



CANADA
4-H Saskatchewan

4-H Saskatchewan

How to Host Club and District Level 4-H Public Speaking During COVID

Last Updated
Feb. 22, 2021

Please read this before using the Handbook:

How this Handbook Works

This manual contains three options for Public Speaking during the 4-H year. Your committee will need to decide which **Option** you would like to do in order to run your club’s public speaking event this year (and then beyond that, which of the **Variations** you want to do).

Throughout the book, there are a number of resources that apply to the different Options—some resources apply to more than one Option. To help clarify what information will apply to your event, we have indicated with the markings below, which information applies to what Option.

Option 3 * (in-person competition) may not be allowed depending on government restrictions. Please see the information box in the Table of Contents page for the most-recent news on what the current restrictions are.

Option 1 Content—Video Submission Format

Information that applies to Option 1 in both the Handbook portion, as well as the Appendix, will be marked with either of these symbols:



Option 2 Content—“Live” Virtual 4-H Public Speaking Competition

Information that applies to Option 2 in both the Handbook portion, as well as the Appendix, will be marked with either of these symbols:



Option 3—In-Person Public Speaking Competition

Information that applies to Option 3 in both the Handbook portion, as well as the Appendix, will be marked with either of these symbols:



How to Host 4-H Public Speaking during COVID for 4-H Clubs

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*** IN-PERSON PUBLIC SPEAKING AND COVID RESTRICTIONS**

As of February 22, IN-PERSON PUBLIC SPEAKING COMPETITIONS ARE ALLOWED.

These events must follow all applicable government regulations —see Page 4.

- ***4-H has also provided additional suggestions for running your event —see Option 3 beginning on Page 17. Anywhere you see a red asterisk in this document, refer to this information box.***



"How to Host Club-Level 4-H Public Speaking during COVID"
Winter 2021.

In-Person Public Speaking and COVID-19 Restrictions

As of February 22, 4-H Saskatchewan has received direction from the Government of Saskatchewan on how we can currently host 4-H Public Speaking competitions in person in a safe manner.

Please read this page to understand some of the new directives from the Government.

In-person public speaking competitions will now be allowed under a modified “Sports and Activities Guidelines” point three on “Conditioning, Training and Individual Competition.” Here is what you need to know:

- Competitions must stay under 30 people in the venue, which includes competitors, leaders, judges and family members. The 30 person capacity does not include video staff, instructors or building staff. Audience/spectators are limited to family members and judges under the 30 person capacity.
- Physical contact of any kind is prohibited. Movement should be limited to competitors walking up to the stage area.
- No group arrivals are permitted. Entry and exit times must be pre-determined and scheduled.
- Attendee lists must be collected and kept for a minimum of 30 days. Contact details must include date, time, name, address and phone number or email address.
- Competitors, their families and judges must wear masks at all times. **Competitors CANNOT take off masks while speaking.**
- Videos must be recorded in the largest space possible to maintain maximum distance between participants.
 - 4-H Saskatchewan recommends to have one person designated to record videos and take photos, which you can then share after the event. This way, any extended family not allowed at the in-person event would be able to watch the speeches at a later date. To allow the same person to take video and photos, competitors can pose at the front after finishing their speech and wait for the photographer to take the photo.
- Everyone present must self-monitor for symptoms and use the self-assessment tool at [saskatchewan.ca/COVID19](https://www.saskatchewan.ca/COVID19)
- Follow proper hand hygiene and coughing/sneezing etiquette:
 - Wash your hands frequently with soap and water. Scrub for 20 seconds.
 - If soap and water are not available, use hand sanitizer approved by Health Canada (DIN or NPN).
 - Avoid touching your face, mouth, nose and eyes.
 - Cough/sneeze into the bend of your elbow and then wash your hands with soap and water.
- Signs and warnings about the risk of COVID-19, including mandatory masks and frequent handwashing, must be posted. Commonly touched surfaces and shared equipment must be cleaned and disinfected after contact between individuals, even when not visibly soiled. Special attention should be paid to commonly touched surfaces, such as doorknobs, light switches, rails, etc. Please see the Cleaning and Disinfection Guidelines for more information.
 - <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/environmental-cleaning-and-disinfection-guidelines>
- No food and beverage is permitted.
- Close drinking fountains. Water bottle filling stations are acceptable if appropriately and frequently sanitized.
- You must also following the guidelines for Banquets and Conference Facilities. These can be found at: <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/guidelines/banquet-and-conference-facilities-guidelines>

4-H has also provided additional suggestions for holding your event—see Option 3 beginning on Page 17.

Virtual Public Speaking Objectives & Motivating Factors

Preface

4-H Public Speaking season is almost upon us, even during a pandemic! As public speaking at the club level is a member requirement (and it's an amazing learning experience for 4-H'ers too) 4-H Saskatchewan is permitting Public Speaking events in 2021, though they may have to look a little different this year due to government regulations.

This handbook has been designed to help club Public Speaking Coordinators plan their Public Speaking events. We know it may be a learning curve of varying degrees for everyone, so we ask that you take the time to read and understand this handbook, and then contact your Regional 4-H Specialist if you need further assistance.

Objectives

Why do we do public speaking in 4-H? For a number of excellent reasons:

- Develop skills members can use later in life
- Gain confidence and face fears
- Gives members chance to say their piece
- Allows members to share their interests
- Requirement of being a 4-H member
- It's fun and empowering!

Motivating Factors

To allow all **4-H Members** to:

- Learn to do by doing
- Have an equal opportunity to demonstrate their public speaking skills

To allow **4-H Club Coordinating Committees** to:

- Meet the needs of their members / 4-H club(s)
- Meet the expectations of the 4-H program
- Have minimal stress when planning for and facilitating their club competition(s) or speaking event(s)

“At-a-Glance” Options for hosting 4-H Public Speaking during COVID

Here is an “at-a-glance” version of the three options for hosting 4-H Public Speaking. Coordinators will be required to read the complete handbook details about each Option, should they choose to hold it.

This handbook has been designed to go through each task, item and expectation in detail so coordinators are able to develop skills and confidence when running their events. Regional 4-H Specialists are available to assist.

Option 1: Video Submission Format (only for club level) —Refer to Page #8

- Members submit a video of their speech presentation
- Video is shared with judges and judged accordingly against other members in their age category
- Results, judges' comments and score cards are released at a later date.

Option 2: “Live” Virtual 4-H Public Speaking Competition via. Video Conferencing—Refer to Page #12.

- Members take part in a “live” virtual public speaking competition with other members in their age category.
- Judges are present and scores members accordingly
- Judges deliberate; Results announced on the day, or virtually afterwards; Score cards sent out at later date

Option 3: In-Person Public Speaking Competition * —Refer to Page #16

- This is an in-person public speaking competition using COVID-19 safety guidelines and restrictions.
- Option 3 can only be permitted as per Government of Saskatchewan regulations.
- Please see the current restriction listed on the Table of Contents page.

Public Speaking Coordinating Host Requirements

Club Public Speaking coordinators are required to complete the following tasks:

- Choose an individual to be the coordinating committee chairperson. This person will be the contact person for the coordinating committee and ensure the following duties are carried out.
- Pending on current government restrictions, your committee will need to decide between **Option 1** and **Option 2**, as laid out in this handbook, in terms of how you are going to run your event.
- You will also need to choose which **Variation** of the Option best suits your club.
- Once you have decided which Option to choose, you will need to
 - ◇ **Set public speaking video submission deadline (for Option 1) OR**
 - ◇ **Book public speaking competition date (for Option 2 & 3)**
- **IMPORTANT NOTE ABOUT OPTION 2:** Coordinators will need to figure out a virtual meeting platform (ex. Zoom, GoogleMeet, etc.) Refer to **APPENDIX 4.3** for more information on setting up GoogleMeet.
- Share necessary “5-Ws” information with Club, District, Regional 4-H Specialist, etc.
- Book and coordinate all judges and judging requirements, including event date and time, scoresheets, preference for judging (physical score sheets, fillable pdfs, or virtual score sheets), etc. Refer to **Page 6** and **APPENDIX 1** for further information about judges.
- **All speakers must complete the Member Registration Form and Waiver in APPENDIX 3.** Refer to the **page 6** for further information to share with and obtain from members.
- Create an agenda for your event, as well as a shareable program—see **APPENDIX 2**.
- Ensure that the **Rule of Two** and all Youth Safety Guidelines are followed at all times. This applies to all virtual settings as well.
- Announce the winners of the event after judges deliberate. How this looks may vary depending on the Public Speaking Option and Variation that your Club chooses.
- Determine prizes accordingly for the event you are hosting. These will need to be emailed or mailed to the winners. (Keep in mind that Gift Certificates can be purchased from 4-H SK and emailed to recipients).

Information to Obtain from and Share with 4-H Members

Because ‘participating in public speaking at the club level’ is a 4-H policy and mandatory member requirement, clubs should still provide members with the opportunity to participate in public speaking. This can be competitive or non-competitive.

If your club chooses to hold some sort of competition, 4-H members will be required to follow all 4-H Saskatchewan Public Speaking guidelines, excluding those that have been waived this year due to COVID. Refer to **APPENDIX #2—Public Speaking Guidelines**.

To participate in a competitive Club Public Speaking event, members must:

- Submit a video presentation (if Club chooses Option 1) **OR**
- Give an “live” virtual presentation, of a self-authored speech (if Club chooses Option 2 or 3 *)

Information Coordinators should share with Members:

Every member competing in Public Speaking this year will need to fill in the registration form on APPENDIX 3.

- **APPENDIX #3**—Members Registration Form
- Video Submission Guide for Members—How to Prepare for and Record your Speech—page 11
- **APPENDIX #2**—Public Speaking Guidelines
- **APPENDIX #4**—Directions for Using Technology (ensure you share the application pages, depending on what Option / Variation your group chooses).

If your club chooses **Option 2** (live virtual competition), members will need to receive the following information:

- Link to virtual competition meeting, and time to log in (meeting to be set by club public speaking coordinators)
- **APPENDIX #2—Public Speaking Guidelines**

Considerations When Finding your Judges

As at regular 4-H Public Speaking events, Club-level speeches are encouraged to have between 2 to 4 judges.

Regardless of whether you have chosen Options 1 or 2, make sure your judges meet the following criteria:

- Ensure that they have access to – *and are comfortable with* – virtual technology, google forms, fillable pdfs, or other relevant formats that will be used for 4-H Public Speaking in 2021.
- Ensure they watch the Judge’s Orientation video in advance of the speeches. (Contact your Specialist to obtain the link to this video). This video will explain:
 - ◇ Purpose and brief overview of the Public Speaking event
 - ◇ All technical programs that may be used
 - ◇ Scorecard—how to fill it out by hand and virtually
- Determine which score card format the judge wants to use (Refer to **APPENDIX 1.3**—either electronic or handwritten).
- Ensure judges know they can use the 4-H Public Speaking Rubric if desired.
- Ensure they know to score each speaker in the designated age category. Also, they **MUST** break any ties.
- Ensure they know to provide constructive comments about each speaker and about the competition overall.
- You may wish to obtain a written bio from your judges (or a recorded video of them introducing themselves to be share with members using **Option 1!**)

- For Option 2 only, ensure your judges know they must:
 - ◇ Although they have read the orientation notes and watched the video in advance, judges must take part in a short online orientation to “check in” with judges on the day of the competition.
 - ◇ Deliberate virtually with other judges immediately after all speeches in age category are completed
 - ◇ Determine winners and place all speakers
 - ◇ If speakers reconvene after deliberation, judges will announce comments and results at that time.
 - ◇ If speakers do *not* reconvene after deliberation, with assistance from the coordinators and meeting technician, judges may create a video recording of judge’s comments for age category. Judges may announce the top 3 winners at this time too.

Assistance from 4-H Saskatchewan

- **Announcement of Changes, pending on Government of Saskatchewan COVID guidelines and direction from the 4-H Saskatchewan Board of Directors:**
 - ◇ All changes in public speaking will be communicated to coordinating committees via 4-H Saskatchewan / Regional 4-H Specialists.
 - ◇ In turn, each Club coordinator will communicate to competitors via social media, emails, phone calls, etc. The Rule of Two must be followed in all forms of communication with 4-H members.
- **Webinar about “How to Run 4-H Club Public Speaking”**
 - ◇ Were held during the last week of January in order to further discuss changes, plan the events, and to help members and leaders understand the new requirements.
 - ◇ There is a recorded version available at www.4-h.sk.ca/webinars
- **How to Host 4-H Public Speaking During COVID Handbook**
 - ◇ Contains detailed instructions for hosting Options 1 and 2 for Club-level Public Speaking, as well as a user-friendly **APPENDIX** with fillable pdfs.
- **Relevant Video Tutorials – Examples include:**
 - ◇ Tutorial for how speakers should set up their speech video
 - ◇ Tutorial for judges to score members using virtual platform, etc.

ALTERNATE PUBLIC SPEAKING CONSIDERATION:

The requirement to complete the 4-H year is to "Participate in public speaking at the club level." This means you do not have to host a *competition*, but could instead hold a non-competitive speaking event to meet this requirement. If you are uncertain about hosting a virtual competition this year, with trying to coordinate judges, and videos, this may be a good option.

If you do choose this option, speakers could potentially still move on to the next level of competition, but you would need to come up with and vote on an option to have people advance. For example, you could have all the speakers in an age category interested in advancing put their names forward and draw names out of a hat. Those advancing to next level must ensure their speeches meet the requirements of the public speaking policies.

Also, still remember to provide feedback to your members. You could bring in one special guest or have a leader provide each speaker with feedback, but not have to worry about giving a score.

“At-a-Glance” Summary:

- Members submit a video of their speech presentation
- Video is shared with judges and judged accordingly against other members in their age category
- As there will be no deliberation, results will be based solely on judges’ scores. Judges’ comments and score cards will be released at a later date

Pros & Cons of Using this Format**Member***Pros:*

- Less time consuming than a video conference
- Higher quality video capabilities (no lag time, consistent lighting, audio, etc.)
- Avoid stress of unstable video conferencing connection
- Members can learn and practice new video conferencing skills

Cons:

- Large video might be difficult to share
- Less of an “in person” speaking experience

Coordinator*Pros:*

- Easy to organize
- Less pressure to organize a video conference
- Easier to ensure a consistent video connection for all participants
- Coordinators won’t have to learn or find a new video conferencing platform for hosting

Cons:

- Event coordination might last longer than one day

Judge*Pros:*

- Can work at own pace to judge videos, and give more attention to the speech content
- Chance to write more comments / start and stop video
- Less stress of an unstable video conferencing connection

Cons:

- Not as consistent with previous year’s judging styles (first impression judging)
- Deliberation with other judges may prove challenging

The Basics of Video Submission Format:

- Members will record a video of themselves saying their speech. Refer to **Page 11 to see the Video Submission Guide for Members' Speeches—How to Prepare for and Record your Speech** (Coordinators must share this information with all speakers).
- Members will upload video to **Google Drive, YouTube, or WeTransfer** and share link with competition coordinator. Refer to **APPENDIX #4—Directions for Using Technology** for more information on this. Share the specific Appendices with all speakers, depending on which platform you prefer. Refer to **Appendix #4 Breakdown**, below.
- Members will need to submit videos within a specific time frame (Ex. “Between Jan. 29 @ 5pm to Feb. 1 @ 5pm”)
- Members **MUST** complete **APPENDIX #3—Member Registration Form & Waiver for 4-H Public Speaking**.
- Coordinators will need to find judges accordingly. Refer to **Page 6, Considerations when Finding your Judge** for important information on what your judges will need to know. They should have some technical virtual knowledge.
- In advance of competition, coordinator must send judges the Orientation package along with score sheets and related information. Also refer to the **Virtual Public Speaking Judges' Orientation in APPENDIX #1**.
- All speeches must follow the current 4-H Saskatchewan Public Speaking Policies with COVID adjustments—see **APPENDIX 1.2—4-H Public Speaking Guidelines with COVID specifics**.

Video Requirements

- Videos should be sent in a high resolution format (1080p HD) to maintain consistent video quality—refer to **APPENDIX #4.5—How to Change the Resolution Setting on your Smartphone**. This appendix should be shared with members.
- Videos will be judged according to the Public Speaking scorecard, not the quality of the video
- When uploading videos, members are encouraged to name their videos using the following format: Competitor Name, Club, District, Region, Age Category, Speech Title (i.e. Harold the Hare, Intermediate, “I love Carrots”)
- All videos must be an unedited, one-take submission
- Winners will be announced after the judges remarks are complete.
- If arranged by Coordinators judges may send in a video with their comments to be shared after competition.

Appendix #4 Breakdown: Video Uploading Options

- Coordinators are encouraged to share this information with 4-H members who will be attending the Public Speaking event:
 - ◇ **Google Drive**—Refer to **APPENDIX #4.2.1**
 - ◇ **“Unlisted” YouTube** video—Refer to **APPENDIX #4.2.2**
 - ◇ **WeTransfer**—Refer to **APPENDIX #4.2.3**
 - ◇ **Facebook**—Coordinators refer to **APPENDIX #4.2.4—a. How to Create a Facebook Group**
Members refer to **APPENDIX #4.2.4—b. How to Upload a Video to a Facebook Group**

Variations for Video Submission Format – COMMITTEE TO SELECT VARIATION

Coordinating committees should consider which of these variations will work best, depending on group size, knowledge and use of technology, availability of judges, etc. Be sure to read the important information from the previous page, as well as the info below, when selecting the Variation that will work for you!

A: Collect video links and share with judges in a pre-made Google Spreadsheet

- The Coordinators should track each speech into one information page to share with the judge. We recommend you use **APPENDIX #8—Speaker-Tracking Spreadsheet for Coordinators**. Please note that you will need to time each speech prior to sending the judges, and notify the judge of any time violations.
- This spreadsheet with video links will be shared with the judges only.
- Video links may only be shared with the other members *after* judging takes place.
- Members will need to submit videos within a specific time frame (*i.e. Between Jan. 29 @ 5pm to Feb. 1 @ 5pm*)
- See previous page for Video Requirements:
- Winners will be announced after the judges remarks are complete.
- **IMPORTANT NOTE:** The coordinators should time each speech prior to sending the judges. Judges should be told the time for each speech in advance. This is included in **APPENDIX #8—Speaker-Tracking Spreadsheet for Coordinators**.

B: Host the event in a closed Facebook Group

- As speeches are submitted, competition coordinators will download all videos, or in the event that they cannot be downloaded (like on Youtube), the coordinator would just share the link on the facebook page.
- Competition coordinators will upload the videos to the facebook group/page using timed posts so all videos are uploaded at the same time
- Only members of the group would be able to see and comment on the videos
- **CONSIDERATION:** Depending on the number of members in a club, speech videos also can be uploaded directly to the Facebook group. However, administrators should consider the following:
 - ◇ Speeches cannot be organized in any specific order, unless you create a specific group that each member should post to.
 - ◇ For example, all the Cloverbuds should post their speech videos to the Cloverbud Speech Video page. This will allow less confusion for judges and audience.

Video Submission Guide for Members—How to Prepare for and Record your Speech

This information is included in APPENDIX 4.1. You can find a downloadable pdf on the 4-H website to share with your members.

4-H members would submit a video of themselves saying their speech. Instructions would be included for speakers to follow. These instructions would include:

- Members should stand while delivering their speech, as opposed to sitting down.
 - Stand 2 to 3 feet from the phone/camera so you are appearing from the waist-up on your video
 - Turn off all outside noises, fans, etc.
 - Deliver your speech in a well-lit room, ensuring that the speaker is not back-lit (that is, not in front of window or light source)
 - Consider saying your speech in front of a plain background; That is, remove any “busy-ness” from the walls behind you (ex. an open closet; a bulletin board with a lot of papers on it, etc.)
 - To ensure a steady view, do not “hand hold” the camera. Find a place to set up the camera where the speaker is clearly visible.
 - Someone is able to assist you in the recording of your speech by pressing record. They should not prompt you in any way.
 - Make sure everyone in the house knows you are saying your speech so they keep the noise down and do not interrupt!
 - Members cannot use cue cards out of the camera view. Regular hand-held speech cards are acceptable.
 - Videos cannot be edited in any way. There must not be multiple “takes” within the speech – it should be one long recording with no stopping and starting. If you have any issues in uploading your speech submission, contact your event coordinator for assistance.
 - **Members must introduce themselves at the beginning of their speech.** This introduction must include: Name, Club, and Age category. Sharing your speech title in your introduction is optional.
- ◇ **When uploading videos, members are encouraged to name their videos using the following format: Competitor Name, Club, District, Region, Age Category, Speech Title (i.e. Harold the Hare, Intermediate, “I love**

Video Uploading / Downloading Options:

Coordinators are encouraged to share this information with 4-H members who will be attending the Public Speaking event:

Google Drive

- Refer to **APPENDIX #4.2.1**

YouTube video (must be “Unlisted” (private)

- Refer to **APPENDIX #4.2.2**

WeTransfer

- Refer to **APPENDIX #4.2.3**

Facebook Upload

- Coordinators refer to **APPENDIX #4.2.4—a. How to Create a Facebook Group**
- Members refer to **APPENDIX #4.2.4—b. How to Upload a Video to a Facebook Group**

“At-a-Glance” Summary:

- Members take part in a “live” virtual public speaking competition with other members in their age category.
- Judges are present and score members accordingly
- Judges deliberate and results are announced on the day, or virtually afterwards. Score cards are released at a later date.
- Club-level coordinators will need to find a virtual platform on which they can hold their in-person competition. Refer to **APPENDIX #4.3** to learn how to use **GoogleMeet** to hold your event.

Member*Pros:*

- Speech delivery is similar to “in person” experience
- Less “technical” work (no filming or downloading videos)
- Members will learn new skill of speaking remotely

Cons:

- Internet connection might be problematic (connection might be poor or lost altogether)
- Attending the “virtual” event may be tiresome for younger members.

Coordinator*Pros:*

- Event can take place in one day
- Results may be announced on same day, if coordinator desires

Cons:

- Coordinator needs to have technical skills to coordinate and facilitate event
- Coordinator will need to have access to a video conferencing platform and learn how to run it

Judge*Pros:*

- Mimics regular in-person 4-H Public Speaking event
- Possibly less overall time commitment
- May be able to meet with fellow judges for deliberation and final placings in a virtual room

Cons:

- Need to ensure that internet connection is consistent
- More difficult to differentiate members via video (clothing, voice, etc.)

The Basics of Live Virtual Public Speaking:

- These notes will apply to all virtual public speaking competitions, no matter which variation you select.
- This option for coordinators is basically a “live” public speaking competition using a video conferencing format. This will include speakers presenting their speech virtually, and in real time, to an actual judge.
- Video conferencing platform may include Zoom, GoToMeeting, Google Meets, etc.
 - ◊ 4-H suggests that clubs use the platform that most of the members already use through school to complete their remote learning.
 - ◊ A suitable virtual meeting platform for clubs to use in order to set up a virtual meeting is **Google Meet**. Please see **APPENDIX #4.3** for more information.
- Coordinators will email a link code and meeting time to competitors.
- Coordinators will email the same link code to judges, though judges’ meeting time will be half an hour before first speaker, for brief Orientation
- In advance of competition, coordinator must send judges the Orientation package along with score sheets and related information. Refer to **Page 6, Considerations when Finding your Judge** for important information on what your judges will need to know. Also refer to the **Virtual Public Speaking Judges’ Orientation** in **APPENDIX #1**, as you will need to share this with your judges in advance of the competition. You may want to obtain Bios from your judges to be shared at the competition.
- Competitors will deliver a “live” version of their speech to an actual online judge.
- **4-H’s Rule of Two will need to be followed at all times for video conferencing.**
- 4-H’s public speaking guidelines apply, with COVID-related exceptions as approved by the Board in October 2020. See **APPENDIX #1.2 - Public Speaking Guidelines with COVID-related exceptions.**
- Speech times are as follows (with a 30-second leeway over or under the allotted time):
 - ◊ (CB) **Cloverbud** (6-8 yrs): 1 – 3 minutes
 - ◊ (JR) **Junior** (9-12 yrs): 2 – 4 minutes
 - ◊ (INT) **Intermediate** (13-15 yrs): 3 -5 minutes
 - ◊ (SR) **Senior** (16-21 yrs): 4 – 8 minutes
- When determining how long the competition will be, coordinators can estimate speech times using the numbers above, and adding an extra one to two minutes in between speakers. It would be helpful for coordinators to create an overall Agenda for the event. Please refer to **APPENDIX #2—Agenda & Program with COVID Variations.**
- You must have timekeepers for speeches. They only need to notify the judge if there is a time infraction.
- An MC would need to be available to ensure judges are ready to judge, and to introduce the speakers. If desired, the MC can also be the Coordinating Chairperson. The coordinators should provide the MC with either a short script, or information that they should share during the Competition. Refer to **APPENDIX #5—Notes for Virtual Competition EmCee.** Coordinators should read these notes and share them with their MC.
- The coordinators can prepare a program as per regular public speaking competitions. This would be emailed to attendees along with a link to log in to the video conference. Refer to **APPENDIX #2—Agenda & Program with COVID Variations** for program samples!
- Every meeting space should have a ‘**Technician**’. This is essentially the person who runs your virtual meeting and is present throughout to help with any technical problems. Refer to **APPENDIX #6—Notes for Virtual Competition Technician.** Coordinators should read these notes and share them with their Technician.
- Any sponsorships obtained can be advertised during the program (announced formally; share slide with logos, included in program, etc.).
- Judges will be sent **video orientation** prior to the event and will be asked to familiarize themselves with the program format they will be using.
- On the day of competition, the judges’ orientation will just be touching base with the judges to see if they have any questions about the programs. Refer to **APPENDIX #1.1 for Judges’ Orientation Notes.**

Variations for Live Virtual Competition – COMMITTEE CONSIDERATION:

Coordinating committees should consider the following three variations will work best, depending on group size, judges, etc.

A. One Speaker at a Time for Live, Real-Time Presentation:

- Speakers log in at a set time, separate from other speakers, to deliver their speech to the judges.
- Each speaker will be given the allotted number of time to speak for their age group (see previous page for time limits). For example, CB will be given 3 minutes to say speech with the judge, plus one extra minute to accommodate leeway time, introduction by MC, and logging in of next speaker.
- There will be no other competitors present – just the speaker and the following:
 - ◇ Speaker, judges, coordinating committee representative(s), MC, , Special Guest (Sponsor, etc.)
 - ◇ Rule of Two must be followed at all times.

B. Multiple Members / Multiple Age Groups at a Live, Real-Time Public Speaking Competition:

- Have all competitors in two or more age groups log in at once and wait until their name is called to speak, similar to a regular public speaking event.
 - ◇ Members should only turn their microphones and cameras on when it is their turn to speak.
 - ◇ Judges should keep cameras on at all times so members can see who they are talking to.
 - ◇ MC should turn camera and microphone on only in between speakers. See **APPENDIX #5—Notes for MC**
 - ◇ Technician will be on hand to assist (see **APPENDIX #6—Notes for Technician**—this includes **how to deal with Technical Difficulties**)
- Age groups will be split up for shorter sessions:
 - ◇ Cloverbuds and Juniors compete for one portion of the Public Speaking event. Here is a sample schedule:
 - ◆ 9:30 – 10:00 a.m. Coordinator preparation & Judges Orientation
 - ◆ 10:00 – 11 a.m. CB / JR speeches
 - ◆ 11:00 – 11:30 a.m. Judges’ deliberation. All speakers “hang up” (*Technician can ‘lock them out’*)
 - ◆ 11:30 a.m. * CB and JR speakers reconvene to hear final results and judges’ comment
(* - *Please note this is optional, depending on committee.*)

Please note – times are estimated. We recommend that you collect speakers names as soon as possible so you can estimate the length of time your event will need to be.
 - ◇ Intermediates and Seniors would compete for the other portion. Sample schedule maybe as follows:
 - ◆ 1:00 – 3:00 p.m. INT / SR speeches
 - ◆ 3:00 – 3:30 p.m. Judges’ deliberation. All speakers can “hang up” (Technician lock room)
 - ◆ 3:30 – 4:00 p.m. ** INT and SR speakers reconvene to hear final results and judges’ comments.
(** - *Please note this is optional, depending on committee.*)
- This will allow a break for coordinators in between the two groupings.
- This will prevent the younger members from “tuning out”, as maintaining focus during a lengthy virtual event can be difficult for younger members especially.
- This will allow time for any new judges to join the call, or completed judges to sign off.
- **SCHEDULING OPTION:** If desired, speakers do *not* have to log back in after judges’ deliberation. In lieu of this, judges’ final comments and competition results can be released via video recording (taken immediately after deliberation concludes) and shared with competitors via email.
- Competitors would speak in specific order similar to normally PS event (CB, Jr, CB, Jr, CB...) As with regularly run public speaking, this will allow judges to continue scoring speakers well into the next speech and result in less “down time” for viewers.
- If desired, once a competitor has spoken, they are able to leave the competition though it is appreciated if they continue watching to support the other speakers

C. Multiple Members / One Age Group at a Live, Real-Time Public Speaking Competition:

- It is possible to have even smaller divisions for the competition. For example, all speakers from one age category would be sent a conference link and just their age category would speak (without alternating with another age group)
- This may extend the time in between speakers, as speakers will need to wait while judges will need to write their comments down and assign scores.

Technical Difficulties:

- The Technician will be the person to deal with any technical issues. Please refer to **APPENDIX #6—Notes for Virtual Technician.**
- The Technician will take control of the situation following the guidelines as laid out below:
- Any speakers that have computer issues will be given the opportunity to:
 1. Restart their speech
 2. Resume from where the issue began
 3. Say their entire speech after all other speakers have spoken.
 - ◇ Timekeeper should pause timing as soon as technical issue begins
- Consideration - If a speaker absolutely cannot participate due to technical difficulties, they will be asked to make an immediate video of themselves saying their speech and send it to a coordinator during the competition. This will be shared with judges virtually (coordinator will share screen playing the competitor's speech) after all speakers have finished delivering speeches. Please refer to **Option 1** on **Page 9** for assistance in recording speech videos.



“At-a-Glance” Summary

- If permitted by Government Regulations, you can select this Option. *
- This is in-person public speaking competition using COVID-19 safety guidelines and restrictions. See Page 4 for details of restrictions that MUST be followed.
- If you are able to select Option 3, you will also need to pick Variation A or B, or can contact the office to discuss another possible arrangement.
- **Please Note:** This contingency information is based on government regulations of 30-maximum capacity in a public place. If restrictions have a different limit on capacity, 4-H Saskatchewan will provide an update.

In-person 4-H Public Speaking Competition General Guidance

- All requirements of the public health order must be observed.
- Designate one or more people to be responsible for ensuring compliance with all government guidelines.
- Participating individuals must self-monitor for illness and stay home when sick. Those who become unwell with symptoms related to COVID-19 must immediately return home and call HealthLine 811.
- Physical distancing of two meters must be maintained between individuals. Visual cues for distancing, directional flow of movement through areas, and cordons or other barriers are recommended in common areas.
- Signs and warnings about the risk of COVID-19, including mandatory masks and frequent handwashing, must be posted.
- Frequent and effective hand hygiene must be practiced and promoted, and masks must be worn at all times. **Competitors are NOT allowed to remove masks when performing. Face shields are not a substitute for masks.** Do not use face shields in place of masks. This is per government restrictions.
- Commonly touched surfaces and shared equipment must be cleaned and disinfected after contact between individuals, even when not visibly soiled. Special attention should be paid to commonly touched surfaces, such as doorknobs, light switches, rails, etc. Please refer to the government Cleaning and Disinfection Guidelines
- At-risk populations, such as seniors and people with underlying health conditions, should avoid activities that increase the risk of exposure to the COVID-19 virus.
- Whenever possible, performing arts activities should be moved outdoors due to lower risk of spreading virus.
- No food service will be allowed at this event. No food and beverage is permitted. Drinking fountains must be closed.
- It is recommended to not use a microphone or podium during the event.
 - If either are used, please mark a spot on the floor where competitors must stand so they are distanced from the microphone and will not touch it. Microphones should not be shared by multiple people. Have a volunteer disinfect the microphone and podium after every speaker.
- No spectators or audience is allowed. Only the individual speakers, their family members and judges are allowed, provided it is under the 30 person capacity. **Family members should be restricted to those within your household.**
- Videos must be recorded in the largest space possible to maintain maximum distance between participants.
 - 4-H Saskatchewan recommends to have one person designated to record videos and take photos, which you can then share after the event. This way, any extended family not allowed at the in-person event would be able to watch the speeches at a later date. To allow the same person to take video and photos, competitors can pose at the front after finishing their speech and wait for the photographer to take the photo.
 - For photos, you cannot take a group photos. Instead, take all individual photos and make a collage of the speakers.

- Participation certificates can be handed out. There are a couple options to make this possible:
 - Have the disinfection volunteer place the current speaker’s certificate on a table near the stage. They can then disinfect the table after the speaker picks it up and place the next certificate on the table
 - Leaders can mail out the certificates to the members after the event
- Encourage participants to arrive no more than five to 10 minutes before the scheduled activity, to reduce people gathering in groups.
- Entry and exit times must be predetermined and scheduled. No group arrivals are permitted.
 - Make a schedule for when each family should arrive and have them text/call when they have arrived to receive confirmation they can enter the facility
- Physical contact of any kind is prohibited
- All attendees’ contact information will be documented upon arrival. See **Page 20** regarding **Contact Tracing**.

A. Speech by Appointment

- Each family is provided an appointment time for the members to arrive and present their speech(es).
- Each family must submit a request with the number of family members who will physically be in attendance at the competition. The event coordinators will need to approve the request after ensuring that the gathering size remains within allowable limits. It is encouraged that families bring as few members as possible, and that elderly/immunocompromised individuals do not attend.
- The committee can allow for one to two families (depending on numbers) to be allowed into the hall. The members in that group will speak, all families will exit, all pertinent areas all pertinent areas, including everywhere the families would have touched while in the hall, will be sanitized, and the next group will be called in.
- Speakers can present in any order (ex. age groups can be mixed up throughout the day as opposed to one age group speaking in order). However, be wary that mixing up age groups could make for a *very* long day for judges.
- **Ensure that the two-leader rule is met at all times.**
- To cut down on numbers of people, make one to two people responsible for sanitizing and timing speeches.
- Ensure everyone (volunteers, judges, families) adhere to spacing requirements (refer to **page 20** for **layout option**).
- People remain in their vehicles/outside the hall until they are invited in by committee (may be by text).

B. 30-person Maximum in-person Competition with COVID guidelines in place

If you have a large club, you should consider holding multiple “Age Division” competitions, to ensure you are following the 30 person capacity

- ◇ Age Division 1 “Cloverbud”: 6 – 8 years
- ◇ Age Division 2 “Junior”: 9 – 12 years
- ◇ Age Division 3 “Intermediate”: 13 – 15 years
- ◇ Age Division 4 “Senior”: 16 – 21 years
- **Timeline**
 - ◇ If your club is large and you are having multiple events, they can either be held on the same day (morning, afternoon, evening), simultaneously at different locations (Ex. At the library and at the Hall), or on different days (ex. Saturday and Sunday)
 - ◆ If the event will be held on the same day, the facility must be thoroughly sanitized between each group of people, using the Government of Saskatchewan’s COVID sanitization guidelines.
- ◆ **Attendees**
 - ◇ Overall attendees for each event/age division (including participants, volunteers, and audience) will not exceed 30 people

- ◇ For example, this may include:
 - ◆ Three judges
 - ◆ Up to 11 youth participants
 - ◆ Up to 11 parents/guardian (accompanying each youth participant)
 - ◆ Three volunteers (One MC/timekeeper, one coordinator, one sanitizer)
- **Agenda / Schedule**
 - ◇ Staggered registration times for registrants
 - ◇ Registration will be socially distanced (placings in line with markers, different arrival times, etc.) with each attendee confirming their arrival and email address. This will also be used for contact tracing.
 - ◇ Each participant will be directed (following the arrows) to their seat, which will have a program and activities placed on the chair
 - ◇ The order of each speaker will be predetermined
 - ◇ MC will be provided with a script with COVID specific measures. These measures will include:
 - ◆ Keeping congestion at high traffic areas (washrooms, doorways, etc.) to a minimum
 - ◆ Following all traffic arrows: To leave the room, exit your seat to the left. To go to the front of the room, exit your seat to the right.
 - ◆ If needing to use the washroom, please wait until after the speech is over. Wait until the next speaker is done until you sit down.
 - ◆ No photography unless approved by Committee. When figuring out photography / videotaping options, select one person only to photograph/record from a safe distance from the speaker. This will be less distracting for speakers.)
 - ◆ All garbage placed in the appropriate bins.
 - ◆ No food or drink can be consumed during the competition. This includes water
 - ◇ After speeches, judges will deliberate (with safety measures in place, including social distancing). During the judges’ deliberation, the committee may provide safe, socially-distanced entertainment that keeps the audience in their seats (ex: Jeopardy, Bingo, General Trivia, etc.) to keep the 4-H fun spirit in the event.
- **Seating (see layout map on page 20)**
 - ◇ Each family group will be socially distanced in the audience with at least six feet between each participant/group. Seating will be assigned.
 - ◇ Traffic flow should be indicated clearly with floor signs, arrows, markers, volunteers, etc.
 - ◇ Spaces with “congestion” concerns will have extra signage (ex. at the main entrance, bathrooms, etc.) You may need a volunteer to help control the flow of traffic.
 - ◇ Announcements will be made to not to clog the washrooms and main areas
 - ◇ Washrooms may only be accessed after a speech is complete (not during), and those exiting their seats will be asked to exit them a certain way to accommodate traffic flow.
 - ◇ Judges will be seated facing the stage, at least 10 feet away from the speaker. There will be six feet of space between each judge. Timekeepers may be placed near the judges, with social distancing intact.
- **Final Announcements**
 - ◇ One judge can share judges comments and announce the top three placings
 - ◇ No ‘ceremony’ will be held (that is, calling members to podium, handshakes, group photos, etc.). Winners will be recognized verbally—you may ask them to stand in place for the audience to applaud. Awards are to be picked up from a contactless exchange (ex. set out on table), or through an arrangement/delivery with the committee after the event.

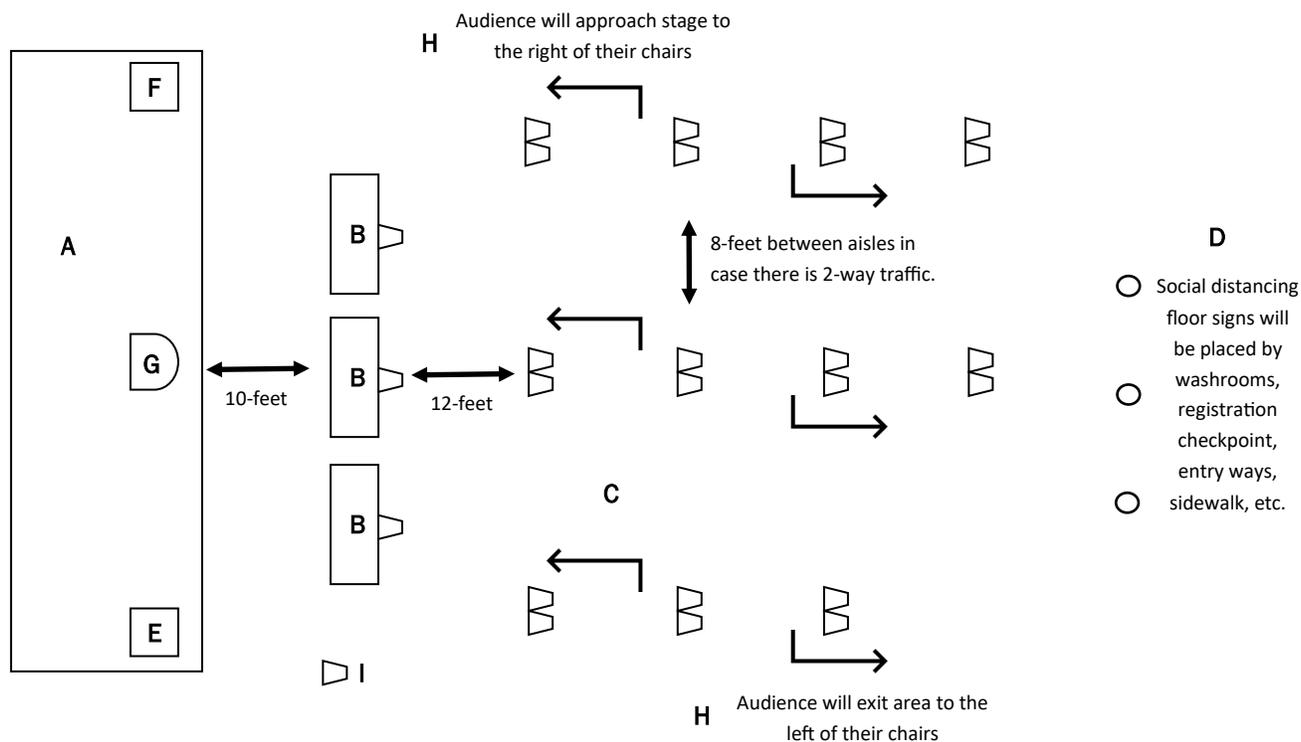
Contact Tracing:

- Each public speaking event will enlist one volunteer to record the names of everyone in attendance. Names recorded will include all speakers, judges, volunteers and guests.
- Coordinators must keep track of everyone who enters the building throughout the entire day. Coordinators should keep track of: names, date, phone number, email address and times that they entered/exited building.
- **Do not have a “sign-up” sheet where everyone fills in their own information.** To reduce transmission, one person should ask this information of all attendees throughout the day and record it in the event that there is a COVID-positive person at the event.
- If participants and their family are leaving, they must make sure they tell the contact tracer so it can be updated on the contact training sheet.
- Attendee lists must be collected and kept for a minimum of 30 days.

Suggested COVID in-person Public Speaking Competition Layout:

Please refer to the Public Speaking Competition layout, employing COVID restrictions, below. These plans use the 30-person maximum in a public place as a guide.

This layout will be adjusted as COVID restrictions are adjusted.



LEGEND

A—Stage	D—Social Distance Line-ups	G—Speaker
B—Judges	E—Stage Entrance	H / Arrows—Traffic Flow
C—Audience	F—Stage Exit	

IMPORTANT NOTE TO COMMITTEE ABOUT FOLLOWING COVID SAFETY GUIDELINES

There are penalties for disregarding government guidelines regarding COVID-19. Any fines incurred would be payable by the hosting committee. Disregarding guidelines could also jeopardize your standing as a 4-H Club.

4-H Saskatchewan

**HOW TO HOST CLUB-LEVEL
4-H PUBLIC SPEAKING DURING COVID**

Appendix

How to Host Club-Level 4-H Public Speaking During COVID

APPENDIX

1. **Virtual Public Speaking Judges' Orientation**
 - 1.1 Virtual 4-H Public Speaking—Judges' Orientation Notes
 - 1.2 4-H Public Speaking Guidelines with COVID Specifics
 - 1.3 4-H Public Speaking Score Sheet w/ Virtual Variations
 - 1.4 Virtual Scoresheet Instructions for Judges
 - 1.5 4-H Public Speaking Rubric
 - 1.6 Final Results Form
2. **Agenda & Program with COVID Variations**
3. **Member Registration Form & Waiver for 4-H Public Speaking**
4. **Directions for Using Technology:**
 - 4.1. How to record a video of your speech
 - 4.2 How to upload your video to virtual platform and share file
 - 4.2.1—Google Drive
 - 4.2.2—"Unlisted" YouTube video
 - 4.2.3—WeTransfer
 - 4.2.4 a—How to Create a Facebook Group
 - 4.2.4 b—How to Upload to a Facebook Group
 - 4.3 How to set up a Gmail account / use GoogleMeet
 - 4.3.1—How to get a Gmail Account
 - 4.3.2—How to use GoogleMeet
 - 4.4 Virtual Scoresheets (for Coordinators & Judges)
 - 4.4.1—How to set up virtual scoresheets (for Coordinators)
 - 4.4.2—How to use virtual score sheets (for Judges)
 - 4.5 How to Change the Resolution Setting on your Smartphone
5. **Notes for Virtual Competition Emcee**
 - 5.2.1 Poster-style Program
 - 5.2.2 Traditional Program
6. **Notes for Virtual Competition Technician**
7. **Logo Usage Info**
8. **Speaker-Tracking Spreadsheet for Coordinators**
9. **Generic Club Public Speaking Certificate**



CANADA
4-H Saskatchewan

"How to Host Club-Level 4-H Public Speaking during COVID"

Winter 2021.

APPENDIX 1.1 - VIRTUAL 4-H PUBLIC SPEAKING—JUDGES' ORIENTATION NOTES

This orientation handout is to be given to all judges in advance of each level of 4-H Public Speaking Competitions, and accompanied by:

- **Virtual 4-H Public Speaking—Judges' Orientation Notes (Appendix 1.1)**
- **4-H Public Speaking Guidelines with COVID Specifics (Appendix 1.2)**
- **4-H Public Speaking Score Sheet (Appendix 1.3)**
- **Virtual Scoresheet Instructions and link to online score sheet (Appendix 1.4) ***
- **4-H Public Speaking Rubric (Appendix 1.5)**
- **Final Results Form (Appendix 1.6)**

** Optional, as per Scoresheet Options on next page.*

Each group of judges will also complete a Judge's Final Results form to fill in and submit to the committee. Video Submission judges will not need to complete this form.

Due to the COVID-19 pandemic, 4-H public speaking will need to take place virtually. The event host will let you know if the event will be held via video submissions or via video conference. For either scenario, you will need to ensure that you have stable internet access, an area where you can watch the event uninterrupted, and choose the method in which you will judge the event.

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 may alternate between age categories (ex. Cloverbud speaks, then Junior, Intermediate, Senior...) so judges will have plenty of time to write notes and determine scoring after each speaker is completed. Some video submission / virtual competitions may have variations in speaker order.
3. Review Agenda for virtual competition.
4. As per 4-H guidelines, there should be three judges per age category at the regional and provincial level of speaking. The event host will inform you of who your fellow judges are for each age category.
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 with COVID Specifics".
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". This is a guide to assist judges in assigning scores to speakers. If used, it should not be shared with members.
10. As an option to break ties, prior to the start of competition, judges should 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 after all speeches. Speakers have a 30-second leeway over and under the speech time limit. After that, competitors are deducted 5 points per minute. These deductions will be put in place after each member score.
14. **Video Conference** – After speeches, speakers will exit meeting platform so judges will have a private place to deliberate and tally scores. Deliberation usually takes 30 minutes.

Some committees will have speakers log in to a virtual meeting platform after deliberation. In this case, Judges will need to share constructive comments for each age category, and also announce the winners (Honourable Mention, 3rd, 2nd, 1st). Refer to **point #18**, below.

15. **Video Submissions** – Judges will not be able to deliberate. The results will be based only on the scores provided. Judges will need to break any ties on their own score sheets and any ties will be broken by either the highest score from the material section on the score card, or the highest score from the presentation section. **IMPORTANT NOTE:** *Members should be judged on speech, not quality of video.*
16. 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”.
17. Judges at all levels must fill in the **Final Placings Form**. This form, as well as all completed scoresheets, must be returned to the coordinating committee. For District and Regional 4-H Public Speaking, rank all speakers in each age group. For Provincial 4-H Public Speaking, please rank only the top three speakers in each age group.
18. One judge from each age 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. These comments can be written in the Final Placings Form.
19. 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. The committee may ask one judge per group to present participation certificates.
20. Your committee will also let you know if you are supposed to announce the top two or three winners. Please announce winners in this order: Honourable Mention (if allowed to name an Honourable Mention – check with the coordinators), 3rd Place, 2nd Place, and finally 1st Place.
21. If you have any questions, please contact the coordinating committee chairperson or a 4-H staff member.

SCORESHEET OPTIONS

There are three options judges may use to fill out scorecards for virtual public speaking: handwritten scores, google spreadsheet scores, and PDF fillable score sheets. **Judges and committee should try out scoring methods in advance of competition to work out any issues.**

- **Traditional 4-H Public Speaking Scorecard** – Judges will receive printed copies of the score sheet and hand-write scores and comments for each competitor.
- **Virtual Scorecard** – This is a virtual score card using the online program Google Sheets. Judges will score competitors electronically. Please Note: Judges must have / create a Gmail account to use this program. Committee can provide judge with information on how to set up Gmail account.
- **PDF- Fillable Scorecard** – using a PDF fillable scoresheet, judges will fill out and save a PDF fillable scoresheet for each competitor.

Your committee will send you a link to an online Virtual Scoresheet Tutorial. These video tutorials will show how to easily use each of the following methods. These methods are created to help judges work to the best of their abilities. **Please do not feel pressured to use electronic scorecards if you do not feel comfortable doing so.**

Look over the scoresheets and decide HOW you will judge the submitted speeches. Remember, you will need to score and write constructive comments for each participant. Please make sure you and the event

host are comfortable with the option you have chosen. Here are some “how-to” tips for each style of scoring.

- **Handwritten Scores** – Using this option, you will need to have printed copies of the score sheet for each competitor. When completed, you will need to submit your scores to the event host.
 - Print off one score sheet ahead of time, and label one scoresheet for each competitor (if the host has not done this already).
 - Place the scoresheets in order of presentation. This will help to keep you organized.
 - Keep scrap paper to write notes on for each competitor. This will help you choose the most constructive thoughts for each member, and you can also make notes that will help jog your memory about the speech later on.
 - Once completed, you will need to return the completed score sheets and the official placings. This can be completed by scan, fax, or mail.
 - These will also need to be shared with the members. The raw scores will not be shared with the members.
- **Google Spreadsheet** – Using the google spreadsheet, mark each competitor and submit your scores electronically to the event host.
 - Write your scores and comments in each of the corresponding boxes
 - Be careful not to delete any important formulas
 - Once you are complete, ensure the event host has access to the scores and can access all your comments
- **PDF Fillable Scoresheet** – Using a PDF fillable scoresheet, you will fill out and save each PDF fillable scoresheet for each competitor. When completed, you will need to submit your scores to the event host.
 - The host will either create individual forms that you will need to fill out, or you can fill out each form and “save as” a new copy.
 - Fill out an individual form for each competitor and save it as “Competitor Name-Scorecard” for each individual.
 - Email your completed scorecards to the event host when your work is complete.

Once you have decided what option will work best for you, please inform your committee chairperson.

Thank you for agreeing to be a 4-H Public Speaking judge! We truly appreciate you taking the time to help foster communication skills in our young leaders.

APPENDIX 1.2 - PUBLIC SPEAKING GUIDELINES w/ COVID ADJUSTMENTS

The 4-H Public Speaking guidelines are still in effect for Public Speaking. However, there are a few policies that are being waived or adjusted this year, due to COVID. We have indicated which of these rules have been waived for this year. All other rules still stand.

PP-3 Saskatchewan 4-H Programs and Events

3.6 Public Speaking Guidelines

The following policies will be adhered to at regional and provincial public speaking competitions and are encouraged for use at club and district competitions.

Origin / Last Revised:

Next Revision:

May 2019

May 2021

References:

Policies in RED are COVID-19 related. These policies will only be in effect for the 2020-21 4-H year.

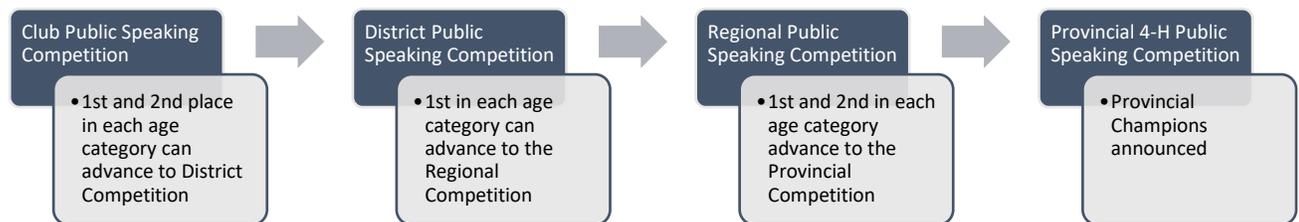
3.6.1. Competition Hosts

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.
3. Speeches can be on any topic and can be researched, entertaining and/or personal stories.
4. The speech may be informative, persuasive, or entertaining.
5. 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.
6. 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.

7. Slide presentations, published poems, or stories are not considered to be speeches and are not acceptable beyond the club level.
 - a. 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.
8. Each contestant is allowed 30 seconds leeway over or under the defined time limits of the speech:
 - a. Cloverbud - 1-3 minute self-authored speech;
 - b. Junior – 2-4 minute self-authored speech;
 - c. Intermediate - 3-5 minute self-authored speech
 - d. Senior and - 4-8 minute self-authored speech.
9. 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.
2. Note cards may be used.
3. Visual aids (including costumes) are permitted but should not draw attention away from the speech.
4. 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.
2. 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
3. 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.

4. 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. All microphone usage must follow the COVID-19 regulations from the Government of Saskatchewan. Please refer to the “Re-open Saskatchewan” plan for more details.
2. ~~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. Videography (These rules are for in-person events)
 - a. Parents/guardians can record their own children to distribute on their own
 - i. Event organizers should have a “video” area for parents
 - ii. Parents must take care not to disturb or prompt the speaker
 - b. Club takes video for only the club to see
 - i. One leader will be designated the “videographer”
 - ii. Event organizers will have a “video” area set up
 - iii. Videographers must take care not to disturb or prompt the speaker
 - iv. Videos will be shared on a closed club Facebook group
 - c. Club takes video for the public
 - i. One leader will be designated the “videographer”
 - ii. Event organizers will have a “video” area set up
 - iii. Videographers must take care not to disturb or prompt the speaker
 - iv. Waivers must be filled out by parents if the club is sharing videos with the public
 - v. Videos can be shared on a club public speaking Facebook event page
4. 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.
2. 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.
3. Judges should receive an orientation prior to the competition. The orientation should include:
 - a. 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
 - b. Copy and overview of “The 4-H Public Speaking Policies”
 - c. Copy and overview of “The 4-H Public Speaking Scoresheet” and accompanying Explanations & Definitions of Score Card Terms
 - d. Overview of program and timeline for the event
 - e. Any competitor specific or competition specific information that is necessary
4. Judges should be informed of all policies and guidelines that have been given to the members.
5. The emphasis of judge’s comments should be to motivate members to continue their participation in public speaking.
 - a. 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.
 - b. Judges are asked to remember that those who are participating in the competition are all young people who are relatively inexperienced.
6. Judges will rank the speakers and break their own ties for first or second placings.
 - a. Judges should work independently in scoring speeches.
 - b. After speeches, judges should have a private place to deliberate and tally scores.
7. Judges will give a general comment on speeches prior to announcing the placing.
8. Members should have judging cards, with constructive feedback, returned to them. Raw scores **should not** be returned.
9. 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
2. **Posture** – erect and comfortable

3. **Body** – movement must be moderate, timely, and definite
4. **Gestures** – movements of body normal, relaxed, vigorous, definite, timely, and appropriate
5. **Audience Contact** – good eye contact and facial expressions
6. **Appearance** – neat, conservative, and suitably dressed
7. **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
8. **Diction and Enunciation** – clarity of speaking
9. **Pause** – punctuates thoughts and gives emphasis, avoid vocalized pauses (e.g. “and”, “uh-uh”)
10. **Fluency and Articulation** – voice must be free and easy with the words clear and distinct
11. **Grammar** – use correct grammar
12. **Use of Notes** – not distracting
13. **Choice of Topic** – suitable to contestant and occasion, considering knowledge and interest
14. **Subject Matter**
 - a. Introduction – brief and appropriate
 - b. Body – consists of main points and supplementary material and must have proper phrasing and arrangement
 - c. Arrangement – sequence of ideas must be logical and parallel
 - d. Phrasing – interesting, accurate, concise, vivid, and motivating
 - e. Illustrations and Humour – used where applicable
 - f. Summary, message, and conclusion – brief and effective
15. **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.

APPENDIX 1.3 - PUBLIC SPEAKING SCORE SHEET w/ VIRTUAL VARIATIONS

The 4-H Public Speaking Score Sheet is meant to be used at Club, District, Regional and Provincial levels of competition. Coordinators will need to find out which scoring method their judges would like to use. **Judges and committee should try out scoring methods in advance of competition to work out any issues.** You will need to return the comments section of the score sheets to the members.

Traditional 4-H Score Sheet (photocopied & handwritten)

- ◇ Judges should receive one score sheet per member, plus a few extras if needed. Coordinators will mail / drop off score sheets with the judges in advance of the competition. Judges will fill these out accordingly after viewing each speech. Judges will need to mail, fax, or scan the completed score sheets back to the coordinators. **PLEASE NOTE: The judge should not photograph the forms and text the photo to the coordinators**—Photographs do not reproduce well and you will need to share the results with your speakers as per usual public speaking competitions. Scanned score sheets are acceptable. There are scanning options available on most smart phones, so you can use your phone to scan and send the forms

Fillable PDFs

- ◇ Coordinators can email a fillable pdf for their judges to fill in for each speaker. While this is an easy way to complete a score sheet, make sure your judge knows how to properly save and submit a fillable pdf. They will essentially need to fill in the pdf for *each* speaker and save a separate file for each member, with a clear title so you know whose speech it is. **You should have your judge fill in and send you a sample score sheet in advance, just to make sure you receive it and can see the marks.** Issues can arise with fillable pdfs when people do not save them after filling them in—they essentially just send you back a blank form.
- ◇ **Variation for Fillable PDFs**—as coordinator, if you are well-acquainted with fillable pdfs, you could create a separate score sheet for each of the participants, and send them all the to the judge to fill out, save and send back to you.

Google Sheet

- ◇ There is a version of the 4-H Public Speaking Score Sheet available on Google Sheet. This is probably the quickest and easiest way for your judges to virtually score the speakers. However, due to the learning curve of this scoring method, your judge will need to have a solid understanding of technical programs like Google. If your judge is technically “savvy”, they will probably be able to use this scoring format with ease. If they are not confident in their technical skills, you may want to try a different method of scoring.
- ◇ Excel Spreadsheet—It is possible to send you an excel spreadsheet similar to Google Sheet. Your judge could fill this in with ease and email you back one file. However, you would need to ensure your judge is able to access the Microsoft Excel program.

Sharing Score Sheets with Members—Options:

You will need to return the score sheets to the speakers. However, keep in mind that they should **NOT** receive the scores—they only are to receive the comments portion of the score sheet. You can email or mail them back any forms from the judge that you receive, however you must make sure that the raw scores have been removed. The Google Sheet system allows you to print off just the comments sheet per member.

At regular public speaking events, the scores are physically cut off of the score sheet and only the comments portion is returned. It is up to you how you want to do this, **provided they do not receive the scores.**

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: _____	

APPENDIX 1.4 – VIRTUAL SCORESHEET INSTRUCTIONS – FOR JUDGES

Using Scoresheet for Judges

Once you open the link provided to you, you can begin to look around the scoresheet.

Everything saves automatically. You do not have to save any changes. Only work in the yellow boxes. *Changing information anywhere else in the document may lead to errors in calculations.*

Things to familiarize yourself with:

- Know which Judge number you are. This will coordinate with the scoresheet tabs along to bottom.
 - Judge 1
 - Judge 2
 - Judge 3
- Click the link to your Google Sheet
 - Make sure your Google Sheet contains the correct age category that you will be judging.
- Click on your appropriate Judging Tab along the bottom of the Google Sheet
 - You will only work in this tab. You do not have to enter information anywhere else.
- Enter your scores in the appropriate boxes for each speaker. See the example for more information.
 - You only need to input information in the yellow boxes
 - *All the calculations will be done automatically.*
 - *The speaker's overall score will be an average of all three judges' scores. This will be calculated automatically and added to the coordinator's tab along the bottom.*
- Write your overall constructive comments under each scoring section again in the yellow boxes.
 - You will not be able to make paragraphs. Type everything as one long paragraph.
 - Try to keep it brief with a maximum of 3 to 5 sentences.
- You will be able to work on the same Google Sheets page at the same time as the other judges, but ensure that you only work in your own tab at the bottom.

APPENDIX 1.5 – 4-H SASKATCHEWAN PUBLIC SPEAKING JUDGE’S RUBRIC

4-H is introducing a Public Speaking Rubric. A 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. If you have any questions about the Rubric, please ask your Regional 4-H Specialist.

The Rubric is a tool for Public Speaking judges. Any completed versions should not be shared with the speakers.

4-H Public Speaking Competition Rubric – 2018

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	Topic is not appropriate for age / maturity of speaker, but they demonstrate understanding of it	Topic is appropriate for age / maturity of speaker	Topic is appropriate for age / maturity of speaker and member demonstrates keen understanding	/5
	Member is disassociated (not connected to) from topic. Topic is generic or 'picked from a book'	Member is somewhat disassociated from topic. Although it was 'picked from a book', member shows some level of connection or interest	Member is connected with topic.	Member is 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'	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 for speaker	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 and significantly enhanced speech	/25
	Gestures do not match speech / speaker 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.)		

SECTION A TOTAL: _____ + SECTION B TOTAL: _____ - TIME FAULTS (-5 pts / min): _____ = TOTAL SCORE: _____

APPENDIX 1.6 – FINAL PLACINGS FORM FOR JUDGES

Judges are asked to please list all the speakers in the order you have selected. All ties must be broken by the judges. All speakers must be placed, as alternates must be contacted in the event that a winner cannot advance to the next level of competition.

NOTE: Judges who are judging Video Submissions of speeches and are not taking part in the deliberation process do not need to fill in this form.

JUDGES' FINAL RESULTS FORM

IMPORTANT NOTE TO JUDGES:

- List all the speaker in the order that you have selected, from first to tenth
- All ties must be broken by judges
- You may be able to have an Honourable Mention (please check with the organizing committee about this)
- All speakers must be placed in the case that winner cannot move to the next level of competition

Age Category: _____

Placing	Name	Score
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

JUDGES' FINAL RESULTS FORM

IMPORTANT NOTE TO JUDGES:

- List all the speaker in the order that you have selected, from first to tenth
- **All ties must be broken by judges**
- You may be able to have an Honourable Mention (please check with the organizing committee about this)
- *All speakers must be placed in the case that winner cannot move to the next level of competition*

Age Category: _____

Placing	Name	Score
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

OVERALL COMMENTS ABOUT AGE GROUP:

Judges are asked to provide constructive comments directed to the entire age group. Video event organizers will share these results at a later date. Live virtual competitions may allow time for judges to review these remarks with the entire age category.

Thank you for being a 4-H Public Speaking Judge!

APPENDIX 2 – AGENDA & PROGRAM w/ COVID VARIATIONS

APPENDIX 2.1—Agenda

You will need an agenda for your public speaking event. Here is a suggested agenda to follow for the day, though you may want to include times if you are using **Option 2, Variation 1** (set times for speakers in live virtual competition). This is a more detailed agenda that your committee would use. You may include a shorter, simplified version in the Program.

SAMPLE AGENDA FOR VIRTUAL COMPETITION

- Introduction & Welcome
- 4-H Pledge
- Review Virtual Meeting Etiquette
- Introduction of MC, Judges, Special Guests, Technician
- Review of time limits / age group for members
- Review Virtual Etiquette (*See APPENDIX 9—Notes for MC*)
- Speeches w/ small break halfway through (*considering listing times of specific speakers, if they are speaking at specific times*)
- Judge's Deliberation / Members Break from meeting
- Members reconvene / Judge's Remarks
- Thank Sponsors, Volunteers & Judges
- Announce winners
- Announce District 4-H Public Speaking details
- Thank everyone for coming

APPENDIX 2.2—PROGRAM w/ COVID VARIATIONS

We have included two different samples of Programs that you can use at your event. Consider both options and decide what you think will work best for your club’s event.

1 2 3 Appendix 2.2.1—Poster-style Program

- ◇ This is a two-page program that lists all your speakers on page one, and all other relevant information on page two.
- ◇ When emailed, this version is easier to read than Sample 5.2.2.
- ◇ If age groups or specific speakers are given set times to speak, you can include this in your program



3 Appendix 2.2.2— Traditional Program

- ◇ This is a traditional Club-level program. However, when emailing it out to people, it is more difficult to read on your computer, as it is meant to be printed off and folded.



Appendix 2.2.1—Poster-style Program

Fillmore 4-H
Homecraft Club



CANADA
4-H Saskatchewan

Fillmore 4-H Homecraft Club Virtual Public Speaking

Sunday February 6, 2021

Fillmore 4-H
Homecraft Club



CANADA
4-H Saskatchewan

~ Speakers ~

1:00 p.m.—CLOVERBUDS

Kiera Smith—“Being from a Different Country”

Peter Hanson—“My Tree House”

Jayden Allan—“My Part in a Play”

Alex Wall—“Summer Storm”

1:30 p.m.—JUNIORS

Eugene Wall—“Oh Brother”

Michael Horton - “Klutz”

Teddi Wilson—“Sandra Schmirler”

Jenna Keller—“My Trip to Yellowstone”

2:10 p.m.—INTERMEDIATES

Corinna Keller—“Dealing with Youth Violence”

Melanie Horton—“The Worst Epidemic”

Michaela Hamilton—“Hockey Hiccup”

Keith Wilson—“My Uncle Tryg”

3:00 p.m.—SENIORS

Talia Johnston—“Saskatchewan Dialects”

Trenna Johnston—“Hopkins”

Charla Smith—“Small Town Saskatchewan”

Savannah Hamilton—“Ode To a Farmer”

~ THANK YOU TO OUR SPONSORS ~

GOLD SPONSORS

Fillmore Groceries
District #44 4-H Council

SILVER SPONSORS

Fillmore Senior Centre
Fillmore Farms Ltd.

BRONZE SPONSORS

Fillmore Ag Office
Olive Owens

~THANK YOU TO OUR JUDGES ~

Joan Calder, Avery Hamilton & Jenn Grayson

~ 2021 DISTRICT #44 4-H PUBLIC SPEAKING ~

The top two winners from each age category advance to the
District #44 4-H Public Speaking Competition.

District #44 4-H Virtual Public Speaking

Sunday February 20, 2017

You will be contacted with your speaking time.

Call Glenda at 555-555-5555 for more information.

APPENDIX 2.2.2—Traditional Program

THANK YOU TO OUR SPONSORS!

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District #44 4-H Council

SILVER SPONSORS

Fillmore Senior Centre
Fillmore Farms Ltd.

BRONZE SPONSORS

Fillmore Ag Office
Olive Owens

COMMITTEE MEMBERS

Joan Calder, Committee Chairperson
Fillmore 4-H Homecraft Club

2019 DISTRICT #44 4-H PUBLIC SPEAKING

The top two winners from each age category advance to the District #44 4-H Public Speaking Competition. If you cannot attend, please let us know so we can contact an alternate to go in your place.

District #44 4-H Public Speaking

Sunday February 20, 2017

Weyburn School Library, Weyburn SK, 1:00 p.m.
Call Glenda at 555-555-5555 for more information.

**Fillmore 4-H
Homecraft Club
Public Speaking**

Fillmore 4-H
Homecraft Club



CANADA
4-H Saskatchewan

**Sunday February 6, 2019
Fillmore, Saskatchewan**

Fillmore 4-H Homecraft Club 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 Smith**
Outsiders 4-H Beef Club

JR: **Eugene Wall**
"Oh Brother"

INT: **Corinna Keller**
"Dealing with Youth Violence"

SR: **Talia Johnston**
"Saskatchewan Dialects"

CB: **Peter Hanson**
"My Tree House"

JR: **Michael Horton**
"Klutz"

INT: **Melanie Horton**
"The Worst Epidemic"

SR: **Trenna Johnston**
"Hopkins"

CB: **Jayden Allan**
"My Part in a Play"

JR: **Teddi Wilson**
"Sandra Schmirler"

INT: **Michaela Hamilton**
"Hockey Hiccup"

SR: **Charla Smith**
"Small Town Saskatchewan"

CB: **Alex Wall**
"Summer Storm"

JR: **Jenna Keller**
"My Trip to Yellowstone"

INT : **Keith Wilson**
"My Uncle Tryg"

SR: **Savannah Hamilton**
"Ode To a Farmer"

APPENDIX 3 - MEMBER REGISTRATION FORM & WAIVER FOR CLUB-LEVEL PUBLIC SPEAKING

Every member **MUST** fill in this registration form, as it contains a video release waiver. You will need these signed and returned to you, in order to share the videos with your judges and/or other 4-H outlets. Keep the waivers for your files—you do not need to send them in to the Provincial Office, but should have them handy in case any issues arise.

If the member has indicated that the form can be shared, and that member has won your competition, please share this form with the host of the next level of competition.

APPENDIX 6—CLUB-LEVEL MEMBER REGISTRATION FORM & WAIVER

4-H MEMBERS, PLEASE NOTE:

- Please complete this form and send it to your 4-H Club Public Speaking contact person, listed below.
- If your club is collecting video submissions for your Public Speaking Competitions:
 - Your parent or guardian will need to complete the waiver, below, allowing your child's 4-H speech video submission to be shared with judges.
 - You will need to include the link to view your video online.

Member Registration Form for Club-Level Public Speaking

Member Name: _____

Age Group: _____ District #: _____ Region: _____

Home Ph: _____ Cell: _____ Fax: _____

Email: _____

Speech Title: _____

Link to Speech Video: _____

Video Consent Form 4-H Saskatchewan Public Speaking

I give the _____ 4-H Club permission to share my name, likeness and 4-H speech with the general public. I understand this video may be reformatted for a public speaking showcase, but my speech recording will remain the same.

I release the _____ 4-H Club, the photographer, videographer, employees, agents and designees from liability for any violation for any person or proprietary right I have in connection with such use. I hereby consent that such information, photographs, videos and the media from which they are made shall be their property and they shall have the right to duplicate, reproduce and make other uses of such information, photographs, videos and recordings as they may desire free and clear of any claim whatsoever on my part.

Printed Name: _____ Signature: _____

Date: _____

If you are younger than 18, your parents MUST fill out the bottom of this page.

I, the parent/guardian of _____, give my child permission to be filmed and the video may be shared with the public. I understand and agree to the above terms. When only one parent/guardian signs to indicate consent, he/she does so in good faith and is presumed to be acting with the consent of the other legal parent/guardian.

Parent/Guardian's Name: _____ Signature: _____

Date: _____

APPENDIX 3—4-H PUBLIC SPEAKING MEMBER REGISTRATION FORM & WAIVER

4-H MEMBERS:

- Please complete this form and send it to the appropriate 4-H Public Speaking contact person.
- Please indicate if you will allow this form to be shared with the next level of 4-H Public Speaking: _____ YES _____ NO

4-H PUBLIC SPEAKING EVENT COORDINATORS:

- If indicated above, please forward this signed form to the next level of competition, provided this member will be attending.

Member Registration Form for 2021 4-H Public Speaking

Member Name: _____

Club: _____

Age Group: _____ District #: _____ Region: _____

Home Ph: _____ Cell: _____ Fax: _____

Email: _____

Speech Title: _____

Link to Speech Video: _____

Speech link only applicable to speakers who are submitting a video of their speech, as opposed to a live competition.

* * * * *

Video Consent Form 4-H Saskatchewan Public Speaking

Video consent form applies to all 4-H speakers, including those in a live competition that may be recorded and shared.

I give the _____ 4-H Club and 4-H Saskatchewan permission to share my name, likeness and 4-H speech with the general public. I understand this video may be reformatted for a public speaking showcase, but my speech recording will remain the same.

I release the _____ 4-H Club, 4-H Saskatchewan, the photographer, videographer, employees, agents and designees from liability for any violation for any person or proprietary right I have in connection with such use. I hereby consent that such information, photographs, videos and the media from which they are made shall be their property and they shall have the right to duplicate, reproduce and make other uses of such information, photographs, videos and recordings as they may desire free and clear of any claim whatsoever on my part.

Printed Name: _____ Signature: _____

Date: _____

If you are younger than 18, your parents MUST fill out the bottom of this page.

I, the parent/guardian of _____, give my child permission to be filmed and the video may be shared with the public. I understand and agree to the above terms. When only one parent/guardian signs to indicate consent, he/she does so in good faith and is presumed to be acting with the consent of the other legal parent/guardian.

Parent/Guardian's Name: _____ Signature: _____

Date: _____

APPENDIX 4—DIRECTIONS FOR USING TECHNOLOGY

This Appendix contains directions for the various technologies you can use to run your Virtual Public Speaking.

1 Appendix 4.1—How to Record a Video of your Speech

- This is to be used for all **Variations of Option 1**
- This contains important considerations for members when recording a video of themselves saying their speech.
- Members should also watch the **informational video to assist in preparing for and recording their speech**. A link to this informational video can be found on the 4-H website.

1 Appendix 4. 2—How to upload your video to virtual platform and share file

- This is to be used for all **Variations of Option 1** as well.
- **This appendix also includes information for the coordinator in how to download videos to be shared.**
- This Appendix gives you step-by-step guide to uploading your video to the following platforms:
 - ◇ **APPENDIX 4.2.1—Google Drive**
 - ◇ **APPENDIX 4.2.2—“Unlisted” YouTube video**
 - ◇ **APPENDIX 4.2.3—WeTransfer**
 - ◇ **APPENDIX 4.2.4—Facebook Upload**
 - ◆ **APPENDIX 4.2.4 a.—How to Create a Facebook Group**
 - ◆ **APPENDIX 4.2.4 b.—How to Upload a Video to Facebook**

1 2 APPENDIX 4.3—How to use GoogleMeet

- This is an online platform (online meeting room) for clubs to hold their virtual public speaking competition.
 - ◇ **APPENDIX 4.3.1—How to Get a Gmail Account**
 - ◇ **APPENDIX 4.3.2—How to use GoogleMeet**

1 2 APPENDIX 4.4—Virtual Score Sheets (for Coordinators & Judges)

- This is an important for coordinators. You will learn how to set up the virtual score sheet to send to your judges. It also includes information for your judges on how to use it.
 - ◇ **APPENDIX 4.4.1—How to set up virtual score sheets (for Coordinators)**
 - ◇ **APPENDIX 4.4.2—How to use virtual score sheets (for Judges)**

1 APPENDIX 4.5—How to Change the Resolution setting on your Smartphone.

- This appendix explains how speakers can change the settings on their Smartphones to ensure their speech videos can be adequately viewed by judges.

1 APPENDIX 4.1—How to Record a Video of your Speech

Video Submission Guide for Members—How to Prepare for and Record your Speech

4-H members would submit a video of themselves saying their speech. Instructions would be included for speakers to follow. These instructions would include:

- Members should stand while delivering their speech, as opposed to sitting down.
 - Stand 2 to 3 feet from the phone/camera so you are appearing from the waist-up on your video
 - Turn off all outside noises, fans, etc.
 - Deliver your speech in a well-lit room, ensuring that the speaker is not back-lit (that is, not in front of window or light source)
 - Consider saying your speech in front of a plain background; That is, remove any “busy-ness” from the walls behind you (ex. an open closet; a bulletin board with a lot of papers on it, etc.)
 - To ensure a steady view, do not “hand hold” the camera. Find a place to set up the camera where the speaker is clearly visible.
 - Someone is able to assist you in the recording of your speech, though they should not prompt you in any way.
 - Make sure everyone in the house knows you are saying your speech so they keep the noise down and do not interrupt!
 - Members cannot use cue cards out of the camera view. Regular hand-held speech cards are acceptable.
 - Videos cannot be edited in any way. There should not be multiple “takes” within the speech – it should be one long recording with no stopping and starting. If you have any issues in uploading your speech submission, contact your event coordinator for assistance.
 - **Members must introduce themselves at the beginning of their speech.** This introduction must include: Name, Club, and Age category. Sharing your speech title in your introduction is optional.
- ◇ When uploading videos, members are encouraged to name their videos using the following format: Competitor Name, Club, District, Region, Age Category, Speech Title (i.e. Harold the Hare, Intermediate, “I love Carrots”)

Video Uploading Options:

Downloadable PDFs for each of these Appendix Items can be found on the 4-H website Public Speaking page.

Google Drive

- Refer to **APPENDIX #4.2.1**

YouTube video (must be “Unlisted” (private))

- Refer to **APPENDIX #4.2.2**

WeTransfer

- Refer to **APPENDIX #4.2.3**

Facebook Upload

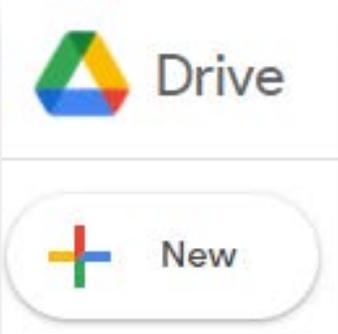
- Coordinators refer to **APPENDIX #4.2.4—a. How to Create a Facebook Group**
- Members refer to **APPENDIX #4.2.4—b. How to Upload a Video to a Facebook Group**

1

APPENDIX 4.2.1 – Uploading Videos to Google Drive

Google Drive is easy and free to use for everyone with a Gmail account! (Don't have a Gmail account? See APPENDIX 4.3.1 of the *How to Host 4-H Public Speaking During COVID handbook!*) Just follow these steps to send your video:

Step 1



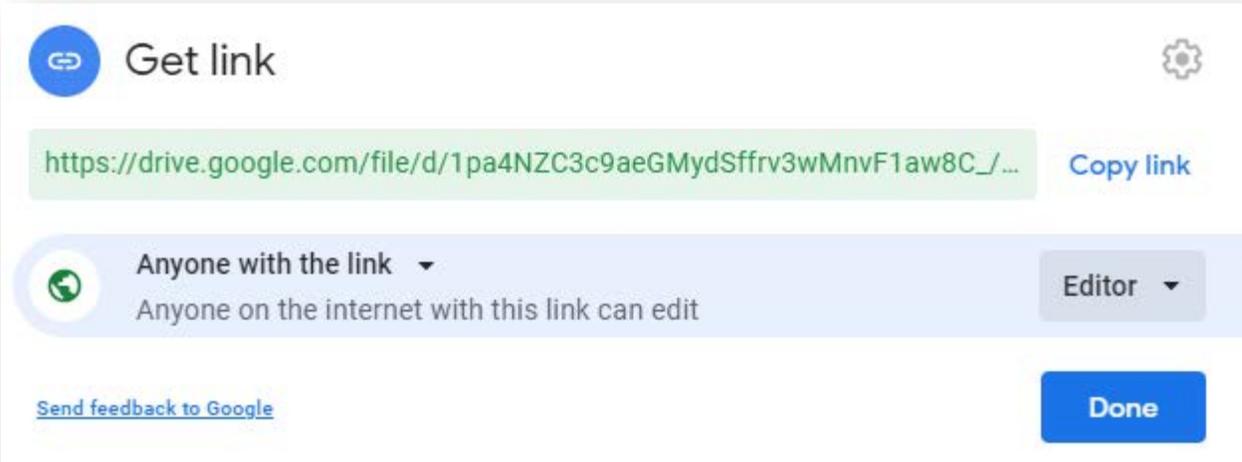
Press the “plus” or “new” button and upload your video file.

Step 2



Once the file is uploaded, right click on the image. Then click on “get link”.

Step 3



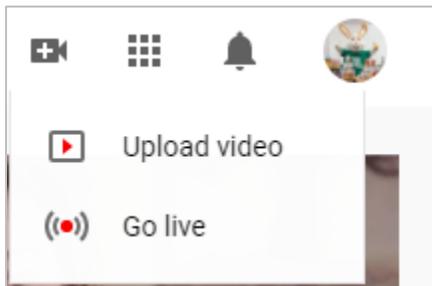
You will want to choose the option “Anyone with the link” and ensure that the rightmost says “Editor.” This way the public speaking coordinator will be able to download your video and viewers will not need a Gmail account.

1

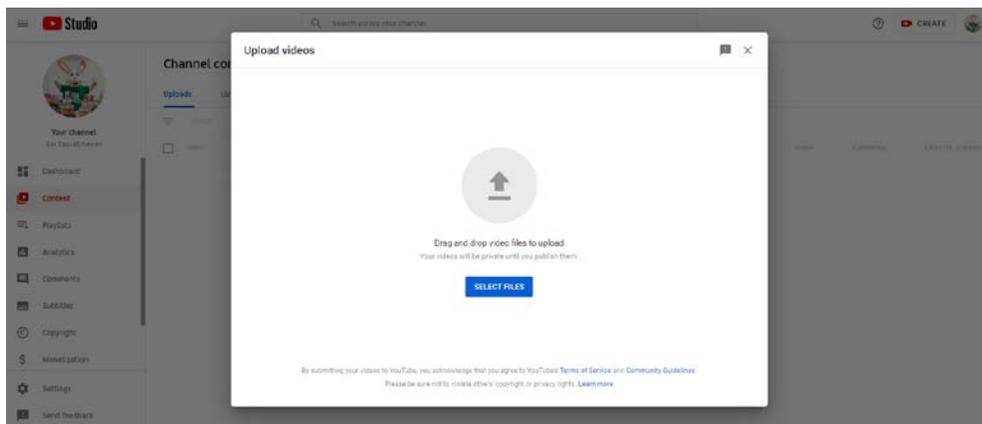
APPENDIX 4.2.2 - Uploading videos to YouTube

From Your Computer:

- 1) Go to youtube.com
- 2) Log in using your Google account
- 3) In the upper right hand corner, click on the camera icon. Then Click Upload video.



- 4) You will end up at this screen:



- 5) Drag and drop your file or click "Select Files"
- 6) Once your file is selected you will end up here:

1

4-H Provincial PS - JR - Harold Hare - Carrots are a nutritious snack

Details Video elements Visibility

Details

Title (required)
4-H Provincial PS - JR - Harold Hare - Carrots are a nutritious snack

Description
Video submission for Provincial Public Speaking

Thumbnail
Select or upload a picture that shows what's in your video. A good thumbnail stands out and draws viewers' attention. [Learn more](#)

Video link
<https://youtu.be/l8eYP9CC40M>

Filename
psychology of music.mp4

Finished processing

NEXT

- 7) Name your file: “Event – Age Category – Name – Speech Title”
 - a. Ex) 4-H Provincial PS - JR - Harold Hare - Carrots are a nutritious snack
 - b. Description should be what would be included in the program
- 8) Scroll down to “Audience” and choose “Yes it’s made for kids” then click next

4-H Provincial PS - JR - Harold Hare - Carrots are a nutritious snack

Audience

This video is set to made for kids [Set by you](#)

Regardless of your location, you're legally required to comply with the Children's Online Privacy Protection Act (COPPA) and/or other laws. You're required to tell us whether your videos are made for kids. [What's content made for kids?](#)

Features like personalized ads and notifications won't be available on videos made for kids. Videos that are set as made for kids by you are more likely to be recommended alongside other kids' videos. [Learn more](#)

Yes, it's made for kids

No, it's not made for kids

Age restriction (advanced)

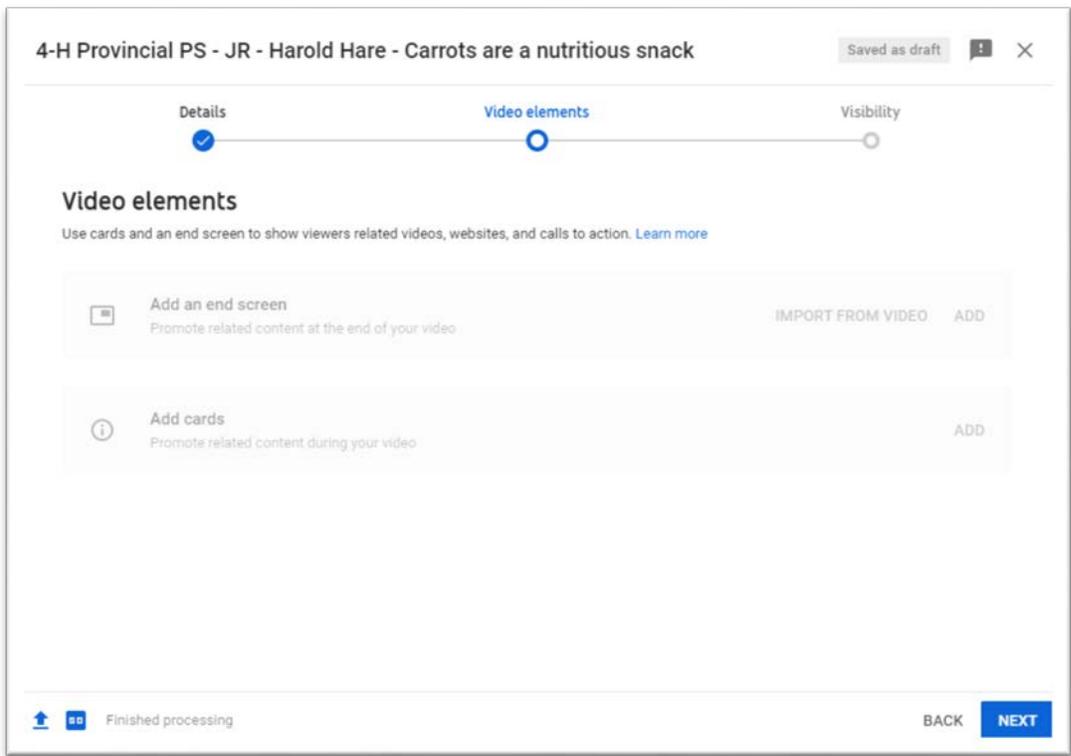
MORE OPTIONS
Paid promotion, tags, subtitles, and more

Finished processing

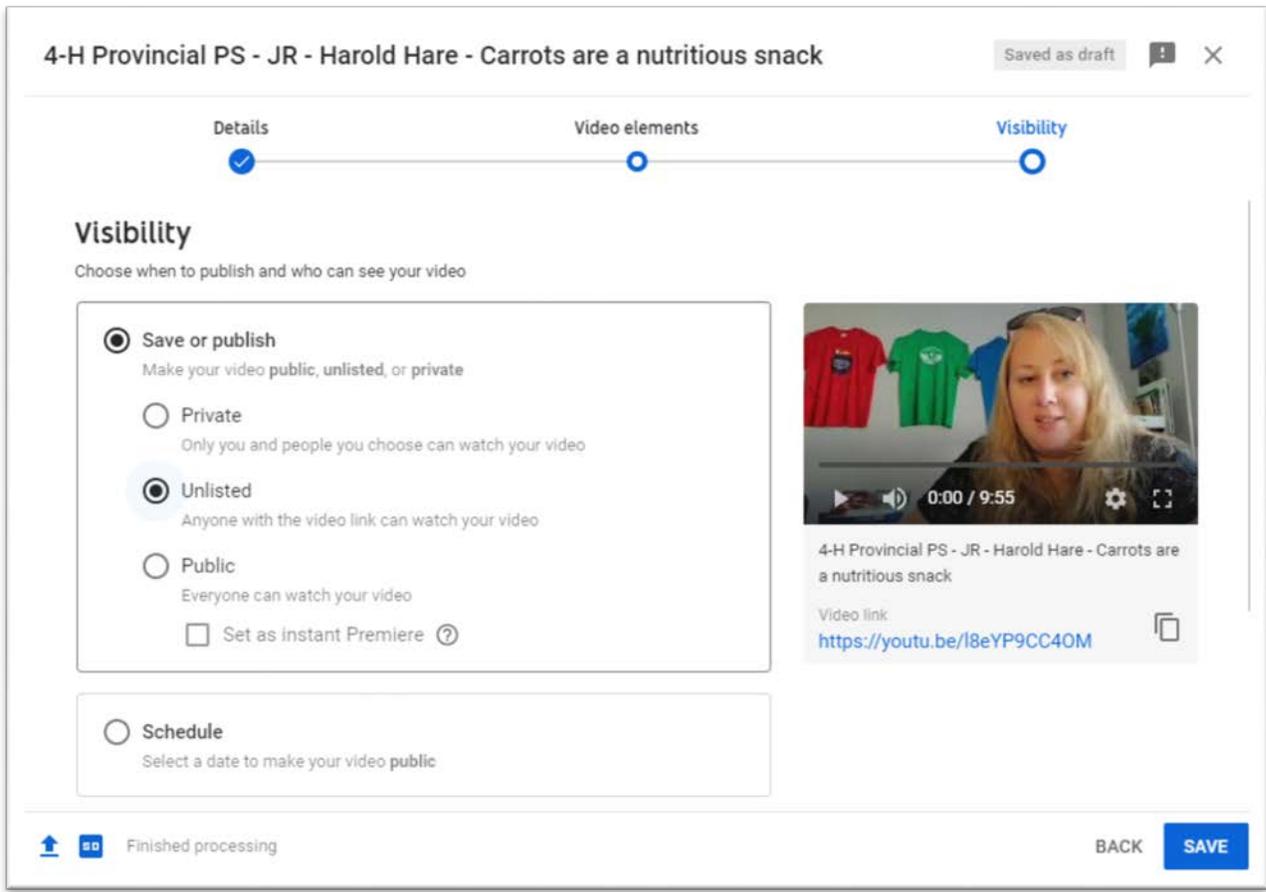
NEXT

- 9) On this next screen, just click “Next”

1



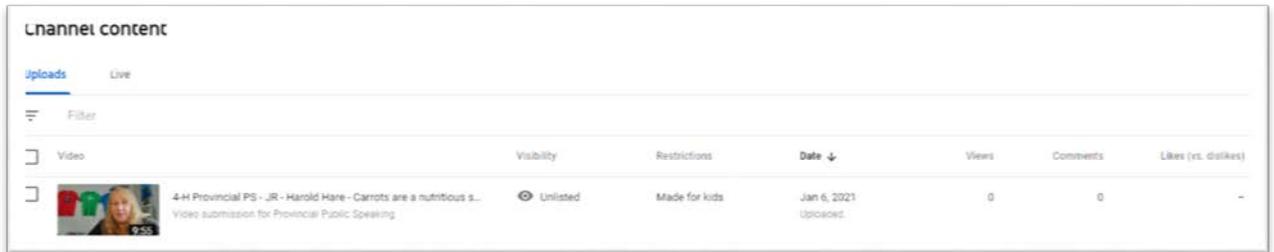
10) You will now be taken to the visibility options.



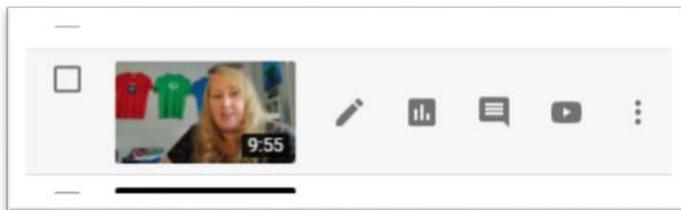
11) Choose "Unlisted" – this will ensure that the judge will be able to watch your video.

1

- a. Private videos are not a good option, as you have to invite the person using their email address to watch it and add them as a “safe” person.
 - b. Public videos can be found by anyone on the internet.
 - c. Unlisted only allows people who have the link to the video the ability to watch it
- 12) After choosing “Unlisted” click “Save”
- a. It will either tell you it is uploading still, say it is processing or that the video is published.
 - i. If still uploading, leave the screen open until it tells you it is uploaded.
 - ii. If processing or published, move to the next step.
- 13) Your video is listed under the “Channel Content”

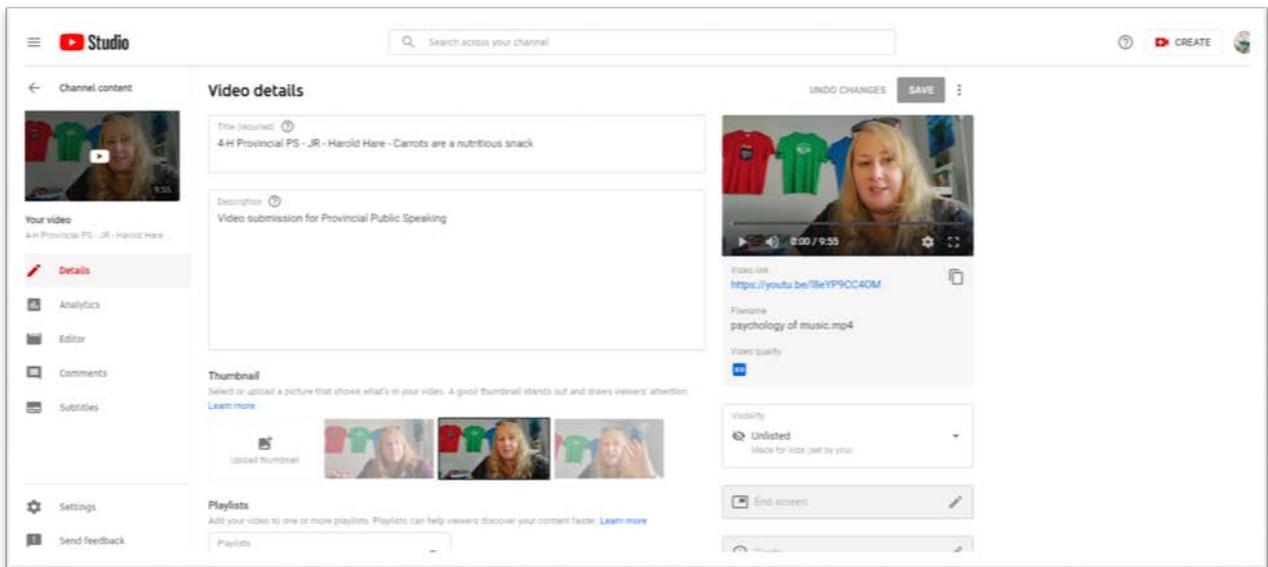


14) Hover over the video so this appears:



Click on the pen icon, which will take you to this screen:

1



Here you can edit the title or description if you need to. If you edit the title or description, make sure to Save it!

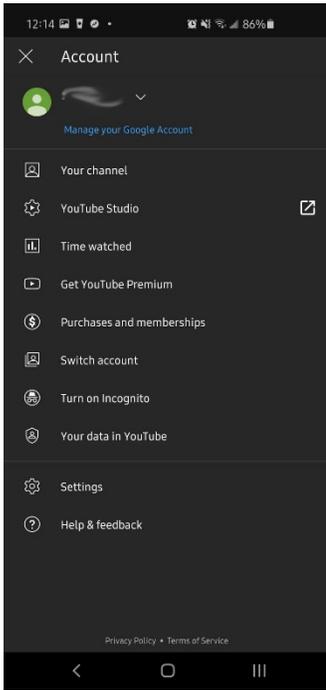
15) Now you can share the video link! You can do this one of two ways:

- a. Click on the  icon
 - i. This copies the link. Now you can paste it into an email, etc. to share with others
- b. Click on the “Video link”
 - i. This takes you to the YouTube page where your video is. From here you can share by clicking “Share” or by copying the web address and pasting it into an email, etc.

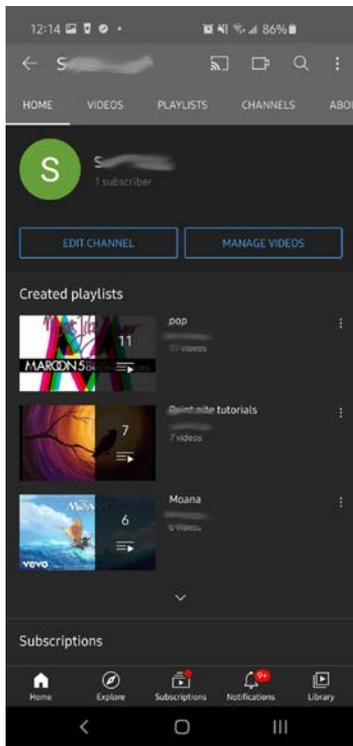
From Your Phone:

- 1) Install “YouTube” app
- 2) Log in and click on the  icon in the top right hand corner
- 3) Click “Your Channel”

1

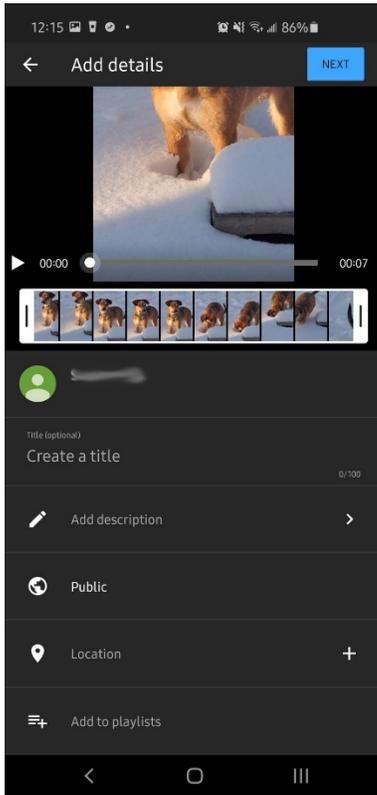


4) Click "Manage Videos"

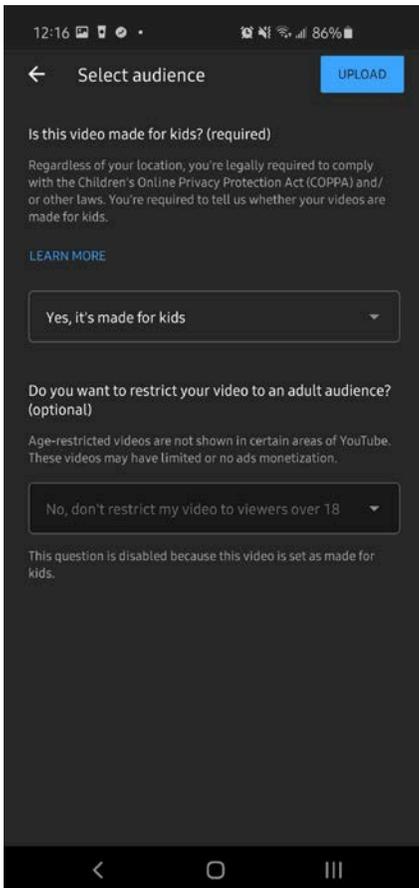


5) Click "Upload Video"

1



8) Click Next and on “Select Audience” screen, choose “Yes, it’s made for kids”



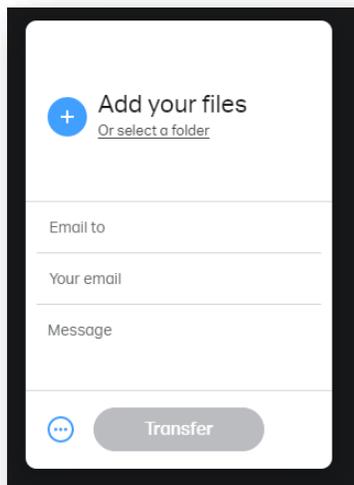
9) Click “upload” and share the link when it is uploaded and processed.

1

APPENDIX 4.2.3 - Uploading videos to WeTransfer

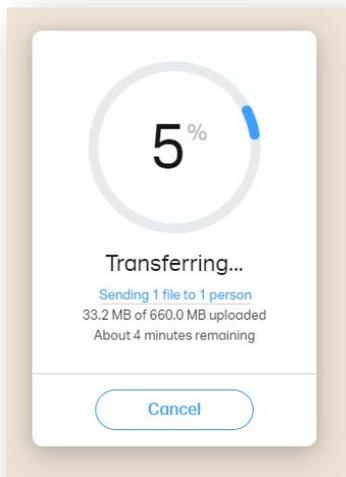
Sending Files is easy if you use WeTransfer! At wetransfer.com all you have to do is follow the steps below. Once the file is sent, the transfer is available for 7 days.

Step 1



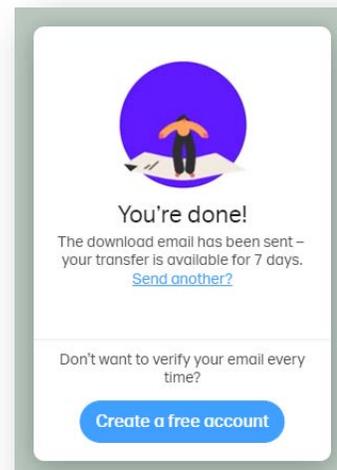
Add your file, enter the email of the person you want to send the file to, and add your email. Then, press transfer!

Step 2



Wait for the file to send.

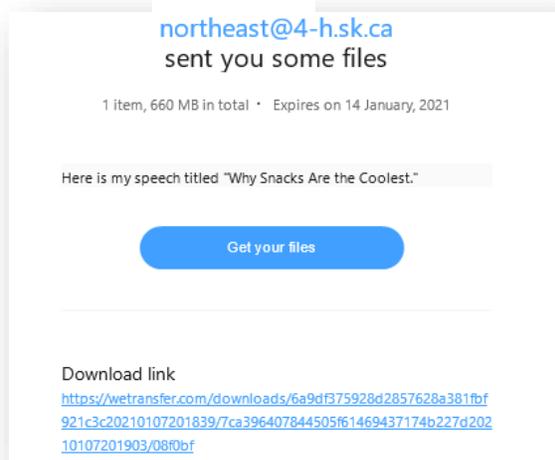
Step 3



You will be notified when the transfer is complete!

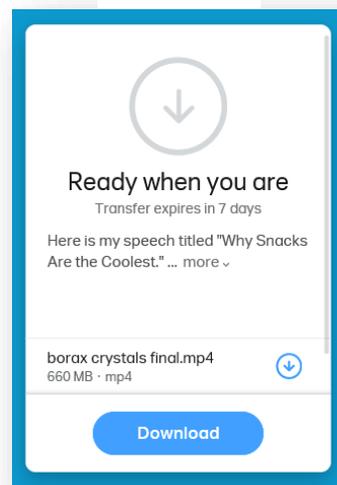
Receiving files is easy too! **Remember to download your files right away, as the link will only be available for 7 days.**

Step 1



Click on the blue font under the "Download Link" message

Step 2

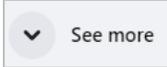


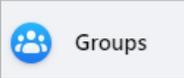
Click "Download" and your file will automatically download on your computer

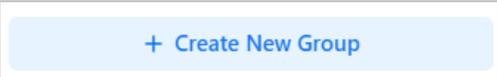
1

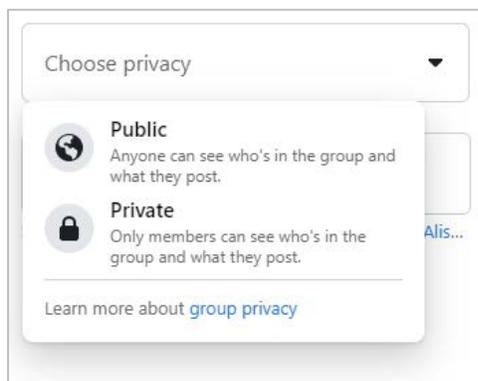
APPENDIX 4.2.4. a – How to Create a Facebook Group

1. You need to have a personal Facebook account to create a group. If you do not have one, create one.

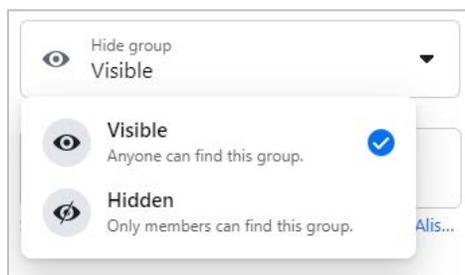
2. Along the left side, it shows your name, Friends, etc. Click on the  and scroll down

to  and click it.

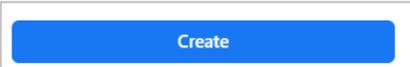
3. Click on the  button on the left side.
4. On the left side, name the group something easily identifiable (ie. Carrotville 4-H Club Public Speaking 2021")
5. Change the privacy to "Private"



6. You can choose to have the group as Visible or Hidden. Visible allows people to find your group, whereas hidden makes it not searchable. Visible may be easier, because then 4-H members can find it easier.



7. Invite friends to the group.

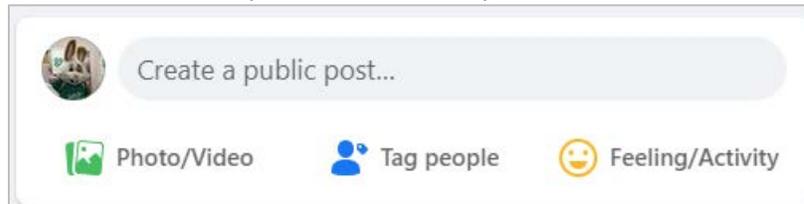
8. Click  at the bottom left

1

APPENDIX 4.2.4. b – How to Upload a Video to Facebook

How to add a video from your computer to a group

1. Go to your club's private group.
2. Click in the "Create a post" or "What's on your mind" box



3. This box will pop up. Click on the green photo icon 

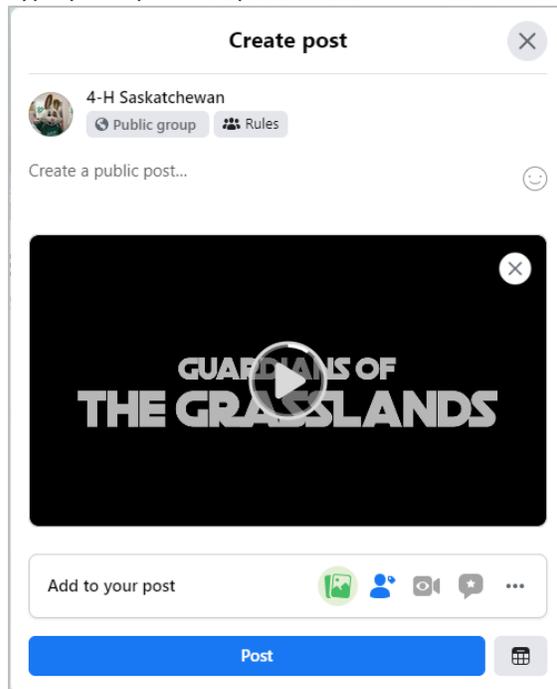


This expands a window that allows you to navigate your computer's hard drive.

4. Select a video file from your computer.

1

5. Type your speech explanation or comment into the Say Something About This Video box.



6. Click Post.

A blue progress bar appears at the bottom of the post. Uploading a video can sometimes take a while, so be patient. When it's ready, you'll be notified that your video is processing. This means that you need to wait a little while until your video is ready. You can use Facebook in the meantime or decide to edit the video's info.

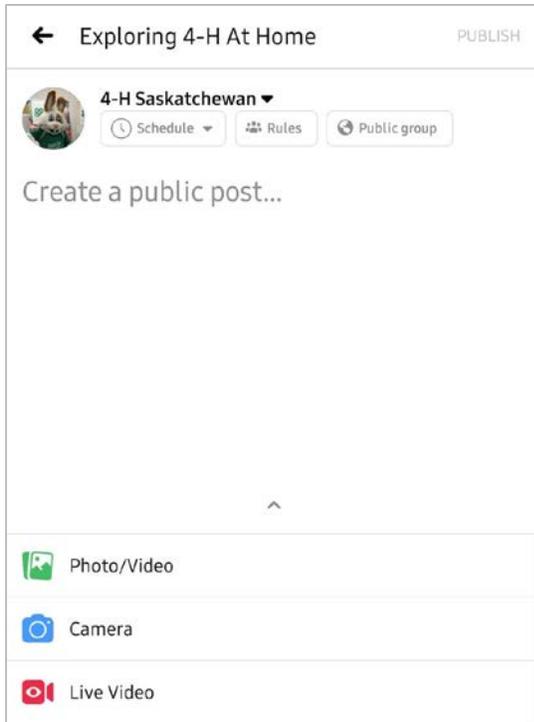
How to add a video from your phone

1. Go to your 4-H club's private group
2. Click in "Create a post" or "Write something"

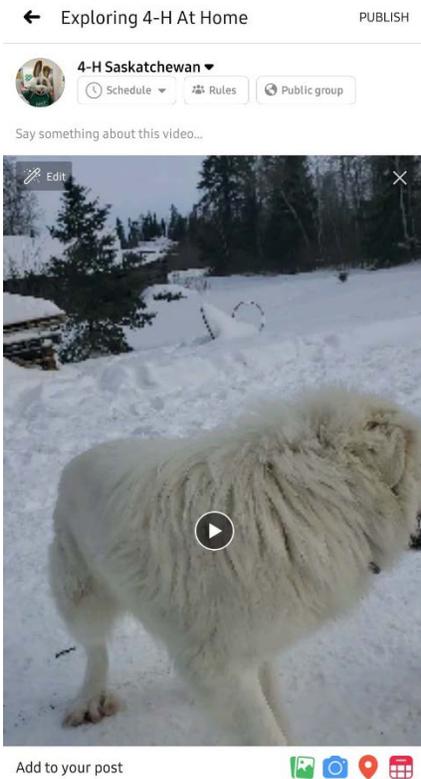


3. Click on the green photo icon  where it says "Photo/video"

1



4. Choose video from window that allows you navigate your phone's gallery.
5. Write a description in the box and wait for video to upload.



6. Hit Publish

1

2

APPENDIX 4.3.1 – How to set up a Gmail (Google) account

Here is how to set up a gmail account:

1. Click on this link:
<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>
2. Enter your information and password and click 'next'
3. Enter your phone number
4. It will text you a verification code which you must enter
5. There are a couple other minor prompts until your gmail account is fully set up

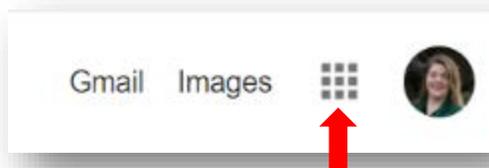
1 2

APPENDIX 4.3.2 – How to Use GoogleMeet

A free and top-notch virtual meeting option for clubs is “GoogleMeet”. It allows your club to have virtual meetings of any length, at any time, and it is free! The only catch is, each family in your club will need to have its own gmail account. (Refer to **APPENDIX 4.3.1** to set up a Gmail account)

Here is how you set a Google Meet:

1. Log in to your Gmail account
2. Look at the top right of your Gmail (google) account for nine little dots (looks like buttons on a calculator). Click on this icon



3. Scroll down and click on ‘Calendar’
4. Follow the instructions in this link on how to set up meetings for your club:
<https://support.google.com/a/users/answer/9300131>
5. Share the link / information accordingly with your club

1

2

APPENDIX 4.4.1 – VIRTUAL SCORESHEET INSTRUCTIONS AND LINK TO ONLINE GOOGLESHEET (FOR COORDINATORS)

You can view the scoresheet created by 4-H Saskatchewan at this link:

[Public Speaking Judges Scoresheet - Club Use](#)

NOTE: *You will not be able to edit this version.*

To use this for your club you will need to **make a copy for yourself onto your google drive account.**

You can make a copy of this document by

1. Opening the above link
2. Click 'File'
3. Click 'Make a copy'
 - a. You will need to be logged in to your google account to save this file
 - b. You will need to make 4 copies, one for each age category.
4. You will then have the editing power of your own files.
5. You can access your files from your google drive account by going to <http://drive.google.com> and logging in to your account if you are not already.

Once you have made copies for yourself, you can edit the documents. **Everything saves automatically. You do not have to save any changes.**

Change the name of the google sheet to "Club Name Public Speaking Age Category Judges Results". After that, you can prepare your google sheet for your event. Only work in the yellow boxes. Changing information anywhere else in the document may lead to errors in calculations.

You will need to add the following details:

- Event Title (ex: Haroldville 4-H Homecrafts Club Public Speaking)
- Age Category (this will change on each file)
- Name of each member along the top of each section
 - These names will automatically transfer onto the judges' tabs at the bottom of the sheet. You will only have to enter names once.
 - All calculations will be done automatically including the score averages from all three judges on the master tab at the bottom.

When you have your sheets prepared, you can share the file with your judges. Each of your judges will not need to have their own login information if you set up your sharing in the following way:

1. Click the green **Share** button at the top right
2. Click the blue text 'Change to anyone with the link'
3. Click the dropdown list currently set to 'Viewer' and change to 'Editor'
4. Copy the link above the change you just made

1

2

5. Click the blue **Done** button.

Your google sheets are ready to go!

Things to prepare for your judges and send to them:

- Choose which judge is going to be assigned what number
 - Judge 1
 - Judge 2
 - Judge 3
- Let your judges know:
 - What link to follow to get to the correct Google Sheet
 - Which judge number they are
 - That they only have to enter their numbers in their judges tab at the bottom of the sheet. *All the calculations will be done automatically.*
 - Write their overall constructive comments under each scoring section for the proper member
 - Each of your judges can work on the same Google Sheets page at the same time but ensure that each judge is working on their own tab at the bottom.

After your event, click the tab at the bottom that is titled 'Print after event'.

- All of the information from the member's name to the judges' comments will automatically be transferred over to this sheet. You will not have to add any information.
- While you have this tab open, click the printer icon located on the left under the 'File' link.
- Click the blue **Next** button at the top right corner and follow your personal printer's settings.
 - Each member's information and comments will be printed on a separate sheet of paper.
- After they have printed each sheet can be given to the member after the event.

Certificates can be made by following this link: <https://www.4-h.sk.ca/tools-for-clubs.html>

Scroll down to the 'Templates' section where you will find placing and participation certificates for your members.

1

2

APPENDIX 4.4.2 – VIRTUAL SCORESHEET INSTRUCTIONS (FOR JUDGES)

Using Scoresheet for Judges

Once you open the link provided to you by the public speaking committee contact, you can begin to look around the scoresheet. **Everything saves automatically. You do not have to save any changes.** Only work in the **yellow boxes**. *Changing information anywhere else in the document may lead to errors in calculations.*

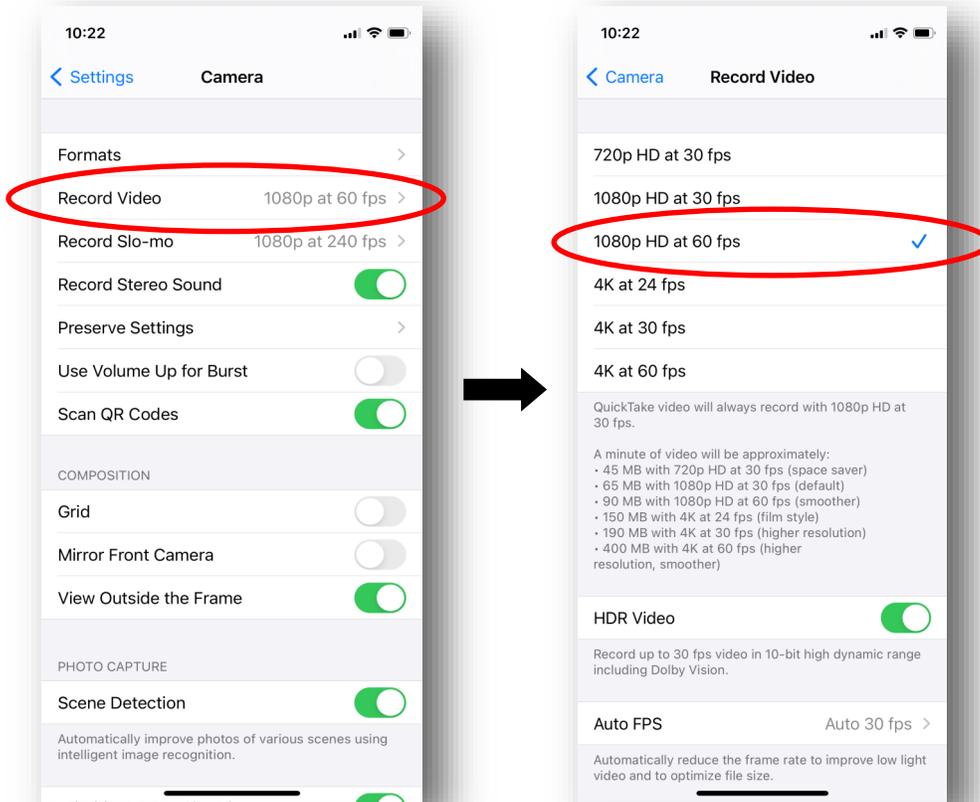
Things to familiarize yourself with:

- Know which Judge number you are. This will coordinate with the scoresheet tabs along to bottom.
 - Judge 1
 - Judge 2
 - Judge 3
- Click the link to your Google Sheet
 - Make sure your Google Sheet contains the correct age category that you will be judging.
- Click on your appropriate Judging Tab along the bottom of the Google Sheet
 - You will only work in this tab. You do not have to enter information anywhere else.
- Enter your scores in the appropriate boxes for each speaker. See the example for more information.
 - You only need to input information in the **yellow boxes**
 - *All the calculations will be done automatically.*
 - *The speaker's overall score will be an average of all 3 judges scores. This will be calculated automatically and added to the coordinator's tab along the bottom.*
- Write your overall constructive comments under each scoring section again in the **yellow boxes**.
 - You will not be able to make paragraphs. Type everything as one long paragraph.
 - Try to keep it brief with a maximum of 3 to 5 sentences.
- You will be able to work on the same Google Sheets page at the same time as the other judges, but ensure that you only work in your own tab at the bottom.

APPENDIX 4.5—How to Change the Resolution Setting on your Smartphone

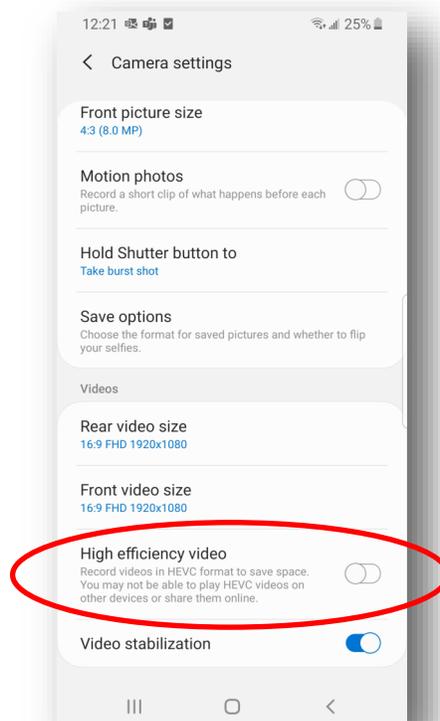
Changing the resolution setting on your iPhone (your iPhone settings may be slightly different).

Go to 'Settings' → Go to 'Camera' → Go to 'Record Video' → Select '1080p HD at 60 fps'



Changing the resolution setting on your Samsung (Your Samsung phone settings may be slightly different):

Go to 'Settings' → Go to 'Apps' → Go to 'Camera' → Open Camera Settings → Turn off 'High Efficiency Video'

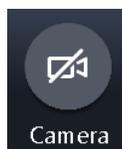
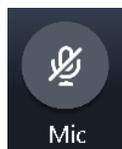


APPENDIX 5 - NOTES FOR VIRTUAL COMPETITION EMCEE (OPTION 2 ONLY)

Live Virtual Public Speaking Competition - MC Notes:

Beginning the Competition:

- Your virtual event Host might provide you with a bit of a “script” for what you can say at the beginning of the competition. You can ask them in advance for information that they want you to say.
- If you have not been given a script, the following is usually covered at the beginning of a 4-H Public Speaking competition:
 - ◇ **Welcome**—Welcome everyone and thank them for attending the first-ever _____ (Club Name) Virtual 4-H Public Speaking Competition
 - ◇ **Introduce self** – name, 4-H age group, project, club (if hosting Districts)
 - ◇ **4-H Pledge** – Because it can be awkward and confusing having everyone say the 4-H pledge at a virtual meeting, you can say the Pledge on your own, as opposed to asking everyone else to say it
 - ◇ **Virtual Meeting Etiquette**—Review the following items with the group:
 - ◆ Ask everyone to turn off their microphones until they are asked to speak. If someone does not have their mic turned off, ask them by name to turn their microphone off. If they are having troubles, you can mention that the microphone looks like a little cartoon microphone
 - ◆ Ask everyone except the judges and the person speaking to turn off their cameras. Ask the judges to please keep their cameras on so the speakers know who they are speaking to. If they are having troubles, you can mention that the camera option looks like a little camcorder. (though some coordinators may allow the judges to turn their cameras off—check first)
 - ◆ Ask people to only use the **Chat** option if they absolutely have to, or in between speakers.



- ◇ **Refer to Program**—Encourage people to look at the program that was emailed to them with the meeting link. That is the order you will be following today. If there are any changes to the program, announce them before the speaking begins.
 - ◆ Your technician (the person who is running the meeting) may want to have this information on their computers at the relevant time so they can “share” their screen with the group. Sharing screens will allow everyone in attendance to see the same thing.
 - ◆ Screens should not be shared when a member is speaking. You should essentially only see the member speaking and the judges who are judging them.

- ◇ Introduction of the following people – ask them to turn on their screens and give a little wave when you say their name
 - ◆ Judges (may have bios for each—ask the event coordinators)
 - ◆ Coordinating Committee & Chairperson
 - ◆ Competition Technician – this is the person who is running the virtual meeting. It is important to introduce them, as they may need to speak up during the competition if there are any technical difficulties, so people should know who they are. This would probably be the person whose Zoom account / virtual platform you are using, or who arranged the virtual meeting.
 - ◆ Special Guests (Timekeepers, sponsors, etc.) The coordinating chairperson should provide you with this information, or you can read it from your program or script.
- ◇ Review the time limits & speaker ages (should be in Program)

Introducing Speakers:

- Announce the first speaker and ask for them to turn on camera and microphone
- Once their camera is on, ask the speaker to say hello to make sure we can all hear them
- Once you know they can be heard, introduce them as per usual for 4-H Public Speaking, including
 - Name
 - Age group
 - Speech title (optional – committee should decide beforehand if they want this included in introductions)
- Then switch off your own camera and turn off your mic until the speech is done.
- If member encounters technical difficulties during the speech, the Technician will speak up and “direct” what should be happening next. If the Technician doesn’t speak up, you can (familiarize yourself with the Technician notes too!)

After the Speeches / Beginning of Deliberation:

- After the speeches, the judges will deliberate. You will need to check with your event coordinator if the speakers are supposed to reconvene at a certain time after the deliberation, in order to hear the results.
- If the members are reconvening, tell them the approximate time that they will need to log in to the virtual meeting room again. Inform them that the room will be “locked”, and that they will be let in once the judges have completed deliberating.
- If the members are *not* logging back / reconvening in after the deliberation, say your **Thank you’s** and **Final Words**, as listed on the next page. You should also announce how the speaking cards, certificates, etc., are going to be shared with the speakers from the committee.
- During the deliberation, you or the coordinator can tell the judges to begin their deliberation. You do not need to exit the call, but should turn your camera and mic off so you don’t disturb the judges. And communication with the coordinators can be done using the **Chat** option—just make sure you are chatting with your specific person and not with ‘everyone’.

After Deliberation / Speakers have logged on again

- Welcome everyone back to the meeting. Give your thank you’s and announcement *before* the judges com-

Thank-You's & Announcements:

- Thank your Judge, Sponsors, Committee Chairperson, Meeting Technician and Committee members/ volunteers
- Announce when the next level of competition will be. You should also know if it's going to be virtual or not.
- Announce how the speaking cards, certificates, etc., are going to be shared with the speakers from the committee.

Judges' Comments & Awards

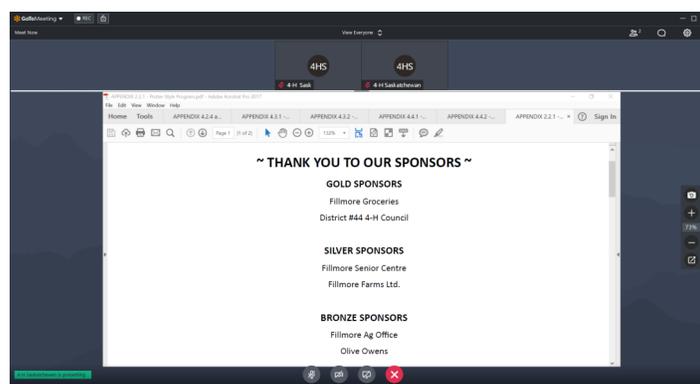
- Tell them the Judges have completed their deliberation and will now give comments and final results.
- Ask a judge from the youngest age category to please turn on their camera and microphone in order to present their comments to the group, and to announce the winners in the following order: Honourable Mention (they may not have one), 3rd place, 2nd Place and finally 1st Place.
- After the judge is done speaking, thank them and congratulate the winners, as well all the public speakers in the age category.
- If there is another set of judges, ask one of them to turn on their camera and microphone and ask them to give comments and final results for their age group
- After they are done, thank them and congratulate the winners, as well as all the other public speakers

Final Words

- After the judges are done deliberating, tell the group that you and the committee will stay on line in case there are any questions.
- Thank everyone for attending the first-ever _____ Virtual 4-H Public Speaking event, and congratulate the winners again. Wish everyone a good day! :)

A NOTE ABOUT WORKING WITH THE TECHNICIAN:

- If your Technician is going to be sharing their screen as you speak (for example, they would share their screen with all the sponsors names on it as you go through the sponsors), make sure you set this up with the Technician in advance.
- It would be a good idea to run through the slides the Technician has, and the order they are in, just to make sure you are on the same page.



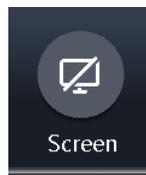
APPENDIX 6 - NOTES FOR VIRTUAL COMPETITION TECHNICIAN (OPTION 2 ONLY)

Your Role:

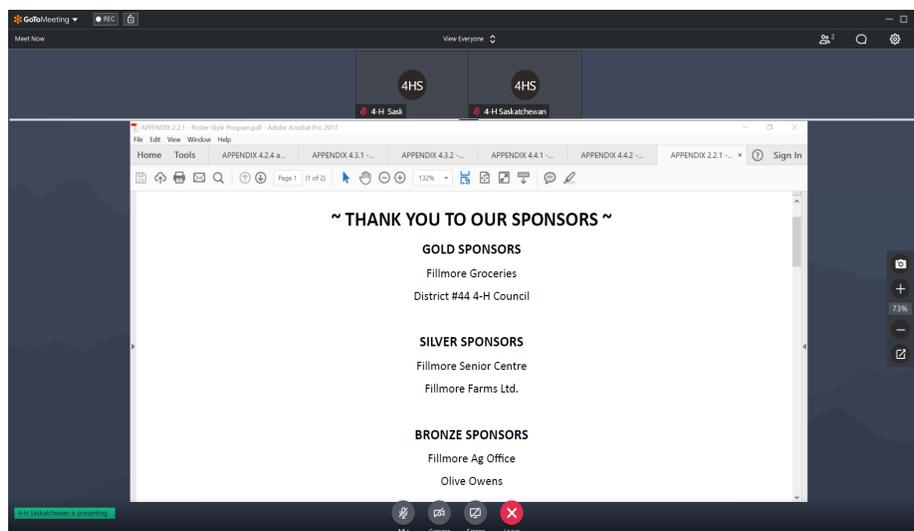
- As the competition's Technician, you are the person who is running the virtual meeting. As such, you should know how to use the virtual program you are using, as one of your main roles is to help with technical issues.
- The MC should introduce you so people should know who you are in case you have to speak up during the competition. When introduced, consider turning on your camera and giving a wave and a hello (so they know what your voice sounds like, in case you have to speak later on).

Screen Sharing:

- As Technician, you can share your screen with the viewers. Sharing screens will allow everyone in attendance to see the same thing.
- You probably already know this, but in order to share your screen, you should select a button similar to this:



- You may want to have the program information on their computers at the relevant time so you can share your screen with the group. (For example, as the MC announces the sponsors, you could share their logos)
- One of the most efficient ways to share your screen is to create a **powerpoint presentation**, with each slide containing the relevant information you want the audience to see.
- Information to share on screen essentially includes what is in the program, and any other key announcements your MC will be making.
- It would be a good idea to run through the , and the order they are in, just to make sure you are on the same page.
- This is how your screen will look when it is shared. A PowerPoint presentation will eliminate the program window information at the top of your screen. Also, a powerpoint is much easier to “flip through” when the MC will be speaking.



What happens when there's a technical issue:

- Don't feel obliged to turn your camera on when you are helping someone, but you will definitely need your microphone on!
- Do not let technical issues go on for the duration of the speech.
 - ◊ If it's little glitch, wait a moment and see if it goes away.
 - ◊ If it is clearly an issue that is affecting hearing or seeing the speech, turn on your mic and stop the member from speaking until the problem can be resolved.
 - ◊ If it cannot be resolved, ask the member if they would consider trying again later.
- **NOTE:** Usually when the video connection is not very good, the virtual meeting participant should switch off their camera and just use their mic. If, when the speaker redelivers their speech, there are still issues, you can ask if they want to turn off their camera or record a video (see below).

Technical Difficulties:

- Any speakers that have computer issues will be given the opportunity to:
 1. Restart their speech
 2. Resume from where the issue began
 3. Say their entire speech after all other speakers have spoken.
 - ◊ Timekeeper should pause timing as soon as technical issue begins
- Consideration - If a speaker absolutely cannot participate due to technical difficulties, they will be asked to make an immediate video of themselves saying their speech and send it to an coordinator during the competition. This will be shared with judges virtually (coordinator will share screen playing the competitor's speech) after all speakers have finished delivering speeches.

Judges' Deliberation:

- You will need to figure out how to "lock" the meeting room when the judges are deliberating. This is to prevent members from interrupting the judges, or overhearing something they shouldn't. You will need to use this so the judges will not be disturbed, especially if the speakers will be rejoining the meeting at a certain time to hear the results.

APPENDIX 7 - 4-H LOGO USAGE INFORMATION

Your 4-H Club should have its own logo to use on any letters, posters, awards, programs, etc., that are created. Your club must use the proper 4-H logo, as outlined in the attached logo usage information pages.

Your club can create its own logo at <https://4-h-canada.ca/brand-app>

If you have any questions regarding your club's logo, contact your Regional 4-H Specialist for more information.

Fillmore 4-H
Homecraft Club



CANADA
4-H Saskatchewan



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 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.

APPENDIX 9 - GENERIC AREA 4-H PUBLIC SPEAKING CERTIFICATE

A simple and inexpensive way to congratulate members for taking part at the Club 4-H Public Speaking competition is to give them a certificate. Certificates can be downloaded from the 4-H website, or made up on your very own computer using certificate paper or cardstock.

The following is a Generic Club 4-H Public Speaking Certificate. Consider printing this out on cardstock and using it for competitors at your event. Or, if you're going to making up your own certificates, use the same information listed here!

A pdf fillable version of this certificate can be found on the 4-H website public speaking page. This way you can create a certificate for each member and email them a copy, as opposed to having a paper copy.

Certificate of Participation

This certificate confirms that

Has successfully participated in

Club-Level Public Speaking

On _____, 20____ in _____, SK.



CANADA
4-H Saskatchewan

Club-Level 4-H Public Speaking Judge