

Building Blocks Competition Checklist



CANADA
4-H Nova Scotia

Before the Competition:

1. Form a committee that can be present during the competition.
2. Ensure you have the following supplies:
 - a. tables;
 - b. chairs;
 - c. competition signage.
3. Decide on an idea for the competition article, a different one for seniors and juniors. It should be one 4-H members can complete within 50 minutes, however, it should be challenging 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. Keep the items confidential until the competition.

Note: Concern has been expressed that junior members have difficulty reading and understanding the directions. Keep this in mind when you are preparing the instructions.
4. Locate a judge who is recognized as 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 competition, time, date and place of competition. Suggestions for judges - past 4-H members, leaders or local artisans are good prospects. The judge can either be paid by county council or you may give them a gift.
5. 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 extra article tags with you as well.

Supplies provided by the committee:

- Copies of rules for competition
- Copies of instructions for competitors
- Supplies needed to make the article
- Tablecloths
- Pens/pencils
- Stapler and staples

Day of the Competition:

1. Arrive at the competition area at least 45 minutes before the competition begins. 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. Collect tables and chairs and set up how you see fit. Cover the tables and lay out supplies/ kits.
3. Collect the clerking envelope containing ribbons, article tags and results sheets from your Regional Program Coordinator.
4. Have four to five adults supervise the competition:
 - One person should be prepared to review the rules of competition with competitors at the assembly, give out directions and schedule of competition and explain competition to the audience.
 - Two to three people should be prepared to oversee competitors so that the kits are given out, the table area is clean and the competitor's tags are securely attached.
 - One other "go-for" person - running in case of problems, questions, etc.

5. Check off members as they arrive and help them complete an article tag.
6. Remind the members before they start of the 50-minute time limit. At the 5-minute remaining interval, warn the competitors.
7. When the competition is finished, make sure tags are closed and secure for entry for judging.
8. Meet with the judge to review the rules and instruction sheet for the article.
9. Record results and attach ribbons.
10. Return all clerking materials and results to your Regional Program Coordinator.
11. **Remind the members that they are not to leave with their completed article, all supplies used must be returned to the competition kits.**
12. Clean up competition area.

After the Competition:

1. Write a letter to the judge thanking them for their services.
2. After the competition write to all 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.

Points to Remember:

- A rope divider to keep crowds back from the work area is an asset.