

# **Cooperative Extension Service Block**

Clark, Finney, Ford, Gray, Hodgeman, Meade &  
Walnut Creek Counties

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# **Guidelines for 4-H Day**

Revision Date: 02/27/2019

**All 4-H'ers are encouraged to participate!**

# County Responsibilities

Counties are responsible for obtaining one or two qualified judges for their respective areas and any equipment to facilitate their assigned rooms. Each county is responsible for bringing 10 copies of the program to Regional Club Day.

Clark County	Project Talks & Public Speaking
Finney County	Model Meetings
Ford County	Facilities & Scheduling
Gray County	Demonstrations & Illustrated Talks
Hodgeman County	Extemporaneous & Digital Presentations
Meade County	Music & Finances/Ribbons
Walnut Creek District	Talent
Walnut Creek District	Readings



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# Objectives

## Guidelines for 4-H Day

*To present a favorable image to the public and promote*

*4-H.*

1. To demonstrate the values of the 4-H and Youth program through public presentation and evaluation of:
  - *demonstrations and illustrated talks*
  - *talks*
  - *meeting procedures*
  - *recreation*
2. To provide additional opportunity for 4-H'ers to participate in music and drama, and to share their talents.
3. To provide opportunity for fellowship and wider acquaintance among 4-H'ers.
4. To exchange information regarding Animal Sciences, Family Living, Individual and Community Resources, Natural Resources, and Plant and Mechanical Sciences.
5. To present a favorable image to the public and promote 4-H.

## 4-H Day Event Guidelines

Section	Event	Regional Qualification	Participants	Maximum Time Allowed
<b>I. Public Presentations</b>	<b>Speech</b>			
	Sr. Public Speaking	2 per county	1 only	15 minutes
	Jr. Project Talk (7-9)	2 per county	1 only	6-7 minutes
	Project Talk (10-13)	2 per county	1 only	6-7 minutes
	<b>Demonstraion/ Illustrated Talk</b>			
	Sr. Division	2 per county	1 or 2	15 minutes
	Jr. Division	2 per county	1 or 2	10 minutes
<b>Digital Presentations</b>				
Sr. Division	2 per county	1 or 2	15 minutes	
Jr. Division	2 per county	1 or 2	10 minutes	
<b>Reading</b>				
Sr. Reading	2 per county		10 minutes	
Jr. Reading	2 per county		10 minutes	
<b>Show and Tell</b>		None allowed	Designed for 1 <sup>st</sup> or 2 <sup>nd</sup> year 4-H'ers	5 minutes
<b>Extemporaneous Speaking</b>		2 per county	1 only 14 or older (4-H age)	Min. of 3 minutes Max. of 5 minutes
<b>II. Model Meetings</b>	<b>Model Meetings</b>	1 per county	Any number of 4-H members plus one or two adults.	35 minutes
<b>Gavel Games</b>				
Jr. (7-10 yrs.)	1 team per county	Each team consists of 4 members plus two alternates or a total of 6 members.	20 minutes	
Int. (11-13 yrs.)	1 team per county			
Sr. (14 and up)	1 team per county			
<b>III. Talent Dance</b>	<b>Square Dance</b>			
Sr. Division	1 group	No limit	10 minutes	
Jr. Division	1 group	No limit	10 minutes	
<b>Folk Step Dance</b> (Line, Circle, Polka)				
Sr. Division	1 group	No limit	10 minutes	
Jr. Division	1 group	No limit	10 minutes	
<b>Other Dance</b> (Tap, Ballet, interpretive, individual, couple)				
Sr. Division	1 group	No limit	10 minutes	
Jr. Division	1 group	No limit	10 minutes	
<b>Dramatics</b>	<b>One-Act Play</b>			
Sr. Division	1 group	No limit	30 minutes	
Jr. Division	1 group	No limit	30 minutes	
<b>Skits</b>				
Sr. Division	1 group	No limit	10 minutes	
Jr. Division	1 group	No limit	10 minutes	

## 4-H Day Event Guidelines (Continued)

Section	Event	Regional Qualification	Participants	Maximum Time Allowed
(Novelty)	<b>Novelty</b> (stunts, novelty, puppets, etc.) Sr. Division	1 Individual or Group	No limit	5 minutes
	Jr. Division	1 Individual or Group	No limit	5 minutes
<b>Other Performance</b>	<b>Vocal Performance</b> Sr. Division	2 per County	1	5 minutes
	Jr. Division	2 per County	1	5 minutes
	Groups	2 per County	2 or more	5 minutes
<b>IV. Music</b>	<b>Chorus</b> Sr. Division	1 group	6 or more 4-H'ers	2 numbers
	Jr. Division	1 group	6 or more 4-H'ers	2 numbers
	<b>Vocal Ensemble</b> Sr. Division	1 group	2 to 5 4-H'ers	up to 2 numbers
	Jr. Division	1 group	2 to 5 4-H'ers	up to 2 numbers
	<b>Vocal Solo</b> Sr. Division	2 per County		1 number
	Jr. Division	2 per County		1 number
	<b>Band or Orchestra</b> Sr. Division	1 group	6 or more 4-H'ers	2 numbers
	Jr. Division	1 group	6 or more 4-H'ers	2 numbers
	<b>Instrumental Ensemble</b> Sr. Division	1 group	2 to 5 4-H'ers	up to 2 numbers
	Jr. Division	1 group	2 to 5 4-H'ers	up to 2 numbers
	<b>Instrumental Solo</b> Sr. Division	2 per County		1 number
	Jr. Division	2 per County		1 number

**Age is determined by Age of 4-H members on December 31, of the current 4-H year.**

**Sr. Division – 14 and older  
Jr. Division – 13 and younger  
(unless otherwise stated in individual sections)**

AGE of the oldest participant in a group will determine if the group entry is a Jr. or Sr. group. Example: If one youth is 14 or older and the rest are 13 and younger the group will compete in the Sr. group.

All entries will receive a Top Blue/Purple, blue, red or white ribbon rating.

*It is the option of the agents or judges to change entries from one section to another section which they deem as more appropriate based on the major theme or intent of the entry.*

## Public Presentations

**Sr. Public Speaking** Public speaking is intended to assist older, (14 years and older) more experienced members further develop confidence and skill in speaking before an audience. Talks are original. Visuals may be used. One or two note cards are suggested. Outlines should be provided for each judge. Suggested maximum time limit is 15 minutes. Each county may enter 2 speeches from this section in the regional club day.

**Jr. Project Talks** Project talks are intended for 4-H'ers, 13 years of age and younger, to gain confidence in expressing themselves before an audience. They tell of their actual project experiences. Visuals may be used. Suggested maximum time limit is 6-7 minutes. Each county may enter two (2) talks from each age group from this section in the regional club day.

**Demonstrations  
(Jr. and Sr. Divisions)** Demonstrations involve doing or making something while giving an explanation. It uses actual items, supplies, equipment, people or animals while going through a process. There is usually a finished product to show.

**Illustrated Talks  
(Jr. and Sr. Divisions)** Illustrated Talks is a presentation that tells how something is done. With an illustrated talk you show pictures, charts, models, equipment and other types of visual aids. The purpose is to teach the audience.

**Note: A maximum time of 10 minutes for individual or team presentations of members up to and including members 11 years of age. Seniors may have up to 15 minutes. Contestants provide their own equipment and material. Each county may enter two Sr. division Demonstration/illustrated Talks and two Jr. Division Demonstration/illustrated Talks from this section in the regional club day.**

**Reading  
(Jr. and Sr. Divisions)** Reading, this may be a musical, dramatic, interpretive, humorous or other type of reading. The presentation should be one that can be done in 10 minutes or less. Each county may enter two Sr. Division and two Jr. Division from this section at the regional 4-H day. Readings need not be memorized. **All participants must have one original of their piece(s) to be given to the judges for them to view while judging.**

**Show and Tell  
(1st or 2<sup>nd</sup> year)** Show and tell is intended for 4-H'ers that are first or second year members, to have a non-competitive public presentation experience. The presentation does not have to be related to a 4-H project experience. Suggested maximum time limit is 5 minutes. Each participant will receive a participation ribbon. There is no regional 4-H day division.

**Extemporaneous** Extemporaneous is intended for older members that would like to display their spontaneous speaking skills. Each participant will draw two topics and select one for his/her 3-5 minute presentation. A 15-minute preparation time will be given after the topics are drawn. Notes may be made on the card containing the topic. Each county may enter two from this section in regional 4-H club day.



4-H Communication Fact Sheet Series

# Kansas 4-H Public Speaking Scoresheet

Contestants age 14 and older

Name \_\_\_\_\_

Age \_\_\_\_\_

Club \_\_\_\_\_

Time Finish: \_\_\_\_\_

Extension Unit \_\_\_\_\_

Start: \_\_\_\_\_

Total: \_\_\_\_\_

Up to 15 minutes.

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/Purple \_\_\_\_\_

Blue \_\_\_\_\_

Red \_\_\_\_\_

White \_\_\_\_\_

**Judge's Initials:** \_\_\_\_\_

**Use of copyrighted and trademarked materials in 4-H presentations and posters:**

A copyright and/or a trademark are legal methods used by artists, photographers and writers to protect original creative works such as photographs, books, music, recipes, sports logo insignias, brand names and art work. The copyright symbol does need to appear on a work for it to be protected by copyright. Copyrighted materials cannot be reproduced without permission and proper crediting of the source. 4-H members need to be aware of copyright restrictions and take steps to obtain permission to use copyrighted materials and trademarks. Full details cannot be covered in a short paragraph, but additional helpful information can be found on K-State's Intellectual Property site: [www.k-state.edu/academicpersonnel/intprop/](http://www.k-state.edu/academicpersonnel/intprop/). Look for the upcoming Communication Fact Sheet, *Use of Copyrighted and Trademarked Materials in 4-H Presentations and Posters*.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

4H977

October 2009

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4-H Communication Fact Sheet Series

# Kansas 4-H Project Talk Scoresheet

Contestants 7 to 13 years old

Name \_\_\_\_\_ Age \_\_\_\_\_

Club \_\_\_\_\_ Time Finish: \_\_\_\_\_

Extension Unit \_\_\_\_\_ Start: \_\_\_\_\_

Total: \_\_\_\_\_

Title \_\_\_\_\_

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

**Final Rating:**

Top Blue/Purple \_\_\_\_\_

Blue \_\_\_\_\_

Red \_\_\_\_\_

White \_\_\_\_\_

**Judge's Initials:** \_\_\_\_\_

**Use of copyrighted and trademarked materials in 4-H presentations and posters:**

A copyright and/or a trademark are legal methods used by artists, photographers and writers to protect original creative works such as photographs, books, music, recipes, sports logo insignias, brand names and art work. The copyright symbol does need to appear on a work for it to be protected by copyright. Copyrighted materials cannot be reproduced without permission and proper crediting of the source. 4-H members need to be aware of copyright restrictions and take steps to obtain permission to use copyrighted materials and trademarks. Full details cannot be covered in a short paragraph, but additional helpful information can be found on K-State's Intellectual Property site: [www.k-state.edu/academicpersonnel/intprop/](http://www.k-state.edu/academicpersonnel/intprop/). Look for the upcoming Communication Fact Sheet, *Use of Copyrighted and Trademarked Materials in 4-H Presentations and Posters*.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service



4-H Communication Fact Sheet Series

# Kansas 4-H Demonstration or Illustrated Talk Scoresheet

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	<b>Introduction</b> – Interesting, short, gains attention.	
			10	<b>Appearance</b> – Dress suitable for work being done. Well groomed, good posture.	
			30	<b>Presentation</b> – 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	<b>Subject Matter</b> – Important points emphasized. Information accurate and complete. Information usable by others. Worthwhile and practical. Suitable to age and ability of participant.	
			10	<b>Visuals and Equipment</b> – Suitable for work done. Charts, posters easily read.	
			10	<b>Summary</b> – Important points stressed. Finished project displayed (if there is one). Questions answered satisfactorily. Closing definite, table left neat.	

**Final Rating:**

Top Blue/Purple \_\_\_\_\_ Blue \_\_\_\_\_ Red \_\_\_\_\_ White \_\_\_\_\_

**Judge's Initials:** \_\_\_\_\_

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A copyright and/or a trademark are legal methods used by artists, photographers and writers to protect original creative works such as photographs, books, music, recipes, sports logo insignias, brand names and art work. The copyright symbol does need to appear on a work for it to be protected by copyright. Copyrighted materials cannot be reproduced without permission and proper crediting of the source. 4-H members need to be aware of copyright restrictions and take steps to obtain permission to use copyrighted materials and trademarks. Full details cannot be covered in a short paragraph, but additional helpful information can be found on K-State's Intellectual Property site: [www.k-state.edu/academicpersonnel/intprop/](http://www.k-state.edu/academicpersonnel/intprop/). Look for the upcoming Communication Fact Sheet, *Use of Copyrighted and Trademarked Materials in 4-H Presentations and Posters*.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

# Digital Presentation Score Card

## (Jr. and Sr. Division)

County \_\_\_\_\_ Club \_\_\_\_\_ *Time:* \_\_\_\_\_  
 Name \_\_\_\_\_ Age \_\_\_\_\_ *Finish* \_\_\_\_\_  
 Title of Talk \_\_\_\_\_ *Start* \_\_\_\_\_  
 \_\_\_\_\_ *Total* \_\_\_\_\_

<b>Points to Consider</b> (points)	<b>Judges Comments</b>
<p><b>Introduction</b>            Interesting, short,            gain attention</p> <p style="text-align: right;"><b>10</b></p>	
<p><b>Appearance</b>            Dress suitable for work being            done, well groomed, good posture</p> <p style="text-align: right;"><b>10</b></p>	
<p><b>Presentation</b>            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 team,            good teamwork            Work and talk coordinated            Plain view of audience            Table, neat and orderly</p> <p style="text-align: right;"><b>25</b></p>	
<p><b>Subject Matter</b>            Important points emphasized            Information accurate and complete            Information usable by others            Worthwhile and practical            Suitable for age and ability level            of participant.            Suitable for work done</p> <p style="text-align: right;"><b>25</b></p>	
<p><b>Visuals/Equipment</b>            Charts, posters easily read</p> <p style="text-align: right;"><b>20</b></p>	
<p><b>Summary</b>            Important points stressed            Finished product displayed            (if there is one)            Questions answered satisfactorily            Closing definite, table left neat</p> <p style="text-align: right;"><b>10</b></p>	

Final Rating \_\_\_\_\_

# Reading Score Card (Jr. and Sr. Division)

County \_\_\_\_\_ Club \_\_\_\_\_ *Time:*  
 Name \_\_\_\_\_ Age \_\_\_\_\_ *Finish* \_\_\_\_\_  
 Title of Talk \_\_\_\_\_ *Start* \_\_\_\_\_  
 \_\_\_\_\_ *Total* \_\_\_\_\_

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

Final Rating \_\_\_\_\_



# Extemporaneous Score Card (14 and older)

County \_\_\_\_\_ Club \_\_\_\_\_ Time: \_\_\_\_\_  
 Name \_\_\_\_\_ Age \_\_\_\_\_ Finish \_\_\_\_\_  
 Title of Talk \_\_\_\_\_ Start \_\_\_\_\_  
 Total \_\_\_\_\_

<b>Points to Consider</b> (points)	<b>Judges Comments</b>
<p><b>Introduction</b>            Interesting, short            Gains attention  <span style="float: right;"><b>15</b></span></p>	
<p><b>Appearance</b>            Dress suitable for an informative            presentation            Well groomed, good posture  <span style="float: right;"><b>10</b></span></p>	
<p><b>Content</b>            Member does not make excuses            for difficulty of subject that            was drawn.            Presentation addresses the topic            selected.  <b>Adaptability to Subject</b>            Member does not use dishonesty            to adapt to subject.            Uses personal experience or            experiences of others to            convey subject matter.  <span style="float: right;"><b>30</b></span></p>	
<p><b>Presentation</b>            Voice natural, words distinct            Poised, friendly, confident            Originality shown            Convincing, interest held            Use of time (within 3-5 min. time allowed)            Use of note card  <span style="float: right;"><b>30</b></span></p>	
<p><b>Conclusion</b>            Important point or points stressed  <span style="float: right;"><b>15</b></span></p>	

Final Rating \_\_\_\_\_

## Model Meeting

**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 and counties has been used to encourage 4-H youth in their efforts to add zest to the activity.

- Model Meeting Suggested Guidelines**
1. *The group may be composed of any number of 4-H'ers and two adult leaders. Each county may enter one model meeting in regional club day.*
  2. *Thirty-five (35) minutes are allowed for a model meeting. Special parliamentary problems may be used in the 4-H day; the decision may be made locally or by the Regional 4-H Day planning committee.*
  3. *Recreation may be at any time during the meeting. Some clubs prefer to have their recreation at the start of the meeting rather than the end.*
  4. *The group will be required to complete the following five (5) parliamentary practices. A ten (10) point deduction will be made from the group's score for each practice not successfully completed.*
    - a. *Make a Main Motion*
    - b. *Motion to Recess*
    - c. *Motion to Adjourn*
    - d. *Point of Order*
    - e. *Parliamentary Inquiry*
  5. ***The Model Meeting should include three (3) additional topics from the list below. The topics include:***
    - a. Fix Time to Adjourn
    - b. Call for the Orders of the Day
    - c. Lay on the Table
    - d. Previous Question
    - e. Limit or Extend Limits of Debate
    - f. Commit or Refer
    - g. Amend
    - h. Division of Question
    - i. Withdraw a Motion
    - j. Take from the table

**Model Meeting Resource**

"Parliamentary Practice for 4-H Club" County Extension Office

"The Meeting Will Come To Order" County Extension Office

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### Score Card Explanation

Note the five main divisions of the model meeting scorecard and the relative importance give to each division. Thirty-five minutes will be allowed for a model meeting.

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## Model Meeting (continued)

### Score Card Explanation (Business)

**Business:** Follow the order of business as given in the 4-H Secretary's Record Book.

Plan the business meeting to display 4-H'ers skills in conducting a meeting and their ability to use correct parliamentary procedure. There will not be time for lengthy discussion of motions. The parliamentary procedures used should expedite, not obstruct business. Naturalness and alertness are as important in the business meetings as in the program.

Reports should give interesting, valuable information. They should be complete, but concise.

### Score Card Explanation (Ceremonies)

**Ceremonies:** There should be one major ceremony such as initiation, installation, placing seal on the charter, older 4-H'er "graduation", leadership recognition, citizenship, or other ceremony in addition to routine opening and closing ceremonies. Ceremonies should be well done and impressive. Originality is desirable, but it is more important to have a ceremony be meaningful and impressive. Ceremonies may be used where appropriate in the meeting.

### Score Card Explanation (Program)

**Program:** Arrangement of the program may be worked out to please the club. "Balance" of program refers to approximately equal participation by boys and girls. The time division between parts of the program should approximate that of a good local 4-H meeting. Time divisions for a model meeting will usually fall within these limits: Opening ceremony and business, 12 to 14 minutes; program, 14 to 16 minutes; recreation, 4 to 5 minutes; and closing ceremony and announcements, 2 minutes.

Songs should, as far as possible, show appreciation of good singing rather than forced gaiety.

Games, stunts and skits should be adapted to the age of the group and should teach teamwork. One game involving rhythm and coordination is desirable with older 4-H'ers.

Quality of program means accuracy, timeliness, and value of information presented or entertainment given and excellence of delivery.

### Score Card Explanation (Attitude)

**Attitude:** Naturalness, alertness, enthusiasm, and teamwork are desired. Forced, unnatural gaiety should be avoided. The presentation should give the impression of an actual 4-H meeting. Look at and talk to 4-H'ers, not to the audience. Each 4-H'ers contribution to the program should be heard by the audience but not directed to them.

The seating arrangement may be as desired for the best hearing, seeing, participating, and effective use of space.

### Score Card Explanation (Leaders)

**Leaders:** Participation in the meeting should be done as the leader(s) normally do. They need not answer roll call. Advice and counsel will be in order and may include announcements and reports.



# Model Meeting Score Card

County \_\_\_\_\_  
 Club \_\_\_\_\_

Time:  
 Finish \_\_\_\_\_  
 Start \_\_\_\_\_  
 Total \_\_\_\_\_

<b>Points to Consider</b> (points)	<b>Judges Comments</b>
<b>Business</b> <i>Parliamentary Skills (25)</i> Order of business, making and carrying through motions, reports of committees and correct handling of parliamentary problems. <i>Officer Reports (10)</i> Excellence of oral reports made by secretary, treasurer, reporter, county council representative, and other officers. <div style="text-align: right;"><b>35</b></div>	
<b>Ceremonies</b> Opening and closing, use of 4-H Pledge, flag salute, motto, creed, initiation or installation ceremony, attaching seal to charter, leaders' recognition, citizenship ceremony, and any other suitable ceremonies. <div style="text-align: right;"><b>10</b></div>	
<b>Program</b> 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. 1. Balance and arrangement (20) 2. Quality of entire program (20) <div style="text-align: right;"><b>40</b></div>	
<b>Attitude</b> Naturalness of meeting – not staged. Response, enthusiasm, dispatch, attentiveness and posture. <div style="text-align: right;"><b>10</b></div>	
<b>Leader's Participation</b> Brief reports, statements and advice. <div style="text-align: right;"><b>5</b></div>	
<b>Parliamentary Practices</b> <i>Required Topics</i> <ul style="list-style-type: none"> <li>➤ <i>Make a Motion</i></li> <li>➤ <i>Motion to Recess</i></li> <li>➤ <i>Motion to Adjourn</i></li> <li>➤ <i>Point of Order</i></li> <li>➤ <i>Parliamentary Inquiry</i></li> </ul>	<div style="text-align: right;"><b>Ten (10) points each</b></div> <i>Additional Topics</i> <ul style="list-style-type: none"> <li>➤ _____</li> <li>➤ _____</li> </ul>

Final Rating \_\_\_\_\_

## Gavel Games

**Gavel Games** Gavel Games serve as an alternate to the Model Meeting for the 4-H clubs interested in promoting parliamentary procedure.

The contest will consist of teams of up to six 4-H'ers serving as the groups President, Vice-President, Secretary, Treasurer and up to two (2) additional (alternative) members.

### **Gavel Games Order of Business**

The recommended order of business for the oral presentation is as follows:

1. **Call to Order.**
2. **Opening Exercise.**
  - \* Pledge or motto or roll call
3. **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.
4. **Communications not requiring action** – letter of appreciation, etc.
  - \* One letter of communication is to be read.
5. **Report of officers.**
  - \* The treasurer's report is the only officer report that needs to be given.
6. **Report of standing or special committees.**
  - \* Only one standing or special committee report is to be given.
7. **Unfinished business.**
  - \* Motions postponed at the last meeting and motions laid on the table at the last meeting.
  - \* The president should ask for unfinished business; however, it is recommended that all parliamentary problems be transacted during the contest.
8. **New business as introduced.**
  - \* See team rating criteria for Junior, Intermediate and Senior divisions immediately following order of business.
9. **Announcements.**
  - \* One announcement is to be given.
10. **Adjournment.**

### **Gavel Games Team Ratings Junior Division**

*500 points possible. Additional motions may be made, but it is not necessary. Juniors are required to make the following motions:*

1. A main motion.
2. To table a motion.
3. To call for a division.

## Gavel Games (continued)

### Gavel Games

#### Team Ratings

**Intermediate Division** *500 points possible. Intermediates are required to make 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.

### Gavel Games

#### Team Ratings

#### Senior Division

*500 points possible. Seniors are required to make 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 3 motions of their own choice.

### Gavel Games

#### Team Ratings

#### (General Information)

In the rating of teams, teams won't be competing against each other, except in the case for top blues, but will be evaluated against a quality score determined as superior according to a predetermined standard. Three division levels will be held as follows: Junior, 7 to 10 years; Intermediate, 11 to 13 years; and Seniors, 14 years and older. Each division will have a different quality score with the higher quality score being placed in the more advanced divisions.

### Gavel Games

#### Basic Guidelines

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 for the Oral Section of the Parliamentary Procedure Contest.
2. Sheet entitled – Approved List of Parliamentary Procedure Problems for the 4-H Parliamentary Procedure Contest.
3. Secretary's letter of communication.
4. Treasurer's written report of the club's financial state.
5. Sheet pertaining to the standing or special committee report.

**Each team will be allowed a maximum of 20 minutes to give its oral presentation.**

# Gavel Game Score Card (Oral Presentation)

County \_\_\_\_\_ Club \_\_\_\_\_

Name of Team Members: \_\_\_\_\_ Division \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Time:*  
*Finish* \_\_\_\_\_  
*Start* \_\_\_\_\_  
*Total* \_\_\_\_\_

Points Earned (Possible)

\_\_\_\_\_ 25

\_\_\_\_\_ 25

\_\_\_\_\_ 10

\_\_\_\_\_ 10

\_\_\_\_\_ 5

\_\_\_\_\_ 5

\_\_\_\_\_ 5

\_\_\_\_\_ 5

\_\_\_\_\_ 10

\_\_\_\_\_ 5

**I. Oral Presentation Scoring System**

**Overall Presentation**

- Pronunciation, articulation and volume
- Attitude, naturalness and ease of presentation
- Appearance of members and presentation area. (The gavel, 4-H flag and American Flag will be responsibility of the team.)

**President's use of the gavel**

**Call to order**

**Opening exercise**

- Pledge or motto and roll call

**Reading of minutes**

**Handling of communication not requiring action**

- Maximum of one letter

**Treasurer's report**

- Balance at the previous meeting, any receipts since last meeting, any expenditures and/or bills paid since the last meeting, the present balance, unpaid bills, (approve treasurer's report under new business).

**Standing or Special Committee Report**

- A maximum of one report

Points Earned (Possible)

---

**Unfinished or new business**

- For each different parliamentary procedure problem introduced correctly 15 points will be awarded.
- In the handling of each different parliamentary procedure problem, 5 points will be deducted for each incorrect procedure up to a maximum of 15 points.
- No points will be earned or lost if a parliamentary procedure problem is introduced in the incorrect manner.

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**To PUT A MOTION BEFORE THE HOUSE (10 points/motion)**

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15

**To AMEND A MOTION**

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10

**To CALL FOR A DIVISION OF THE HOUSE**

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20

**To CALL FOR DIVISION OF THE QUESTION**

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---

---

10

**To RISE TO A POINT OF ORDER**

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---

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15

**To LAY ON THE TABLE**

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15

**To WITHDRAW A MOTION**

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15

**To APPEAL THE DECISION OF THE CHAIR**

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Points Earned (Possible)

_____	15	<b>To REFER TO A COMMITTEE</b>	_____
_____	15	<b>To TAKE FROM THE TABLE</b>	_____
_____	10	<b>To CALL FOR THE PREVIOUS QUESTION</b>	_____
_____	20	<b>To RECONSIDER A MOTION</b>	_____
_____	20	<b>To POSTPONE</b>	_____
_____	20	<b>To SUSPEND THE RULES</b>	_____
_____	20	<b>To RECONSIDER AND HAVE ENTERED ON THE MINUTES</b>	_____
_____	20	<b>To POSTPONE INDEFINITELY</b>	_____
_____	20	<b>To OBJECT TO THE CONSIDERATION OF THE QUESTION</b>	_____
_____	20	<b>To RESCIND A MOTION</b>	_____
_____	5	<b>Announcements</b> - A maximum of one announcement	_____
_____	5	<b>Adjournment</b>	_____

TOTAL POINTS \_\_\_\_\_

FINAL RATING \_\_\_\_\_

## Talent

### Talent Dance

**Square Dance:** The purpose of a square dance is to teach appreciation of whole-some recreation and develop a cooperative type of recreation.

The kind of music is the choice of the group. A tape or live music may be used. It is suggested that each group be limited to one dance or 10 minutes performing time. Each county may enter one Senior group and one Junior group at regional 4-H day.

**Folk Step Dance:** This may be a circle dance, line dance, polka, schottische, etc. It is suggested that each group be limited to one dance or to 10 minutes performing time. Each county may enter one Senior group and one Junior group at regional 4-H day.

**Other Dance:** This may be a tap dance, ballet, interpretive, acrobatic dance, or other type of dance done by an individual or by a group. It is suggested that participants be limited to one dance or 5 minutes performing time. Each county may enter one Senior group and one Junior group at regional 4-H day.

### Talent Dramatics

**One Act Play:** Entries are limited strictly to one-act plays. Only one setting is allowed. The curtain may be dropped to denote the passing of time. A change of setting is not permitted during the drop of the curtain.

**Note royalty fees  
If applicable!**

*If a royalty play is used, the group must be responsible for the royalty, receipt for the payment of which must be given to the judges before the play is presented. Failure to comply with this rule will be considered as automatic withdrawal.*

- The maximum time allowed shall be 30 minutes from time of the rise of the first curtain to the drop of the final curtain.
- Each group will be responsible for all scenery, property and effects.
- On most stages, all plays will use the same drapes as a background.
- Each cast should have a person in charge of stage arrangements, to pull the curtain, and set stage.
- A maximum of 15 minutes may be used by a county to set the stage for its play.
- No play is barred because of previous presentations of 4-H events.
- Each county may enter one Senior group and one Junior group at regional 4-H day.

**Talent  
Dramatics**

**Skit:** This section is designed for original plays or skits written by 4-H members or other amateurs. Any size group may participate. Original plays and skits should not exceed 10 minutes. Skits may be rehearsed or extemporaneous. If extemporaneous, the group should be given a basic situation for the theme of the skit. One minute should be allowed for planning and preparation. Each county may enter one Senior group and one Junior group at regional 4-H day.

**Novelty:** This is a miscellaneous grouping that may include talent such as novelty numbers, stunts, pantomime, puppets, marionettes, ventriloquist acts, or other types of talent. An individual or group may participate. A time limit of 5 minutes is suggested. Each county may enter one Senior group and one Junior group at regional 4-H day.

**Other**

**Vocal Performance:** This section was created in 2005 to help increase opportunities for 4-H'ers to demonstrate their talents in a performance setting.

1. Participant(s) will perform one number.
2. Sheet music is NOT required for performance.
3. Selection should be memorized.
4. Participant(s) must provide their own music and system for playing the music. Remember – electricity may not be readily available.
5. Each county may enter two (2) Senior Division and two (2) Junior Division participants in the Regional Club Day.
6. A Vocal Performance group consists of two (2) or more individuals.
7. Each county may enter two (2) groups in the Regional Club Day.



# Dance Score Card

County \_\_\_\_\_ Club \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Title or Talent \_\_\_\_\_

<b>Points to Consider</b> (points)	<b>Judges Comments</b>
<b>Knowledge</b> - Fundamentals (25) - Type of figures (15)  <div style="text-align: right; font-weight: bold;">40</div>	
<b>Ability and Coordination</b> - Follow calls or directions (25) - Timing (15)  <div style="text-align: right; font-weight: bold;">40</div>	
<b>Appearance</b> - Costuming (Originality) (5) - Style (include footwork, position, carriage, enjoyment) (15)  <div style="text-align: right; font-weight: bold;">20</div>	

Final Rating \_\_\_\_\_

# One-Act Play Score Card

County \_\_\_\_\_ Age \_\_\_\_\_

Time:  
Finish \_\_\_\_\_

Club \_\_\_\_\_

Start \_\_\_\_\_

Title \_\_\_\_\_

Total \_\_\_\_\_

<b>Points to Consider</b> (points)	<b>Judges Comments</b>
<p><b>Presentation</b></p> <p><i>Diction (20)</i>            Could the actors be heard clearly?            Was the diction of the actors good?  <b>Note: Diction to cover pronunciation, accurate dialect, fitting quality of voice.</b></p> <p><i>Acting (20)</i>            Was the individual acting good?            Was the acting of the group as a whole good?</p> <p><i>Setting (10)</i>            Adaptation of the properties and the make-up.</p> <p style="text-align: right;"><b>50</b></p>	
<p><b>Interpretation</b></p> <p>Was the interpretation of the play good?</p> <p><b>Note: Interpretation - the meaning of the play brought out by the actors, and the degree to which the audience realized it.</b></p> <p style="text-align: right;"><b>15</b></p>	
<p><b>Selection/Choice of Play</b></p> <p><b>Note: Plays should be worthy of production by 4-Hers, and should meet standards and ideals of the organization.</b></p> <p style="text-align: right;"><b>10</b></p>	
<p><b>Stage Business</b></p> <p>Arrangement and movement of characters on stage and reason for such arrangement.</p> <p style="text-align: right;"><b>25</b></p>	

Final Rating \_\_\_\_\_



# Talent/Novelty Score Card

County \_\_\_\_\_ Club \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Title or Talent \_\_\_\_\_

<b>Points to Consider</b> (points)	<b>Judges Comments</b>
<b>Talent Demonstrated</b>          <b>40</b>	
<b>Showmanship</b>          <b>25</b>	
<b>Choice of Material or Ideas</b>          <b>25</b>	
<b>Costume</b>          <b>10</b>	

Final Rating \_\_\_\_\_

# Vocal Performance Score Card

County \_\_\_\_\_ Name \_\_\_\_\_ No. in Group \_\_\_\_\_

Club \_\_\_\_\_ Presentation Time \_\_\_\_\_

Title \_\_\_\_\_

*Sheet music is NOT required for this performance.*

<b>Points to Consider</b>	<b>Judges Comments</b>
<b>Tone Quality</b> Blend Balance Beauty	
<b>Technique</b> Control Articulation Intonation Attacks Releases	
<b>Musicianship</b> Interpretation Tempo Rhythm Phrasing Dynamics	
<b>Selection/ Choice of Material</b>	
<b>Showmanship and Appearance</b>	

Final Rating \_\_\_\_\_

## Music

**All participants must have one original of their piece(s) to be given to the judges for them to view while judging.**

### Music Chorus

1. A chorus may be composed of 6 or more 4-H members.
2. Each group will sing two numbers of their own choosing.
3. Copy of selections will be given to the judges prior to performing.
4. Singing may be with or without accompanist.
5. The director and the accompanist need not be 4-H'ers, but they cannot sing with the group unless they are 4-H'ers.
6. Selections should be memorized.
7. Each county may enter one Senior Division and one Junior Division group from this section at the regional club day.

### Music Vocal Ensemble

1. Group may be composed of 2 to 5 4-H'ers, not including the accompanist.
2. Each group will sing up to two numbers of their own choosing.
3. Copy of selections will be given to the judges prior to performing.
4. Accompanist need not be a 4-H'er.
5. Selections should be memorized.
6. Each county may enter one Senior Division and one Junior Division group from this section at the regional club day.

### Music Vocal Solo

1. Participant will sing one number.
2. Copy of selection is to be given to judges prior to performing.
3. Accompanist need not be a 4-H'er.
4. Selection should be memorized.
5. Each county may enter two (2) Senior Division and two (2) Junior Division group from this section at the regional club day.

### Music Band or Orchestra

1. Group may be composed of 6 or more 4-H members.
2. Each group will play two numbers of their own choosing.
3. Copy of conductor's scores will be given to the judges before playing.
4. The director need not be 4-H'ers, but they cannot sing with the group unless they are 4-H'ers.
5. Each county may enter one Senior Division and one Junior Division group from this section at the regional club day.

### Music Inst. Ensemble

1. Group may be composed of 2 to 5 4-H'ers, not including the accompanist.
2. Each group will play up to two numbers of their own choosing.
3. Copy of selections will be given to the judges prior to performing.
4. The instrumentation should include only recognized instruments of the band or orchestra.
5. Accompanist need not be a 4-H'er where the piano is for accompaniment only, as for a trumpet trio. The pianist must be a 4-H'er when the piano is one of the instruments as in a string trio or similar group.
6. Each county may enter one Senior Division and one Junior Division group from this section at the regional club day.

### Music Instrumental Solo

1. Participant will play one number.
2. Copy of selection is to be given to judges prior to performing.
3. Accompanist need not be a 4-H'er.
4. Each county may enter two (2) Senior Division and two (2) Junior Division group from this section at the regional club day.

# Music Score Card

County \_\_\_\_\_ Name \_\_\_\_\_ No. in Group \_\_\_\_\_

Club \_\_\_\_\_ Presentation Time \_\_\_\_\_

Title (#1) \_\_\_\_\_

Title (#2) \_\_\_\_\_

*Type of Group:*

- Chorus
- Band/Orch.
- Vocal Ens.
- Inst. Ens.
- Vocal Solo
- Inst. Solo

<b>Points to Consider</b>	<b>Judges Comments</b>
<p><b>Tone Quality</b>                      Blend                      Balance                      Beauty</p>	
<p><b>Technique</b>                      Control                      Articulation                      Intonation                      Attacks                      Releases</p>	
<p><b>Musicianship</b>                      Interpretation                      Tempo                      Rhythm                      Phrasing                      Dynamics</p>	
<p><b>Appearance</b></p>	
<p><b>Selection</b></p>	

Final Rating \_\_\_\_\_

## **NOTES:**



## Chart of Permissible Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
<b>Privileged Motions</b>					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
<b>Subsidiary Motions</b>					
Lay on the Table	Yes	No	No	Majority	Neg. only (3)
Previous Question	Yes	No	No	_	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	_	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm. Only
<b>Main Motion</b>	Yes	Yes	Yes	Majority	Yes
<b>Incidental Motions</b>					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	_	Neg. Only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote Chair rules	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
<b>Motions That Bring A Question Again Before The Assembly</b>					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Maj. with notice, 2/3, or maj. of membership (3)	Neg. only
Take from the Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion

(2) Rules of Order - \_ vote, standing rules - majority vote

(3) Refer to *Robert's Rules of Order Newly Revised* (10th edition) for rule(s)