



CANADA
4-H Saskatchewan

4-H Saskatchewan Activity Planning Form

Staff and trained leaders are responsible for completing an activity plan for the following events and programs:

- Multi club or regional events
- 4-H organized transportation and/or accommodations
- High risk activities (ex: skiing, water activities, paintball, etc.)
- Third party service provider that requires a waiver (ex: archery, trampoline park, etc.)

The activity plan will be submitted prior to the event to the provincial office for review. Once the form is received by the organization, it will be reviewed by the provincial 4-H staff. Any questions the provincial organization may have will be asked to the organizing party. After the review, a formatted activity plan will be returned to you so it can be shared with all members, leaders, and families in advance of the program.

Please provide details on who will be providing supervision, and the number of adults and youth attending (include all members and possible guests.) At minimum, the Rule of Two must be followed and then additional supervision added to meet the Programming Supervision ratios based on the age of the youth and the type of activity.

Names of those providing supervision:

Number of supervisors:

Number of youth expected:

Ratio of adults: youth

Age of youth

Is this an overnight or high risk activity?

Planned Activities

Name of event/program

Type of event/activity

Club(s) related to activity planning

Start Date

Start Time

End Date

End Time

Number of nights

Location(s)

Provide high-level details of the event/program agenda. If needed, you can attach a document with a detailed agenda.

Overview of event/program

Supervision plan throughout the entire event

Did 4-H organize the transportation?

Transportation details

Did 4-H organize the accommodations?

Type of overnight accommodations

Overnight accommodation details

Please complete the following to ensure budgeting steps have been taken to ensure the event/program is fiscally responsible.

Has the budget for this event been approved by the organizing club/district council/event committee?

Have the member costs been communicated to the families prior to the event/program registration?

Will all funders and supporters be acknowledged and will all required reporting be completed?

Provide details of anything youth are required to bring, for example: spending money, any food, special equipment, etc. An attachment can be added if needed:

Risk Management

Risk assessment of activities during the program/activity

Name of first aider

Is there a first aid kit ready in case of emergency?

Emergency response plan:

Are you using a third party service that requires a waiver (ex: skiing, zip-lining, trampoline park, etc.)?

Confirmation

Have all youth completed their registration following the 4-H Saskatchewan guidelines?

Will all health and emergency contact information be available and on hand during the event?

Will all leader contact information, program transportation, and accommodation plans be shared with youth and guardians prior to the event?

Will the planned program comply with all 4-H in Canada Youth Safety Policies?

Acknowledgement by event/program organizer (type name)

Attach any files that will provide additional information to support your Activity Planning Form. Try to use simple file names (ex: program overview, program budget, risk assessment, program agenda, etc.)

Please provide an email address where your program review confirmation and updated activity plan can be sent upon review from the provincial 4-H office. The program plan must be shared with all members, leaders, and families before the event/program begins.



4-H Saskatchewan

How to Host District 4-H Public Speaking

How to Host District 4-H Public Speaking

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“How to Host District 4-H Public Speaking”

By Melodi Hawkesford-Lee, Regional 4-H Manager.

Updated Fall 2023.

Thank you for hosting District 4-H Public Speaking this year! This “how-to” handbook is designed to provide you with numerous suggestions, ideas and consideration when planning your event. Refer to the **APPENDIX** for more information.

Before you begin, however, **it is imperative that you are using the most up-to-date version of the Public Speaking Guidelines from the Saskatchewan 4-H Council.** You can obtain these from your Regional 4-H Specialist. **You must use these guidelines when conducting the competition,** and they can be found in **APPENDIX 2.**

1. WHO IS HOSTING

- This handbook assumes that a 4-H Club is hosting this event.
- Refer to your District Rotation (if you have one) to see which club is hosting this year.
- You will need a **Committee Chairperson**. Here are some details about the Chairperson’s duties:
 - ◇ This is the contact person for the entire event.
 - ◇ The clubs in your District will be calling you with information & questions.
 - ◇ You also will be responsible for registering your District’s speakers at the Regional 4-H Public Speaking event.
- There are more notes for your Chairperson on **Page 14** (registration).

2. THE BASICS: DATE, TIME, LOCATION

DATE

When determining a date, consider the following:

- When Regional 4-H Public Speaking is being held. Your event should be at least two weeks prior. (Two weeks instead of one so there is an alternate weekend if you have to postpone)
- Check with your Regional 4-H Specialist when Regionals and Provincials are being held.
- District 4-H Public Speaking can be held on a weeknight or weekend, depending on how many speakers you think you will have.
- If held on a Sunday, have it in the afternoon to avoid time conflicts with church services.

TIME

- Depending on the number of speakers you have, this event may take 1.5 – 2.5 hours.
- If you're holding your event in the evening, start at 7:00 **sharp**.
- If you're holding your event on a weekend, start at 1:00 or 2:00 in the afternoon.

~ TIP: START ON TIME! ~

- Even a 10 or 15-minute delay can result in frustration at the end of the day, particularly if your event is in the evening, or people have to drive a long way to get home.
- If speakers are not present when they are called up to speak, put their name at the end of the program and call them up later. **If they do not arrive before the judges deliberate, they cannot compete in the event.**

LOCATION

You will need to think about the following information when picking your venue:

Overall Considerations:

- ◇ What's available in your community
- ◇ Rental costs depending on your budget
- ◇ Size of building, including extra room(s) available for judges to deliberate
- ◇ Number of chairs available for audience
- ◇ Stage or place to speak from



Number of People to Expect:

- ◇ Each District 4-H Public Speaking event is very different because we don't know how many members will be speaking. Ask last year's hosts for their numbers. **NOTE: Clubs can send two winners in each age category to Districts (excluding Future Leaders).**
- ◇ Try to pick a location that can hold anywhere from 30 – 75 people.
- ◇ See if your location will give a discount rate because 4-H is a non-profit organization.
- ◇ Suggestions for a location may include:
 - ◆ Community Legion
 - ◆ Town hall
 - ◆ Church basement
 - ◆ School library

Sound System:

At a District level, you do **not** need a microphone. However, if you do plan on using one:

- Teach your MC or stage hand how to adjust the microphone stand so they can adjust it for each speaker. If the microphone gives off “feed back”, turn it off while adjusting the stand.
- **Do not adjust the microphone volume for each speaker.**

~ TIP: BRUSH UP ON YOUR MICROPHONE KNOWLEDGE! ~

- If you are using a microphone, be sure to check your levels (that is, how loud or quiet the microphone is). Don't forget when the audience is seated, they absorb the sound. You may need to turn up the volume once everyone is settled in.
- Determine how close the speaker should stand to the microphone before speaking. Put a piece of masking tape on the floor so the speakers know how close to stand.

Break Out Room:

- This room is for your judges when they are deliberating. This room should be quiet and private so the judges will not be disturbed, as they will be discussing the strengths and weaknesses of speakers that not everyone needs to hear!
- A school classroom is an example of a great “break-out” room for judges.

Tables & Chairs / Setup:

- 1 Table for judges right in front of the stage. Set a chair for the timekeeper too!
- Registration table near main door
- Lunch or snack tables
- Trophy or plaque tables
- Small Prop Table onstage that MC can move.
- Chairs for audience members, MC and registration table.
- Try to have a podium or music stand with the microphone so the speaker has something to put his/her notes on.



Outside Considerations:

- Put signs up around your community on the day of speeches indicating to visitors how to get to your location
- “District 4-H Public Speaking – 2 Blocks”
- Put up balloons and signs at the door so it is visible to visitors
- Put up posters around your community prior to the event. Invite the community to attend and listen to the best young speakers in the District!



3. BUDGET & FUNDRAISING

Your Club will need to figure out just how much money it can spend on this event.

- Check with your District at the Fall District Meeting to see who covers the costs for the District Public Speaking event. In some cases, the District will cover all costs. In other cases, the District will cover some or no costs so the Club must cover them
- You will need to determine where your money is coming from and how much can be allotted for each budgetary item
- Depending on your estimated costs, determine whether or not your Club needs to fundraise some extra money

POTENTIAL COSTS:

- Facility rental
- Decorations
- Lunch (coffee, juice, tea, cream, sugar, stir sticks, cups, plates, napkins, etc.)
- Gifts for Judges and Thank you Cards
- Awards for Winners (prizes, trophies, plaques, etc.)

FUNDRAISING IDEAS:

- Bottle Drive
- Rent-a-4-H'er Day (to do odd jobs, mow lawns, etc)
- Have 4-H Tea and charge for goodies & tea
- Have a silver collection at the door of District 4-H Public Speaking
- Sell 4-H Lottery Tickets at the door and throughout the year
- Ask local townspeople to donate money
- Ask local businesses to sponsor District 4-H Public Speaking (See **APPENDIX 3**)
- Check out the 4-H website for more fundraising options (www.4-h.sk.ca).



4. GET THE WORD OUT

Once you have set your date, time and location, the next step is to let all Clubs in your District know, as well as the media and Saskatchewan 4-H! Here's how:

General Leaders:

- Contact all General Leaders in your District. If you don't have their contact information, or you are unsure which clubs are in your District, ask your Regional 4-H Specialist.

Regional 4-H Specialist:

- S/he can put the information up on the website, in the newsletter, in District meeting reports, e-updates and facebook. The sooner you pick a date, the better for everyone.

Newspaper and/or TV Station:

- Refer to Publicity Committee on **Page 15**.

5. ASSIGNING DUTIES & STRIKING YOUR COMMITTEES

After you've booked your event, it's time to decide on your committees. Have your club members, leaders, and parents sign up for the following committees. Each committee is explained in detail:

- Judges, Score Sheets & Time-keepers
- Master of Ceremonies
- Awards
- Donations & Sponsors
- Agenda & Program
- Registration
- Snacks & Refreshments
- Publicity
- Thank you Cards & Gifts
- Set-Up & Clean-Up

JUDGES, SCORE SHEETS & TIME KEEPERS

This committee is in charge of finding judges, score sheets and timekeepers.

Picking a Judge:

- You should have at least 3 judges in total (This way you have a tie breaker. Don't have just 1 because if someone disagrees with the judge, they are now in an awkward position). **CONSIDERATION:** Have 6 judges overall and rotate age groups!
- The judges should not know speakers or have judged them at Club level.
- Try and get a variety of men and women with different backgrounds.
- Try and find judges who have some knowledge of public speaking. Consider: teachers, Toastmasters, former 4-H members and leaders, local business people, or anyone in your community who has knowledge of speaking in front of an audience.
- Ask your judges to come 20 minutes earlier for Judges Orientation.
- Make copies & hand out the Judges Orientation (**APPENDIX 1**), as well as the **Public Speaking Guidelines (APPENDIX 2)**.



4-H PUBLIC SPEAKING RUBRIC! *

- The **4-H Public Speaking Competition Rubric (APPENDIX 2)** was designed to articulate the expectations for judging a 4-H speech by listing the criteria, and describing levels of quality from poor to excellent.
- **This rubric is a tool for judges and should not be shared with the speakers.**
- It is based on a Poor to Excellent scale:
 - ◇ **Poor** – The criteria, as outlined in the score sheet, was not followed
 - ◇ **Fair** – The speaker demonstrated weak attempt to follow the criteria
 - ◇ **Good** – The speaker followed the criteria satisfactorily
 - ◇ **Excellent** – The speaker followed the criteria in a superior way

Score Sheets:

- Refer to the judging score sheet (**APPENDIX 2**). Please note the score sheet was reformatted in 2018.
- Ensure you order score sheets from the Provincial 4-H Office (three sheets per speaker, so each judge has a score sheet for one speaker).
- Have a committee member collect the score sheets from the judges after they are done deliberating. **Keep track of all placings of the speakers in case first place can't advance.**
- The committee members will then need to cut the score sheets and staple the pages together. Return the correct portion of the score sheets (indicated at the top of the sheet) to the speakers during the awards portion.

Time Keepers:

- Arrange to have 2-3 time keepers.
- Get a stop watch for each time keeper, or have them use the stop watch setting on their cell phones. Also give them a program and a pen to write down all speech times.
- As noted in the **Public Speaking Guidelines**, members may be under or over their allotted times by 30 seconds. Anything over or under the 30-second leeway should be noted and mentioned to the judge, and the member should receive a deduction.
- Set your time keepers near the judges. Timekeepers can arrange with judges if they want to know times for each speech, or only if someone has made a time violation.

MASTER OR MISTRESS OF CEREMONIES

This committee looks after finding an MC. When selecting your MC, keep in mind the following:

- Your Master or Mistress of Ceremonies plays a very important role during the day – she or he basically “keeps the ball rolling.” Make sure they have the personality that can do this.
- Some ideas on who to get as an MC can include: Skilled Speakers from your District who are *not* competing at Districts; someone from your Club Executive or Public Speaking Committee, etc.
- Sometimes two MC's are better than one!
- Share the notes on the next page with your MCs.



Notes for your MC:

- If you don't have a microphone, speak extra-loud so everyone can hear you.
- Remind everyone to turn off their cell phones and not to take pictures during speeches!
- Check with all the speakers so you know how to pronounce their names correctly.
- Also learn how to pronounce the judges' and sponsors' names correctly.
- Before the speakers begin, go over the time limit boundaries for each age group and how points are deducted. See the **Public Speaking Guidelines** for the correct age groups and time limits (**APPENDIX 2 – S5-44—S5-45**).
- The judges may take time between speakers to write down notes. You should arrange to get a “nod” from the judges when they are done making notes. Then call up the next speaker.
- Your introduction of speakers can go something like this, *“Thank you (speaker we just heard from). We will now have Sally Johnson from the Fillmore 4-H Homecraft Club. Sally is in the Junior category and will be speaking about ‘When Puppies Attack’.”*
- If the speaker needs a table moved for a prop, assist them. If you are using a microphone, adjust the stand for each speaker. **Do not adjust the volume for each speaker.**
- If necessary, lead the applause when the speaker is done speaking.
- If a speaker is not there when you call their name, proceed with the next speaker. Move the absent speaker to the end of the program.
- The MC should be assertive and should speak clearly.

AWARDS

This committee is in charge of buying or locating the awards, prizes and/or certificates to be given out.

Awards

- ◇ At the District level, **First** place from each age category advances to Regionals.
- ◇ You should get prizes for First place at the least. Prizes can include trophies, plaques, medals, or useful 4-H promo items. The winner keeps this prize.
- ◇ You will need to use your own 4-H Club logo on any awards – refer to **APPENDIX 6**.

Participation Certificates

- ◇ You can buy blank certificates from office supply stores and make your own, or you can order some from the Provincial 4-H Office (306-933-7727).

DONATIONS & SPONSORS

This committee is in charge of finding donations or sponsors for the event.

- Create a letter to send to sponsors (**APPENDIX 3**). Any committee member obtaining sponsorship should present this letter to potential sponsors.
- Depending on your sponsor levels, obtain their logos to put in the program or on posters to put on the wall. **Be sure to use their correct logo and spell their name correctly.**
- All this information should be included in your program. Your MC should announce their names so they are thanked publicly.
- Donations can include:
 - ◇ Cash donations
 - ◇ Lunch items (food / drink products from grocery stores, coffee shops, etc.)
 - ◇ Photocopy of programs
 - ◇ Trophies and engravings on them
 - ◇ Judges' gift
 - ◇ Door prizes
- Keep a very accurate list of your sponsors. Include their names in the program, and put up any necessary signage the day of speeches.
- Include sponsors in any articles you submit to the newspaper or 4-H publications.
- Send your sponsors copies of articles, the program, or anywhere their name is mentioned.



AGENDA & PROGRAM

Agenda

This is usually how District 4-H Public Speaking runs. This agenda can be included in the Program. The agenda items marked with * have more information in the box underneath.

1. Welcome *
2. 4-H Pledge *
3. Introductions *
4. Speeches
5. Intermission *
6. Thank You's *
7. Judge's Remarks & Awards *
8. Provincial Public Speaking Info *

~ AGENDA - ADDITIONAL INFORMATION ~

1. **BE SURE TO START ON TIME!**
2. You can have a special guest lead the 4-H Pledge.
3. Introduce MC's & Judges. Announce time limits per age group. Also explain age groupings.
4. Serve dainties & squares during your intermission. This is where your judges go into a smaller room to deliberate for about ½ an hour – bring their goodies to them. This is a good time to draw for Door Prizes.
5. Do your Thank You's **BEFORE** giving out the awards and announcing who won. If you do it after, you will have challenges in keeping the audience's attention. Thank your judges, time-keepers, participants, committee members, sponsors, volunteers, speakers, parents, etc.
6. Call up one or all of your judges to give general comments about the speakers. If you want you can call up the speakers individually and give them their certificates & score sheets at this time. Announce the 1st Place Winner last.
7. **NOTE:** Take time for photo opportunities when all the speakers of each age group are on stage. Don't do it *after* the awards because half of them will have left!
8. After all awards have been given out, be sure to announce when Regional 4-H Public Speaking is. Thank everyone for coming and wish them a safe trip home.

Program

Share this information with whomever is making your program. Refer to **APPENDIX 4** for an example. Include the following information on your program:

- Before making your program, be sure to review **APPENDIX 6** for Logo usage information.
- Judges
- Speakers names
 - ◊ For each speaker include: Name, Club, Age Group, Speech Title
- Sponsors
- Committee members or a list of clubs who helped run the event
- Master or Mistress of Ceremonies
- Speech lengths & age group description:
 - ◊ CloverBud (CB) – 6-8 years – 1-3 minutes
 - ◊ Junior (JR) – 9-12 years – 2-4 minutes
 - ◊ Intermediate (INT) – 13-15 years – 3-5 minutes
 - ◊ Senior – (SR) – 16-21 years – 4-8 minutes
- **NOTE: Future Leaders (22-25 years) do not take part in 4-H Public Speaking**
- Thank you's
- If there is room, you can include the 4-H Pledge or the Motto

~ TIP: MAKE YOUR PROGRAM TOP-NOTCH! ~

- Use a font that is easy to read. Try not to use too many fonts, as this can actually make your program more difficult to read.
- Ask your local school or library if they will photocopy your program free of charge. (If they do, mention them in the program and thank them at the event).
- Use your Club or District logo on the program. Ask your Specialist for assistance with this.
- Include sponsor information & logos as necessary. Be sure to spell their names correctly!

REGISTRATION

- **Before the Event: *These are notes for your Chairperson:***
- All Clubs in the District should be contacting you with the names of their speakers representing them at Districts. Be sure to find out the following for each speaker.
- **This is the same information you will need to share with the Regional hosts!**
 - ◇ **Full Name** (confirm spelling)
 - ◇ **Club Name** (confirm correct club name with Regional 4-H Specialist)
 - ◇ **Speech topic** (may or may not be included in the program; it depends on what your committee decides)
 - ◇ **Age Group**
 - ◇ **Phone Number** (in case something arises and speakers have to be contacted)

During the Event: *These are notes for your Committee members working the door:*

- At your registration table, have someone check off speakers who have arrived. Make sure you have all their information as listed above.
- If a speaker does not arrive, try to contact them at their home or on their cell.
- Let the MCs know if a speaker isn't there yet.
- **Refer to page 16 for follow-up notes to do after the event.**

After the Event:

- Ensure you pass on your District winners' information to the Regional hosts.
- Refer to **APPENDIX 5**.

SNACKS & REFRESHMENTS

This group is in charge of organizing snacks and refreshments to serve while the judges deliberate.

- Ask members, leaders and/or sponsors to make or supply goodies for the event.
- Here is a sample shopping list for you:

◇ Coffee & Tea	◇ Garbage Cans
◇ Juice, Iced Tea and Water	◇ Plates
◇ Sugar / Cream	◇ Utensils
◇ Napkins	◇ Goodies from volunteers
◇ Table cloths	◇ Paper cups

PUBLICITY

This committee is in charge of letting the media and community know about your big event!

- E-mail or phone your local media and invite them to attend District Public Speaking. Be sure to give them a contact name and number for someone from your committee, in case they want to find out more information.
- You can also send a formal press release. Contact your Regional 4-H Specialist for help.

THANK YOU CARDS & GIFTS FOR JUDGES

This Committee is in charge of buying, making and giving away thank you cards and gifts for judges.

Thank you Cards

- Compile a list at the beginning of your planning process and keep track of who helped.
- Keep track of any donations or sponsors.
- Give thank you cards for everyone outside of the organizing committee who helped out.

Judges

- Thank you cards are appropriate for everyone who helped out. You may also want to give your judges a gift for donating their time (and mileage if they drive a ways to get there).
- 4-H memorabilia can be an appropriate gift to give (ie. 4-H mugs, portfolios, etc.). You can order 4-H memorabilia from the Saskatchewan 4-H Council in Saskatoon at (306) 933-7727 or on the website at www.4-h.sk.ca.

SET UP & CLEAN UP

This committee is in charge of setting up, cleaning up or returning the following:

- Chairs
- Judge's Table
- Registration Table
- Prop table (for speakers)
- Luncheon tables and tablecloths
- Equipment (mic, sound equipment, podium, etc.)

6. ODDS N' ENDS

DECORATIONS

If you are going to decorate for this event, green and white decorations are an obvious choice!

- Balloons
- Signs on the outside of the building
- Signs on the inside of the building (sponsors, etc.)
- Green & White table centres, tablecloths, napkins, etc. to light up your event
- Order 4-H decorations at <https://www.4-h.sk.ca/shop.html>

GREETERS

It might be a good idea to have greeters at the door when people first come in to the location.

- Your greeters can tell the speakers where to register and the audience where to sign the guest book and be seated.
- They can also help in assisting the judges.
- 4-H members make excellent greeters!
- You may even want to give them special nametags so the audience can identify them.
- Be sure to keep your greeters informed; they should know what is going on so they can help people who ask (Where is the bathroom; Where is judge's orientation, etc.).

FOLLOW-UP

Now that District Public Speaking is over, be sure to complete this checklist:

- Confirm with the winners that they will be advancing to Regionals. If someone can't go, you must contact the next ranked speaker as an alternate.
- **Contact the Regional 4-H Public Speaking chairperson and pass on all pertinent information about your speakers who will be attending Regionals! Fill in the form in APPENDIX 5 – Regional Public Speaking Registration Form.**
- Keep track of **all** the placings of the speakers in case the First Place winners cannot advance.
- Be in contact with your District Treasurer regarding bills to pay, etc.
- Send out any thank you cards to volunteers, sponsors, etc.
- Congratulate yourself and your club for doing such a great job!

4-H Saskatchewan

HOW TO HOST DISTRICT 4-H PUBLIC SPEAKING

Appendix

APPENDIX 1 – DISTRICT 4-H PUBLIC SPEAKING JUDGES’ ORIENTATION

The following pages contain the Public Speaking Judges Orientation and Final Placings Form. Your committee chair, or an informed committee member, should deliver the orientation. Each judge should receive a copy of the orientation notes in this APPENDIX, as well as the items from APPENDIX 2.

In total, the Judges’ Orientation should include the following documents:

The following information should be included with the Judge’s Orientation:

- Provincial 4-H Public Speaking Judges’ Orientation and Final Placings Form
- 4-H Public Speaking Guidelines
- 4-H Public Speaking Score Sheet
- 4-H Public Speaking Rubric



4-H Public Speaking

JUDGES'

ORIENTATION

This orientation handout is to be photocopied and given to all judges at all levels of 4-H Public Speaking Competitions. This orientation should include: Judges' Orientation Notes; Final Placings Form; Rubric; 4-H Public Speaking Guidelines & Score Sheet.

4-H PUBLIC SPEAKING—JUDGES' ORIENTATION NOTES

1. The Purpose of 4-H Public Speaking is for members to develop confidence and communication skills. Those who are participating in the competition are young people who are relatively inexperienced. While this event is competitive, comments should be constructive and positive. The emphasis of judge's comments should be to motivate members to continue their participation in public speaking.
2. Speeches alternate from Cloverbud to Junior to Intermediate to Senior, so judges will have plenty of time to write notes and determine scoring after each speaker is completed.
3. Review Agenda for afternoon. There is an intermission halfway through the competition.
4. As per 4-H guidelines, there are three judges per age category. Each group of judges will be sitting at a specific table, as identified by your 4-H committee.
5. **Competitor Age Categories: Cloverbud: 6—8; Junior: 9—12; Intermediate: 13—15; Senior: 16—21**
6. **Time limits are: Cloverbud: 1—3 min; Junior: 2—4 min; Intermediate: 3—5 min; Senior: 4—8 min.**
7. Review the 4-H "Public Speaking Guidelines".
8. Review the "4-H Public Speaking Score Sheet" and accompanying explanation and definitions of score card terms
9. Review the "4-H Public Speaking Rubric" from the How to Host Appendix. **This is a scoring guide for judges and should not be shared with members.**
10. As an option to break ties, prior to the start of competition, judges can choose either the highest score from the material section on the score card, or the highest score from the presentation section as the tie-breaking score.
11. Judges should work independently in scoring speeches, with one score sheet per member, per judge.
12. Members will **not** be docked marks for saying thank you or for introducing themselves.
13. Timekeepers will notify judges of any timing penalties. Speakers have a 30-second leeway over and under the expected speech length. After that, they are deducted 5 points per minute.

14. After speeches, judges should have a private place to deliberate and tally scores. Deliberation usually takes 30—45 minutes. Committee should review where deliberation rooms are for competition.
15. The speakers will receive the ‘comments’ portion of the score sheet, so judges are reminded to please be constructive and positive with written comments as it is a learning opportunity for 4-H members. **Members do not receive the “raw scores”.**
16. Judges at all levels must fill in the ***Final Placings Form***. Committee helpers will collect the *Final Placings Forms* and all score sheets after judging is complete.
For District and Regional 4-H Public Speaking, judges should rank all speakers in each age group. **For Provincial 4-H Public Speaking**, please rank only the top three speakers in each age group.
17. One judge from each group may be asked to provide general comments at the Awards portion of the event. These verbal comments will be about the age group judged, and will be given prior to announcing the final placings. Comments should be generalized and should not single out an individual competitor.

At **Club, District and Regional levels**, judge’s comments should be designed to provide encouragement, constructive feedback, and/or techniques or points that will assist the member at the next level of competition. Speakers are able to apply judges’ comments to improve their speeches, between speaking levels.
18. The committee may ask one judge per group to present participation certificates. Call up each speaker in your age group, one at a time, so they can receive their certificate. Shake their hand and pause for a picture. You’re going to be in a lot of 4-H Record Books!
19. Your committee will also let you know if you are supposed to announce the top two or three winners. If you are, always announce the First Place winner last!
20. If you have any questions, please contact the 4-H committee chairperson or a 4-H staff member.

Thank you for being a 4-H Public Speaking Judge!
We hope you enjoy the experience!

4-H PUBLIC SPEAKING—FINAL PLACINGS FORM

DISTRICT & REGIONAL JUDGES:

Please list **all speakers** in the order you have selected, from First to Last. **All ties must be broken by the Judges**, however Honourable Mentions may be announced, provided your Committee approves it (check with them before announcing).

Although prizes will only be given to only the first few speakers, **ALL speakers must be placed, as alternates must be contacted in case the winners cannot advance to the next level of competition.**

PROVINCIAL JUDGES:

Because this is the final level of Public Speaking, you only need to list the **top three speakers** for the Provincial event. **All ties must be broken by the Judges**, however Honourable Mentions may be announced, provided your Committee approves it (check with them before announcing).

AGE CATEGORY: _____

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____

Thank you!

APPENDIX 2 – 4-H SASKATCHEWAN PUBLIC SPEAKING GUIDELINES, SCORE SHEET & JUDGE’S RUBRIC

This appendix includes 4-H’s Public Speaking:

GUIDELINES:

Please do NOT use any old copies of Public Speaking policies, as many rules are changed or reworded. If you are unsure which version to use, check with your Regional 4-H Specialist.

SCORE SHEET:

Also note that the Public Speaking Score Sheet has been reformatted, though it is essentially the same marking and criteria as listed in older versions.

JUDGES’ RUBRIC:

*The Public Speaking Rubric is essentially a guide for judges so they have a better idea how to assign scores to speakers. It gives a description of what a speaker may do, and suggests a score range for them. **The rubric is not the official score sheet, and is not meant to be returned to speakers.** If you have any questions about the Rubric, please ask your Regional 4-H Specialist.*

PP-3 Saskatchewan 4-H Programs and Events

<h2>3.6 Public Speaking Guidelines</h2> <p><i>The following policies will be adhered to at regional and provincial public speaking competitions and are encouraged for use at club and district competitions.</i></p>	Origin / Last Revised:	Next Revision:
	May 2019	
	References:	

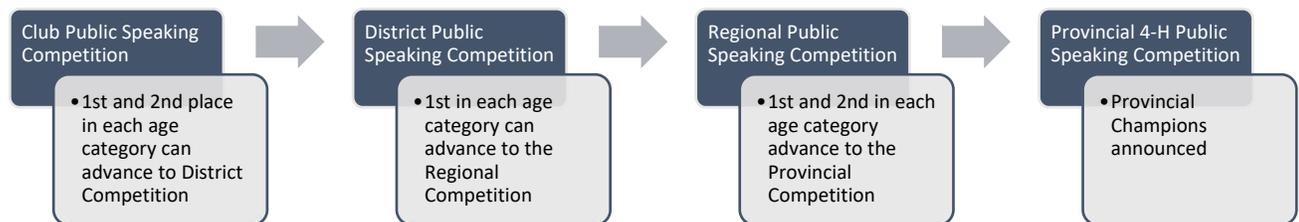
3.6.1. Competition Hosts

1. 4-H Public Speaking is a tiered competition where competitors have the opportunity to advance from one level to the next.
2. Public Speaking Hosts are determined as follows:
 - a. District Public Speaking hosts are determined at District Council Meetings. Many Districts utilize a rotation to select a host.
 - b. Regional Public Speaking hosts are determined by a rotation established at the Regional Council Meeting held at AGM. The list is maintained at the Provincial 4-H Office.
 - c. Provincial Public Speaking hosts are determined in a regional rotation created and maintained by the Provincial 4-H Office. The region set to host the Provincial Public Speaking event selects a District to host at their Regional Council Meeting held at AGM in the year preceding the competition.
 - i. 4-H Saskatchewan will provide \$1,000 to the hosting district of Provincial 4-H Public Speaking to aid in facilitating and hosting this opportunity for 4-H members. The District 4-H Council must request this finding in writing. Where one club is responsible for hosting, the District 4-H Council must request the funding and specify it is to be directed to a certain club.
3. Whenever possible, club, district and regional competitions should be regulated to ensure they take place at least seven days prior to the next competition in order to allow the member and the committee time to prepare.

3.6.2. Advancing to the next level

1. Top-placed speakers at each level of competition are eligible to advance to the next level of competition as follows:
 - a. **Club to District** - 2 members from each age category advance

- i. Some District Councils only allow one competitor per club. If District Competitions allow only one from each club to advance to Districts then they need to notify the provincial office in writing as soon as possible.
- b. **District to Regional** - 1 member from each age category advance
 - i. Where only one club exists in a District, one member in each age category advances directly to Regionals.
- c. **Regional to Provincial** - 2 members from each age category advance



- d. Speakers should be offered the opportunity to advance based on their placing in the competition (1st place, 2nd place, 3rd place, etc.)
 - i. An alternate should be selected at each level of competition, and will compete, in the event the first and/or second place delegate is unable to, or chooses not to attend the next level of competition.
2. 4-H Saskatchewan provides two-\$300 bursaries to attend the Canadian Young Speakers for Agriculture competition at the Royal Winter Fair in Toronto in November.
- a. Preference will be given to intermediate and senior speakers in order of placing. If the 1st place speaker is not able to attend, then the second place will be offered the opportunity.
 - b. If no provincial public speaking competitors are available, then the opportunity will be made available to all intermediate and senior 4-H members, and a selection will take place.

3.6.3. 4-H Speeches

3.6.3.A – Topics and Content

1. Each competitor must prepare and present his/her own self-authored speech. (Quotes from previously published sources are allowed.)
2. Topic of the speech is the choice of the speaker. Speeches should be suited to the age level of the member.
23. Speeches can be on any topic and can be researched, entertaining and/or personal stories.
24. The speech may be informative, persuasive, or entertaining.
25. Members may speak on the same topic each year, but a speech should not be used more than once. While a member may speak on the same topic as in previous provincial competition(s), a speech cannot be used more than once.
26. A member must present the same speech used at all previous levels of competition that year.
 - a. Speeches may be modified to reflect judges' remarks, keeping the same topic, basic format and intent of original speech.

27. Slide presentations, published poems, or stories are not considered to be speeches and are not acceptable beyond the club level.
 - b. Clubs that wish to give members the option of using those mediums in lieu of delivering a speech may do so. Members choosing that option cannot advance to any further competition.
28. Each contestant is allowed 30 seconds leeway over or under the defined time limits of the speech:
 - c. Cloverbud - 1-3 minute self-authored speech;
 - d. Junior – 2-4 minute self-authored speech;
 - e. Intermediate - 3-5 minute self-authored speech
 - f. Senior and - 4-8 minute self-authored speech.
29. Speeches that are shorter or longer than the defined time limits and the designated leeway will be docked at a rate of 5 marks per minute, or portion thereof over or under, in the material category of the score card.

3.6.3.B – Aids & Props

1. Participants may use props, podium or note cards or any combination thereof without reward or penalty.
30. Note cards may be used.
31. Visual aids (including costumes) are permitted but should not draw attention away from the speech.
32. Members will not be penalized for using catch phrases, using a formal greeting to the audience, introducing themselves or saying thank you at end of their speech.

3.6.4. Competition

3.6.4.A – Eligibility

1. Public speaking competitions are open to all registered members.
33. Competition will be in 4-H Saskatchewan age categories:
 - Cloverbud 6 – 8 years of age
 - Junior 9 – 12 years of age
 - Intermediate 13 – 15 years of age
 - Senior 16 – 21 years of age
34. Each member must compete in their appropriate age category or they will be disqualified from the competition.
 - a. Where a member has been placed in the wrong age category and won the competition, the member should compete in the appropriate age category at the next level of competition.
 - b. If, as a result of a member winning in the wrong age category, there are then two winners to represent one category, the public speaking committee at that competition (club/district/regional) should determine a process for selecting a representative to advance to the next level.

35. In the event a member who belongs to more than one club wins more than one competition, that member must decide which club they will represent immediately following the last club competition.

3.6.4.B – Audio and Microphones

1. A microphone must be available at Regional and Provincial Competitions. A microphone may be used at club or district competitions.
 - a. Intermediate and senior competitors must use a microphone at regional and provincial competitions.
 - b. Cloverbud and junior competitors may use the microphone if they so choose.
 - c. Where microphones are used:
 - i. it should be ensured that they are adjustable so all speakers have access
 - ii. all competitors should have an opportunity to practice using the microphone prior to competition.

3.6.4.C – Environment

1. Care should be taken to ensure there will be no disturbances during a speech (cell phones, lunch preparation, etc.).
2. Absolutely no photography or videography should be taken while a speaker is speaking.
 - a. The planning committee can designate a photographer/videographer who is permitted to take photos or videos during the competition. No flash to be used while speaking.
3. Any form of prompting the speaker is prohibited.

3.6.5 4-H Saskatchewan Public Speaking Judging Requirements

3.6.5.A – Judging Requirements

1. For Regional and Provincial Public Speaking, there must be 12 judges – three for each of the four age categories.
 - a. Individuals selected for judging at Provincial Public Speaking should have previous experience judging oral competitions.
 - b. Whenever possible, judges should judge only one level of competition per year.
36. Judges must use Saskatchewan 4-H Council judging cards. These can be obtained from the provincial office and will be made available to judges prior to the competition.
37. Judges should receive an orientation prior to the competition. The orientation should include:
 - c. The purpose of 4-H Public Speaking is for members to develop confidence and communication skills, and that while this is competitive, comments should be constructive and positive
 - d. Copy and overview of “The 4-H Public Speaking Policies”

- e. Copy and overview of “The 4-H Public Speaking Scoresheet” and accompanying Explanations & Definitions of Score Card Terms
 - f. Overview of program and timeline for the event
 - g. Any competitor specific or competition specific information that is necessary
38. Judges should be informed of all policies and guidelines that have been given to the members.
39. The emphasis of judge’s comments should be to motivate members to continue their participation in public speaking.
- h. At club, district and regional levels, judge’s comments should be designed to provide encouragement, constructive feedback and/or other techniques or points that will assist the member at the next level of competition.
 - i. Judges are asked to remember that those who are participating in the competition are all young people who are relatively inexperienced.
40. Judges will rank the speakers and break their own ties for first or second placings.
- j. Judges should work independently in scoring speeches.
 - k. After speeches, judges should have a private place to deliberate and tally scores.
41. Judges will give a general comment on speeches prior to announcing the placing.
42. Members should have judging cards, with constructive feedback, returned to them. Raw scores **should not** be returned.
43. Judges should provide comments for each member and justify their first, second and third rankings.

3.6.5.B – Explanation & Definitions of Score Card Terms

Can be given to judges prior to the competition for review, with a sample of the score card.

1. **Attitude and Personality** – sincere, enthusiastic, natural, and friendly
44. **Posture** – erect and comfortable
45. **Body** – movement must be moderate, timely, and definite
46. **Gestures** – movements of body normal, relaxed, vigorous, definite, timely, and appropriate
47. **Audience Contact** – good eye contact and facial expressions
48. **Appearance** – neat, conservative, and suitably dressed
49. **Voice Elements** – force, rate, pitch, and quality are the voice elements which should be varied for speech emphasis
 - a. Force and Audibility – vary the volume and manner for effective emphasis
 - b. Quality – timbre or tone, colour of the voice, pleasantness
 - c. Pitch – the location of sound on the musical scale should be normal, be varied (not monotonous), and follow the mood of the speaker
 - d. Rate – the speech should correspond to the thought
50. **Diction and Enunciation** – clarity of speaking
51. **Pause** – punctuates thoughts and gives emphasis, avoid vocalized pauses (e.g. “and”, “uh-uh”)
52. **Fluency and Articulation** – voice must be free and easy with the words clear and distinct
53. **Grammar** – use correct grammar
54. **Use of Notes** – not distracting
55. **Choice of Topic** – suitable to contestant and occasion, considering knowledge and interest
56. **Subject Matter**

- e. Introduction – brief and appropriate
 - f. Body – consists of main points and supplementary material and must have proper phrasing and arrangement
 - g. Arrangement – sequence of ideas must be logical and parallel
 - h. Phrasing – interesting, accurate, concise, vivid, and motivating
 - i. Illustrations and Humour – used where applicable
 - j. Summary, message, and conclusion – brief and effective
57. **Audience** – overall effect of speech

3.6.5.C – Saskatchewan 4-H Score Card

A Public Speaking Score Sheet is shown on the following page.

Speaker: _____

4-H Saskatchewan Public Speaking Scorecard



After judging is completed:
Cut along dotted line. Left side with scores is for Judges only. Right side with comments can be given to the participating member.

SPEAKER: _____

TOPIC: _____

AGE GROUP: _____



POINT VALUE	POINTS SCORED	MATERIAL	COMMENTS	POINT VALUE
5		Topic <ul style="list-style-type: none"> Appropriate for the age and maturity of the speaker 		5
5		Introduction <ul style="list-style-type: none"> Effectively identifies subject matter, and captures the attention of the audience 		5
10		Content <ul style="list-style-type: none"> Well Arranged Information is well developed, and supported 		10
10	10			
10		Conclusion <ul style="list-style-type: none"> Effectively summarizes content and gives concluding message 		10
5		Composition <ul style="list-style-type: none"> Appropriate vocabulary level and word choice Clear sentence structure, variety and logical sequencing 		5
5				5
50		SUBTOTAL		50
POINT VALUE	POINTS SCORED	PRESENTATION	COMMENTS	POINT VALUE
10		VOICE <ul style="list-style-type: none"> Relaxed, normal rate of speed, pauses, and correct pronunciation Expression matches with subject matter, and varied for emphasis Audible and clear 		10
10				10
5				5
10		Manner <ul style="list-style-type: none"> Confident attitude, suitable gestures, eye contact and correct use of notes and props Holds audience's attention: enthusiastic about topic Appropriate posture and appearance 		10
10				10
5				5
50		SUBTOTAL		50
100		TOTAL		/100
5/min		Subtract Time Faults: (Note: 30 seconds allowable leeway over and under time)		-5/min
FINAL SCORE		Member's Copy	Time: _____	



4-H Public Speaking Competition Rubric

FOR JUDGES' USE ONLY – NOT TO BE GIVEN TO SPEAKERS

SPEAKER: _____ TOPIC: _____ AGE GROUP: _____

SECTION A: MATERIAL

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
Topic	Topic was not appropriate for age / maturity of speaker (too mature/ immature, etc.)	Topic was not appropriate for age / maturity of speaker, but they demonstrated understanding of it	Topic was appropriate for age / maturity of speaker	Topic was appropriate for age / maturity of speaker and member demonstrated keen understanding	/5
	Member was disassociated (not connected to) from topic. Topic was generic or 'picked from a book'	Member was somewhat disassociated from topic. Although it was 'picked from a book', member showed some level of connection or interest	Member was connected with topic.	Member was very well associated and connected with topic and it shows!	

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
Introduction	Subject matter not effectively identified	Subject matter somewhat identified. Clarification found later in speech	Subject matter effectively identified	Subject matter easily identified and apparent to audience	/5
	Audience's attention is not captured effectively	Audience's attention somewhat captured, though audience's focus waned	Audience's attention captured effectively	Speaker captured audience's attention in an effective and unique way that generated enthusiasm	

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
Content	Content was not well developed. Member repeated self with little variation	Content was somewhat developed, though several more points could have been added	Content was well developed	Content was well developed and thought-provoking	/20
	Content was not well arranged. Content had multiple focus	Content attempted to be arranged in a specific manner, though had several confusing points of focus	Content was well arranged.	Content arranged well. Effective use of natural builds and falls in content layout	
	Content lacked explanation or supporting material to topic	Content had some supporting material / explanation, though further materials and explanations would have enhanced the speech	Content had supportive materials and explanations	Content had superior amount of relevant explanation and supporting material	
	Content did not support topic efficiently or in an effective manner	Content attempted to support topic, but was too weak or lost focus several times	Content supported topic appropriately	Content supported and demonstrated speaker's passion for / excellent understanding of topic	

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
Conclusion	Conclusion did not effectively summarize content	Conclusion attempted to summarize content, but haphazardly	Conclusion effectively summarized content	Conclusion summarized content in succinct, interesting way	/10
	Conclusion did not give final message	Conclusion attempted to give final message but it was weak or mostly inconclusive	Conclusion efficiently left audience with final message	Conclusion efficiently left audience with final message, yet wanting to hear more	
	Conclusion was too abrupt; Audience surprised speech was over	Conclusion was short and could have been 'fleshed out' in greater detail	Conclusion seemed an appropriate length	Conclusion was appropriate length, and had a special message that left audience inspired	
	Audience did not know when speech was concluded until member left stage	Audience did not know when speech was over until member said 'thank you' or walked off the stage	Audience had definite idea when speech was over	Speech concluded in effective manner, but with flare / style that left audience inspired / appreciative / wanting more	

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
Composition	Vocabulary level / word choice was inappropriate; Slang used that was not appropriate or understood	Vocabulary level mostly inappropriate for speaker, though some wording was well-suited	Vocabulary appropriate for speaker; Good choice in words	Vocabulary level appropriate for speaker; Excellent word choice that enhanced speech significantly	/10
	Sentence structure is poor	Sentence structure mostly poor, with a few decent sentences here and there	Sentence structure is acceptable	Sentence structure is excellent and enhances speech	
	Sentence variety poor. Member use similar phrasing that resulted in too much repetition	Small attempts made to vary sentences	Good use of sentence variation	Excellent use of sentence variation that enhanced speech significantly	
	Sentences not arranged in logical order. Speech tends to “jump around” significantly	Various sentences noticeably “don’t fit” with the rest of the speech	Sentences arranged in logical order	Sentences arranged in logical order that significantly enhanced speech (ie. Builds in narrative, denouement, etc.)	

SECTION B: PRESENTATION

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
Voice	Voice was not audible or clear due to lack of projection or enunciation, etc.	Voice was somewhat clear or audible. At times member made attempt to be heard, though could have projected / enunciated more effectively	Voice was audible and clear	Voice was very audible and clear with varied pitch and effective use of volume	/25
	Speaker did not speak at a relaxed, normal pace, and did not take pauses	Speaker attempted to speak at relaxed pace and take pauses, but tended to speed up / slow down throughout speech	Speaker spoke at relaxed, normal pace and took appropriate pauses	Speaker spoke at relaxed, normal pace and used pauses and pacing to enhance speech (ie. “Dramatic pause”, etc.)	
	Speaker did not pronounce words correctly	Speaker pronounced most words properly	Speaker pronounced words correctly	Speaker pronounced words correctly, but also explored nuances in word pronunciation, etc. to provoke reaction / get point across, etc.	
	Speaker’s expression did not match the topic; Emphasis not varied (monotone)	Speaker attempted to match expression to topic, however emphasis was not varied so speaker came across as bored / slight monotone.	Speaker’s expression matched the topic; Emphasis on words varied (no monotone)	Speaker’s expression matched the topic; Emphasis on words varied and speaker effectively took risks with voice (varies in pitch, volume, tone, etc.)	

CATEGORY	POOR (1)	FAIR (2)	GOOD (3-4)	EXCELLENT (5)	SCORE
Manner	Speaker displays noticeable lack of confidence;	Speaker was not overly confident, but made an effort;	Speaker had confident attitude, and suitable gestures	Speaker had confident attitude, Gestures were suitable, genuine and significantly enhanced speech	/25
	Gestures do not match speech / speaker and came across as “wooden”	Speaker attempted to use gestures, though they did not enhance speech			
	Speaker did not make eye contact / only looked at notes;	Speaker attempted to make eye contact but mostly referred to notes.	Speaker made eye contact; Notes referred to on occasion.	Speaker memorized speech / made eye contact quite often / referred to notes very sparingly / did not have notes;	
	Prop detracted from speech (ie. Prop was awkward / not displayed effectively)	Prop added to speech but was awkward / not displayed effectively	Props were easily set up / manageable and suitable for speech	Props were easily set up / manageable and significantly enhanced speech	
	Speaker did not hold audience’s attention. Speaker was not enthusiastic about topic	Speaker held audience’s attention at times. Speaker was somewhat enthusiastic about topic	Holds audience’s attention and is enthusiastic about topic	Speaker significantly held audience’s attention (audience was captivated) Speaker was very enthusiastic about the topic and it was contagious	
Speaker’s posture and appearance significantly detracted from speech	Speaker’s posture and appearance somewhat detracted from speech	Speaker demonstrated appropriate posture and appearance	Speaker demonstrated appropriate posture; Appearance significantly enhanced speech (ie. Use of costume, etc.)		

APPENDIX 3 – SPONSOR LETTER

Fillmore 4-H Homecraft Club
Box 44
Fillmore SK S4H 4H4

December 3, 2021

To Whom It May Concern:

The Fillmore 4-H Homecraft Club is pleased to announce that we are hosting **District #44 4-H Public Speaking** on February 23, 2022 in Fillmore SK. This event will host 4-H speakers from Fillmore & area, otherwise known as District #44. We are expecting 30 – 60 people in attendance. Winners from this event will advance to the 2022 South East Regional 4-H Public Speaking Competition in Kenosee Lake SK.

We are asking your business to consider sponsoring this prestigious event. Our costs for this event include: Legion Hall rental, trophies and medals, thank-you gifts for judges, door prizes, snack or luncheon costs, etc.

4-H members and alumni are renowned across the country for their excellent public speaking abilities. Individuals who participate in the 4-H program develop responsibility while learning life-long skills and values including communications and leadership abilities, self-confidence, and good sportsmanship.

Your support, either monetarily or through donated items, would be greatly appreciated. No gift is too small. You will receive advertising for sponsoring as indicated:

Bronze Sponsorship (\$10 - \$49) – Name mentioned in program; Signage on wall; Recognition over microphone

Silver Sponsorship (\$50 - \$99) – Name mentioned in program; Signage on wall; Recognition over microphone; Name included in media releases and in 4-H publications

Gold Sponsorship (\$100+) - Name mentioned on **front** of program; Signage on wall; Recognition over microphone; Name included in media releases and follow-up news articles.

We thank you for your support in this worthwhile occasion. If you have any questions, please feel free to contact Joan at (306) 444-4444 or joancalder@sasktel.net.

Sincerely,

Joan Calder

Joan Calder
Fillmore 4-H Homecraft Club General Leader

Fillmore 4-H
Homecraft Club



CANADA
4-H Saskatchewan

APPENDIX 4 – DISTRICT 4-H PUBLIC SPEAKING PROGRAM

THANK YOU TO OUR SPONSORS!

GOLD SPONSORS

Fillmore Groceries
District #44 4-H Council

SILVER SPONSORS

Fillmore Senior Centre
Creelman Park Board
Osage Gas Station
Fillmore Farms Ltd.

BRONZE SPONSORS

Fillmore Ag Office
Fillmore Lions Club
Olive Owens

COMMITTEE MEMBERS

Joan Calder, Committee Chairperson
Fillmore 4-H Club
District #44 4-H Council

2017 SOUTH EAST REGIONAL 4-H PUBLIC SPEAKING

Sunday April 10, 2022
Kenosee Lake SK, 1:00 p.m.
Call Glenda at 555-555-5555 for more information.
Good Luck, Competitors!

District #44 4-H Public Speaking

Fillmore 4-H
Homecraft Club



CANADA
4-H Saskatchewan

Sunday February 21, 2022
Fillmore, Saskatchewan

DISTRICT #44 4-H SPEAKERS

CB—Cloverbud (6-8 yrs): 1-3 min. speech

JR—Junior (9-12 yrs): 2-4 min.

INT—Intermediate (13-15 yrs): 3-5 min.

SR—Senior (16-21 yrs): 4-8 min.

All speeches must be self-authored.

CB: Kiera Smithton

Outsiders 4-H Beef Club

CB: Peter Hanson

Felton Light Horse 4-H Club

"My Tree House"

CB: Jayden Tillis

Gregory 4-H Beef Club

"My Part in a Play"

CB: Alex Snell

Fillmore 4-H Homecraft Club

"Summer Storm"

CB: Laura Kimble

Rayston 4-H Club

"That Fateful Day"

JR: Eugene Tillis

Gregory 4-H Beef Club

"Oh Brother"

JR: Keira Johnston

Rayston 4-H Club

"Facing Death"

JR: Michael Yasinski

Fillmore 4-H Homecraft Club

"Klutz"

JR: Teddi Obridgewitsch

Felton Light Horse 4-H

"Sandra Schmirler"

JR: Jenna Horton

Outsiders 4-H Beef Club

"My Trip to Yellowstone"

INT: Jennifer Hill

Rayston 4-H Club

"My Best Friend"

INT: Corinna Belle

Gregory 4-H Beef Club

"Dealing with Youth Violence"

INT: Melanie Horton

Outsiders 4-H Beef Club

"The Worst Epidemic"

INT: Michaela Hamilton

Fillmore 4-H Homecraft Club

"Hockey Hiccup"

INT : Keith Jacey

Felton Light Horse 4-H

"My Uncle Tryg"

SR: Tricia Johnston

Fillmore 4-H Homecraft Club

"Saskatchewan Dialects"

SR: Trenna Jetson

Outsiders 4-H Beef Club

"Hopkins"

SR: Charla Stoneton

Rayston 4-H Club

"Small Town Saskatchewan"

SR: Savannah Gibbons

Felton Light Horse 4-H

"Ode To a Farmer"

APPENDIX 5 - DISTRICT 4-H SPEAKER REGISTRATION FORM

4-H Clubs can send **two speakers from each age group** to District Public Speaking. Please complete this form and send it to the District 4-H Public Speaking contact person, listed below. **Before sending, you must confirm that your speakers can attend, and that they are fully registered with 4-H Saskatchewan.** If they cannot attend, you must find an alternate to attend Districts in their place.

CLUB: _____ **CONTACT NAME & #:** _____

CLOVERBUD

WINNER #1: _____ District Number: _____ Phone: _____ Fax: _____

E-mail: _____ Club: _____

Speech Topic: _____

WINNER #2: _____ District Number: _____ Phone: _____

Fax: _____ E-mail: _____ Club: _____

Speech Topic: _____

JUNIOR

WINNER #1: _____ District Number: _____ Phone: _____

Fax: _____ E-mail: _____ Club: _____

Speech Topic: _____

WINNER #2: _____ District Number: _____ Phone: _____

Fax: _____ E-mail: _____ Club: _____

Speech Topic: _____

INTERMEDIATE

WINNER #1: _____ District Number: _____ Phone: _____

Fax: _____ E-mail: _____ Club: _____

Speech Topic: _____

WINNER #2: _____ District Number: _____ Phone: _____

Fax: _____ E-mail: _____ Club: _____

Speech Topic: _____

SENIOR

WINNER #1: _____ District Number: _____ Phone: _____

Fax: _____ E-mail: _____ Club: _____

Speech Topic: _____

WINNER #2: _____ District Number: _____ Phone: _____

Fax: _____ E-mail: _____ Club: _____

Speech Topic: _____

PLEASE SEND THIS FORM TO:

District Public Speaking Committee Chairperson: _____

Phone: _____ Email: _____ Fax: _____

Mailing Address: _____ Town: _____ Postal Code: _____

DEADLINE TO SEND FORM IN: _____ !

APPENDIX 6 - 4-H LOGO USAGE INFORMATION

Keeping with the goals of the redesign and rebranding, the 4-H Logo should be used adhering to the guidelines as listed on the following pages.



CANADA
4-H Saskatchewan

4-H Saskatchewan Logo Guidelines

Logo Guidelines

Remember, the 4-H logo is a copyrighted brand identity, so be sure to always follow the branding guidelines. It's the same as using other companies logos. Would you change the McDonald's logo for your own purposes?

Clubs, districts and regions should be creating their own logo, using the 4-H Canada Logo Generator, which can be found at <https://4-h-canada.ca/brand-app>

This generator will provide people with a green, black and white logo in a variety of different formats. The 4-H logo should be reproduced in green whenever possible. Do not change the colour of the logo – it can only be produced in 4-H green, white or black. The 4-H logo must also be surrounded by a minimum clear space, with no text or graphics entering into the space. This space should be about the size of the H in the logo around the outside.

Your localized logo must be used on all publications and information that relate to your event, such as programs, letters, placemats, medals, trophies and press releases. It is important to showcase your specific club so that it is clear what part of 4-H Saskatchewan you represent.

For example, if your club or district is fundraising, you would want the funds to come to your club or district not to the 4-H Provincial office. As such your specific district logo and contact information should be on the information you send out. Your Regional 4-H Specialist can assist you with any further inquiries you may have.

Logo Examples

When putting on a 4-H event, you must use the proper logo. If you are putting the event on as part of your club or district, use the logo generator to create what you need.

You cannot use the 4-H Canada or 4-H Saskatchewan logos without permission from the national or provincial office. Also, make sure you are not using the American 4-H logo. It is a clover with a stem and no words with it. These are only for those organizations to use.



Using The Logo For Events and Posters

There are also guidelines to follow when making posters, brochures, programs and other printed material. The logo must be separate from clipart and images.



Only 4-H clubs and districts can create their own logo. There should not be logos created for specific events, such as Regional Shows. If you are running a 4-H Saskatchewan event, such as a Regional Show, contact the Provincial 4-H Office to learn about event sanctioning! If you get your event sanctioned by the office, you will be provided with a logo to use for your event.



DO NOT change the colour, stretch, rotate, change proportions, rearrange or remove elements of the logo or use effects on the logo, such as glow and shadow. Also, make sure the logo is large enough so you can easily read the font.



Using The 4-H Name

It is also important to note that the the 4-H wordmark (4-H) is protected under the Trademarks Act. You must always put a dash in between the 4 and H. Also, sponsors cannot use the 4-H wordmark without permission for the provincial or national 4-H offices. Sponsors of your club cannot advertise themselves as "Proud 4-H Supporter" but could say "Proud to support the XYZ 4-H Club."

Still have questions?

The 4-H Saskatchewan staff can help answer any logo questions you may have, from working with a designer to create your 4-H club clothes, to whether or not a sponsor can use your 4-H logo. Call the 4-H office at 306-933-7727 or email at communications@4-h.sk.ca

For more details about how to use the logo, colours and fonts, check out 4-H Canada's Visual Identity Guide at <https://bit.ly/2sHaU2M>. The 4-H Canada's Club Logo Generator is for the use of 4-H entities: clubs, districts, regions, councils and foundations. The identifier line above the logo is for the names of those entities, and is not to be used for any other purposes.