

CRAFT (Class #65)

COMPETITION CHECKLIST



BEFORE THE COMPETITION:

Select a committee of four to six people who can be present the day of the competition. They can be leaders, senior members or interested parents. Each meeting must meet the Rule of Two if there are members present.

1. By July 31st. send a request to the planning committee for the current 4-H Nova Scotia Provincial Show (info@4hnovascotia.ca) requesting the following:
 - a. Five tables
 - b. 18 chairs
 - c. Garbage can
2. Decide on a craft item for competition, a different one for seniors and juniors. It should be a craft item a 4-H member can complete within one hour, however be challenging enough for the age group. The committee may have to do some testing to ensure that the various age groups can handle them without too much difficulty.
3. Simple directions and diagrams to help construction should be provided for each competitor. Collect the materials and assemble individual kits including the directions. These can be put in a re-usable or paper bag for each competitor.

Note: Concern has been expressed that some members may have difficulty reading and understanding written directions. Please keep this in mind when you are preparing the instructions. One person can provide instructions to all members orally.
4. Locate a judge who is recognized as craft knowledgeable. Only the finished product is judged. Provide the judge with a copy of the directions for both the junior and senior article, rules of the competition, time, date and place of competition.
5. The organizing county is responsible for the following:
 - o Plastic tablecloths;
 - o Garbage bags;
 - o Article tags for each competitor and a method to securely attach tags to item (masking tape, thumb tacks, stapler, etc.).
6. The Regional Program Coordinator can provide you with a list of names of the competitors at least one week in advance of the competition. You can fill out the article tags prior to the competition to save time. You should have a few extras in case of errors.
7. Arrange the members into competition groups. Check the program for competition times.
8. At the 4-H Nova Scotia Provincial Show the top junior and senior competitors will receive a Provincial award.
9. Collect the clerking envelope with ribbons and results sheets from the Show Office on the Friday of the show.

SUPPLIES PROVIDED BY THE ORGANIZING COUNTY:

- o Copies of instructions for competitors;
- o Supplies needed to make the crafts;
- o Extension cords and power bars for electrical items, i.e. glue guns.

DAY OF THE COMPETITION:

1. Arrive at the competition area at least 45 minutes before competition begins. Tables should be covered with plastic and shared materials placed in a central area with easy access for all competitors. Be ready to set up so your competition begins on time. A delay in your competition will cause conflicts for others after your event.
2. The judge should be present 15 minutes prior to the competition beginning. Take this time to review the rules and duties/expectations of judging the competition with them.
3. Have four to five adults to supervise the competition –
 - a. One person should be prepared to review the rules of competition with competitors at the assembly, give out directions and schedule of competitions and explain competition to the audience;
 - b. Two to three people should be prepared to oversee competitors so that the kits are given out, the table area is clean for next shift and the competitor's tags are securely attached;
 - c. Other person for running in case of problems, questions, etc.
4. As members arrive, check them off and give them an appropriate article tag.
5. Remind the members before they start of the 60-minute time limit. At the 5-minute remaining interval, warn the competitors.
6. When the competition is finished, make sure tags are closed and secured to entry.
7. Attach the award presentation tag to the top junior & senior entry along with ribbons.
8. Record results and deliver to the Show Office. All results must be submitted for posting before 6:00pm on Saturday of the show.
9. Arrange competition articles in the display area; if none is available, set a time for competitors to return and take their item to the county display.

Note: At 4-H NS AGM 2016 it was resolved that any score sheet from all Provincial level competitions shall be available by the end of the event upon request by the member-participating in any competitions, whether livestock, life skills, public speaking or woodsmen.

AFTER THE COMPETITION:

1. Write a letter to the judge thanking them for their services.
2. After the show write to anyone who donated supplies thanking them for their donation.
3. Record recommendations for another year, including any problems encountered and forward this to your Regional Program Coordinator.
4. Submit Competition Expense Payment Form (and receipts) and Judges Payment Form to 4-H Nova Scotia by October 10th.

POINTS TO REMEMBER:

- Contact a craft shop and ask them to provide all materials needed for the items. If you explain the competition concept to them and the number of competitors, they may figure out the amount needed so you don't have any extra items. They may donate some or give you a reduced price.
- A rope divider to keep crowds back from the work area is an asset.