

Thank you for giving your time and effort to judge Cloverleaf Project Achievement. Many of these young people are experiencing their first public presentation activity. Please be certain you have reviewed the Cloverleaf Judging Orientation prior to the contest. Thank you, in advance, for helping us make this contest a positive, enjoyable experience for all. Following are a few guidelines that will help us run a smooth contest:

### **GENERAL INFORMATION**

1. There should be a maximum of four (4) total 4-H'ers (Maximum of 3 in a grade) in each project per county regardless of gender. (EXCEPTIONS – Food Fare and Between Meal Snacks can have a maximum of three (3) 4-H'ers per county.) If you find you have more in the project you are judging in the day of the event, contact the event headquarters.
2. All presentations are illustrated talks except Food Fare and Between Meal Snacks which are demonstration labs where food preparation is allowed.
3. 4-H students are not allowed to bring certain items. Any items considered a weapon are not allowed. Refer to the 4-H Awards Guidebook for a detailed list.

### **INTRODUCTION OF PARTICIPANTS**

1. Introduce 4-H'ers by name only. Check name, county, and grade of contestants closely. Make sure all participants are in the correct room and project.
2. In case of additions and/or deletions, note the correct name, county, and grade. Please judge all 4-H'ers in one project at a time. Students in 4th and 5th grades compete against others in 4th and 5th grades. Sixth graders compete against other sixth graders.
3. The order of presenting is your choice. 4-H'ers can draw for presentation order, let them volunteer or announce that they will go in the order as listed on the sheet.
4. Be sure to give each competitor a green ribbon.
5. Please do not ask questions or make comments. (EXCEPTION - In Creative Stitchery, youth must present an item they have created and you may ask questions about it. In Foods Labs, you may ask questions about the created dish.)

### **TIME LENGTH OF PRESENTATION**

1. Illustrated talks are limited to a maximum of six (6) minutes.
2. The Performing Arts (Vocal, Instrumental, Other) are limited to a maximum of four (4) minutes.
3. There is a five (5) minute set up time for presentations once the last person has cleared away their materials.
4. Foods Lab projects (Between Meal Snacks and Food Fare) are 1 hour.

### **SCORING**

1. Two score sheets are provided. Add any youth not on the list. Make sure to list name and county and place on the correct project and grade sheet. Mark through any no shows.
2. Give all participants a numerical score. Only presentations are scored for 4<sup>th</sup> – 6<sup>th</sup> graders. That's all. DO NOT TIE ANYONE! No conferring, adding or averaging.

3. When judging of a project is complete, put the score sheets in the labeled white envelope and all judging material back in the big envelope. Bring the envelopes to the office headquarters, or send it by “runners” who will be making rounds to collect scores. If you are judging more than one project, make sure you are turning in results as you complete a project, not after your entire judging assignment is completed.

## **VISUAL AIDS**

1. Judging visuals should be on the effectiveness of visuals used for the subject being demonstrated.
2. Posters – 4-H’ers DO NOT have to make their own posters. Posters should be judged on their contribution to the presentation and not on their professional appearance.
3. Public Speaking Project – Visuals or posters cannot be used in Public Speaking.
4. Slides, videos, computers, overheads, tape recorders, or sound equipment – May be used in all projects.
5. 4-H’ers must provide their own equipment, and it must be used in the assigned project room.
6. They should be judged on the content of their presentation not by the equipment used.

## **WRONG PROJECT**

If you find you have a child in the wrong project, here are your options:

1. If it is at the beginning of all demonstrations and there is time to get them to the right place, send them to the correct location. They can be added to the list and present even after judging has begun.
2. If there is not enough time to send them to the correct location, judge them with the other youth in your project. Scoring is a judgment call. Do not take points away if you feel it was an leader’s mistake putting them in the wrong project but also don’t take a placing (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>) away from a child who was in the right project and would have a placed if that person (in the wrong project) had not presented. You may deduct points in accuracy of information if you feel they are in the wrong project.

In either situation, please contact event headquarters to make them aware of what happened.

## **USE OF NOTES**

Points should not automatically be taken off because 4-H’ers use notes. Notes may be used in any presentation. Points should be deducted if 4-H’ers reads their notes or if excessive use of notes interferes with the presentation.

## **REMINDER**

It is not appropriate to ask individual questions; however, you should, commend the entire group for their efforts and provide general comments to all.

*Edited 8/2016*

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[georgia4h.org](http://georgia4h.org)