A Look at the Year: Public Speaking A Guide for General Leaders



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Welcome to the 4-H year!

Public speaking is an important skill for anyone to have in their lives. 4-H provides the opportunity for members to develop and improve upon their speaking skills throughout the year. In order for members to complete the 4-H year with a gold completion they need to have completed judging, club contribution and public speaking. The public speaking component can be completed by either doing a speech or a demo.

Another opportunity for members to work on public speaking is Host and Hostess competition. All members ages 9-21 can compete in the competition if they desire.

In the following pages, you will find all information regarding the public speaking competitions including:

- Club Public Speaking
- Host/Hostess Competition
 - o Royalty Night (Hants County)
 - o County Rally (Kings County)
- County Rally
- Regional Rally
- 4-H Weekend
- Young Speakers for Agriculture

Further information for members including guidelines on how to make a speech, public speaking tips, etc. can be found on the 4-H Nova Scotia Website: http://novascotia4h.ca/

Any other questions can be brought to the attention of your General Leader or your Regional Agriculture Leadership Coordinator: Colin Hirtle. Colin.hirtle@novascotia.ca or 902-679-6027

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Public Speaking

Each member should be asked to prepare either a speech or demonstration on any topic of his/her choice each year. A new speech must be prepared each year. A speech delivered in previous years will be disqualified. Cloverbuds cannot compete, and do not have to complete a speech unless they want to. Rules for cloverbuds can vary between clubs and counties, it is your choice whether your cloverbuds have to give a speech at club level.

Each club will have a club competition where members will compete in one of the categories listed below. The size of your club will determine how you split your categories into rooms. Usually clubs will use **three judges per room** they use for speeches and demos (ex. One room for junior speeches, one room for intermediate and senior speeches, and a third room for demos, therefore you would need nine judges).

The top member from each category will be eligible to move on to county rally. A member may proceed to county level as a winner in Public Speaking or Demonstrations, but not both in any one year. The registration form for each club to submit to the county rally organizers can be found at the back of this book in the resource section.

The categories for public speaking are (as of Jan 1st of the current 4-H year):

Junior: Ages 9-12

Intermediate: Ages 13-15

Senior: Ages 16-21

The categories for demonstrations are:

Junior Single Demo: Ages 9-13 Junior Double Demo: Ages 9-13 Senior Single Demo: Ages 14-21 Senior Double Demo: Ages 14-21

Events Available in 4-H Public Speaking and Demonstrations:

Club level - competing with fellow 4-H members within one's own club in one's own age group. *County level* - competitions available for club winners in the same category.

Regional level - for county winners competing with winners in the same age category from each county in region.

Provincial level - for the six (6) regional winners competing with other regional winners in same age levels.

If, for any reason, the first-place contestant at any level is unavailable or disqualified, then the second-place winner in the same category will be given the opportunity to compete at the next level.

4-H Speech Guidelines

Each member should be asked to prepare **either a speech or demonstration** on any topic of his/her choice. **The speech must be prepared by the 4-H member**. Advice from an adult is permitted, but the work must be the effort of the member. A speech may be entered at only one age level. Preference will be given to talks developed around the individual's own thoughts, ideas, and interpretations.

- A new speech must be prepared each year. A speech delivered in previous years will be disqualified.
- Contestants should be well groomed, neatly dressed, and have good posture.
- The length of the speech is not critical. Judges will base their scoring on the time the speaker can hold the interest of the audience, and the depth to which the topic is considered. It is suggested that all speeches exceed two minutes and none exceed ten minutes.

A member competing in this division may use pictures, posters, slides and/or other audio-visual aids in the speech. These aids must not detract from the speaker and/or the speech. These "illustrated talks" are considered public speaking. Any equipment used must be supplied by the contestant. Use of a lectern, podium or microphone will not be permitted at any level of competition. It is appropriate to display posters, etc., on an easel in demonstrations or illustrated talks. Recitation of poetry does not qualify as a public speech; however, a short quote or quotes from a poem as part of the speech are permitted. Recitation of a monologue or telling a story written by anyone except the member giving the speech is not permitted.

Please take note that a 'thank you' does not constitute an effective ending. You should not be thanking the audience for listening, they will be thanking you for giving your speech.

4-H Speech Hints & Tips

Although many people have the gift of expressing oneself clearly in front of your peers, remember everyone can improve their public speaking abilities!

Often there is a fearful reaction to a speech. It even strikes people who speak to groups nearly every day as part of their job. Anyone can get nervous. But it can be overcome, even by a first year 4-H member. The ability to speak effectively to other people is one of the most vital skills you can develop.

Practice doesn't always make perfect, but it sure does help improve speaking ease and is really the only thing that does.

The idea of getting up in front of your friends is a little bit scary. Try to think of public speaking as talking to a friend. Use the same words you use normally. Be yourself in your speech. Trick yourself by not calling it public speaking, but just talking.

Topic Choice

Choose a topic which is related to some experience you have lived through, your favorite hobby, or something you are interested in. The level of topic a member chooses is one of the criteria that a judge uses to evaluate a speech.

Junior speakers are encouraged to talk about subjects that they enjoy or one of their pets. Senior speakers should choose topics that they can go into a bit deeper. This could be current affair issues or a talk on the misuse of alcohol or drugs. Watch, though, so you don't use an over-talked about topic. If your idea is new and interesting, your audience will want to listen.

Prepare for your talk

You may need to do some reading about your topic - remember to summarize what you read into your own words. When using someone else's words, it is considered plagiarizing and is a serious matter.

Discussing the subject with informed persons; teacher, parent, educator, etc. will help you come up with ideas and get constructive criticism/ feedback.

Think about it yourself for a few days before you begin writing; jot down a few notes when you think of them and then you'll have them to put together later.

Outline for Preparing a Speech

Introduction:

You have a choice at the beginning of your speech: Make it an audience-catching opening such as asking a question to start off or start by addressing the chairperson. If you choose to ask a question or make a statement first, you must immediately follow by addressing the chairperson: "Chairperson, honorable judge, fellow 4-H members, families and friends…."

The next step is to introduce your topic, "The topic I am going to speak on is" or "Today I'm going to talk to you about..." or "....is important to me..." Your introduction should get attention and give a clear idea of what the speech is about. The member should never introduce themselves in a speech.

Body:

This is the main part of your talk. Make use of timely and personal illustrations and examples.

Ending:

This is a summary of your main points. (no new ideas at the end). Make the ending as natural as possible, and think of a catchy way to let people know you are finished. Examples of this include: "Doesn't this make you want to go out and get a pet for your family?" or "Life sure was

good back then, wasn't it?" "I'm concerned about this topic. I hope you'll think about it, too." or "I've enjoyed sharing my experiences with you today."

The words, "thank you" do not constitute an effective way to end a speech. It usually feels very natural, though, to say thank you just before you sit down upon finishing your speech. (But, instead, it is the audience that should say "thank you" to you - not to them – and they do it by clapping.) So, practice, especially, your ending so it is effective and not awkward.

Write your speech using your outline as a guide. Then go over it several times. Make up notes that pick out the main parts of your talk. Then try to go over the speech just using your notes. It may be different from when you wrote it out long. Don't worry - only you knew just exactly what you had before. As long as it still says what you wanted - that's all that's important. Keep your notes then and that's all you'll need.

When you have your speech written, remember to practice! Practice to your family, practice to your friends, and even practice to yourself in the mirror.

Presenting Your Speech

Try to be natural and speak as you would talk normally. Short sentences are more effective. Try to speak at your natural speed - this usually means "slow down." We tend to speak too fast. Look at the audience. Pick out a couple of people you know in different places and change your focus every little while. That makes it look like you are talking right to the people.

Use your notes – glance down when you need to or want to. Don't take your written speech up front with you, this will tempt you to read it. You should always take notes with you. You might think you know it well enough, but you're just being safe if you take them with you – whether you use them or not.

Remember to speak up, sound confident, and sound like you want everyone to know what you are saying. Be enthusiastic! Think that what you are talking about is the most important thing in the world! Smile! Look like you are enjoying it!

Stand still - don't pace back and forth, but don't act like a statue! Have your feet slightly apart with your hands at your sides, or holding your notes at your waist.

Use a few gestures - hand movements to emphasize a point, show direction or size, or to count – facial expressions to show emotion. Avoid over gesturing! Gestures help to get the interest and attention of the audience, but they should be natural.

The length of the speech is not critical. Judges base their scoring on the time the speaker can hold the interest of the audience and the depth to which the topic is considered. A good short talk is better than a long one that loses the audience.

NOTE: All 4-H members are reminded to check with the rules and guidelines for both the Public Speaking and Demonstrations Competitions before writing the speech. Ensure your eligibility before you start! Then, when it's written, obtain a score sheet and go over all of the items in the evaluation. This will help you become aware of how you are being judged and it may help you prepare knowing the score card requirements. The scorecard can be found at the back of this book in the resource section.

Junior Introducer and Thanker

At the county, regional, and provincial levels, an Introduction and Thanker Competition will be held at the junior level. Many clubs have the **members who placed second and third in junior public speaking at the club level** present the introduction and thanks of their club winner at the county level. This is a decision a club must make.

Clubs may hold Introduction and Thanker Competitions at the club level to determine their entrants for the county level. Each is ultimately judged separately, i.e. it is not a team competition. Therefore, clubs have the opportunity of sending just their junior speaker or the speaker with either an introducer or thanker to the county level if they don't have members for all three positions.

One member should not participate in any more than one of the events in this junior competition, i.e., the same member should not present both the introduction and the vote of thanks.

4-H Public Speaking Tips for Introducing & Thanking

These are helpful hints for introducing and thanking speakers at 4-H club programs, project meetings, awards programs, etc. As well they are helpful for introducing and thanking people at 4-H rallies.

Introductions should be approximately one minute. To introduce a speaker:

- Mention the subject of the speech and briefly why it was chosen.
- Tell the audience the speaker's name and something about him/her without too much praise.
- Leave the details of speech to the speaker, just introduce the speaker and topic.
- Speakers do not introduce themselves.

Introducing a Speaker

The purpose of the introduction is to establish a basis for a two-way relationship between the audience and the speaker. It allows the speaker time to collect his or her thoughts, puts him or her at ease and gives him an origin from which to start his talk. The introduction will turn the spotlight of the audience's attention on the speaker thus indicating the program is beginning.

Your job as an introducer is to interest the audience in what the speaker is to say and interest the speaker in his audience and arouse in the speaker a fresh appreciation of his subject. Sell the speaker and his topic by introducing him or her as a person who has something to say, who can say it with authority and to whom the audience can listen with confidence.

Guidelines for Introducing a Speaker

There are four basic pieces to an introduction puzzle. Once you have put these pieces together, you have a pleasant flowing introduction. These pieces are used in all introductions; however, the length varies depending on the person you are introducing and who your audience is. A well-known personality generally requires a shorter introduction because you do not need to spend as much time building credibility with the audience. The more unknown the speaker, the more you will have to arouse interest in him and his subject.

- **Step 1** Announce the topic giving the exact title.
- Step 2 Tell the audience why the topic is important to them by telling some experience which shows its practical value. Give a few brief sentences about what the speaker will say, remember, your job is to introduce the speaker not to give his speech.
- **Step 3** State the speaker's qualifications to speak on the topic. Build on his experiences and achievements, interests and background. Name the fields in which he has done most of his work, especially those relating to his topic. Tell where the speaker came from originally and where he lives now. You may wish to contact the speaker ahead of time to obtain the information you need.
- **Step 4** End the introduction by formally presenting the speaker to the audience. This should be left to the end as it is likely to bring applause and interrupt the introduction. It also causes the speaker to rise in response to his name and stand while the introduction is being completed. Be sure to include his occupation, title and position as the audience will want to know. Pause for a few seconds before announcing the speaker's name, continue to face the audience as they are the ones who need to hear the name. Then look at the speaker, and remain standing as the speaker comes to the place from which he is to speak, then sit down. If you're not sure how to pronounce the name, check with the speaker before the meeting.

Do's for the Introducer

- Be brief the audience has come to hear the speaker, not you. Keep it to no longer than a minute.
- Be natural, relaxed and sincerely enthusiastic, but don't overdo it or gush. Use humor only if it suits the occasion, is in good taste and creates friendship.
- Speak loudly, clearly and distinctly to be heard easily. Maintain eye contact.
- Take time to prepare and plan your introduction. Organize your thoughts and have the key words written down. You may want to check the introduction you plan to make with the speaker.

- Suit the nature of the introduction to the tone of the speech. Someone who is speaking on a serious occasion or is a stranger should be more formally introduced.
- The last word in your introduction should be your speaker's name.

Don'ts for the Introducer

- Memorize the introduction word for word. Have key words written down.
- Use dull, stiff phrases or be repetitive of previous introductions.
- Embarrass your speaker with flowery stories or by an elaborate buildup. This gives the speaker the added task of redirecting the attention of his audience away from his personality to his topic.
- Exaggerate your speaker's qualifications compliment him graciously.
- Entertain the audience with humor at the expense of the speaker.
- Spotlight yourself remember the speaker is giving the talk.
- Apologize for the fact that the speaker is a substitute or is not well known.

Tips on Thanking a Speaker

A thank you should be approximately one minute.

To thank a speaker:

- Offer thanks on behalf of the audience not yourself.
- Briefly thank him/her for what he/she has given in terms of information, ideas, entertainment, and inspirational value.
- Refrain from repeating the speech.

Guidelines for Thanking a Speaker

- Thanking a speaker is a relatively simple task. Briefly, in only two or three sentences, give a sincere thank you on behalf of the audience. Comments should be appropriate to the occasion.
- The "thank you" can't always be prepared in advance, so listen closely to the speaker. During the speech, jot down one or two key ideas of information presented by the speaker. This indicates you were listening and thus compliments the speaker. Watch the audience's reaction. You may want to refer to special items of interest to them that the speaker touched on in his presentation.
- Reflect the friendly manner and acknowledge the care and time put into preparation, if worthy. Address the speaker and the audience. Thankers do not introduce themselves.
- If the meeting ends with the conclusion talk, formally thank the speaker. A common courtesy would be to accompany him off the platform and give him any assistance he might need with equipment, helping him with his coat or walking him to the door.
- If asked to thank someone during a tour, it may not be possible to make a detailed thank you. Call the people to attention and give a brief thanks to the speaker which is usually followed by the groups applause.

• In some instances, the chairman may call on you to thank the speaker. You may remain in the audience, or go to the front of the room, however, be sure that you can be seen and heard by both the speaker and the audience. This should be prearranged so you will know what to do in advance.

Do's and Don'ts of Thanking

- Don't give a summary of the talk, take issue with any remarks or add items.
- Don't introduce yourself.
- Don't allow the speaker to sit down with no recognition of his contribution.
- Do be short.
- Do thank the speaker on behalf of the audience.

A member can compete at the provincial level in the same age division two years or more regardless if they win or lose.

Senior Impromptu Speeches

At the provincial level, impromptu talks will be required for seniors. Impromptu talks may also be required at the county and regional levels in the senior division at the discretion of the organizing committees. The score card for the senior impromptu speeches is located in the resource section, take a look at this before the competition to know what the judges are looking for.

4-H Demonstration Guidelines

If a member chooses to do so, they can create a demonstration instead of a speech to achieve their public speaking. Each member may prepare a demonstration on any topic of his/her choice. The demonstration must be prepared by the 4-H member. Advice from an adult is permitted, but the work must be the effort of the member.

Choose a topic with enough possibilities for action, such as making an item. A demonstration should show all the steps needed to make or complete something so the audience feels comfortable enough to make it themselves at another time. Some topics are more suitable for speeches than demonstrations.

A demonstration shows how to do or how to make something, show as many steps as possible, and the resulting finished product need not be tangible. Posters or charts may be used to advantage to illustrate, list steps or summarize. Be sure the demonstration shows some action.

The maximum length of time for a demonstration is 15 minutes, including one minute allowed for setting up and one minute for removing the demonstration. Judges will also base their scoring

on the time the demonstration holds the attention of the audience and the depth of the topic. Please note that the setting up and taking down are to be included as part of the judgement. Five (5) points will be deducted for every minute the demonstration is over fifteen (15) minutes. Time for questions from the audience is not included in the timing.

The demonstration may be given by a single contestant or by a team of two working together and sharing the roles of telling and showing. No demonstration with more than two contestants will be permitted in competition.

A demonstration may be entered at only one age level. In case of a team demonstration where the members are of different ages, it will be entered at the level of the older member. A new demonstration must be prepared by the member or team each year. Demonstrations from previous years will be disqualified.

A panel of judges selected from the community (region, etc.) would be asked to choose the most outstanding demonstration from each age group to participate at the next level. Each judge will score each presentation individually.

The level of topic and the degree of difficulty with which the subject matter is presented, with respect to age division, are to be considered in the evaluations. Judges are encouraged to add written comments on their personal impressions and constructive criticisms. Score sheets will be returned at the club, county and regional levels and upon request at the Provincial level at the end of the event. These notes are always more meaningful and more helpful in preparing to improve for the next level of competition or the next year than the numerical scores. Judges are cautioned to check the addition on their score sheets well before turning them in.

All judges are to be oriented with rules prior to any 4-H competition. It is an asset for judges to have a 4-H background. It is suggested that rally organizers attempt to have at least two judges who are familiar with the 4-H program or have previous judging experience. **The decision of the judges will be final.**

Contestants should be well groomed, neatly dressed and have good posture. Use of a lectern, podium, or microphone will not be permitted to the competitors at any level of competition. Posters, or other display materials may be placed on an easel for demonstrations or illustrated talks.

<u>PLEASE NOTE</u>: Easels may not be provided for use at county, regional or provincial competitions. Therefore, be prepared to bring your own.

4-H Demonstrations Hints & Tips

The following hints and tips will help you create a successful demonstration!

Select a topic you are familiar with, then use your imagination to make it original and interesting.

Be enthusiastic, it's contagious! The audience is only interested if you are.

Be natural and at ease and not too serious. Smile and enjoy what you are doing. A pleasing voice and friendly manner makes the audience want to listen.

State things in simple language and use your own words. Use simple expressions in a conversational way, it sets the audience at ease. Use proper grammar and pronounce words distinctly! Instead of using the words "my", "your" or "our" use the impersonal article "the" whenever possible.

Stop talking when using noisy equipment such as an electric mixer. Keep your work surface clean and uncluttered therefore if your demonstration causes clutter, tape a bag to the side of the table for scraps and garbage. Use safety practices. Always cut away from you.

Try to avoid unnaturally long pauses. Include science "whys", the source of your information, or something you have learned while practicing the demonstration. Watch your timing. If it is a junior demonstration it will probably take less time than a senior member. As a member gets experience, they will need to include more information to make the demonstration longer and keep the audience interested.

Avoid "shot calling" such as... "Now I'm going to ..." This is a universally bad habit of demonstrators, but it can be broken with a little effort. If you must tell what is being done, "the eggs are added next" sounds better than "and now I'm going to add the eggs".

Plan for the unexpected happenings and decide not to let them throw you. Judges are pleased to see a demonstrator who can handle situations calmly. Example: If you can't get the needle threaded because you're shaking, have a threaded needle handy or ask someone in the audience to help and continue with the demonstration. If you forget a step or an ingredient, explain what effect it will have on the final product and go on with the demonstration.

Poster Creation

Use a catchy title to get the audience's attention - instead of calling it 'Making a Clown Face' use, 'Clowning Around'.

- Your posters should be neatly printed, colorful and easy to read from a distance.
- List the important steps in logical order, as they naturally would be done.
- Outline the explanation necessary to go with each step or process.
- List the necessary materials needed for the demonstration.
- Plan posters that will add to the clearness and effectiveness of the demonstration.
- Do not plan to demonstrate details that are too small for the audience to see unless you can elevate your work surface or show what you are doing on a poster.

When working as a team make sure that both 4-H members take an active part in the demonstration. Divide the talking and working between the team members so everyone does their full share. As a team or single demonstration, think of the outfit you wear as a costume and an important part of the whole package. Wear matching aprons, hats or t-shirt.

Allot a time for each step-to avoid long awkward pauses. Use interesting fillers like nutrition information, humor and jokes, interesting facts about the demonstration.

Setting Your Table Up

- Use a table cloth that matches your theme, apron or costume.
- Keep the center of the table clear so the audience can see your demonstration. Use each side of the table as a space to keep your supplies and work from right to left. For example, take a container of ingredients from the right side, empty it into a bowl in the center and put the empty bowl on the left side. (Reverse this if you are left handed).
- Clean up efficiently and quickly.
- Have a catchy ending to inspire the audience to go home and recreate what you made.

4-H Demonstrations Food Demonstration Tips

A popular choice for a demonstration topic includes making food items. When creating food items, you need to be mindful of sanitation, and the safety.

Supplies

Table Cloths and Aprons:

Use a table cloth, apron and hair covering (hat, scarf, ribbons, etc.) that matches the theme of the demonstration. It's not always necessary to use a large table cloth. Often 4-H members have a difficult time straightening it and waste valuable minutes on this part of the demonstration. Use a small square that just covers the area in which you are working. A team demonstration may need a larger table cloth. To aid in cleanup, a clear piece of plastic (cut to work area size) can be placed over the cloth tablecloth.

Wear a clean, pressed apron and never wipe hands on an apron.

Bowls and Containers:

Use clear bowls and liquid measuring cups, if possible, so your audience can easily see what you are doing. If you can't, be sure to work on a raised surface or tilt the bowl so they can see what the food looks like. Clear containers give the demonstration a uniform appearance.

Pre-measure and label ingredients in clear containers. It's best not to use specific brand name containers.

Utensils:

Use standard utensils and standard techniques for measuring ingredients. Example, dry measures for dry ingredients and liquid measures for wet ingredients.

Avoid the use of sharp knives for junior demonstrators. Junior members should use a duller butter knife to level off dry ingredients. It's better to pre-cut the food but if this cannot be done, always use a cutting board and cut away from yourself.

If using an electric fry pan, always keep the cover handy in case of spattering fat or steam. If possible, and if you must leave food cooking to prepare the next step, cover pan. If possible use an unplugged pan for demonstration and have a pre-cooked item available to continue your demonstration to save on time.

Wooden spoons are not as noisy as metal spoons, so they are good choices for mixing and stirring. Use a rubber spatula to remove all the food from a container.

Place a damp cloth or towel under cutting boards, bread boards or bowls to keep them from slipping. If using an electric mixer or blender, place several thicknesses of towel beneath the appliance to deaden the noise.

Extension cords and appliance cords should run away from you and towards the end of the table. If you must walk over the cords for any reason secure the cord with duct tape.

Method

Try working from left to right or vice versa keeping full ingredient containers on one side and empty ones on the other side. As each ingredient container is used, replace the dirty container on the proper tray.

Pre-measure food ingredients ahead of time unless you are teaching measuring techniques. Don't measure ingredients over the mixing bowl or other ingredients. Measure over the tray or separate container.

As you finish each step, clear away all unnecessary equipment before bringing on another tray or the clutter will build up. If you don't, the audience will not be able to see through the clutter and you will have little space to work in.

Do not use your hands for handling foods! Use a spoon, fork, spatula or tongs to transfer food from one container to another. Keep a damp cloth handy for wiping your hands before and during the demonstration. It's important that you wipe your hands before handling food. Having paper towel handy can be used to wipe up spills.

If you are using eggs in your demonstration use a knife to crack each egg, then open it into a custard cup before adding to the rest of the ingredients. This will allow you to remove any shells.

If preparing any hot dish, have potholders on hand.

Use a small plate or cover from one of your containers to hold soiled utensils. Never lay utensils directly on a tablecloth or balance them in a bowl. If right handed, this plate should be placed to your right and at a comfortable arm's length from table edge (opposite for left- handed people.)

Always talk naturally to the audience, don't focus and look down at the food. It's not necessary to say, "Now I am going to ..." before every step. Just describe everything that you are doing in a natural voice. Avoid using personal pronouns such as "my flour", instead use the impersonal article "the".

Plan to take a few extra ingredients (like eggs) and equipment (like spoons and spatulas) in case something gets broken or misplaced. If something goes wrong - stay calm and keep going. The judges respect your ability to deal with any problems gracefully.

Remember to always show the audience the final product after completion. If desired a sample of your food can be premade and given to the judges to try. Make sure there is a sample for each judge packaged separately.

Appearance

Clothing should be appropriate for the demonstration - avoid long, flowing sleeves, large chunky jewelry or rings. Hair should be clean, neat, tied back or covered and nails should be clean.

Any small cuts or abrasions should be covered with a band aid. Never place hands near face or hair. If you must sneeze or cough, please look away from food. Excuse yourself! Wipe hands on cloth and proceed.

Content

If using terms such as beat, fold, etc. make sure you are doing them correctly and know why you are using that procedure, in case you are asked. Give number of servings for recipe and suggest other ways of preparing dish if appropriate; also, additional foods to complete meal.

Use Nova Scotia products where possible (Gravenstein apples versus bananas). Give nutritional and agricultural production information. Provide alternate suggestions or substitutions for ingredients if possible (e.g., yogurt for sour cream). Try to use foods with different textures, colors and shapes.

Safety tips are always good fillers when using appropriate appliances. Food safety information is always a good filler and of interest to the audience. Freezing and storing information can also add to the content of a demonstration.

Take those extra steps to insure a finished product is attractive (i.e., nice platter, garnishes, etc.).

Royalty Night- Hants County

Host and Hostess Competition

The host and hostess competition is open to all members ages 9-21. This is not a mandatory competition. Members who compete in this competition do not have to complete a speech or demo at club communications night. There are four categories:

Miss: Females ages 9-13 Master: Males ages 9-13 Hostess: Females ages 15-21 Host: Males ages 15-21

Miss and Master conduct an interview with the judges and they give a prepared speech introducing themselves. This is a county competition only, miss and master competition is not recognized at the provincial level.

Hostess and Host will conduct an interview with the judges, deliver a sight reading, and prepare an impromptu speech.

Judges will be given interview questions but they are also allowed to make up their own to ask the contestant.

Hants County Miss and Master Competition

Rules and Regulations

The Miss & Master competitors are required to do an interview, and introductory speech.

Each 4-H Club can select one Miss and one Master to represent them.

- They must be a junior member between 9-13 years old as of January 1st of the 4-H year.
- They will complete two components: an interview (50%) and introduction (50%).
- During the interview judges will be provided with questions and they can make their own.
- If either the miss or master is unable to complete their term or resigns from the position of Miss/Master, the first runner up will automatically be the replacement.
- Winners of the County Miss and Master Competition cannot compete in the Miss and Master competition in the years following their designation.
- The Miss and Master Competition is designed for Junior members. There is an emphasis on how the members express themselves in public and how they demonstrate their potential to be a representative for the county.
- In many cases, candidates running for the Miss and Master designation are new to the interview process and judges should try to make it a positive learning experience for the members.

Interview

The interview will take place with the judges and questions will be based on the members experience with and knowledge of the 4-H program. Members will be judged on experience and commitment, knowledge, expression and self-confidence as well as maturity, appearance and bearing.

Suggested Questions for Interview

Please note, these are sample questions only.

- 1. How did you first learn about 4-H?
- 2. What is the name of the 4-H Club you belong to?
- 3. How many years have you been in 4-H?
- 4. What do you like best about 4-H?
- 5. Do you know what the 4-H Motto is? (Learn to Do By Doing)
- 6. Would you recommend 4-H to another Person? Why?
- 7. What school do you go to and what grade are you in?
- 8. What is your favorite subject in school? Why do you think it is tour favorite subject?
- 9. Do you have any brothers or sisters? Are they in 4-H?
- 10. What are your plans when you are older?

Introductory Speech

One by one contestant's will be called upon to give an introductory speech of themselves. Members will be judged on delivery & platform manner.

Notes for Judges

- Judges are encouraged to use their own questions we supply questions as a back-up.
- Keep in mind this is probably their first interview experience.
- Each interview will be approximately five (5) minutes but we allow ten (10) minutes in the scheduling.
- We want this to be a positive learning experience for all contestants.
- Contestants do not see their score sheets but if you wish to have your comments forwarded, the 4-H Office can do this. Candidates are between 9 13 years of age as of January 1 of the current 4-H year.
- All sheets should be returned to the person organizing the event who will in turn, return them to the 4-H Office.
- Please rank the contestants, in the case that the winner is unable to complete his/her term.
- Please complete a single copy of the result sheet and return to hosting leader

County Rally-Kings County

Host and Hostess Competition

The host and hostess competition is open to all members ages 9-21. This is not a mandatory competition. Members who compete in this competition do not have to complete a speech or demo at club communications night. There are four categories:

Junior Hostess: Females ages 9-13 Junior Host: Males ages 9-13 Hostess: Females ages 15-21 Host: Males ages 15-21

Junior Host and Junior Hostess conduct an interview with the judges and they give a prepared speech introducing themselves. This is a county competition only, miss and master competition is not recognized at the provincial level.

Hostess and Host will conduct an interview with the judges, deliver a sight reading, and prepare an impromptu speech.

Judges will be given interview questions but they are also allowed to make up their own to ask the contestant.

Junior Host and Junior Hostess Competition

The competition consists of two components; first the Interview and then the Introductory Speech. Both components will be judged by a team of two/three judges.

Interview

(50%) Each interview is scheduled for approximately 10 minutes. The interview, with only the judges present, will be based on the member's experience with, and knowledge of the 4-H program. Members will be judged on experience and commitment, knowledge, expression and self-confidence as well as maturity, appearance and bearing.

Introductory Speech

(50%) One by one, each contestant will be called up to the stage to give an introductory speech about themselves to the audience. Members will be judged on delivery & platform manner.

Junior Host/Hostess Competition Rules

- Contestants must be 9-13 years of age as of January 1 of the current 4-H year.
- This competition is open to any 4-H member who will participate in either public speaking or demonstrations at the club level in the current year and he/she must complete their 4-H project that they have chosen. To retain the position of Junior Host/Hostess, he/she must continue to be registered in the 4-H program as a 4-H member.
- Contestants for county competition are to be chosen from one's own club; club decision (1 male and 1 female).
- During the interviews, the judges may ask their own questions.
- Winners of county Junior Host and Hostess competitions cannot compete in the year following their term.
- If either the Junior Host/Hostess is unable to complete their term or resigns from the position of Junior Host/Hostess, the first runner-up will automatically be the replacement.
- The Junior Host/Hostess competition is designed for junior members. There is emphasis on how the members express themselves in public and how they demonstrate their potential to be a representative for the county.
- In many cases, candidates running for the Junior Host/Hostess designation are new to the interview process and judges should realize that it should be a positive learning experience for the members.
- Each contestant must complete two components: the interview and the introduction in order to complete the competition.

Sample Questions

Please note, these are sample questions only.

- 1. How did you first learn about 4-H?
- 2. What is the name of the 4-H Club you belong to?
- 3. How many years have you been in 4-H?
- 4. What do you like best about 4-H?
- 5. Do you know what the 4-H Motto is? (Learn to Do By Doing)
- 6. Would you recommend 4-H to another Person? Why?
- 7. What school do you go to and what grade are you in?
- 8. What is your favorite subject in school? Why do you think it is your favorite subject?
- 9. Do you have any brothers or sisters? Are they in 4-H?
- 10. What are your plans when you are older?

4-H Host and Hostess Competition

The Host & Hostess competitors are required to do an interview, impromptu question and sight reading.

- <u>Hants County</u>: Each 4-H Club can enter as many senior members who are interested as Host and Hostess
- **Kings County**: Each Club can enter only one member in each category.
- They must be a Senior member between 15-21 years old as of January 1st of the 4-H year.

Note: Previous County Host & Hostess winners can compete again, but must take one year off in between their winning year and the next competition year. Hosts & Hostesses that have won on the provincial level are not eligible to run again for their county and therefore the province.

- They will complete three components: an interview (40%), an impromptu speech (40%) as well as a sight reading (20%)
- During the interview judges may ask their own questions.
- If either the Host or Hostess is unable to complete their term or resigns from the position of Host/Hostess, the first runner up will automatically be the replacement.
- The Host and Hostess Competition is designed for Senior members. There is an emphasis on how the members express themselves in public and how they demonstrate their potential to be a representative for the county.

Interview

The interview will take place with the judges and questions will be based on the current topics in the news as well as the members experience with and knowledge of the 4-H program.

Impromptu Questions

For the impromptu question, all members will be asked to leave the area. One by one contestants will be given an impromptu question and allowed two (2) minutes to prepare thoughts. Contestants will have a Cue card and pencil to write down some points. At the end of the two (2) minutes the members will be prompted to go on stage.

Sight Reading

Contestants will once again be asked to leave the area and one by one they will be called on stage to do their sight reading. Members will be handed the page and given the opportunity to read the page over once. Members will then more to the stage to read the material given.

Judge's Tips

- Suggested Questions Judges are encouraged to use their own questions we supply these as a backup. Please ask the same questions to all participants. There is no need to ask all the questions.
- These members are all seniors 15 years and older.
- Each interview will be approximately ten (10) minutes. We have quite a tight schedule tonight, so please try to keep the interview to no more than 10 minutes.
- The interview ranks as 40% of the mark for the competition with the impromptu representing 40% and 20% representing the sight reading.
- Contestants do not see the score sheets but if they wish to have their comments forwarded, the 4-H Office can do this.
- All sheets should be returned to the person organizing the event who will in turn, return them to the 4-H Office.
- Please rank the contestants, in the case that the winner is unable to complete his/her term.
- Please keep in mind that the Host/Hostess go on to Regional and possibly Provincial Competition where they must be competent to represent 4-H in general. Duties of a Provincial 4-H Host/Hostess include public speaking, attending Nova Scotia 4-H Council Meetings, escorting the Minister of Agriculture around the grounds at 4-H Show, etc.
- Please complete a Single copy of the results sheet and return it to the hosting club at the conclusion of your judging (a copy is included in each judges' package)

Host/Hostess Sample Questions

4-H Enthusiasm:

- 1. Why did you join 4-H and what have been some of the highlights of your 4-H years?
- 2. What could we do to further enhance the image of 4-H in the eyes of your peers?
- **3.** If you were asked to describe the 4-H program to a group of non 4-H members, what would you tell them?
- 4. Many Senior 4-H Members leave 4-H when they get to be your age? What does the 4-H program offer that makes you continue to participate within Nova Scotia 4-H?
- **5.** What does the 4-H Motto mean to you?

Leadership:

- 1. Can you define for us what it means to be a leader?
- 2. Can you give us an example of how you have taken on a leadership role within your club?
- 3. What is your strongest leadership skill and how do you use this skill?

Maturity:

- 1. Many teenagers have part time jobs while still attending high school. What are the advantages of having a part time job? What are the disadvantages?
- 2. What are your future plans?
- 3. Has your involvement in the 4-H Program assisted you as you made plans for the future? If so, how has the program assisted you?
- 4. What is your greatest strength?

Current:

- 1. What was the biggest news story to take place in the world over the past year? How does it affect us nationally and as a community?
- 2. The Canadian Dollar is now valued at the lowest it has been in 4 years, with the American dollar. What are the advantages of having a low Canadian Dollar? Are there any disadvantages of having a low Canadian dollar?
- 3. On February 25th Nova Scotia was the warmest spot in the Country and was warmer than Orlando, Florida and San Francisco, California. What do you think this means for the climate here in Nova Scotia?
- 4. In recent years there has been an increased awareness of the importance of buying local. Do you believe it is important to buy local? Why or Why not?
- 5. The NS 4-H Theme is "Let the Clover be Seen in 2017". What do you believe this theme is saying to the general public and those in the 4-H Program?
- 6. What do you think the recent low oil price means for Canadians?

Short Snappers:

- 1. Where will Provincial Show be held in 2018?
- 2. What Department of the Government of Nova Scotia sponsors the 4-H Program here in Nova Scotia?
- 3. Who is the provincial Minister of Agriculture?
- 4. Who is the federal Minister of Agriculture and Agri-Food Canada?

Other:

- 1. As a Host or Hostess, you would be considered to be a model of what the 4-H Program strives to produce. What qualities do you possess that would make you a good choice as a Host/Hostess?
- 2. Is there anything you would like to tell us that we haven't already discussed?

Rules and Regulations

- 1. Contestants must be 15 years of age as of January 1 of the current 4-H year.
- 2. This competition is open to any 4-H member between ag 15-21 in the current year and he/she must complete their 4-H project that they have chosen. 4-H members DO NOT have to complete a speech or demonstrations at the club level to compete in the 4-H Host and Hostess Competition (4-H Nova Scotia AGM 2008). NOTE: To retain the position of host and hostess, he/she must be a registered 4-H Nova Scotia member.
- 3. Contestants for county competition are to be chosen from one's own club; club decision (one host and one hostess).
- 4. Contestants to be chosen for regional competition are to be chosen from their own county; county decision (one host and one hostess).
- 5. Contestants for provincial competition will be chosen at the regional level by a panel of iudges.
- 6. Provincial contestants will be selected at 4-H Weekend by a panel of judges that conduct an interview, hear an impromptu speech and hear a sight reading. (Annual General Meeting 2003)

- 7. 4-H Host and Hostess will be announced at 4-H Night in Nova Scotia during 4-H Weekend.
- 8. During the interviews, judges will be provided questions but may also ask their own questions.
- 9. Winners of county Host and Hostess competitions cannot compete two consecutive years.
- 10. Members can only be the 4-H Nova Scotia Provincial Host or Hostess once.
- 11. If the Provincial Host or Hostess is unable to fulfill their responsibilities or resigns from the position, the runner up will be asked to fulfill the responsibilities for the remainder of the year. As 'Acting Host/Hostess' you will be eligible to compete again on a provincial level
- 12. The judges for Host and Hostess Competition must place high emphasis on:
 - Past involvement and enthusiasm;
 - Community awareness;
 - Ability to express one's self.

This will be done in an interview, an impromptu speech, and a sight reading.

4-H Host and Hostess Duties

The 4-H Host and Hostess are the youth representatives for 4-H Nova Scotia whether winning at the county, regional or provincial level.

Some duties you may expect to be asked to do are:

County:

- On Sunday of 4-H weekend of Hants County Exhibition you may be asked to read parade commentaries and announce award winners.
- During Joint Achievement Days, you will be asked to organize and host the opening ceremonies.
- As a county or regional Host or Hostess you may be asked to chair events in your local area.
- You may be responsible for carrying the county banner in the opening and closing ceremonies for 4-H Nova Scotia Provincial Show.
- You may be asked to participate in county committees where your assistance will be appreciated to help the committee organize and carry out the event. At the awards day/night you will be the chair of events.
- You may be asked to help at your county rally by chairing the day's events.

Regional:

• You may be asked to help emcee and run regional rally.

Provincial:

- As Provincial Host or Hostess, you are a member of the 4-H Nova Scotia Board and will attend 4-H Nova Scotia Board Meetings.
- As a provincial Host or Hostess, you will be asked to help create the thought for the day program at the 4-H Nova Scotia Provincial Show.
- As a provincial 4-H Host or Hostess, you will be the emcees for 4-H Weekend.

4-H Entertainment Guidelines

Enjoy acting and entertaining?

Get a group of 4-H'ers together to showcase your skills at your county and/or regional public speaking rally! One entertainment act will be selected per region to advance the 4-H weekend entertainment competition. For more information contact your Regional Agriculture Leadership Coordinator.

- 1. All entertainment presented at rallies should exemplify the ideals of 4-H and must be suitable for the 4-H family audience (e.g., good sportsmanship, wholesome entertainment, clean language, cooperation, learning skills, etc.).
- 2. Entertainment acts do not have to include or be about the current 4-H theme, but 20% of the score will be allocated for use of the current theme.
- 3. The entertainment may be humorous or musical.
- 4. Length of time to be appropriate for activity. Duration of entertainment to be a maximum of ten minutes, with five (5) points for every minute over 10 minutes being deducted from the total score.
- 5. One entertainment from each region.
- 6. Selection of the regional entertainment winner should be made from a panel of Judges determined by the organizers of the regional rally.
- 7. Entertainment winners at the regional level may advance to the provincial level, to be held at 4-H weekend.
- 8. Judges reserve the right not to send the entertainment if the above criteria cannot be met. Selected entertainment need not be the regional rally winner.

4-H Poster Contest

It's time to get creative! Design a poster using the current 4-H year's theme!

Poster Categories

- 1. Hand Drawn: Entries must be hand drawn on a 14" X 14" (35cm X 35cm) piece of bristol board
- 2. Computer Generated: Entries must be computer generated. Work must be mounted on a 14" X 14" (35cm X 35cm) piece of bristol board.

Use of the 4-H logo is not required. However, if you use the 4-H logo, you must use the new 4-H Nova Scotia logo; failure to do so will result in disqualification. Please refer to the 4-H Canada Visual Identity Guide (http://4-h-canada.ca/sites/default/files/4-h_brand_guideline_en.pdf) and make use of the online logo generator for computer generated posters (http://4-h-canada.ca/brand-app).

Posters must be original. Due to copyright restrictions, posters cannot use cartoon characters, name brands, or other copyrighted materials.

Deadline

County Rally: For more information, speak with your General Leaders.

Top Junior and Senior posters, in each category, will be selected at county level to move onto Provincial 4-H Weekend in May. At 4-H Weekend, awards for top Junior and Senior posters, in each category, will be handed out during 4-H Night in Nova Scotia

4-H Public Speaking Score Card



Competitor Name:		Juniors 🗆	Intermediate \square	Senior □
4-H Club:	County:			
IMPROMPTU SPEECH (40% TOT	AL VALUE) (SENIORS ONLY)			
CONTENT Originality and Individuality Order and/or Arrangement, development Language and Grammar Evidence of thought, research or personate of difficulty relative to age group. DELIVERY Effective use or "non-use" of notes and/or Pronunciation and Diction Sincerity and Conviction Language and Grammar PLATFORM MANNER	al experience, level of topic and degr	ee		/ 50% / 30%
Poise, Conduct, and Gestures Eye Contact with Audience				/ 20%
General Comments:		TC	OTAL:	_ / 100%
Date:		Judg	e's Initials:	



4-H Senior Impromptu Score Card



Competitor Name:		
4-H Club:	County:	
GENERAL CONTENT		
Order and arrangement		
Originality and Individuality		
Language and Grammar		/ 50%
DELIVERY		
Clarity of voice		
Effective use or "non-use" of notes		
Pronunciation and Diction		
Sincerity and Conviction		/ 30%
PLATFORM MANNER		
Poise, Conduct, and Gestures		
Eye Contact with Audience		/ 20%
		TOTAL:/ 100%
General Comments:		
Date:		Judge's Initials:



4-H Junior Introducer Score Card



Competitor Name:		
4-H Club:	County:	
GENERAL CONTENT		
Introduction of speaker		
Information about speaker		
Introduction of title and speaker (v	vithout divulging details)	
Originality and Individuality		
Language and Grammar		/ 40%
DELIVERY		
Clarity of voice		
Effective use or "non-use" of notes	5	
Pronunciation and Diction		
Sincerity and Conviction		/ 30%
PLATFORM MANNER		
Poise, Conduct, and Gestures		
Eye Contact with Audience		/ 30%
		TOTAL: / 100%
General Comments:		
Date:		Judge's Initials:



4-H Junior Thanker Score Card



Competitor Name:			
4-H Club:	County:		
GENERAL CONTENT			
Brief main point summary			
Originality and Individuality			
Language and Grammar			/ 40%
DELIVERY			
Clarity of voice			
Effective use or "non-use" of notes	5		
Pronunciation and Diction			
Sincerity and Conviction			/ 30%
PLATFORM MANNER			
Poise, Conduct, and Gestures			
Eye Contact with Audience			/ 30%
		TOTAL:	/ 100%
General Comments:			
Date:		Judge's Initials:	



4-H Demonstration Score Card



Competitor Name:			Juniors 🗆	Senior □
4-H Club:	County:	·		
Title:				
SET UP AND PRESENTATION MANNER				
Efficacy				
Appeal – neat & tidy				
Introduction – interesting, short, original				
Title – is it catchy?				
Voice – natural, time and material well used, interest he	ld, audience			
appeal				/ 40%
SUBJECT MATTER				
Information accurate and complete, informative, import	tant points			
emphasized, well organized, level of difficulty suited to	age			/ 20%
WORKMANSHIP				
Skillful, in view of audience, table neat and orderly, wor	k and speech			
coordinated, effective use of posters (if used)				/ 25%
SUMMARY				
Creative and effective, finished product featured, questi	ons answered			
satisfactorily, closing definite, table cleared efficiently a	nd quickly			/ 15%
		T	TOTAL:	/ 100%
*5% for each minute over 15 minutes will be deducted	after the total score i	s c	alculated	
*Time for questions from the audience is not included i	n the overall time cal	lcul	lations	
General Comments:				
Date:		Ju	dge's Initials:	



4-H Entertainment Guidelines and Score Sheet

- 1. All entertainment presented at rallies should exemplify the ideals of 4-H and must be suitable for the 4-H family audience (e.g., good sportsmanship, wholesome entertainment, clean language, cooperation, learning skills, etc.).
- 2. It does not necessarily have to include or be about the current 4-H theme. The entertainment may be humorous or musical.
- 3. Length of time to be appropriate for activity. Duration of entertainment to be a maximum of ten minutes with five (5) points for every minute over 10 will be deducted from the total score.
- 4. One entertainment from each region.
- 5. Judges should be made up of a panel of general leaders including the Council Director to determine the entertainment selected from each corresponding region.
- 6. Judges reserve the right not to send the entertainment if the above criteria cannot be met. Selected entertainment need not be the regional rally winner.
- 7. Entertainment must not be altered unless approved by Agriculture Leadership Coordinator and\or Council Director after selection has been made.

Entertainment Score Sheet

Club/County:		
Use of 4-H Theme	20%	
Creativity	20%	
Audience Appeal	20%	
Use of 4-H Ideals	20%	
Length (up to 10 minutes)	20%	
	TOTAL: 100 points	
	Date:	
	Judges initials:	

4-H MISS & MASTER/ JR. HOST	& JR. HOSTESS (COMPETITION
Speech S	corecard	
Competitor Name:		
4-H Club:		CANADA 4-H Nova Scotia
 Effective use or non-use of notes and/o Pronunciation and diction Sincerity and conviction Language and grammar 	or audio visual aids	/ 25%
Platform MannerPoise, conduct and gesturesEye contact with audience		/ 25%
	TOTAL	/50 PTS
General Comments:		
Date:	Judge's Initials:	

4-H MISS & MASTER/ JR. HOST & JR. HOSTESS COMPETITION			
Interview Scorecard			
Competitor Name:			
4-H Club:		CANADA 4-H Nova Scotia	
4-H Experience and Commitment		/ 12%	
4-H Knowledge		/ 12%	
Expression and Self Confidence		/ 14%	
Maturity, Appearance and Bearing		/ 12%	
	TOTAL	/50 PTS	
General Comments:			
Date:	Judge's Initials:		

4-H MISS & MASTER/ JR. HOST & JR. HOSTESS COMPETITION			
	Interview Scorecard		
Competitor Name: 4-H Club:			
County:		CANADA 4-H Nova Scotia	
4-H Experience and Commitm	ent	/ 8%	
4-H Leaders	ship	/ 12%	
Expression and Self-Confide	nce	/ 12%	
Maturity, Appearance and Bear	ring	/ 8%	
	TOTAL	/40 PTS	
General Comments:			
Date:	Judge's Initials:		

	4-H HOST AND HO	STESS COMPETIT	ION
	Impromptu/ Sigh	t Reading Scorecard	I
Competitor Name:			
4-H Club:			66
County:			CANADA 4-H Nova Scotia
IMPROMPTU SPEEC	CH (40% TOTAL VALUE)		
CONTENT	 Originality and Individuality Orde Language and Grammar	er and/or Arrangement	/ 15%
DELIVERY	Effective use or "non-use" of notPronunciation and Diction SincerLanguage and Grammar		/ 15%
PLATFORM MANNER	Poise, Conduct, and GesturesEye Contact with Audience		/ 10%
		Sub-Total:	/ 40 Points
SIGHT READING (20	% TOTAL VALUE)		
DELIVERY	 Effective use or "non-use" of not Pronunciation and Diction Sincerity and Conviction 	tes and/or audio-visual aids	/ 10%
PLATFORM MANNER	Poise, Conduct, and GesturesEye Contact with Audience		/ 10%
		Sub-Total:	/ 20 Points
		TOTAL	/ 60 PTS
General Comments	:		
			_
Date:		Judge's Initials:	

4-H RALLY REGISTRATION SHEET				
4-H Club:				
Contact Leader:			CANADA	
PUBLIC SPEAKING:	Name	4-H Age	Title	
Jr. Introducer (9-12 yrs.)				
Jr. Speaker (9-12 yrs.)				
Jr. Thanker (9-12 yrs.)				
Int. Speaker (13-15 yrs.)				
Senior Speaker (16-21 yrs.)				
DEMONSTRATIONS:	Name	4-H Age	Title	
Junior Team (9-13 yrs.)				
Senior Team (14-21 yrs.)				
Junior Single (9-13 yrs.)				
Senior Single (14-21 yrs.)				
OTHER:	Name	4-H Age	Title	
Host (15-21 yrs.)				
Hostess (15-21 yrs.)				
Entertainment				
Woodsman Team Sr.				
Woodsman Skills Team Jr.				

- All club posters are eligible at County level competition.
- Return this completed form to your regional Agriculture Leadership Coordinator at least prior to 10 days to your County 4-H Rally.