



Judging 4-H Style

The role of a judge is not an easy one. It is important to be encouraging and approachable while at the same time objectively critical. The information in this publication will help answer some questions you may have about the 4-H program, and will come in useful when judging a 4-H Achievement Day.

Mission

Saskatchewan 4-H is a project-based youth organization, devoted to strengthening the skills of responsible citizens. We focus on growth and development of our members, leaders, volunteers and staff through our motto: **Learn to do by doing.**

Philosophy

The 4-H philosophy of judging emphasizes the importance of members, their development and the project. The amount that each member has learned, and the extent to which he or she has improved is the key to the 4-H philosophy of judging.

What You Should Know Beforehand

Achievement Days are busy, and it may be difficult for leaders and judges to find time to discuss all that is necessary for a successful day. To reduce misunderstandings, some items should be discussed before the Achievement Day.

These include:

- Date and location (a month in advance).
- Time you should arrive, when judging should take place and when the program is over.
- The age and number of members in the projects that will be judged.
- Whether you want to see all Achievement Day materials (questionnaires, score cards, etc.) in advance.
- Honorarium and travel costs.
- What you are expected to do - judge project articles, record books, administer questionnaires, judge demonstrations, speak at the banquet or evening program, meet with leaders beforehand, chat with members as they prepare their project articles, etc.

On Achievement Day

Be sure to talk to leaders and clarify questions or concerns.

General Information

You should be provided with information regarding project goals and changes (if any) in the project completion requirements. You should be informed of any substitutions and deletions in the project work. The leader should bring to your attention any special instructions given to members and/or special needs, circumstances, or handicaps of members in each project being judged.

Projects that will be judged

Check with the project leaders before.

Questionnaires

Time and arrangement will effect how you handle questionnaires. The leader may have members complete them beforehand, at the Achievement Day with your supervision, or with leaders supervising.

Demonstrations

Members may do individual, team or group demonstrations. Not all members required to demonstrate will do so on Achievement Day. Evaluate the demonstrations that are presented, remembering that the topics do not have to be related to the project work.

Don't forget the members

Try to give only **constructive** criticism. To make Achievement Day a learning experience, explain and show members how they might improve their projects. Stress that members who do not reach the top in their projects are still winners, for they are "Learning to do by doing". There are many opportunities in 4-H, in addition to placing first in their project. Encourage them to seek new experiences, such as participating in district, regional and provincial activities where possible.

Record Book Guidelines

Why Record Books?

The completion of a Record Book is an important part of both a member's year and the completion of their project. It is a requirement in order for their year to be considered complete.

Saskatchewan 4-H views the completion of a Record Book to be important for the following reasons:

- Provides a record of information learned from the project.
- Records the time, money and effort that went into a project.
- Teaches and develops record keeping skills that will be an essential part of every member's life.
- Allows the member to keep track of 4-H activities they have been involved in (which can be very helpful when the member is applying for scholarships, travel awards, post-secondary education or a job).
- Offers another opportunity and level for the member to compete and receive recognition.
- Provides a permanent record of the member's achievements both for themselves and generations to come.

What Should I be Looking For?

A record book should have at least 4 sections. Members may choose to use more. Following is a guideline regarding what material each section might contain.

Section 1: Record Book Section

This is the Record Book provided from the Provincial 4-H Office which has space for:

- Member's name, address, age, age category and number of years in 4-H.
- Club name, general leader, project leaders, club executive and members names.
- Record of general club meetings - Members are encouraged to take responsibility for their own meetings so their role in making meetings successful should also be noted.

Note: Pages not assigned should be removed or stroked out with a diagonal line and "N/A" (not available) noted. Leaders are encouraged to initial or sign those pages that are stroked out to confirm that the page was not assigned in that 4-H year.

As always, members are encouraged to use their own creativity and organizational skills to make their Record Book both functional for themselves and inviting to look at for others.

Section 2: Project Information

- Record of project meetings.
- Project goals and evaluation.
- Project material - manual, workbook, lesson sheets, etc.
- Time and dates the member worked on the project.
- A list of materials and/or supplies and their costs.
- Might include feed samples or other samples of project work.
- Record of any resources used - library books, the advice of an expert, or specific classes taken to complete the project.
- Pictures and information about their project.

Section 3: Activities

- Record of 4-H activities (other than meetings), making note of what the activity was, the date, place and responsibilities of the member.
- District, regional or provincial activities the member participated in.
- Fundraisers, community service, special events and guest speakers.
- Miscellaneous enclosures might include a copy of the member's speech, judging cards, event programs or brochures, photos of the activities, newsletters and newspaper clippings of activities the member participated in.

*Record Books may be completed by hand, typewriter or computer.
(Achievement Day Requirements,
Saskatchewan 4-H Policies)*

Section 4: General 4-H Information

- Any general 4-H information collected throughout the year that is not related to the member's club or project activity.
- Articles from or a copy of the 4-H newsletter.
- Any mailouts, handouts, pamphlets or articles from the Provincial 4-H Office.
- Information on the Canadian 4-H Council and Saskatchewan 4-H Council.

How Do I Score a Record Book?

A score sheet that outlines the maximum points available for each category and what judge's might look for in each of those categories is included for your information. Of course, each judge will interpret those categories in their own unique way.

However, it is important that members not be penalized for things such as using a computer or a typewriter, using pen to write in their book, printing, etc. when they have been told those things are acceptable.

What Other Information Do I Need To Have?

Again, this differs with each judge. However, when judging at the club level, judges may wish to have a list of dates of the general and project meetings, and other club activities to ensure accuracy. In addition, they may wish to conform with the general or project leader what exactly members were expected to complete in their Record Books in order to ensure completion.



Especially for the Judge

Judges are encouraged to pay specific attention to the sections requiring members to note their responsibilities, and to identify their goals for their project in the current year. The ability to set realistic goals is an important life skill that Saskatchewan 4-H is encouraging. Awareness and the acceptance of responsibility is an important part of responsible citizenship. When members take responsibility for making their club or a 4-H event successful (even by doing something as simple as showing up on time), and they are aware of their contribution, they are more committed and develop a healthy self-esteem.

Please, do not write comments and scores directly in the member's record book. If you wish to make notes, please use "sticky notes" that can be removed after the member has read them. If you wish to make general comments and record your score, you could use the scoring sheet on the reverse side of this page and insert it in the front of the record book, or develop your own scoring sheet.

And especially, **thank you** for your contribution of time and knowledge to the 4-H family. By serving as a record book judge, you are assisting leaders and members in your community, and working in partnership with an organization that seeks to further the advancement of young people by developing leadership skills and responsible citizenship.

By judging Record Books, you are affirming both 4-H and the leaders in the organization who believe record keeping skills are an important part of the learning process. Your feedback will help members improve their Record Books and become more competitive at other levels. As you give generously of your time and experience, it is hoped that you will gain satisfaction in knowing that your contribution is very much valued and appreciated.

If you need further assistance or have questions, please contact the
General 4-H Leader or the

Provincial 4-H Office
(306) 933-7727.



Saskatchewan 4-H Record Book Score Sheet



Member's Name _____

Club _____

Age Category Cloverbud Junior Intermediate Senior

COVER <ul style="list-style-type: none"> • Durable and neat (a 3-ring binder is suggested but not required). • Colourful, creative and attractive. • Includes the member's name, club, project, age category and a 4-H crest. 		5
COMPLETENESS <ul style="list-style-type: none"> • All pages completed. Those pages not required should be removed, or neatly stroked out and marked N/A. • Includes dates and location of all club and project meetings, field trips, club, district, regional and provincial activities. • Indicates the role and responsibility member accepted to make meetings and activities successful. • Outlines project goals that clearly identify what the member wanted to learn and evaluates whether they believe those goals have been met and how. • Up-to-date cost and project related records. • Samples, drawings and photos labeled. • Use of project related information, photos and souvenirs to make the book interesting. • Includes newspaper articles about the club, project and/or 4-H. 		40
NEATNESS <ul style="list-style-type: none"> • Legible writing or printing (member may use computer or typewriter to complete record book). • Same colour pen or pencil used throughout (junior members may use pencils, older members are encouraged to use pen). • Mistakes are corrected neatly using "white-out" or neatly stroking the word or figure out, and writing the correct one. • All pages are neatly secured in the book. • Photos, news articles and other clippings are mounted neatly and securely (use of scotch tape is not encouraged because it will brown and curl). 		15
ACCURACY <ul style="list-style-type: none"> • Spelling and math are correct. • Dates are consistent with other member's record books. • In the case of animal projects, judges may wish to ensure feed and weight charts are realistic. • Work completed by member. 		30
ORGANIZATION <ul style="list-style-type: none"> • Book has at least four logical sections (i.e. record book, project information, 4-H activities and general 4-H info). • Use of labeled dividers between sections. • Table of contents. 		5
EXTRAS <ul style="list-style-type: none"> • Photos, illustrations, brochures, souvenirs related to project and/or activities. • 4-H news and information. • Innovative ideas that the member may have used to make the record book more attractive and interesting (i.e. colour, creativity, humour). 		5
Total Score		100
Judge's Comments		