

Junior Leader Check-In & Judging Responsibilities

Check-In

- ✿ Check-in exhibits & record books.
- ✿ Remind 4-H members to pick up their milkshake card.
- ✿ Place exhibits in the correct area of the building & organize them by divisions.

Judging

- ✿ Gather supplies
 - Black Project Binder that contains: manual/record sheet, judging responsibilities, Judge Evaluation, judging sheets, champion sheet
 - White Project Judging Envelope that contains: Pens, pencils, ribbons needed for each project, scorecards, tape
 - If you need more ribbons, please see Julia
- ✿ Assist judge as needed
- ✿ Record placings
 - Record the placing for each 4-H member on the judging sheet. Be sure to write down EVERY placing (Blue, Honor, Champ, etc.) they receive! Record the placing(s) under the “Other Placing” category. See attached example form.
 - Fill out the front page with champions and State Fair exhibits completely
 - Have the judge and adult project superintendent sign the form once judging is complete for a project.
- ✿ Attaching ribbons & score cards
 - Some judges write their own comments while others may ask you to fill them out.
 - Score cards should be folded in half so writing does not show and taped to the back of the exhibit or someplace it does not cover the exhibit or nametag.
 - Attach ribbons in the upper right hand corner as you are looking at the poster of all poster projects. Tape the ribbons on the back of the poster so that it looks neat. Never cover up the name tags.
- ✿ Set up the exhibit display. If possible, arrange by division.
- ✿ **Have the Adult Project Superintendent complete the bright pink Judge Evaluation Form**

Any questions about these responsibilities, please see Julia!

Frequently Asked Questions

Where do I check-in my project?

- ✿ There are signs posted on both doors listing which projects are located there.

My leader didn't give me my project label or I lost my label. Can I have another one?

- ✿ Yes. We will have extra labels available. See Julia on how to complete the label.

I don't have a record book/sheet—lost it, never received it, wrong one. What can I do?

- ✿ It is a requirement to complete the project. You may pick one up from the Fair Office & return in by 11:30 a.m. We will have a limited amount.

My leader hasn't signed my record book/sheet. What should I do?

- ✿ The leader's signature is required. If their leader is not present, another adult leader can sign it. Junior Leaders cannot sign record books/sheets.

My name isn't on the judging list? I have my record sheet. Can I still exhibit?

- ✿ Check with Julia for the answer.

Why do I have to go to the other end of the building to check-in the rest of my exhibits?

- ✿ We have the projects divided up to help you and your 4-H member. The waiting lines are usually shorter. It is closer to the area where your project is judged and displayed, so it will not be moved around as much and there will be less chance for damage.

Can I see my project judged? What time does open judging begin?

- ✿ All judging is open. There will be signs posted with which projects will be judged on Thursday and which ones on Friday. Judging begins at 1:00 p.m.

When can I see my exhibits after judging?

- ✿ The Exhibit Building will be open to the public on Sunday after 12:00 p.m. noon.

I forgot one of my exhibits at home. Can I bring it in later?

- ✿ Projects are due by 11:30 a.m. If brought in after that time, they will be placed down a letter grade.

When can I pick up my exhibit?

- ✿ Projects are to be picked up on Saturday from 10:00—11:30 a.m.

I can't be here on Saturday. Can I pick up my exhibit earlier?

- ✿ No, exhibits can only be picked up at that time. Contact your Adult Leader, a friend, or relative to pick up the exhibit for you.

If at any time you have an upset or angry 4-H member or parent, please get Julia or an Adult Leader.