

CANADA
4-H British Columbia

Parent Handbook

The 4-H Motto

"Learn to Do by Doing"

The 4-H Pledge

I pledge

My Head to clearer thinking

My Heart to greater loyalty,

My Hands to larger service,

My Health to better living,

For my club, my community, and my country.

The 4-H Grace

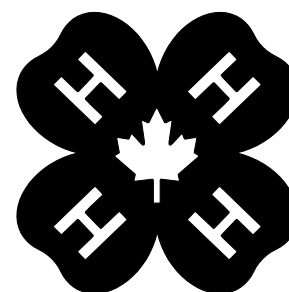
(Tune of Auld Lang Syne)

We thank thee, Lord, for blessings great

on this, our own fair land.

Teach us to serve thee joyfully,

with head, heart, health and hand.



CANADA

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ABOUT THE CLUB

The 4-H club welcomes your interest. For those of you who are new to 4-H we hope this handbook will help you understand a little more about what 4-H is all about, and more specifically, what membership in our club involves.

We are first and foremost a 4-H club, then a _____ club, and for this reason we have certain
(project)
activities that do not involve the 4-H project. 4-H gives young people an opportunity to learn how to become productive, self-assured adults who can make their community and country a good place in which to live. The goal of the 4-H program is youth development. The objectives of 4-H club work are knowledge, leadership, citizenship and personal development.

4-H is designed to develop the head, heart, hands, and health. Thus, the pledge:

I pledge my HEAD to clearer thinking,
My HEART to greater loyalty,
My HANDS to larger service,
Any my HEALTH to better living,
For my club, my community, and my country.

Much of the success of any 4-H member is due to the interest and support the parents show towards club activities. We urge you to make 4-H a family affair.

4-H Leaders:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
(name)	(phone)

NOTES

**BRITISH COLUMBIA
GENERAL REGULATIONS
FOR 4-H CLUBS**



All 4-H Projects are divided into a “Unit” classification and specific regulations governing individual projects should be carefully reviewed by the Club Leader and the club member.

1. Boys and girls who have reached their **6th** birthday before January 1st of the 4-H enrollment year, and who have not reached their **22nd** birthday before January 1st of 4-H enrollment year, are eligible for membership in a 4-H club, based upon the following: (updated Oct 2015)
 - (A) **Cloverbud Project** for 6, 7 and 8 year olds – Boys and girls who have reached their 6th birthday by January 1st of 4-H enrollment year, and who have not reached their 9th birthday by January 1st of 4-H enrollment year. (See Cloverbud Project Regulations #6301 for specific unit guidelines.)
 - (B) **4-H Projects (general)** for 9 to 19 year olds – Boys and girls who have reached their 9th birthday by January 1st of 4-H enrollment year, and who have not reached their 20th birthday by January 1st of 4-H enrollment year. (See 4-H project specific regulations for specific unit requirements.)
 - (C) **Specialty Projects:**
 1. **4-H 20 & 21 Year Olds** – Young adults who have reached their 20th birthday by January 1st of 4-H enrollment year, and who have not reached their 22nd birthday by January 1st of 4-H enrollment year [20, 21 year old 4-H members] may take only the following projects: Junior Leader Project, and/or Self Determined Project, and/or Senior Management unit in a Project.
 2. **4-H British Columbia Ambassadors** – Young adults who have reached their 16th birthday by January 1st of 4-H enrollment year, and who have not reached their 22nd birthday by January 1st of 4-H enrollment year [16 -21 year old 4-H members] and who meet the requirements of / be selected as a 4-H BC Ambassador, will enroll in a Self-Determined project. (See 4-H BC Ambassador Program application form for details (4-H BC Pub. #129). 4-H BC Ambassadors must be selected through a regional process.
2. A 4-H Club Shall:
 - (A) Consist of not less than six members between the ages of 6 – 21.
 - (B) Have one or more registered 4-H Leaders.
 - (C) Have an official 4-H club sponsor.
3. An existing 4-H club must enroll annually by **March 1st** to the District 4-H Key Leader. District Key Leaders have until **March 15th** for completed 4-H club enrollments and club assessment fees to be received by 4-H BC Provincial Council. **Please note:** As of 2007, 365-day enrolment is available for new member, new leader, or new club enrollment after March 1st for the first year of enrollment. 365-day enrollment must be forwarded to the 4-H BC Office and Key Leaders are to be advised by the leaders. The required number of days from start of a project to the 4-H Club’s Achievement Day is as specific regulations for each project.
4. Members may choose to enroll in a **maximum of four units** in one 4-H year, from a **maximum of four projects**.
 - “Project” is beef, clothing, junior leadership, self-determined, etc.
 - “Unit” is Unit, 1, 2, 3, etc. of each Project.
 - At the time of enrollment, members must select and identify the particular unit(s) they wish to enroll in.
 - A 4-H member may only be enrolled in the same unit once in a 4-H year.
 - A project animal or article may only be used to fulfill the requirements of one unit in a single year, unless an exception is noted in the specific project regulations.
5. A 4-H Club should endeavour to have a minimum of four members enrolling in any one project. A lesser number completing at Achievement Day will **not** eliminate them from achievement.

6. Each 4-H project must be inspected **at least once** by the club leader or someone designated by the leader, during the course of the project.
7. Only an animal or an article that is properly identified as a 4-H project and is an enrolled unit, shall be eligible to enter a 4-H Club Achievement Day, and appropriate 4-H Event classes and competitions at fairs, exhibitions, shows and sales.
 - (A) 4-H livestock projects are subject to identification check on Achievement Day, and 4-H Events. Projects must be the same as that identified on project identification forms. Incorrect identification will result in 4-H member being subject to enrollment suspension.
 - (B) A 4-H member is not allowed 4-H show rights of an animal after the sale of the animal.
8. A club member must maintain current records of costs and management of the 4-H project. A Record Book must be kept for each unit the member is enrolled in.
9. All club members, except those enrolled in units specifically designated not to be, must exhibit their project at the Achievement Day of the club and complete their record books by the deadline set by the leader in order that they may get credit for a year's achievement. Units that do not have to be shown on Achievement Day, such as multi-livestock projects and senior management projects, should either be:
 - (A) Exhibited at a senior member field day, etc.; or
 - (B) Inspected at home by the leader or someone designated by the leader.
10. Achievement certificates are awarded on the basis of work done by the club member throughout the entire year. Scoring is done by the club leader and/or designated person, based upon the following three categories:
 1. **MANAGEMENT OF THE PROJECT:** (satisfactory or unsatisfactory)
 - An assessment to determine achievement of unit level standard of husbandry and care for livestock projects, or project work and skill for non-livestock projects.
 2. **COMPLETION OF THE PROJECT:** (satisfactory or unsatisfactory)
 - A member must show his/her completed project at Achievement Day.
 3. **COMPLETION OF RECORD BOOK:** (satisfactory or unsatisfactory)
 - A member must satisfactorily complete a project record book and turn it in to a club leader.

Note: Those members receiving "satisfactory" in all three areas will be awarded an Achievement Certificate.

Refer questions on the interpretation of any 4-H Club Regulation to your **4-H Key Leader**

or: **4-H British Columbia Provincial Council**

2743 – 30th Street, Vernon, BC V1T 5C6

Toll Free: 1-866-776-0373 Email: mail@bc4h.bc.ca

Website: www.bc4h.bc.ca

Background Information to General and Specific 4-H Regulations

General and Specific 4-H Regulations are for each individual 4-H member and individual 4-H Club to complete a 4-H year and achieve. (They are not designed to be used across or between any two 4-H members or 4-H Clubs competing or achieving at an inter-club event or competition.)

General Regulations are provincial 4-H policy governing each/all 4-H members/Clubs.



CALENDAR OF EVENTS

Each 4-H club functions with a calendar of events that coincides with district, regional, and provincial 4-H programs. 4-H members and parents should request a calendar of events from the club leader so 4-H members are able to take advantage of all opportunities in the program.

The provincial 4-H program information and reports are published in the provincial 4-H newsletter. This newsletter is distributed electronically to 4-H family homes four times a year and is also available to download from the 4-H BC website www.bc4h.bc.ca.

NOTES

4-H PROJECTS

Over the year 4-H members will complete a project. Depending on the member's interests and the projects currently being offered in the club, the project can range from raising an animal, to growing a garden to creating a photographic display. Examples of projects in the B.C. 4-H program include: horse, beef, sheep, foods, junior leadership, gardening, poultry, dog, photography, and many more.

Each project is broken down into units. In some projects the units are defined by the details of the animal or item of focus. For example in the sheep project units include:

- Market Lamb
- Ewe lamb
- Yearling Ewe
- Ewe with Lambs...etc

In other projects the units are determined by the skill level of the member and the project. For example in the horse project units are defined by number, with each unit requiring a greater level skill than the one previous. In these skill-oriented projects each member and project will be placed in a unit for the new 4-H year. All new or returning members with new projects will be evaluated. The leaders and member will decide which unit would be most beneficial for the member to work on for that year. Unit placement will give the member a goal to work towards for achievement day.

The 4-H program has its own set of requirements for each unit. You will find these requirements in the specific regulations for each project. The project regulations can be requested from the 4-H club leader and should be referred to for clarification of expectations for your child's achievement. Please don't hesitate to contact a leader if you have any questions or concerns regarding the units.

4-H members should also obtain a copy of the 4-H project manual specific to their project to help them with project work.

SPECIFIC PROJECT REGULATIONS

Publication Title	Publication Number
Beef Project Regulations	#400
Cavy Project Regulations	#1601
Clothing Project Regulations	#2010
Cloverbud Project Regulations	#6301
Craft Project Regulations	#3500
Dairy Project Regulations	#503
Dog Project Regulations	#5401
Foods Project Regulations	#4001
Gardening Project Regulations	#601
Goat Project Regulations	#702
Horse Project Regulations	#1001
Junior Leadership Regulations	#5101
Leathercraft Project Regulations	#3600
Llama Project Regulations	#6201
Outdoor Living Project Regulations	#3801
Photography Project Regulations	#5201
Poultry Project Regulations	#1101
Rabbit Project Regulations	#1205
Self-Determined Project Regulations	#5001
Sheep Project Regulations	#1405
Small Engine Project Regulations	#5601
Swine Project Regulations	#1308
Woolcraft Project Regulations	#3526

Additionally project resource packages which include regulations are available for the following projects:

- Adopt-A-Grandparent
- Agroforestry
- Aquaculture
- Bicycle
- Environment
- Field Crops
- Honeybee

ACHIEVEMENT

Achievement certificates are awarded on the basis of work done by the club member throughout the entire year on their 4-H project(s). Scoring is done by the club leader and/or designated person.

Those members receiving “satisfactory” in all three of the following areas will be awarded an Achievement Certificate:

MANAGEMENT OF PROJECT (satisfactory or unsatisfactory)

An inspection by club leader or designated person to determine the “manner in which they project work is progressing”. During the year 4-H members will learn about the preparation and care of their project. For livestock clubs this is called “husbandry” and for non-livestock clubs it varies (i.e. display). This is one of the skills learned in 4-H that builds knowledge and responsibility in 4-H members.

COMPLETION OF PROJECT (satisfactory or unsatisfactory)

A member must exhibit his/her completed project at Achievement Day. For a project to be considered complete it must meet the requirements of the unit that the member is enrolled in. Another important 4-H skill is “showmanship”, or the ability to show or tell others about their project or what they have learned through their work over the year. Outstanding achievement should also “show” by looking at the completed project. 4-H members perfect showmanship as they work on achieving their goals through the 4-H year.

COMPLETION OF RECORD BOOK (satisfactory or unsatisfactory)

A member must satisfactorily complete a project record book and turn it in to a club leader. Completion of 4-H Record Book for each project is necessary to build skills in the areas of:

- goal setting for the year
- record keeping
- budgeting, inventory, depreciation and financial summary

Score cards are available for each of the above Achievement requirements.

NOTES

COMMUNICATIONS PROGRAM

The 4-H program aims at developing the whole person. Part of this development involves learning how to communicate effectively. The 4-H Communication Program includes four separate activities:

- Public Speaking
- Demonstrations
- Speak and Show
- Educational Display

Members will participate in one or more of these communication activities each year.

To help prepare for Communications Program activities members should get a copy of the **Communications Member Manual, Publication #1806**.

NOTES

PUBLIC SPEAKING

In the 4-H Public Speaking program junior members present a speech that is 3 – 5 minutes in length. It can be on any topic, but it is recommended that the member choose a topic that he/she feels confident with (i.e. a hobby, a trip, a pet, etc.)

4-H parents are encouraged to help, especially the younger members, with ideas for speech topics and also with practicing the speech to help them gain confidence and familiarity with the content. Generally, the preparation at home and a few hours practicing the speech is enough to help your child toward confident speech delivery. The timing, gestures and voice projection comes with time and experience each year. Parental coaching at a speaking competition is not encouraged.

Senior members must prepare and present a speech that is 5 – 7 minutes in length. Senior members also do an impromptu speech of 1 – 2 minutes on a topic chosen for them by the judges. There are opportunities to advance to district, regional and provincial levels with outstanding speeches.

Following is a copy of the public speaking score cards used by the judges. These score cards are also available on the 4-H BC website; www.bc4h.bc.ca

NOTES



4-H BC Public Speaking Score Card

PLACING

Name: _____ Age: _____

Title: _____

Time Used: _____

		EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
Introduction	Salutation: introduces topic, captures audience's attention					
Content	Topic: has a purpose					
	Information: accurate and relevant					
	Preparation: thorough and imaginative					
	Development: stays on topic, develops logical conclusion					
	Organization: coherence, continuity, clarity					
	Grammar: choice of words, sentence structure					
Presentation	Voice: pitch, clarity, projection					
	Appearance: neat, well groomed					
	Poise: at ease, confident					
	Presence: eye contact, correct use of notes (and podium if used), ability to hold audience's attention					
	Style: speed, flow, fluency					
	Gestures: appropriate, natural, effective					
Summary	Effective summation, impact of conclusion					
Overall Impression	Mastery of subject, strength of presentation, reception by audience					
Bonus	Given if no use of props or costumes to support speech					

10

Column Total

Judge #1	
Judge #2	
Judge #3	
Sub-total	
÷ 3 = Average Score	
- Time Penalty	
PREPARED SPEECH SCORE	

 Judge's Signature


4-H BC Public Speaking Comment Sheet

Name: _____

Club: _____

Time Used: _____

Introduction	
Content Topic Information Preparation Development Organization Grammar	
Presentation Voice Appearance Poise Presentation Style Gestures	
Summary	
Overall Impression	

Judge's comments to be cut off score card and returned to club after the event.

JUDGE'S GUIDE — PUBLIC SPEAKING

1. AGE

- a) Juniors: 9 -12 years old as of December 31 of the previous year
3 - 5 minute speech (60% score qualifies member for Orator Badge)
- b) Seniors: 13 years and over as of December 31 of the previous year
5 - 7 minute speech (75% score on prepared speech plus 75% score on impromptu speech qualifies member for a Senior Skill Certificate)

For more information on awards, refer to 4-H BC Publication #128, Award Opportunities Guide.

2. USE OF SCORE CARD

- a) Judges are to score using the Excellent-Poor range by placing a √ in the appropriate box.
- b) Add 10 Bonus marks into total to get mark if no props or costumes are used in support of the speech.
** see note 4a below
- c) Deduct 5 points for every minute or part thereof under time, or overtime.

3. COMMENTS

Judges are encouraged to give oral comments to the contestants. This is the most valuable aspect of public speaking for the 4-H member and the time when the contestant is more receptive to constructive criticism.

4. ADDITIONAL PUBLIC SPEAKING RULES:

- ** a) Visual aids (including hand help props) & costumes (including 4-H uniforms) relating to the speech are not allowed as the speech then becomes an illustrated talk.
- b) No indication of elapsed time to be given to the speaker during the speech.
- c) The Master of Ceremonies should introduce the speaker's name, club and region, but not the topic.

It is suggested that club / district / regional competitions should follow the above rules as closely as possible.

**FOR FURTHER DETAILS, SEE 4-H BC PUBLICATIONS
#1805 COMMUNICATION LEADERS' GUIDE & #1806 COMMUNICATION MANUAL**

Areas for Improvement:

Additional Comments:



4-H BC Public Speaking Impromptu Score Card

Prepared Speech	(100)	
Impromptu Speech	(100)	
Grand Total	(200)	
PLACING		

Name: _____

Time Used: _____

		EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
Introduction	Did the speaker include a brief salutation and introduction of the topic?					
Organization	Did the speaker stay on topic and present the material in a logical order?					
Content	Did the speaker say something worthwhile and interesting about the designated topic?					
Creativity	Was the speaker creative in their development of the topic? Did they say something unique?					
Grammar	Did the speaker's choice of words and sentence structure support the speech?					
Presentation	Did the speaker connect with the audience? Did they have good eye contact and use gestures?					
Poise	Was the speaker at ease? Did they appear confident or did they show undue hesitation or nervousness?					
Delivery	Was the speaker clear and fluent? Did they speak at a speed and volume that made them easy to understand?					
Summary	Did the speaker summarize the speech? Did the ending have impact?					
Overall Impression	Was the speech enjoyable and easy to listen to?					

Column Total

Judge #1	
Judge #2	
Judge #3	
Sub-total	
÷ 3 = Average Score	
- Time Penalty	
IMPROMPTU SCORE	

 Judge's Signature
4-H BC Public Speaking Impromptu Comment Sheet
(for senior public speaking program)

Name: _____

Time Used: _____

Introduction	
Organization	
Content	
Creativity	
Grammar	
Presentation	
Poise	
Delivery	
Summary	
Overall Impression	

Judge's comments to be cut off score card and returned to club after the event.

JUDGE'S GUIDE — PUBLIC SPEAKING

Impromptu Speeches

1. AGE

Senior 4-H members: age 13 and over as of December 31st of the previous year.

2. TIME

- 1-2 minute speech.
- 1 minute of preparation should be given to each contestant.
- Contestants may take notes during their presentation time, but may not use notes in the delivery of their impromptu speech.
- No indication of elapsed time to be given to the speaker during the speech.

3. TOPIC

- Contestants to be prepared for any topic. Suggested topics are to be simple, everyday occurrences, things or events that are relative to 13-19 year olds; e.g. school, home, family, hobbies, sports, etc.
- Topic to be the same for ALL contestants at any one event.

4. USE OF SCORE CARD

- Judges to score using the Excellent-Poor range by placing a ✓ in the appropriate box.
- Deduct 5 points for every minute or part thereof under time, or over time.

5. PROVINCIAL PUBLIC SPEAKING NOTE

- At provincial level 4-H public speaking the impromptu length is to be 2-6 minutes.
- The preparation time is 40 minutes.
- Contestants are not permitted to use notes in the delivery of their speech.

6. AWARDS

To be eligible for the Public Speaking Senior Skills Certificate, members must score 75% on their prepared speech plus 75% on their impromptu speech. For more information, refer to 4-H BC Publication #128, Award Opportunities Guide.

Areas for Improvement:

Additional Comments:

DEMONSTRATIONS

Demonstrations are another opportunity to develop confidence in communication skills. Demonstrating is showing “how” along with telling “what” and “why”. A demonstration may end with a learned skill or a tangible finished product.

4-H members work together in teams of two to prepare and present a demonstration on how to make something or how to do a certain skill. Just like a speech, the topic is open to what interests the demonstration team and the audience. The demonstration should include an introduction, body and summary with an opportunity for the audience to ask questions at the end.

Members can be in senior or junior teams. A junior team would be two junior members; a senior team consists of two senior members or one junior and one senior member. Time limit for all demonstrations is 8 – 10 minutes. There are opportunities to advance to district, regional and provincial levels with outstanding demonstrations.

Following is a copy of the demonstration score card used by the judges. This score card is also available on the 4-H BC website; www.bc4h.bc.ca

NOTES



4-H BC Demonstration Score Card

Name: _____ Age: _____

Name: _____ **Age:** _____

Club: _____

Title: _____

Time Used: _____

PLACING



4-H BC Demonstration Comment Sheet

Name: _____

Name: _____

Club: _____

Time Used: _____

Time Used: _____		EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
Introduction	• Interesting introduction and title					
	• Appropriate and worthwhile topic					
Subject	• Information accurate					
	• Evidence of thorough study					
Presentation	• Appropriately dressed and groomed					
	• Poised, friendly and enthusiastic					
Workmanship	• Balanced teamwork					
	• Work and speech coordinated					
	• Well organized and logically presented					
	• Equipment and visual aids used effectively					
	• Easily seen and understood by audience					
Summary	• Closing comment, impact					
	• Ability to answer questions					
	• Final overall impression					
Column Total						2*

Judge #1	
Judge #2	
Judge #3	
Sub-total	
• 3 = Average Score	

(100)

Judge's comments to be cut off score card and returned to club after the event.

Introduction	
Subject	
Presentation	
Workmanship	
Summary	
Areas for Improvement	

JUDGE'S GUIDE — DEMONSTRATION

A. INTRODUCTION

1. Interesting introduction & title — appropriate introduction that catches the audience's attention which must be emphasized on a chart.
2. Appropriate & worthwhile topic — suited to contestant's knowledge, age & experience. Topic unique, of current interest, appealing to audience, informative.

B. SUBJECT

1. Information accurate — must be accurate, up-to-date information.
2. Evidence of thorough study — have they researched topic completely?

C. PRESENTATION

1. Appropriately dressed and groomed — are contestants neat & tidy, dressed appropriately for their topic? Similar dress preferred but not mandatory.
2. Poised, friendly & enthusiastic — do contestants show confidence, smile, are friendly toward audience exhibiting interest & enthusiasm for their demonstration?

D. WORKMANSHIP

1. Good balanced teamwork — contestants should share equally in speech & work exchanging at appropriate times.
2. Work & speech coordinated — is telling done while showing?
3. Well organized: is demonstration progressing in a logical manner, exhibiting continuity?
4. Equipment & visual aids used effectively — equipment should be labelled & displayed for all to see. Is work area always neat, tidy, organized logically? Sturdy tripod, pointer, charts should be neat and appropriate. Evidence that visual aids have been prepared by demonstration team members. No live animals are used in demonstrations.
5. Easily seen and understood by audience — are visuals easily understood? Did the audience understand each step? What was being produced?

E. SUMMARY

1. Closing comment, impact — do the contestants increase impact of demonstration by summarizing effectively?
2. Ability to answer questions — do contestants repeat the question so that all can hear? Answer to the best of their ability and honestly?
3. Final overall impression — what is your feeling to the demonstration in general: excellent, very good, fair or poor?

GENERAL

1. Time: 8 to 10 minutes for juniors and seniors (question time extra).
2. Deduct 5 points for every minute or part thereof under time, or overtime.
3. * No score for poor rating, but please add 2 points bonus.
4. Demonstration set up time is limited to 10 minutes.

DEFINITION OF A DEMONSTRATION

A demonstration is showing how to perform a task or skill using precise instructions for each step of the task or skill. It is a physical demonstration with adequate description; or barring inadequacy of equipment or time, a presentation of enough of the physical demonstration to give continuity to the task or skill.

A “**demonstration**” may end with a “**learned skill**” or a tangible “**finished product**”.

- **“Learned Skill”** - that which takes one in 8-10 minutes from inexperienced to more knowledgeable, e.g. CPR.
- **“Finished Product”** - that which in 8-10 minutes produces a tangible item(s), e.g. plate of cookies.

Additional Comments:

[illegible]

SPEAK AND SHOW

Speak and Show is a presentation that can be a demonstration or an illustrated talk that is delivered by one 4-H member. The topic must have an agriculture or food theme so that members learn and teach about what makes the 4-H youth program unique – it's connection to the agriculture industry.

The presentation can take the form of a demonstration in which the 4-H member teaches by showing and explaining things. The 4-H member describes what he or she is doing and makes something or shows a technique using ingredients, tools, etc. A speak and show presentation does not have to conclude with a finished product, the end result could be a learned skill or technique. The presentation can also take the form of an illustrated talk. In an illustrated talk, flip charts, posters, pictures, models, slides, flannel board, chalkboard, power point programs, or real objects are used as visual aids. There is no finished product. The result of the presentation is increased understanding of the topic. Either form of presentation is acceptable for a Speak and Show presentation.

The time limits for the presentations are Juniors 5 – 10 minutes, Seniors 10 – 20 minutes. There should be an opportunity for the audience to ask questions at the end. Typically Speak and Shows are presented at public events such as fairs or exhibitions rather than at club level competitions.

Following is a copy of the Speak and Show score card used by the judges. This score card is also available on the 4-H BC website; www.bc4h.bc.ca

NOTES



Name: _____ **Age:** _____

Topic: _____

Time Used: _____

Time Used: _____		EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
Introduction	• Interesting introduction, includes salutation					
Subject	• Appropriate and worthwhile topic					
	• Information accurate and relevant					
	• Evidence of thorough study, adequate experience					
	• Preparation: thorough and imaginative					
Techniques	• Poised, friendly and enthusiastic Voice: pitch, clarity, projection					
	• Well organized and logically presented, suitable length for topic covered					
	• Appearance: neat, well groomed					
	• Style: speed, slow, fluency					
	• Presence: eye contact, ability to hold audience attention					
	• Equipment and visual aids used effectively, organized work area					
Summary	• Effective summation, impact of closing comment					
	• Ability to answer questions					
	• Purpose of presentation accomplished effectively					
Column Total						2*
Judge #1					x3	
Judge #2					x5	
Sub-total					x6	
÷ 2 = Average Score					x7	
Time Penalty:						
						(100)

Judge #1	
Judge #2	
Sub-total	
$\div 2 = \text{Average Score}$	
- Time Penalty	
FINAL SCORE	

Judge's Signature



Name: _____

Time Used: _____

Introduction	
Subject	
Techniques	
Summary	

Judge's comments to be cut off score card and returned to club after the event.

JUDGE'S GUIDE — SPEAK AND SHOW

A. INTRODUCTION

1. Interesting introduction & title: appropriate introduction that catches the audience's attention.

B. SUBJECT

1. Appropriate worthwhile topic — suited to participant's knowledge, age and experience. Topic connected to Agriculture and Food, of current interest, appealing to audience, informative.
2. Information accurate — must be accurate, up-to-date information.
3. Evidence of thorough study — has he/she researched topic completely?
4. Preparation — thorough and imaginative.

C. TECHNIQUES

1. Poised, friendly & enthusiastic — does participant show confidence, smile, friendly toward audience, show interest & enthusiasm in the presentation?
2. Voice: pitch, clarity, projection — easy to hear & listen to.
3. Well organized & logically presented, suitable length for topic covered — did the audience understand each step? Was the time suitable for the length of topic covered?
4. Appearance: neat, well groomed — dress appropriately for the topic of the presentation.
5. Style: speed, slow, fluency — does the presentation flow smoothly, comfortable speed?
6. Presence — does the participant hold the audience's attention through use of effective communication skills?
7. Equipment & visual aids used effectively — equipment should be labelled & displayed for all to see. Is the work area always neat, tidy, organized logically?

D. SUMMARY

1. Effective summation — does the participant increase impact of presentation by summarizing effectively?
2. Ability to answer questions — does the participant repeat the question so that all can hear? Answer to the best of his/her ability and honestly?
3. Purpose of presentation accomplished effectively — how well does the participant meet the objectives of the presentation?

GENERAL

1. Time: 5 to 10 minutes for Juniors (question time extra)
10 to 20 minutes for Seniors (question time extra)
2. Deduct 5 points for every minute or part thereof under time, or overtime.
3. * No score for poor rating, but please add 2 points bonus.
4. Presentation set up time is limited to 10 minutes. Only a table will be provided, all other presentation materials or audio visual equipment is the responsibility of the presenter.

Areas for Improvement:

Additional Comments:

EDUCATIONAL DISPLAY

Educational displays are different from the other communications activities because they are the only option that has no speaking required. Educational displays teach a different type of communication skill than do speeches, demonstrations and speak and shows – visual communication. The educational display program provides individual 4-H members or groups of 4-H members the opportunity to design a visual display board that tells an interesting story using pictures, text, and maybe even small objects.

Educational displays are often displayed at fairs and exhibitions. In some areas there may also be opportunities to participate in club, district and regional level educational display competitions.

Following is a copy of the Educational Display score card used by the judges. This score card is also available on the 4-H BC website; www.bc4h.bc.ca

NOTES



4-H BC Educational Display Score Card

Name: _____ Age: _____

Club: _____

Title: _____

PLACING

Please Check for Rating

		EXCELLENT	VERY GOOD	GOOD	FAIR
Subject and Title	• 4-H emblem or symbol and club name included				
	• Specific message evident				
	• Message and purpose easily understood				
	• Materials and information accurate and complete				
	• Title appropriate, short, catchy				
Design and Layout	• Contains "centre of interest" or focal point				
	• Colour: effective and appropriate, in harmony				
	• Balance: equal distribution of weight in materials				
	• Simplicity: objects related or useful to the message, not cluttered				
	• Unity: one idea				
	• Arranged in logical sequence of thought				
	• Tells message quickly: 1/2 to 1 minute				
Workmanship	• Design carries eye easily through display - rhythm				
	• Neat general appearance				
	• Well finished - quality work				
	• Properly spaced - not crowded				
	• Printing: brief, readable, well worded				
Originality	• Proportion: printing, pictures, objects are of right size in relation to each other				
	• Topic and subject material original, different				
	• Original design and layout - attracts attention, arouses interest				
Column Total					
Judge #1					x2
Judge #2					x3
Judge #3					x4
Sub-total					x5
÷ 3 = Average Score					
- Oversize Penalty					
FINAL SCORE					

Judge's Signature _____

(100)



4-H BC Educational Display Comment Sheet

Name: _____

Title: _____

Subject and Title	
Design and Layout	
Workmanship	
Originality	
Additional Comments	

Judge's comments to be cut off score card and returned to club after the event.

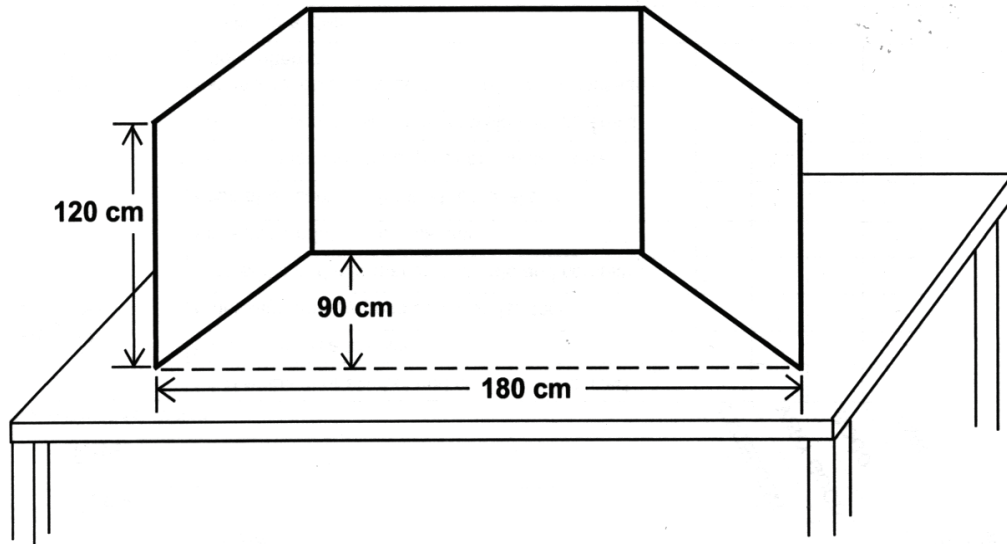
JUDGE'S GUIDE — EDUCATIONAL DISPLAY

1. See 4-H BC Publications: **#1805 - Communications Leaders' Guide**
#1806 - Communication Manual
for detailed information on 4-H educational displays.

2. A specific size is not required for an additional display;
however, the following maximum sizes apply: *

Height: 120 cm (maximum height of display panel)
Depth: 90 cm (maximum depth of display)
Length: 180 cm (maximum width of standing display panels)
Deduct 10 points for oversize *

- * Use of a 4 foot x 8 foot sheet of plywood cut and hinged to obtain above "size" is acceptable (above metric dimensions are "rounded").



3. Club name should appear on the front of the display. Display maker(s) name, age, club name and district name should be on the back of the display.

Areas for Improvement:

Additional Comments:

4-H JUDGING

4-H members are judged or evaluated many times throughout the 4-H year. The 4-H judging program teaches members to become judges themselves and strengthens their critical thinking skills.

Judging is a tool that:

- teaches how to weigh the merits of various items
- teaches how to measure quality in items
- creates interest in new items and methods
- teaches clear thinking and decision making

Members are encouraged to take part in judging days at the club level, at practice days and at a district rally as well. They will be taught how to use the 4-H judging card and what points to look for in a class of four items or animals.

Judging is one of those skills that takes time and practice. Soon the 4-H member will gain experience and expertise in his/her own project as well as others.

Following is a copy of the Judging Card members will use to evaluate judging classes. The Judging Card is also available on the B.C. 4-H website; www.bc4h.bc.ca

To help prepare for 4-H Judging activities members should get a copy of the **Livestock Judging Guide, Publication #427** and the **Creative Arts Judging Guide, Publication #428**. See also the Comparative Judging DVD from 4-H BC and the Interactive Livestock Judging feature on the 4-H BC website.

NOTES

4-H STANDARD JUDGING CARD

Contestant's
name or number

CLUB

CLASS AGE

PLACING: First

Second

Third

Fourth

Placing

score

Reason

score

Total

REASONS (list only main points):

I place over because:

I place over because:

I place over because:

I place last because:

RULES FOR 4-H EVENTS

The 4-H program has specific rules regarding conduct and behaviour of the members. Basically, there are four rules which can be summed up as the SADD Rules. Namely, no sex, no alcohol, no drugs, and no destructive behaviour at any 4-H function, whether it be club level, district level, regional level, provincial level or even national level.

CLUB RULES

Ask your 4-H club leader to review the club rules.

FAIR/SHOW CHECKLIST

Many 4-H clubs participate in local fairs or shows. Although these are events and are not required by the 4-H program, participation in these events provides project management practice and an opportunity to spread 4-H awareness in the community.

Ask the 4-H club leader if there are specific guidelines or items required for you to bring to be prepared for the event.

NOTES

AWARDS

4-H members are eligible to earn awards for their 4-H work through the 4-H awards program. Awards are earned at either a junior or a senior level. To qualify for senior awards members must complete a Proficiency Certificate.

For more information on the 4-H awards program see the **4-H Awards Guide, Publication #128**.

PROFICIENCY CERTIFICATE

A Proficiency Certificate is an indication that a 4-H member has a complete working knowledge of Junior 4-H work. It is a privilege to write a Junior Proficiency exam; a privilege given by the Leader when he/she feels a member has a complete working knowledge of their project as well as general 4-H knowledge on topics including Public Speaking, Demonstrations, Judging, etc. It is a closed book exam.

Requirements to Write

- Any time following a member's thirteenth birthday.
- The member must have earned two badges.

Junior Proficiency Exams

Leaders are to make up exams based on Master Guides of questions and answers, and mark them. The exam will include specific project knowledge questions 80/100, that will test the member's complete working knowledge of their 4-H project. The second part is general 4-H knowledge questions 20/100 which include questions from the 4-H pledge, to 4-H Club Executive duties, to naming 4-H and agriculture dignitaries. A score of 60% is required to pass. The exam is usually written but may also take the form of an oral discussion between the member and leader. In all cases the exam will be closed book.

Junior Proficiency Deadline

To enrol as a Senior member, a member must write his/her proficiency exam prior to December 31st of the previous year. A member who writes his/her proficiency exam after December 31st **completes** the year as a Junior and is eligible to receive Senior Skill Certificates and privileges of the Senior 4-H program **the following year**.

Reasons for a member to obtain a Junior Proficiency Certificate

A member requires a Junior Proficiency Certificate to be eligible for the following opportunities:

- Provincial Programs
- Senior Level 4-H Awards
- External 4-H Grade 11 and 12 High School Credits

For more information about Proficiency Certificates see the **4-H Awards Opportunities Guide, Publication #128**.

EXTERNAL 4-H SCHOOL CREDITS

A B.C. Ministry of Education accepted External course is a Ministry authorized course developed or offered outside the British Columbia School System. Students receive course credit towards graduation for successfully completing an External Course. The External 4-H Grade 11 and 12 courses are of equivalent standard to other Ministry authorized senior secondary courses. The 4-H course can only be earned through membership and completion of requirements in the 4-H program. The end credit could be:

External 4-H 11

4 Credits

Project or Program Pin Certification

Applied Skills

External 4-H 12

4 Credits

Honour Club Pin Certification Applied Skills

For detailed information on the requirements for External 4-H Grade 11 or 12 credits see the **4-H Awards Opportunities Guide, Publication #128**.

Administration and Documentation for 4-H External Grade 11 and 12 Credits

Once members have completed the requirements for either External 4-H 11 or External 4-H 12 course credit they can request the certificate necessary to present to their school through their District 4-H Awards Coordinator as follows:

1. 4-H member must present the 4-H senior skill or other certificates that verify completion of the requirements of the course to District 4-H Awards Coordinator.
2. District 4-H Awards Coordinator will send a copy of the member's award card (with 4-H member home address) and with the necessary requirements for the course on it (already verified) to the B.C. 4-H Office.
3. An official certificate will be issued with one of the following three titles, including the student's name, program requirements, mark in percentage, verification signature and date.
 - 4-H Project Pin Certification
 - 4-H Program Pin Certification
 - 4-H Honour Pin Certification
4. 4-H member will receive the 4-H Program Pin Certification, 4-H Project Pin Certification, or 4-H Honour Pin Certification directly to their home address.
5. 4-H member has responsibility to take the certificate to their school counsellor to receive the course credit.

TRAVEL OPPORTUNITIES

There are many exciting travel opportunities available to 4-H members, leaders and volunteers.

To find the most current information please review the **Opportunities Guide and Application Package,**

Publication #129. This publication is updated annually and is available on the 4-H BC website, www.bc4h.bc.ca

SCHOLARSHIPS

B.C. 4-H offers Provincial scholarship opportunities to outstanding 4-H members and alumni. To learn out more about what is offered and how to apply please review **Opportunities Guide and Application Package,**

Publication #129. This publication is updated annually and is available on the 4-H BC website, www.bc4h.bc.ca

PARENT'S ROLE IN 4-H

Parents play an important role in the success of their child's 4-H career.

Parents can:

- Give support and encouragement
- Provide transportation to meetings
- Attend parent meetings and other functions
- Keep informed on 4-H information that comes to members
- Keep the 4-H calendar of events posted in your home
- Offer your services and ideas to assist leaders (this is very much appreciated). Be specific:
 - can you offer computer skills?
 - can you host meetings/provide refreshments?
 - do you have a little or a lot of time to offer?
 - can you consider assistant leadership and join the volunteer leadership team of the club?
- Show interest and enthusiasm
- Help guide your youngster, but don't do the job for him/her; let them become responsible for their own project

This last point is very important, as the 4-H motto is: *Learn to do by doing*. A member will learn more by doing something him/herself, not by watching a parent do it. Keep in mind that safety always comes first, not rules. If a child is in trouble or endangering others, by all means help out.

NOTES

NOTES



CANADA
4-H British Columbia

4-H British Columbia Provincial Council

2743 – 30th Street

Vernon, BC V1T 5C6

Toll Free: 1-866-776-0373

Website: www.bc4h.bc.ca