanist.
2. Large groups may be composed of 7+ 4-H'ers, not including the accompanist.
3. Each group will play two selections of their own choosing.
4. Original copies of selections will be given to judges before performing.
5. May have a director who is not required to be a 4-H'er; an individual may not play with the group unless he or she is a 4-H'er.

Instrumental Solo

1. Participant will play one number.
2. Original copy of selection will be given to the judges before performing. This copy should include the vocal music lines (not just the words to the song)
3. Accompanist need not be a 4-H'er.
4. Selection need not be memorized.

Piano Solo or Duet

1. Participant will play one number.
2. Original copy of selection will be given to the judges before performing.
3. Selection need not be memorized.
4. If a duet and members are in different age group, the group will go into the class for the older member.



Gavel Games



Gavel Games Guidelines

The Gavel Games contest is a fun way to learn parliamentary procedure. The intention is to help youth learn proper parliamentary procedure with motions of their choosing.

The contestants are teams of four 4-H'ers from the same club who act as officers for a model 4-H business meeting. Each member of the team will serve one office (President, Vice-President, Secretary, or Treasurer). All age levels will come prepared to do a specific office. No one will be drawing for office position.

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. All motion topics are participant's choice. They will not draw for topics. Personal conference judging is used to make the contest a more meaningful experience. Teams also receive a written score sheet. Juniors will be asked oral questions from the judge and Seniors will take a written quiz.

Age divisions for the Gavel Games Contest at Club Days will be:

 Juniors - Ages 7-12

 Seniors - 13 years old and older

*All team members must belong to the same 4-H club

Rules Pertaining to the Parliamentary Procedure Contest - Oral Section

3. This contest will consist of teams of four 4-H'ers: President, Vice President, Secretary, and Treasurer.
4. The order of business for the oral presentation is as follows:
 - i. Call to order
 - ii. Opening exercise

Pledge or motto and roll call
 - iii. Reading of minutes, corrections if needed, approval of minutes.

The secretary should announce that there are no minutes due to the fact this is a special parliamentary procedure presentation.
 - iv. Communications not requiring action B letters of appreciation, etc.

One letter of communication should be read.
 - v. Report of officers

The treasurer's report is the only officer's report that is to be given. Report should include balance at previous meeting, any receipts since last meeting, any expenditures and/or bills paid since the last meeting, the present balance, unpaid bills.
 - vi. Report of standing or special committees.

Only one standing or special committee report is to be given.
 - vii. Unfinished business
 - (1) Motions postponed at the last meeting and motions laid on the table at the last meeting.
 - (2) The president should ask for unfinished business; however, it is recommended that all parliamentary problems be transacted during the contest.

(Unfinished business would have to be read in the secretaries minutes, and you do not have any because this is a special meeting.)

viii. New business as introduced

Juniors are required to correctly complete the following motions:

- (a) A main motion
- (b) To table a motion
- (c) To call for a division
- (d) An additional motion of their choice

Seniors are required to correctly complete the following motions:

- 1. A main motion
- 2. To table a motion
- 3. To call for a division
- 4. To amend a motion
- 5. To take a motion from the table
- 6. To withdraw a motion
- 7. An additional 2 motions of their choice.

9. Announcements

One announcement is to be given.

10. Adjournment

C. The following information sheets are the only notes that can be used during the oral presentation of this contest.

- 1 Sheet entitled General Order of Business.
- 2 Sheet entitled Approved List of Parliamentary Procedure Problems for 4-H Parliamentary Procedure Contest.
- 3 Secretary's letter of communication.
- 4 Treasurer's written report of the clubs financial state.
- 5 Sheet pertaining to the standing or special committee report.

D. Each team is allowed a maximum of 20 minutes to give its oral presentation.

Approved List of Parliamentary Procedure Problems for the Parliamentary Procedure Contest

3. Put a motion before the house
4. Lay a motion on the table.
5. Call for a division of the house
6. Amend a motion
7. Take a motion from the table
8. Withdraw a motion
9. Call for a division of the question
10. Refer a motion to a committee
11. Rise to a point of order
12. Appeal the decision of the chair
13. Call for the previous question
14. Rescind a motion
15. Reconsider a motion
16. Postpone a motion definitely
17. Suspend the rules
18. Reconsider and have entered on the minutes
19. Postpone a motion indefinitely
20. Object to the consideration of the question

Juniors are required to do the first 3 plus one other of their choice and seniors are required to do the first six plus two additional motions of their choice.

Refer to: The Meeting Will Come to Order.

General Order of Business

- I. Call to order
- II. Opening exercise B pledge or motto and roll call
- III. Reading of minutes, correction if needed, approval of minutes
- IV. Communications not requiring action (letters of appreciation, etc.)
- V. Reports of officers
- VI. Reports of standing committees
- VII. Reports of special committees
- VIII. Unfinished business
 1. Motions postponed at the last meeting
 2. Motions laid on the table at the last meeting.
- IX. New business as introduced
- X. Announcements
- XI. Adjournment



Kansas 4-H Demonstration or Illustrated Talk Scoresheet

Contestants 7 to 18 years old

Name _____

Age _____

Club _____

Time Finish _____

Extension Unit _____

Start _____

Total _____

Up to 15 minutes. No minimum time.

Title _____

Fair	Good	Excellent	Percent	Points to Consider	Judge's Comments
			10	Introduction • Interesting, short, gains attention	
			10	Appearance • Dressed 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.	

Final Rating:

Top Blue ____ Blue ____ Red ____ White ____

Judge's Initials: _____



Kansas 4-H Project Talk Scoresheet

Contestants 7 to 11 years old

Name _____ Age _____
 Club _____ Time Finish _____
 Extension Unit _____ Start _____
 Title _____ Total _____

Points to Consider	Percent	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 organized • Well-organized, words well chosen, not memorized, not read • Personal experience related • Important points stressed in summary 	50		

Final Rating:

Top Blue (or Purple) _____ Blue _____ Red _____ White _____

Judge's Initials: _____



Kansas 4-H Public Speaking Scoresheet

Contestants age 14 and older

Name _____ Age _____

Club _____ Time Finish _____

Extension Unit _____ Start _____

Total _____

Up to 15 minutes. No minimum time.

Title _____

Speech Contest Form	Percent	Judge's Comments
Material • Outline turned in	15	
Organization	25	
Language and voice	10	
Fluency	15	
Pronunciation and articulation	10	
Eye contact and projection	15	
Appearance	10	

Final Rating:

Top Blue ____ Blue ____ Red ____ White ____

Judge's Initials: _____

SCORE CARD FOR READINGS

County _____

Club _____

Name _____

Time: Finish: _____

Start: _____

Age _____

Total: _____

Maximum Time — 15 minutes

Title: _____

Points to Consider	Judges Comments
<p>Material — Suitable for age and occasion — should meet standards and ideals of 4-H.</p>	
<p>Presentation — Could the participant be heard clearly? Was the diction of the participant good? Note: Diction to cover enunciation of words, accurate dialect, if used, quality of voice, etc.</p>	
<p>Language and Voice</p>	
<p>Pronunciation and Articulation</p>	
<p>Eye Contact and Projection</p>	
<p>Interpretation — Was the interpretation of the reading good? Note: Interpretation - the meaning or point of the reading brought out by the participant and the degree to which the audience realized it.</p>	
<p>Appearance — Appropriate dress for type of presentation. Neat - well groomed.</p>	

FINAL RATING:

Top Blue _____

Blue _____

Red _____

White _____

JUDGES INITIALS: _____

4-H Show and Share Scoresheet

1st year members/Cloverbuds



Name _____

Age _____

Time: _____

Club _____

County _____

Finish: _____

Start: _____

Total: _____

Up to 5 minutes

Title _____

Points to Consider (points)	Judges Comments
Choice of Material 15	
Eye Contact and Projection 15	
Language and Voice 20	
Fluency 20	
Pronunciation and Articulation 20	
Appearance 10	

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	

FINAL RATING:

Top Blue _____

Blue _____

Red _____

White _____

JUDGES INITIALS: _____

SCORE CARD FOR MUSIC

County _____

Name/Club _____

Type of Group _____

Number in Group _____

- _____ Band
- _____ Orchestra
- _____ Large Instrumental Ensemble
- _____ Small Instrumental Ensemble
- _____ Instrumental Solo

- _____ Chorus
- _____ Vocal Solo
- _____ Large Vocal Ensemble
- _____ Small Vocal Ensemble

Titles: _____

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

FINAL RATING:

Top Blue _____

Blue _____

Red _____

White _____

JUDGES INITIALS: _____

SCORE CARD FOR DANCE

Name/Club _____

Time: Finish: _____

Start: _____

County _____

Total: _____

Number in Group: _____

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	

FINAL RATING:

Top Blue _____

Blue _____

Red _____

White _____

JUDGES INITIALS: _____

SCORE CARD FOR TALENT
(Including Skits)

County _____

Club _____

Name _____

Time _____

Finish: _____

Start: _____

Number in Group _____

Total: _____

Title _____

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

FINAL RATING:

Top Blue _____

Blue _____

Red _____

White _____

JUDGES INITIALS: _____