



McLean County 4-H Show Superintendent Packet



Dear 4-H Superintendent:

The 4-H Show at the McLean County Fair has some of the greatest volunteers! It is people like you who make the entire 4-H program as strong as it is, and contribute in making the 4-H Show a “showcase of youth” in our county. Thank you for agreeing to serve as a McLean County 4-H Fair Superintendent. Your dedication to “making the best better” in the McLean County 4-H program is very much appreciated!

We hope you find this information useful as you prepare for the McLean County 4-H Fair! Please do not hesitate to call if you have any questions or need additional information.
Thanks again for your commitment to the youth of McLean County 4-H.

Sincerely,

Theresa Chambers
4-H Community Worker
McLean County

Kathy Schwoerer
4-H Program Support
McLean County

The Superintendent = You

Thank you for helping to make the 4-H Show run smoothly. As a superintendent you:

- Set-up the area for the exhibition of projects
- Accept the projects for the Show at check-in
- Assist the judges in understanding county and state project requirements
- Arrange the projects for display during the course of the Fair
- Check-out the projects at the completion of the Fair
- Assist in clean up and storage of the display cases, boards, etc. when the Fair is over

Saturday, July 26, 9 am meet with Directors, 10 am Set Up

Superintendents meet at the fairgrounds prior to the opening of the Fair to prepare the various areas. At that time the superintendents do any or all of the following:

- Clean the exhibit area. Please bring any supplies or other cleaning materials you need.
- Arrange the necessary equipment for the exhibits, i.e., peg boards, display cases, various stands, etc.
- Decorate your project area (if desired) and prepare for check-in, judging & exhibition.
- Lunch is served to all who attend.

Check-In

Check-in is the time when 4-H exhibitors deliver their projects to the specified areas in the exhibit building. You will:

- Determine that the project has been entered by locating the exhibitor's name in the Blue Book (The blue book lists exhibitor names, and is where check-in, placings, plaques, trophies, and/or state fair delegates are recorded).
- Place a "check mark" in the column in the Blue Book titled "Check-In" next to the name of the exhibitor. A check mark in the column means that the project has been delivered to and accepted by the superintendent.
- Recommend that the exhibitor review all the requirements for the project to be certain that all required materials have been submitted.
- **Only the superintendent of the project area can make this entry in the blue book.**

The schedule for check-in of projects is:

Tuesday, July 29, 5-8 pm

- Check-in for most projects, please read the Fairbook for details.

Wednesday, July 30

- Check-in for Flowers and Vegetables - 7:00-8:30 am. Foods check-in from 7-8:45 am.
- All beef, dairy, goats, sheep, and swine must be in place on the grounds by 5 pm. This is a change from 2006.

Class Changes

Recommend, if appropriate and with approval from a 4-H show director and/or Extension staff member, that a project be reassigned to another category or accept a project from a different area into the category being checked-in. An exhibitor may have only **one** entry in a class and must be enrolled in that project area.

When a project is accepted into a different project area,

- The superintendent adds the name and club of the exhibitor to the bottom of the list printed in the Blue Book
- A check-mark is placed along-side the name in the column titled "Check-In"
- If a project is reassigned to another area, the notation "M" for moved is placed along-side the name of the exhibitor in the column titled "Check-In" as well as the class number the project was moved to.

End of Check-in

Review the list of exhibitors at the end of the check-in period to determine if any exhibitor did not enter a project and mark a "NS" for no show in the check-in column. **Only the superintendent of the area can make this notation in the blue book.** All exhibitors in the Blue book should now have either a check mark, or the letters "NS or "M" beside his/her name.

Roles of Superintendent, Secretary, Assistant during Judging

As a superintendent, you will:

- Welcome the judge, make introductions, and provide beverages.
- Direct secretaries and assistants that are assigned to the area for check-in and judging
 - The principal activities of the helpers are to place the entries into the area designated and arrange the entries for judging.
- Determine, with the judge, how the secretary and assistants will work with the judge making sure that appropriate notes are taken and placings are recorded
- Provide the judge with information about the class, policies and procedures and size of class
- Keep judge on an appropriate time schedule
- Evaluate the judging process to be certain that it meets 4-H goals and objectives

- Be certain all projects checked in receive a grade in the placing column. Do not leave column blank.
- Work with volunteers assigned to each area, as they are also giving their time to assist the 4-H program.

Roles of Secretary

- Identify to judge the age and years in project for each exhibitor
- Do not allow judge to see name or club of exhibitor
- Record comments and grade on judging sheet
- Mark A, B, C or M (moved) or N/S (no show) to denote grade in rating column. Do not leave column blank.
- Record Showcase winners & State Fair delegates if pages are in blue book
- Denote Best of Class, State Fair delegates and alternates as appropriate on judging sheet. DO NOT list these designations on judging sheets
- *Duties per project area may vary slightly

Roles of Judging Assistants/Runners

- Bring projects to judge
- Attach placing sticker and ribbon(s) on judging sheet. (Be sure written information on tag is not covered, especially the exhibitor's name.)
- Attach Best of Show and Reserve Best of Show ribbons when applicable
- Unfold judging sheet to display exhibitor's name
- Assist superintendent in arranging display

The judge's decision and reasons are FINAL. Other opinions should remain silent.

Project Evaluation

Judging is the evaluation of projects by an experienced professional. The judge is the central figure in this process, and there may be a secretary and an assistant(s) to help the judge.

During the entire judging process, the judge is the only person permitted to make any evaluative comment about any project.

First-Level Judging

At the McLean County Fair, judging is a two-level process. The first is the basic evaluation of all of the entries resulting in one of the following:

- "A-rating" a blue ribbon
- "B-rating" a red ribbon
- "C-rating" a white ribbon

Second-Level Judging

When the "first level" of judging is completed, the judge is asked to identify from among the exhibits that have obtained an "A-Rating" or blue ribbon some or all of the following.

Livestock Judging

There are two forms of judging for livestock judges.

American (Junior show & Mclean County Pride) -

The judging process to rank exhibits against one another and award one first placing, one second placing, etc.

Danish (4-H Show) - The judging process to compare each exhibit on its own merit against the scorecard or recognized standard and an A, B or C rating is awarded.

Judges will have the opportunity to award specific projects the following awards in addition to general project Judging shown at left:

Junior Show (and possibly McLean County Pride)

- 1st – 10th place
- Champion & Reserve Champion
- Grand Champion & Reserve Grand Champion

Best of Class

- All projects *must have received a blue rating* to receive this award.

Reserve Best of Class

- This is the project that is the “runner up” to the Best of Class. All projects *must have received a blue rating* to receive this award.

Best of Show

- This is the project within a specified group of classes that represents the best of the best. This award is chosen from “**Best of Class**” winners only.

Reserve Best of Show

- This is the project that is the “runner up” to the Best of Show. A Reserve Best of Class, from the same class as the Best of Show, may be put in consideration **ONLY** if it is the Reserve Best of Class from the Best of Show winner.

The number and nature of these awards will be included with the superintendents' materials. It is the responsibility of the superintendent to provide the necessary leadership for the judge(s) to identify appropriate awards and to be certain that awards meet the necessary requirements.

State Fair Delegate Selection

The judge must also select the designated number of entries and alternates for the State Fair. Be sure to follow the instructions on the ‘orange’ page in the back of the Blue Book. These entries must also meet the following criteria:

- Only original work is considered for the State Fair. During the interview with the member ask questions to establish the originality of the work.
- *Age Requirement*: Member must be 10 years old by September 1st of previous year.
- *Kits*: Precut kits assembled by the member are not acceptable for [any] state fair class.
- *Visual Arts ONLY: Original Work*: Articles exhibited should be from an original design created by the exhibitor. Copyrighted or trademarked designs are not acceptable. Articles made using patterns or pictures from magazines as starting points for designs ARE NOT acceptable. Kits and preformed molds are not considered original and are not acceptable (for state fair consideration). Team or school logos are not original. Combining parts of different patterns with the member's own ideas can result in an original design, but simply changing the color, pattern and/or size of a pattern does NOT make the design original. (Exception: Heritage Arts items, they may follow a pattern.) *(From IL State Fair Book 2008)*

McLean County 4-H members selected to attend the Illinois State Fair Junior Division must meet exhibition requirements. Please note the following:

- All 4-Hers must be 10 years old, by September 1st of previous year.
- Projects at the state fair will be conference judged – member must accompany project!
- Members and parents MUST attend one of the two State Fair Question and Answer Sessions listed in fair book
- Project judging will be on August 15 for all projects except Bicycle Rodeo.

When ALL Judging is Completed

When the judge has chosen all of the above awards, the responsibilities of the superintendent are:

- Record in Blue Book all appropriate special awards
- Be certain that the judge has signed all pages in the Blue Book in the appropriate place
- Deliver the signed Blue Book to the Extension staff as soon as possible after judging is complete
- Attach, when appropriate, designations to the project with State Fair Meeting information
- Prepare a display listing the names of those who received special awards for your project table/display
- Return Blue Boxes and supplies to 4-H Office
- Return Blue Book rating pages to 4-H Office – with all pages signed by Judge
- Obtain meal tickets from a 4-H Show Director for yourself, the judge, secretaries and your helpers
- Accompany judge to 4-H office to pick up compensation check

Hosting

Superintendents are invited to serve as hosts (and security personnel) during the run of the Fair. Please check-in at the 4-H Office if you plan to assist with hosting. The hosts are expected to do the following:

- Serve as ambassadors for the 4-H program and the Fair
- Circulate through the exhibit area
- Answer questions about the 4-H program, exhibits, and projects for visitors to the exhibits
- See that exhibits and displays are kept in neat and clean condition
- Assist exhibitors with any problems that might arise or refer them to the 4-H Office

Check-Out

Check-out begins at 4:30 pm on the last day of the 4-H Fair. All 4-H exhibitors are expected to retrieve their projects during this time. The superintendent's duties are to:

- See that the project is being picked-up by the exhibitor, a family member, or a person authorized by the exhibitor.
 - Obtain the name of the person who is taking the project if it is not a family member of the exhibitor.
- Gather, and return for storage the various items that were used for the displays. For example: clips, hooks, etc.
- Assist in cleaning the area.
- Gather unclaimed projects and place them in the area designated by Extension staff.
- If a project is attempted to be checked out BEFORE the allowed time, please get 4-H member's name. This member will not be allowed to exhibit in this area the following year. Contact the 4-H office ASAP for assistance.

Clean-Up – Sunday, August 3

Clean-up begins after the release of 4-H projects at 4:30 pm. You are encouraged to stay and help disassemble project areas. Please review what worked well in your area and what could be improved for next year's fair. Give comments to your show director or Extension staff.

Assistance and Additional Information

During the fair, a 4-H office will be located in the north east corner of Cloverleaf Hall. It will be staffed daily from 8:00 a.m. - 9:00 p.m. Please contact one of the following individuals for assistance and additional information:

4-H Show Committee

Laura Busse – Director of Home & Family
Marie Denzer – Director of Swine
Regina Furry – Director of Food, Nutrition & Health
Curt Glaser – Director of Beef & Dairy
Pat Lingenfelter – Director of Environment & Natural Resources
Jeff Marquis – Director of Engineering & Technology
Gary Mohr – Director of Small Animals; Chair
Brian Mohr - Director of Sheep, Goats & Llamas
Connie Moore – Director of 4-H Activities
Kristin Myers – Director of Plant Science, Vice Chair
Jamie O’Grady– Director of Personal Development
Dave Williamson – Director of Horse & Pony
Jill Yoder – Director of Community Involvement & Global Awareness
Rose Rutledge – 4-H Alumni Liaison

Extension Staff

Robin Bagwell – Nutrition Wellness & Family Life (Young at Heart Program)
Theresa Chambers – 4-H Community Worker
Barb Ely – Extension Secretary
Rosemarie Christensen – Extension Secretary
Brian Lambert – Agriculture & Natural Resources
Don Meyer – County Director
Randy Lloyd – 4-H School Enrichment Coordinator
Sandy McGhee – Educator, Youth Development
Kathy Schwoerer – 4-H Program Support
Linda Smith - Extension Secretary
4-H Summer Staff: Emily Parks

Notes: _____
