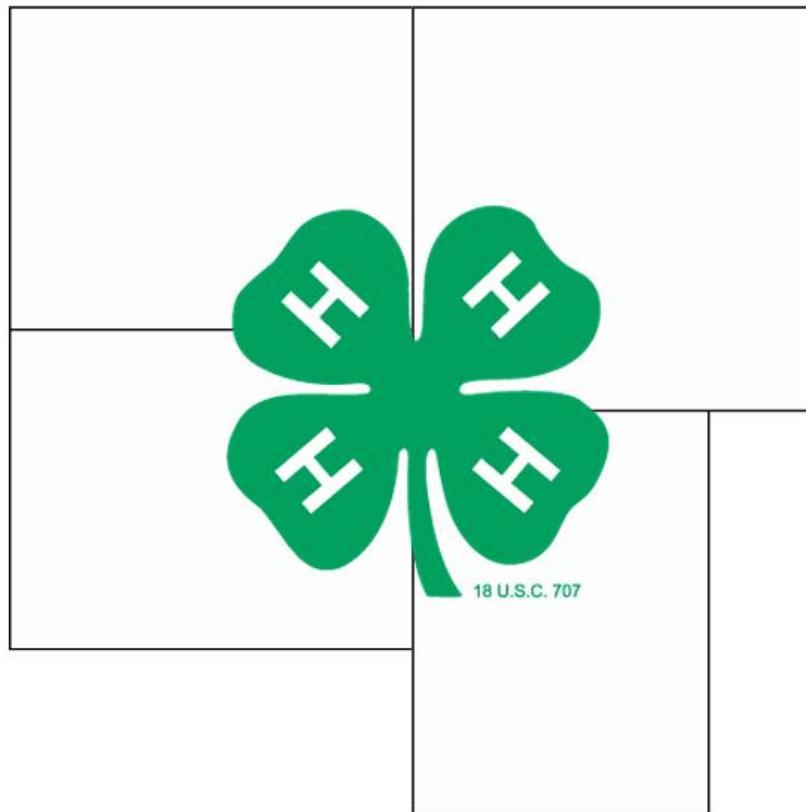


River Valley District 4-H Club Day Rulebook



K-STATE
Research and Extension



River Valley
District

TABLE OF CONTENTS

For all events divided into the two age divisions, the divisions will be as follows:

Junior: 7 – 12 4-H Age

Senior: 13 – 18 4-H Age

PUBLIC PRESENTATIONS

Project Talks3
Show and Share.....3
Demonstrations & Illustrated Talks4
Public Speaking5
Spontaneous Speaking5

TALENT

Instrumental Music
Band/Orchestra6
Ensemble.....6
Solo6

Vocal Music
Chorus7
Ensemble.....7
Solo7

Dance
Dance – Jr. & Sr. Divisions8
Group Dance8

Dramatics
One-Act Play.....9
Skit9
Reading9
Other Talent9

PARLIAMENTARY PROCEDURE PRESENTATIONS

Model Meeting (MM) Guidelines.....10
MM Scorecard Explanation11
Gavel Games (GG) Guidelines12
GG – Junior Notes Page.....13
GG – Order of Business14
GG – Parliamentary Procedure Problems15
GG – Summary of Motions..... 16-17

APPENDIX

Score Sheets for all categories 18-37

PUBLIC PRESENTATIONS

The primary purpose of the 4-H program is to help each child reach his or her maximum growth and development, and it's in this area that public presentations make their greatest contribution. Public presentations help strengthen the 4-H program by giving members the opportunity to participate. The more members are involved in demonstrations, illustrated talks, project talks, and public speaking, the more interested they become in meetings and in project work; consequently, the longer they remain in 4-H.

Public presentations contribute to help youth achieve the basic life skills of developing self-confidence, making decisions, communicating and relating to others, and encouraging and stimulating their desire to learn. 4-H Day has long sponsored demonstrations and illustrated talks, project talks, sharing, spontaneous, and public speaking. All are under the umbrella of "PUBLIC PRESENTATIONS."

PROJECT TALKS

PROJECT TALKS are intended for younger 4-H'ers to help them gain confidence in expressing themselves before an audience. They tell of their actual project experiences, information relating to the project, and can promote a project. The purpose is to inform.

1. For 4-H'ers 7-12 years old.
2. Time: recommended 3 to 4 minutes, 7 minutes maximum.
3. Visuals encouraged, but not required.
4. Topics may be on a 4-H project or an aspect of a project a 4-H'er is currently enrolled in.
5. Questions are not asked.
6. PowerPoint is allowed for this category. Internet is not provided. PowerPoint will need to be accessed through a jump drive/USB. A Windows compatible computer and projector will be provided upon request. 4-H'ers are encouraged to bring handout of slides for judge. 4-H'er must be able to operate equipment.
7. Includes three parts:
 - Introduction: the opening statement and attention-getter.
 - Body: the main part of the talk, tells the main idea of talk, illustrate or explain important facts in developing the main idea.
 - Conclusion/Summary: summarize the major points of the talk.

SHOW AND SHARE

SHOW AND SHARE is a non-competitive presentation of demonstrations, project talks or illustrated talks. This event allows for positive feedback to each member in a non-competitive environment.

1. For youth (4-H age 7-9 only) participating in an individual presentation for their first time at a District Club Day.
2. 4-H'er will receive participation ribbons only. 4-H'ers will make their presentation, then judge will consult with the 4-H'er on how to improve his or her talk.
3. A maximum of 5 minutes is allowed.
4. Not eligible for Regional 4-H Club Day.
5. CLOVERBUDS (5-6 yrs. Old) may participate ONLY in Show & Share both years they are enrolled.

DEMONSTRATIONS & ILLUSTRATED TALKS

(JUNIOR & SENIOR DIVISION)

DEMONSTRATIONS are defined as a “show-how” process involving doing or making something while giving an explanation. The demonstrator uses actual items, supplies, equipment, people, or animals while going through a process. There should be a finished product to show. Sometimes a finished product is not possible, but it does enhance a demonstration, is highly suggested, and may influence the ribbon placing.

ILLUSTRATED TALKS are defined as a “tell-how” process where the presenter uses visuals such as posters, charts, models, graphs, etc. to aid in emphasizing a point or to add interest while telling how to do something. Visuals are required in the “telling how.”

In 4-H competition, demonstrations and illustrated talks compete together because the line of distinction is difficult to define. 4-H’ers who receive a Top Purple and meet State Fair age requirements (4-H age 9-18) are eligible to compete at the Kansas State Fair.

DEMONSTRATION & ILLUSTRATED TALKS -- JUNIOR DIVISION

1. A demonstration is a “show and tell” type of presentation. An illustrated talk tells how rather than shows how.
2. For 4-H’ers 7 to 12 years old. If two 4-H’ers give a demonstration as a team, the age of the oldest 4 H’er will determine whether it is entered in Jr. or Sr. division.
3. Time: recommended 4 to 7 minutes, 10 minutes maximum.
4. Either individual or team presentations.
5. All necessary equipment provided by 4-H’er.
6. Topic may be related to 4-H projects currently enrolled.
7. Questions are asked.
8. Summary is required at the end of the presentation.
9. The endorsement of brand names is discouraged.
10. PowerPoint is allowed for this category. Internet is not provided. PowerPoint will need to be accessed through a jump drive/USB. A Windows compatible computer and projector will be provided upon request. 4-H’ers are encouraged to bring handout of slides for judge. 4-H’er must be able to operate equipment.

DEMONSTRATIONS & ILLUSTRATED TALKS -- SENIOR DIVISION

1. A demonstration is a “show and tell” type of presentation. An illustrated talk tells how rather than shows how.
2. For 4-H’ers 13 years old or older. If two 4-H’ers give an illustrated talk as a team, the age of the oldest 4-H’er will determine whether it is entered in Jr. or Sr. division.
3. Time: recommend 5 to 10 minutes, 15 minutes maximum.
4. Either individual or team presentation.
5. All necessary equipment provided by 4-H’er.
6. Topic may be related to a 4-H project currently enrolled.
7. Questions are asked.
8. Summary is required.
9. The endorsement of brand names is discouraged.
10. PowerPoint is allowed for this category. Internet is not provided. PowerPoint will need to be accessed through a jump drive/USB. A Windows compatible computer and projector will be provided upon request. 4-H’ers are encouraged to bring handout of slides for judge. 4-H’er must be able to operate equipment.

PUBLIC SPEAKING

PUBLIC SPEAKING is intended to assist older, more experienced members to further develop confidence and skill in speaking before an audience. Note cards are recommended over sheets of paper, if necessary for speaking.

1. For 4-H'ers 13 years and older.
2. Time: recommend 5 to 7 minutes, 10 minutes maximum.
3. Visuals are optional. They should enhance the talk - not distract. PowerPoint is allowed in this category.
4. Topic selection is unlimited.
5. Outline required for judge prior to speaking. Judge will deduct one ribbon placing if outline is not provided.)

SPONTANEOUS SPEAKING

SPONTANEOUS SPEAKING is intended for older youth, to assist them in speaking more spontaneously when given a short amount of time to compose a talk about a specific topic. Topics will be established before the contest.

1. For 4-H'ers 13 years and older.
2. Time: Suggested maximum time limit is 5 minutes.
3. Topics will include be based on the five K-State Research & Extension Grand Challenges – Global Food Systems, Water, Health, Developing Tomorrow's Leaders, Community Vitality
4. Judges will not ask questions of contestants.
5. Limited to one note card. Note cards will be provided
6. Contestants will draw questions 10 minutes prior to speaking for time to prepare speech.
7. Not eligible for Regional 4-H Club Day.

TALENT

Development of the individual talents of young people has always been an objective of Kansas 4-H programs. In the performing arts, skills are only refined by repeated experience in performing them. Club Day provides an ideal structure to allow 4-H'ers to perform in a wide variety of areas.

It is hoped that this experience will be so rewarding that members will choose to repeat their performances for multi-county and other statewide events. There is no better learning experience in the performing arts than the "learning-by-doing" experience with caring feedback offered at Club Day.

MUSIC

ALL MUSIC NUMBERS GENERAL RULES:

1. Number the measures on music for the judge.
2. Write your name on your music and give the original copy to the judge before your presentation. Failure to present original copy of music to judge will result in lowering of one ribbon placing. Pick up your copy after the results are announced.
3. Recorded music for accompaniment is allowed in all music divisions, if you have original copies of the music to present to the judge
4. Music entries should be verbally introduced and facts given (composer, type of music, etc.)
5. If you are having trouble finding music, try -- HUME MUSIC -- 1-800-657-5748

INSTRUMENTAL MUSIC

ORCHESTRA - BAND

1. Groups may be composed of 16 or more 4-H'ers (these may be from different clubs).
2. Each group will play one numbers of their own choosing.
3. Original copy of the conductor's score is to be given to the judge before playing.
4. The director is not required to be a 4-H'er; and individual may not play with the group unless he or she is a 4-H'er. A piano or CD player will not be provided.
5. Memorization of numbers is not required, BUT is desirable. This may influence the rating.

INSTRUMENTAL ENSEMBLE

1. Group may be composed of 2 to 15 4-H'ers, (these may be from different clubs), not including the accompanist. Accompanist need not be a 4-H member if for accompaniment only. The accompanist must be a 4-H member if instrument is considered part of the ensemble. A piano or CD player will not be provided.
2. Each group will play one selections of their own choosing.
3. Original copies of selections will be given to judges before performing.
4. Memorization of numbers is not required, BUT is desirable. This may influence the rating.

INSTRUMENTAL SOLO

1. Participant will play one number.
2. Original copy of selection will be given to judges before performing.
3. Accompanist need not be a 4-H'er. A piano or CD player will not be provided in general instrumental rooms. Piano is provided in the Piano Solo room.
4. Memorization of numbers is not required, BUT is desirable. This may influence the rating.

VOCAL MUSIC

CHORUS

1. A chorus may be composed of 16 or more young people from one club or it may be a composite group from two or more clubs. A club chorus may be composed of 12 or more if the club membership is under 16.
2. Each group will sing two numbers of their own choosing.
3. Original copy of selections will be given to judges before performing.
4. Singing may be with or without accompaniment. A piano will be provided.
5. The director and accompanist need not be 4-H'ers, but they cannot sing with the group unless they are 4-H'ers.
6. Memorization of numbers is not required, BUT is desirable. This may influence the rating. VOCAL

ENSEMBLE

1. Group may be composed of 2 to 15 4-H'ers, not including the accompanist.
2. Each group will sing two numbers of their own choosing.
3. Copies of selections will be given to judges before performing.
4. Accompanist need not be a 4-H'er. A piano will be provided.
5. Memorization of numbers is not required, BUT is desirable. This may influence the rating.

VOCAL SOLO

1. Participant will sing one number.
2. Original copy of selection will be given to judges before performing.
3. Accompanist need not be a 4-H'er. A piano will be provided.
4. Memorization of numbers is not required, BUT is desirable. This may influence the rating. Memorization is REQUIRED at Regional Club Day for all Vocal Solos.

DANCE

JUNIOR & SENIOR DIVISIONS

1. Introductions (including name, 4-H Club, and description of performance) is important.
2. Recorded music is encouraged.
3. It is suggested that participants be limited to one dance or 5 minutes performing time.
4. Types of dance: country (swing or line dance), folk (circle dance, polka, schottische, waltz), choreographed (as seen at half-time shows), or other (tap dance, jazz, break/street dance, interpretive, or acrobatic dance – acrobatic means a dance that includes a couple of acrobatic moves, BUT NOT a gymnastics routine. Gymnastics should be entered in the Other Talent division).
5. It is suggested that participants be limited to one dance or to 5 minute performing time.

GROUP

1. Introductions (including names, 4-H Club, and description of performance) is important.
2. Group may be composed of 2 to 15 4-H'ers.
3. Recorded music is encouraged.
4. Types of dance: country (swing or line dance), folk (circle dance, polka, schottische, waltz), square (one set of four couples suggested), choreographed (as seen at half-time shows), or other (tap dance, jazz, break/street dance, interpretive, or acrobatic dance).
5. It is suggested that participants be limited to 5 minutes of performing time.

DRAMATICS

ONE-ACT PLAY:

1. Entries are limited strictly to one-act plays. Only one set is allowed. The curtain may be dropped to denote the passing of time. A change of set is not permitted during the drop of the curtain.
2. The maximum time allowed shall be 45 minutes from time of the rise of the first curtain until the drop of the final curtain.
3. If a royalty play is used, the group must be responsible for the royalty. Receipt for the payment must be given to the judges before the play is presented. Failure to comply with this rule will be considered as automatic withdrawal.
4. Each club will be responsible for all scenery, property, and props.
5. On most stages, all plays will use the same drapes as a background.
6. Each cast should have 4-H'ers in charge of stage arrangements, to pull curtain, and set stage.
7. A maximum of 5 minutes may be used by a club to set the stage for its play.
8. No play is barred because of previous presentations at other events.
9. Club Day competition should not be a repeat performance of the previous two (2) years.
10. Introduction (including names of participants, 4-H club, and description of performance) is important. This is not included in the time allowed.
11. Sources of plays - please check with your local County Extension Office or your school speech and drama department. (The State 4-H Office does not have plays on file.)
12. Introduce and set the stage so the audience knows the general theme.

SKIT:

1. Any size group may participate.
2. Maximum time should not exceed 15 minutes.
3. Introduction (including name(s) of participant(s), 4-H club, and description of performance) is important. This is not included in the time allowed.
4. Each club will be responsible for all scenery, property, and props. A maximum of 5 minutes may be used by a club to set the stage for its play.

READING: (Solo Acting or Interpretive) (Jr. & Sr. Divisions for both)

1. Dramatic, interpretive, humorous, or other type of reading.
2. Individual presentation.
3. Maximum time limit - 10 minutes. No minimum time limit.
4. Divided into Solo Acting, which is a memorized reading, and Reading, which is poetry or prose that is read.
5. No props beyond a folder or book may be used in Readings. Props may be used in Solo Acting.
6. Reading – No extra points will be awarded for memorized work.
7. Introduction (including name of participant, 4-H club, and description of performance which should include the title, author, and setting) is important.

OTHER TALENT: (Jr. & Sr. Divisions)

1. This miscellaneous grouping may include talent such as novelty numbers, stunts, pantomime, puppets, marionettes, solo act, ventriloquist acts, baton routines, gymnastic routines, or other types of talent.
2. May be an individual OR a group presentation.
3. Time limit of 10 minutes or less.
4. Introduction (including name of participant, 4-H Club and description of performance) is important. This is not included in the time allowed.
5. Other Talent will be judged by the Dance Judge.

MODEL MEETING

Clubs are encouraged to plan a model meeting that depicts a typical monthly meeting of their 4-H Club. The meeting may be designed to suit the needs and interests of the 4-H Club members.

The purpose of a Model Meeting is to provide motivation for learning parliamentary procedures, improve local 4-H club business meetings, and promote sharing of ideas among 4-H clubs and 4-H members in a fun, educational environment.

DISTRICT CLUB DAY MODEL MEETING GUIDELINES:

1. Any number of members and at least two organizational leaders will constitute the group.
2. **The agenda for the model meeting must be presented to the judge before the meeting is called to order. Judge will deduct one ribbon placing if agenda is not given to the judge.**
3. Clubs must provide their own flags and gavel. Judge will deduct one ribbon placing if flags/gavel are not present.
4. **A maximum of 35 minutes is allowed for a model meeting.** Roll call will not count against the 35 minute allotments (so large clubs are not shorted on time because they take too much time for roll call).
5. Meetings will be scheduled 45 minutes apart. Clubs should plan to set up, complete the model meeting, and exit the room in the 45 minutes allotted.
6. During the model meeting, the secretary should take notes. After the meeting, the secretary should turn in model meeting notes to the judge. Completed minutes and up-to-date secretary's book (prior to the model meeting) **are required**. No other officer's books are required.
7. When sitting at the table, the president should always be to the right of the secretary. The American Flag should always be to the president's right, so that the American Flag is always farthest right of anything on the table. The 4-H Flag is on the president's left and in front of the secretary.
8. A program (demonstrations, project talks) should be included in the model meeting.
9. **NO RECREATION AT DISTRICT.**
10. Leaders should participate in the meeting as leaders normally do. They need not answer roll call. Advice and counsel will be in order and may include announcements and reports.
11. Robert's Rules or Order, will be the standard for Parliamentary procedure. This, and other resources, can be found in your local Extension office.

EXPLANATION OF MODEL MEETING SCORE CARD

Note the five main divisions of the model meeting score card and the relative importance given to each division.

1. **Business.** Follow the order of business as given in the **So You Are President of Your Club**, 4-H 471 Rev. Planning the business meeting to display 4-H'ers skills in conducting a meeting and their ability to use correct parliamentary procedure. There will not be time for lengthy discussion of motions. The parliamentary procedure used should expedite, and not obstruct business. Naturalness and alertness are as important in the business meeting as in the program.
2. **Reports** should give interesting, valuable information. They should be complete, but concise.
3. **Ceremonies.** There should be one major ceremony such as initiation, installation, placing a seal on the charter, older 4-H'er "graduation" leadership recognition, citizenship, or other ceremony in addition to routine opening and closing ceremonies. Ceremonies should be well done and impressive. Originality is desirable, but it is more important to have a ceremony be meaningful and impressive. Ceremonies may be used where appropriate in the meeting.
4. **Program.** Arrangement of the program may be worked out to please the club. "Balance" of program refers to the approximately equal participation by boys and girls. The time division between parts of the program should approximate that of a good local 4-H meeting. Time divisions for a model meeting will usually fall within these limits:
 - Opening ceremony and business- **(12-14 minutes)**; program - **(14-16 minutes)**; closing ceremony and announcements - **(2 minutes)**. **Total maximum time 35 minutes. Penalty for going over 35 minutes drop (1) ribbon placing.**
 - Songs should show appreciation of good singing. Quality of program means accuracy, timeliness, and value of the information presented or entertainment given and excellence of delivery.
5. **Attitude.** Naturalness, alertness, enthusiasm, and teamwork are desired. The presentation should give the impression of an actual 4-H meeting. Look at and talk to 4-H'ers, not to the audience. Each 4-H'ers contribution to the program should be heard by the audience, but not directed to them. The seating arrangement may be as desired for the best hearing, seeing, participating, and effective use of space.
6. The secretary shall give the judges the notes recorded during the meeting. Notes or minutes prepared beforehand are not acceptable. The up-to-date 4-H Secretary's Record Book should be submitted with the notes.

GAVEL GAMES PARLIAMENTARY PROCEDURE CONTEST RULES

TEAMS

This contest will consist of teams of four 4-H members from a club who act as officers for a model 4-H business meeting. One additional 4-H member may participate on the team as an at-large member (optional). Each team will be allowed a maximum of 20 minutes to give its oral presentation. If a team is comprised of mixed age, the team will compete in the division of the oldest 4-H member's age level.

- Senior Division (4-H Age 13 to 18) – All senior division team members will randomly select their officer position (president, vice president, secretary, treasurer, or member if a five person team) upon entering the contest room.
- Junior Division (4-H Age (7-12) - junior division teams will not be required to draw for offices and may assign positions prior to the contest.

NOTES

The following information sheets are the only notes that may be used during the oral presentation of this contest.

1. Sheet entitled "Order of Business" will be provided for each team at the contest
2. Sheet entitled "Approved list of Parliamentary Procedure Problems for the Parliamentary Procedure Contest" will be provided for each team at the contest
3. Secretary's letter of communication (3"x5" card)
4. Treasurer's written report of the club's financial situation (3"x5" card)
5. Note pertaining to the standing or special committee report (3"x5" card)
6. Note pertaining to the announcement (3"x5" card)
7. Junior Teams Only: Each team members is allowed to use the "Note Page for Junior Gavel Game Participants" found on page 13 to assist them with their parliamentary presentation. No other notes or scripts allowed.

GAVEL

The gavel is a symbol of authority. It is used by the person presiding to keep the meeting running smoothly and orderly. To use the gavel properly, the presiding officer should stand squarely and firmly on both feet. He or she should grasp the handle of the gavel firmly and rap the table or gavel block authoritatively with well-spaced raps.

- Several raps – to get the attention of the group/restore order
- Two raps – to call the meeting to order
- Three raps – to have the group rise
- One rap – to seat the group
- One rap – to indicate completion of a business item (when a motion passes or fails)
- One rap – to adjourn the meeting

FLAGS

Teams must bring their own gavel and flags. Judge will drop one ribbon placing for flags/gavel not being present. When sitting at the table, the president should always be to the right of the secretary. The American 12 13 Flag should be to the president's right so that the American Flag is always furthest right of anything on the table. This puts the 4-H Flag on the president's left and in front of the secretary.

NOTE PAGE FOR JUNIOR GAVEL GAME PARTICIPANTS

ORDER OF BUSINESS

- Call to order
- Opening exercise
- Reading of minutes, corrections if needed, approval of minutes
- Communications not requiring action (letters of appreciation, etc.)
- Reports of Officers
- Report of Standing or Special committee
- Unfinished Business
- New Business as introduced
- Program
- Announcements
- Adjournment

APPROVED LIST OF PARLIAMENTARY PROCEDURE PROBLEMS

1. Main Motion
2. Table a Motion
3. Division of the house
4. Amend a motion
5. Take from the table
6. Withdraw
7. Division of the Question
8. Refer to a committee
9. Rise to a Point of Order
10. Appeal the Decision of the Chair
11. Call for Previous Question
12. Rescind a Motion
13. Reconsider a Motion
14. Postpone a Motion Definitely
15. Suspend the Rules
16. Point of Privilege
17. Postpone a Motion Indefinitely
18. Object to the Consideration of the Question

For additional information, refer to the publication “The Meeting Will Come to Order”.

GAVEL GAMES - ORDER OF BUSINESS

1. Call to order
2. Opening exercise
 - a. Pledge or motto
 - b. Roll call
3. Reading of minutes, corrections if needed, approval of minutes
 - a. a. The secretary should announce that there are no minutes due to the fact that this is a special parliamentary procedure presentation
4. Communications not requiring action (letters of appreciation, etc.)
 - a. One letter of communication is to be read
5. Report of Officers
 - a. Treasurer's report is the only officer's report that is to be given
6. Report of standing or special committee
 - a. Only one standing or special committee report is to be given
7. Unfinished business
 - a. Motions postponed at the last meeting and motions laid on the table at the last meeting
 - b. The president should ask for unfinished business; however, it is recommended that all parliamentary problems be transacted during the contest
8. New business as introduced
 - a. Refer to the "Approved list of Parliamentary Procedure Problems for the Parliamentary Procedure Contest"
9. Program
 - a. The vice president should announce that there is no program due to the fact that this is a special parliamentary procedure presentation
10. Announcements a. One announcement to be given
11. Adjournment

PARLIAMENTARY PROCEDURE PROBLEMS FOR GAVEL GAMES

1. Main Motion
2. Table a Motion
3. Division of the house
4. Amend a motion
5. Take from the table
6. Withdraw
7. Division of the Question
8. Refer to a committee
9. Rise to a Point of Order
10. Appeal the Decision of the Chair
11. Call for Previous Question
12. Rescind a Motion
13. Reconsider a Motion
14. Postpone a Motion Definitely
15. Suspend the Rules
16. Point of Privilege
17. Postpone a Motion Indefinitely
18. Object to the Consideration of the Question

- Junior Gavel Game Teams are required to do the first four problems on the list plus one additional problem of their choice.
- Senior Gavel Game Teams are required to do the first six problems on the list plus three additional problems of their choice.

Any age level can demonstrate any additional parliamentary skills they so desire.

SUMMARY OF MOTIONS

Motion	Debatable	Amendable	Vote Required	Second Required
Main Motion	Yes	Yes	Majority	Yes
Table a Motion	No	No	Majority	Yes
Division of the House	No	No	None	No
Amend a Motion	Yes	Yes	Majority	Yes
Take from the Table*	No	No	Majority	Yes
Withdraw**	No	No	Majority	No
Division of the Question	No	Yes	Majority	Yes
Refer to a Committee	Yes	Yes	Majority	Yes
Rise to a Point of Order	No	No	None	No
Appeal the Decision of the Chair	Yes	No	Majority	Yes
Call for Previous Question	No	No	2/3	Yes
Rescind a Motion***	Yes, when motion is debatable	No	Majority or 2/3	Yes
Reconsider a Motion	Yes	No	Majority	Yes
Postpone a Motion Definitely	Yes	Yes	Majority	Yes
Suspend the Rules	No	No	2/3	Yes
Point of Privilege	No	No	None	No
Postpone a Motion Indefinitely	Yes	No	Majority	Yes
Object to Consideration of the Question	No	No	2/3	No

* **Take from the Table**

- Option A – In new business, you can table a motion. Then, later in new business, you can take that motion from the table and finish action.
- Option B – When the president asks for any unfinished business, the secretary should say “This is a special parliamentary procedure presentation with a tabled motion in unfinished business.” Another member then needs to properly take the motion from the table to finish the action without prompting from the president.

** **Withdraw** – Various circumstances require different handling of this parliamentary problem

- Option A – If the person making the motions wants to withdraw his own motion after it has been seconded but before the chair presents the motion to the assembly (by saying “The motion before the house is...” or “It has been moved...”), the person only needs to say “I wish to withdraw the motion” and if no one objects, the motion has been withdrawn and no further action is needed.
- Option B – If the motion has been made, seconded, and presented to the assembly, anyone may address the chair and say, “In light of... (whatever new information or argument), I wonder if (name of person) would like to withdraw their motion.” The chair then asks the person making the original motion if they want to withdraw the motion. That person may address the chair saying either “I ask permission to withdraw my motion” or “No, I do not want to withdraw the motion”. If the maker of the motions want to withdraw the motion, the chair then asks if there is any objection. “Unless there is objection (pause), the motion is withdrawn.” If there is objection to withdrawing, there must be a motion to withdraw by another member, “I move that permission to withdraw be granted.” There is no need for a second since the person wishing to withdraw the original motion and the person moving that permission be granted both agree. A vote is then taken.

*****Rescind a Motion** – It is impossible to rescind any action that has been taken as a result of a motion, but the unexecuted part may be rescinded. Notice must be given one meeting before the vote is taken, or if voted on immediately, a 2/3 vote to rescind is necessary.

SCORE CARD FOR PROJECT TALKS

Name: _____

Time: Start: _____

County: _____

Finish: _____

Club: _____

Total: _____

Title: _____

Points to Consider	%	Judge's Comments
Subject Matter <ul style="list-style-type: none"> • Can be covered in 7 minutes • Worthwhile & Practical • Related to 4-H Project • Information is accurate, completed and up-to-date 	40	
Appearance <ul style="list-style-type: none"> • Well Groomed • Good Posture 	10	
Presentation <ul style="list-style-type: none"> • Attention gained in introduction • Voice natural – words distinct • Poised, friendly, confident • Originality shown • Convincing, interest held • Visual aids (optional) – neat, attractive, easily seen • Well organized – words well chosen – not memorized • Personal experience related • Important points stressed in summary 	50	

FINAL RATING:

_____ **Top Purple**

_____ **Alternate Top Purple**

_____ **Blue**

_____ **Red**

_____ **White**

Judge's Initials: _____

SCORE CARD FOR SHOW & SHARE

Name: _____

County: _____

Club: _____

Time: Start: _____

Finish: _____

Total: _____

Title: _____

Points to Consider	Judge's Comments
SUBJECT Practical Related to 4-H	
APPEARANCE Well Groomed Good Posture	
PRESENTATION Originality Natural Voice Spoken Clearly Friendly	
Visual Aids (optional – if used) Neat, Attractive, Easily seen/read	

Additional Comments: _____

Judge's Initials: _____

SCORE CARD FOR DEMONSTRATIONS & ILLUSTRATED TALKS

JUNIOR DIVISION (4-H AGE 7-12): _____ SENIOR DIVISION (4-H AGE 13-18): _____

Name: _____ Time: Start: _____

County: _____ Finish: _____

Club: _____ Total: _____

Title: _____

Points to Consider	%	Judge's Comments
Introduction <ul style="list-style-type: none"> • Interesting, Short, Gained Attention 	10	
Appearance <ul style="list-style-type: none"> • Attire suitable for work being done 	10	
Presentation <ul style="list-style-type: none"> • Voice natural – words distinct • Poised, friendly, confident • Time & Material well used • Originality shown • Convincing, interest held • Well organized – words well chosen • Skillful workmanship <ul style="list-style-type: none"> ○ If a team – good teamwork • Work & Talk Coordinated • Plain view of audience • Table neat & Orderly 	30	
Subject Matter <ul style="list-style-type: none"> • Important points emphasized • Information accurate & complete • Information usable by others • Worthwhile & Practical • Suitable to age and ability level of participant 	30	
Visuals and/or Equipment <ul style="list-style-type: none"> • Suitable for work done • Charts, posters – easily read 	10	
Summary <ul style="list-style-type: none"> • Important points stressed • Finished product displayed (if there is one) • Questions answered satisfactorily • Closing definite – table left neat 	10	

FINAL RATING:

_____ **Top Purple** _____ **Alternate Top Purple** _____ **Blue** _____ **Red** _____ **White**

Judge's Initials: _____

SCORE CARD FOR PUBLIC SPEAKING

Name: _____

Time: Start: _____

County: _____

Finish: _____

Club: _____

Total: _____

Title: _____

Points to Consider	%	Judge's Comments
Material	15	
Organization	25	
Language & Voice	10	
Fluency	15	
Pronunciation & Articulation	10	
Eye Contact & Projection	15	
Appearance	10	

FINAL RATING:

_____ Top Purple

_____ Alternate Top Purple

_____ Blue

_____ Red

_____ White

Judge's Initials: _____

SCORE CARD FOR SPONTANEOUS SPEAKING

Name: _____

County: _____

Club: _____

Time: _____

Topic Drawn:

_____ **Global Food
Systems**

_____ **Water**

_____ **Health**

_____ **Community
Vitality**

_____ **Developing
Tomorrow's
Leaders**

Topic: _____

Points to Consider	%	Judge's Comments
Material	15	
Organization	25	
Language & Voice	10	
Fluency	15	
Pronunciation & Articulation	10	
Eye Contact & Projection	15	
Appearance	10	

FINAL RATING:

_____ **Top Purple**

_____ **Alternate Top Purple**

_____ **Blue**

_____ **Red**

_____ **White**

Judge's Initials: _____

SCORE CARD FOR INSTRUMENTAL GROUPS

ORCHESTRA/BAND: _____ ENSEMBLE: _____

Group Name: _____ # in Group: _____

Selections: _____

Points to Consider	Judge's Comments
Tone Quality <ul style="list-style-type: none">• Balance• Blend• Pitch	
Technique <ul style="list-style-type: none">• Precision• Attacks• Note & Rhythm Accuracy• Releases	
Interpretation <ul style="list-style-type: none">• Contrast• Mood• Phrasing• Rhythm• Style• Tempo	
Musical Effect <ul style="list-style-type: none">• Fluency• Stage Presence• Appearance• Choice of Music• Memorization	

FINAL RATING:

_____ **Top Purple**

_____ **Alternate Top Purple**

_____ **Blue**

_____ **Red**

_____ **White**

Judge's Initials: _____

SCORE CARD FOR INSTRUMENTAL SOLO

JUNIOR DIVISION (4-H AGE 7-12): _____ SENIOR DIVISION (4-H AGE 13-18): _____

Name: _____ County: _____

Club: _____ Instrument: _____

Selection: _____

Points to Consider	Judge's Comments
Tone Quality <ul style="list-style-type: none"> • Intonation • Pitch 	
Technique <ul style="list-style-type: none"> • Placement • Note Accuracy • Attacks • Releases • Rhythm Accuracy • Breath Control 	
Interpretation <ul style="list-style-type: none"> • Contrast • Mood • Phrasing • Rhythm • Style • Tempo 	
Musical Effect <ul style="list-style-type: none"> • Fluency • Stage Presence • Appearance • Choice of Music • Memorization 	

FINAL RATING:

- _____ **Top Purple**
- _____ **Alternate Top Purple**
- _____ **Blue**
- _____ **Red**
- _____ **White**

Judge's Initials: _____

SCORE CARD FOR VOCAL GROUPS

CHORUS: _____ ENSEMBLE: _____

Group Name: _____ # in Group: _____

Selections: _____

Points to Consider	Judge's Comments
Tone Quality <ul style="list-style-type: none">• Balance• Blend• Pitch	
Technique <ul style="list-style-type: none">• Precision• Articulation• Note & Rhythm Accuracy• Control	
Interpretation <ul style="list-style-type: none">• Contrast• Mood• Phrasing• Rhythm• Style• Tempo	
Musical Effect <ul style="list-style-type: none">• Fluency• Stage Presence• Appearance• Choice of Music• Memorization	

FINAL RATING:

- _____ Top Purple
- _____ Alternate Top Purple
- _____ Blue
- _____ Red
- _____ White

Judge's Initials: _____

SCORE CARD FOR VOCAL SOLO

JUNIOR DIVISION (4-H AGE 7-12): _____ **SENIOR DIVISION (4-H AGE 13-18):** _____

Name: _____ **County:** _____

Club: _____

Selection: _____

Points to Consider	Judge's Comments
Tone Quality <ul style="list-style-type: none"> • Placement • Pitch 	
Technique <ul style="list-style-type: none"> • Articulation • Note Accuracy • Rhythm Accuracy • Breath Control 	
Interpretation <ul style="list-style-type: none"> • Contrast • Mood • Phrasing • Rhythm • Style • Tempo 	
Musical Effect <ul style="list-style-type: none"> • Fluency • Stage Presence • Appearance • Choice of Music • Memorization 	

FINAL RATING:

- _____ **Top Purple**
- _____ **Alternate Top Purple**
- _____ **Blue**
- _____ **Red**
- _____ **White**

Judge's Initials: _____

SCORE CARD FOR DANCE

JUNIOR DIVISION (4-H AGE 7-12): _____ SENIOR DIVISION (4-H AGE 13-18): _____

COUNTRY _____ FOLK _____ CHOREOGRAPHED _____ OTHER _____

Name: _____

County: _____ # in Group: _____

Points to Consider	Judge's Comments
Knowledge <ul style="list-style-type: none"> • Fundamentals • Complexity 	
Ability & Coordination <ul style="list-style-type: none"> • Rhythm • Movement • Timing • Teamwork (if applicable) 	
Appearance <ul style="list-style-type: none"> • Costuming • Stage Presence • Enjoyment 	

FINAL RATING:

- _____ **Top Purple**
- _____ **Alternate Top Purple**
- _____ **Blue**
- _____ **Red**
- _____ **White**

Judge's Initials: _____

SCORE CARD FOR SQUARE DANCE

JUNIOR DIVISION (4-H AGE 7-12): _____ SENIOR DIVISION (4-H AGE 13-18): _____

Name: _____

County: _____ # in Group: _____

Points to Consider	Judge's Comments
Knowledge <ul style="list-style-type: none"> • Fundamentals • Complexity • Figures 	
Ability & Coordination <ul style="list-style-type: none"> • Follow Callers Instructions • Rhythm • Movement • Timing • Teamwork 	
Appearance <ul style="list-style-type: none"> • Costuming • Stage Presence • Enjoyment 	

FINAL RATING:

_____ **Top Purple**

_____ **Alternate Top Purple**

_____ **Blue**

_____ **Red**

_____ **White**

Judge's Initials: _____

SCORE CARD FOR ONE-ACT PLAYS

Group Name: _____

Time: Start: _____

County: _____

Finish: _____

in Group: _____

Total: _____

Title: _____

Points to Consider	Judge's Comments
<p>Presentation</p> <ul style="list-style-type: none"> • Diction – pronunciation, accurate dialect, fitting voice quality <ul style="list-style-type: none"> ○ Actors were heard clearly ○ Actors demonstrated good diction • Acting <ul style="list-style-type: none"> ○ By each individual actor ○ By the group as a whole • Setting <ul style="list-style-type: none"> ○ Adaptation of set and/or makeup (if applicable) 	
<p>Interpretation – refers to the meaning of the play brought out by the actors and the degree to which the audience realized it</p> <ul style="list-style-type: none"> • Playing was interpreted correctly 	
<p>Selection or Choice of Play – should be worthy of production and should meet the standards and ideals of 4-H</p> <ul style="list-style-type: none"> • Plot was appropriate to 4-H ideals • Play had clear storyline and progressed logically from start to finish • Play had adequate introduction, story development, climactic point and conclusion 	
<p>Stage Business</p> <ul style="list-style-type: none"> • Arrangement and movement of characters on stage and reason for such arrangement 	

FINAL RATING:

_____ **Top Purple**

_____ **Alternate Top Purple**

_____ **Blue**

_____ **Red**

_____ **White**

Judge's Initials: _____

SCORE CARD FOR SKITS

Group Name: _____

County: _____ # in Group: _____

Title: _____

Elements	Judge's Comments
<p>Talent Demonstrated</p> <ul style="list-style-type: none"> • Diction • Interpretation • Stage Presence 	
<p>Showmanship</p> <ul style="list-style-type: none"> • Appearance • Costuming – appropriate, original • Style – carriage, enjoyment 	
<p>Choice of Material or Idea</p>	

FINAL RATING:

_____ **Top Purple**

_____ **Alternate Top Purple**

_____ **Blue**

_____ **Red**

_____ **White**

Judge's Initials: _____

SCORE CARD FOR SKITS/OTHER TALENT

OTHER TALENT - JUNIOR (4-H AGE 7-12): _____

OTHER TALENT - SENIOR (4-H AGE 13-18): _____

Group Name: _____

County: _____ # in Group: _____

Title: _____

Elements	Judge's Comments
Talent Demonstrated <ul style="list-style-type: none">• Diction• Interpretation• Stage Presence	
Showmanship <ul style="list-style-type: none">• Appearance• Costuming – appropriate, original• Style – carriage, enjoyment	
Choice of Material or Idea	

FINAL RATING:

_____ Top Purple

_____ Alternate Top Purple

_____ Blue

_____ Red

_____ White

Judge's Initials: _____

SCORE CARD FOR READING & SOLO ACTING

JUNIOR DIVISION (4-H AGE 7-12): _____

READING: _____

SENIOR DIVISION (4-H AGE 13-18): _____

SOLO ACTING: _____

Name: _____

Time: Start: _____

County: _____

Finish: _____

Title: _____

Total: _____

Points to Consider	Judge's Comments
<p>Presentation</p> <ul style="list-style-type: none"> • Diction – pronunciation, accurate dialect, fitting quality of voice <ul style="list-style-type: none"> ○ Could the actor be heard clearly? ○ Was the diction of the actor appropriate? • Acting <ul style="list-style-type: none"> ○ Was the individual acting appropriately? • Setting <ul style="list-style-type: none"> ○ Adaption of the properties and make-up 	
<p>Interpretation – refers to the meaning of the play brought out by the actor and the degree to which the audience realized it</p> <ul style="list-style-type: none"> • Was the interpretation of the presentation appropriate? 	
<p>Choice of Material or Idea</p>	
<p>Showmanship</p> <ul style="list-style-type: none"> • Appearance • Costuming <ul style="list-style-type: none"> ○ Appropriate ○ Original • Style <ul style="list-style-type: none"> ○ Carriage ○ Enjoyment 	

FINAL RATING:

_____ **Top Purple**

_____ **Alternate Top Purple**

_____ **Blue**

_____ **Red**

_____ **White**

Judge's Initials: _____

SCORE CARD FOR MODEL MEETING

4-H Club: _____

Time: Start: _____

County: _____

Finish: _____

of 4-H Members: _____

Total: _____

(Roll call excluded from time of meeting.)

Points to Consider	%	Judge's Comments
Group Building <ul style="list-style-type: none"> • <u>Opening Exercises</u> – such as roll call, pledge, flag salute, motto, creed, etc. Should be timely and include club member interaction. • <u>Celebration</u> – closing – small celebrations of meeting accomplishments, including small group exchange of ideas, group song or cheer, etc. • <u>Ceremonies</u> – celebration for long term accomplishments, such as leaders recognition, installation ceremony, completion of community service project ceremony, recognition of new member 	30	
Decision Making <ul style="list-style-type: none"> • <u>Parliamentary Skills</u> – Order of business, making and carrying through motions, reports of committees, parliamentary problems • <u>Group Involvement</u> – activity to allow all members to have input into a decision • <u>Secretary's Book</u> – The secretary will be asked to submit his/her up-to-date book and notes from the model meeting to the judge after the meeting • <u>Officer Reports</u> – Oral reports made by Secretary, Treasurer, Reporter, 4-H Council Representative, and other Officers 	30	
Program <ul style="list-style-type: none"> • Program designed to best meet the needs and interest of this club. It may include group singing, project activities, skillathon, talent, talks, demonstrations, etc. Clues to effective program selection are the attentiveness or involvement of the group. 	30	
Attitude <ul style="list-style-type: none"> • Naturalness of the meeting, the avoidance of a staged production 	10	

FINAL RATING:

_____ **Top Purple**

_____ **Alternate Top Purple**

_____ **Blue**

_____ **Red**

_____ **White**

Judge's Initials: _____

SCORE CARD FOR GAVEL GAMES – JUNIOR DIVISION

Page 1 of 2

4-H Club: _____

County: _____

Team Members Names	4-H Age	Office
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

	Points	Judge's Comments
A. Overall Presentation		
a. Pronunciation, Articulation, Volume	/20	
b. Attitude, Naturalness, Ease of Presentation	/20	
c. Appearance of Members & Presentation area	/10	
B. President's use of gavel	/5	
C. Call to Order	/5	
D. Opening Exercise (Pledge or Motto & Roll Call)	/5	
E. Reading of Minutes	/5	
F. Communications	/5	
G. Treasurer's Report	/5	
H. Committee Reports	/5	
I. Program	/5	
J. Announcements	/5	
K. Adjournment	/5	

Subtotal of page 1 points: _____ /100

Subtotal of page 2 points: _____ /100

Total Points: _____ /200

FINAL RATING:

- _____ **Top Purple**
- _____ **Alternate Top Purple**
- _____ **Blue**
- _____ **Red**
- _____ **White**

Judge's Initials: _____

SCORE CARD FOR GAVEL GAMES – JUNIOR DIVISION SCORING FOR PARLIAMENTARY PROCEDURE

Page 2 of 2

Motions 1 through 4 and one additional motion of choice is required. Each required motion is worth a maximum of 15 points.

Extra points may be earned by correctly performing any motions beyond the required number. Each of these motions is worth five points, which may add up to a maximum total of 25 extra points. No points will be earned or lost if one of these motions is performed incorrectly. No extra points will be given for performing any motion more than one time.

	Points	Judge's Comments
L. Unfinished or New Business (rating determined by parliamentary procedure)		
REQUIRED MOTIONS		
1. Main Motion		
2. Table a Motion		
3. Division of the House		
4. Amend a motion		
5. Take from the Table		
6. Withdraw		
7. Division of the Question		
8. Refer to a Committee		
9. Rise to a Point of Order		
10. Appeal the Decision of the Chair		
11. Call for Previous Question		
12. Rescind a Motion		
13. Reconsider a Motion		
14. Postpone a Motion Definitely		
15. Suspend the Rules		
16. Point of Privilege		
17. Postpone a Motion Indefinitely		
18. Object to Consideration of the Questions		

Total Points from Required Motions 1 through 4 plus 1 motion of choice: /75

Total Points from Extra Motions: /25

Subtotal of page 2 points: /100

SCORE CARD FOR GAVEL GAMES – SENIOR DIVISION

Page 1 of 2

4-H Club: _____ **County:** _____

Team Members Names	4-H Age	Office Drawn
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

	Points	Judge's Comments
A. Overall Presentation		
a. Pronunciation, Articulation, Volume	/20	
b. Attitude, Naturalness, Ease of Presentation	/20	
c. Appearance of Members & Presentation area	/10	
B. President's use of gavel	/5	
C. Call to Order	/5	
D. Opening Exercise (Pledge or Motto & Roll Call)	/5	
E. Reading of Minutes	/5	
F. Communications	/5	
G. Treasurer's Report	/5	
H. Committee Reports	/5	
I. Program	/5	
J. Announcements	/5	
K. Adjournment	/5	

Subtotal of page 1 points: _____ /100

Subtotal of page 2 points: _____ /160

Total Points: _____ /260

FINAL RATING:

- _____ **Top Purple**
- _____ **Alternate Top Purple**
- _____ **Blue**
- _____ **Red**
- _____ **White**

Judge's Initials: _____

SCORE CARD FOR GAVEL GAMES – SENIOR DIVISION

SCORING FOR PARLIAMENTARY PROCEDURE

Page 2 of 2

Motions 1 through 6 and three additional motions of choice are required. Each required motion is worth a maximum of 15 points.

Extra points may be earned by correctly performing any motions beyond the required number. Each of these motions is worth five points, which may add up to a maximum total of 25 extra points. No points will be earned or lost if one of these motions is performed incorrectly. No extra points will be given for performing any motion more than one time.

	Points	Judge's Comments
L. Unfinished or New Business (rating determined by parliamentary procedure)		
REQUIRED MOTIONS		
1. Main Motion		
2. Table a Motion		
3. Division of the House		
4. Amend a motion		
5. Take from the Table		
6. Withdraw		
7. Division of the Question		
8. Refer to a Committee		
9. Rise to a Point of Order		
10. Appeal the Decision of the Chair		
11. Call for Previous Question		
12. Rescind a Motion		
13. Reconsider a Motion		
14. Postpone a Motion Definitely		
15. Suspend the Rules		
16. Point of Privilege		
17. Postpone a Motion Indefinitely		
18. Object to Consideration of the Questions		

Total Points from Required Motions 1 through 6 plus 3 motions of choice: /135

Total Points from Extra Motions: /25

Subtotal of page 2 points: /160