

## **4-H Leader Package:**

Inside, you will find:	Page:
1. 4-H Pledge, Grace, Policy Statement, Mission Statement and Philosophy	2
2. What 4-H Stands For	2
3. 4-H Basics	3
4. 4-H Leader Screening Requirements	4
5. Role of the Organizational Leader	5
6. Role of the Project Leader	6
7. Screening Policy Procedures - FAQs	8
8. Public Speaking	10
9. Achievement Day	15
10. Achievement Day Score Sheets	16
11. Judging	18
12. I-Sight Reporting	20

**4-H Motto:**

“Learn to do by Doing”

**4-H Grace:**

We thank thee, Lord, for blessings great  
on this, our own fair land.

Teach us to serve thee joyfully, with  
head, heart, health and hand.

**4-H Pledge:**

I pledge

My HEAD to clearer thinking

My HEART to greater loyalty

My HANDS to larger service

My HEALTH to better living

For my CLUB, my COMMUNITY, my COUNTRY and  
my WORLD.

**4-H Policy:**

At all 4-H events, members and leaders will abide by the 4-H Behavior Guidelines. The primary purpose of these guidelines is to endure the safety and well-being of all participants. These are not all inclusive examples of conduct expected. Violation of acceptable conduct can lead to removal from the event and/or termination of membership from the 4-H organization.

**Mission Statement:**

New Brunswick 4-H will develop life skills for its members and leaders and will improve the quality of life and increase awareness of agriculture and the environment for all stakeholders.

**Philosophy:**

In all activities, the emphasis is to be on the participation and learning, not winning.

**What does 4-H stand for?**

HEAD- Training the head to think, to plan, to reason. To foster an atmosphere of education, a place where all involved can learn life long skills.

HEART- Training the heart to be kind, true and sympathetic. To learn to work with peers and volunteer leaders, to be good winners and graceful losers.

HANDS- Training hands to be useful, helpful and skillful. To learn project skills, improve community through service and helping others.

HEALTH- Promoting good health for effective home and community service. To develop lifestyles which promote good living/personal safety.

## 4-H Basics:

- New clubs start with six members and two leaders, who are not spouses. Members may be between the ages of 6 and 21.
- All leaders need to be fully screened. (See screening requirements on next page)
- The club must elect their executive, choose a club name, and decide on meeting days, times, places, and dates. Where, when, and how often meetings are held are all individual decisions of the club. Each club operates differently to fit the club and its members' goals.
- Each member must enroll and complete at least one project for the 4-H year.
- The 4-H year begins between September and November 30<sup>th</sup> and ends with Achievement Day, although 4-H members can participate in 4-H events after Achievement Day.
- To Achieve, a member must:
  - a. Complete all the project requirements. For example, build or make an item, grow a crop, or raise and train their animal.
  - b. Complete the record book (minimum 4 months of records) for their project and have it judged at Achievement Day. Record books can be found on the NB 4-H website under Member Resources
  - c. Attend at least 70% of club and project meetings and attend a community service event.
  - d. Complete Achievement Day, a communications component, and a judging component
- Cloverbud: ages 6-8 as of January 1<sup>st</sup>.
- Junior: ages 9-13 as of January 1<sup>st</sup>.
- Intermediate: ages 12-14 as of January 1<sup>st</sup>.
- Senior: ages 14-21 as of January 1<sup>st</sup>.

### 4-H Colors:

GREEN symbolizes agriculture and youth.

WHITE symbolizes purity.

### What is 4-H?

-Worldwide youth movement

-Found in over 70 countries

-23,500 members in Canada (2021)

-7,800 Volunteers in Canada (2021)

-First started in New Brunswick in Sussex in 1916

### 4-H Emblem:



## **4-H Leader Screening Requirements:**

The 4-H screening procedure is developed at 4-H Canada and is passed down through the provinces so each province can have universal leader screening. Those screening requirements include:

1. Leader Application with Basic Information
2. A Criminal Record Check (valid for three years)
3. Three Written References
4. Volunteer Interview Questions (to be reviewed with the Organizational Leader)
5. Commit to Kids Training (refresher training after three years)
6. Youth Safety Training (refresher training after three years)
7. Signed Code of Conduct and Covid-19 Wavier

If you are a returning leader, you will need to fill out the returning leader form and re-sign the code of conduct. Leaders should be aware of their leader status and when their three-year documents will need renewing. They will be contacted when they will need to provide additional documents or renew their training.

## **Role of the Organizational Leader:**

### Purpose:

- To lead the 4-H club through its annual work, and support and assist project leaders, members, and families in the 4-H program.
- Contribute to the mission of the 4-H New Brunswick program to develop life skills for its members and leaders and will improve the quality of life and increase awareness of agriculture and the environment of all stakeholders.

### Responsibilities:

- Be an advisor to club members, leaders, and parents.
- Ensure the 4-H New Brunswick registration and leader screening procedures are completed and that required district and provincial fees are submitted by the deadline.
- Support members in the development and operation of the club's program plan.
- Assist with the recruitment of project leaders.
- Ensure club fills all elected positions.
- Help the club's elected officers learn and carry out their duties.
- Ensure information received from the Provincial 4-H Office is shared with the club and members and leaders.
- Aid in organizing the club general meetings but helping the executive to develop an agenda, find a meeting location, and use proper parliamentary procedures.
- Ensure members and their families are informed of club requirements and member expectations at the beginning of the year.
- Maintain good communication with project leaders and ensure project leaders hold regular project meetings.
- Ensure the club maintains accurate minutes and financial records.
- Encourage members and leaders to complete personal record books.
- Ensure club follows 4-H New Brunswick regulations.
- Ensure the club has a current constitution and follows it.
- Liaise with other 4-H clubs, district councils, and the community. Share information from these sources with the club.
- Keep the overall mission of the 4-H program in mind at all times.

### Requirements:

- Minimum of 22 years of age.
- Must have completed the 4-H Leader screening process.
- Demonstrate the ability to work with youth and commitment to growth in personal development.
- Positive, enthusiastic, honest and energetic.
- Good organizational, communication and time management skills.
- Ability to work with the diverse age groups and a variety of learning levels.
- Ability to delegate duties.

- Basic understanding of financial bookkeeping.
- Valid driver's license if there is a need to transport youth.

Time Commitment:

- September to August (depending on club year)
- Approximately 10 hours per month depending on the extent of the club activities and committee work.
- A minimum of 10 general business meetings.

Supervision:

- It is the responsibility of the leaders to follow the rule of 2 and ensure there are two fully screened leaders present at each 4-H meeting and event.
- Applicants who are in the process of completing all screening requirements are unable to act as a fully screened leader, meaning they are unable to meet the rule of two. There always needs to be two fully screened leaders present.

Costs:

- There may be out of pocket expenses for club supplies that are generally reimbursed by club funds. You would need to submit a receipt to the club treasurer.
- Other personal expenses may include mileage, telephone calls, and meals.

## **Role of the Project Leader:**

Purpose:

- To teach 4-H members (aged 6-21) technical knowledge and project skills.
- Contribute to the mission of the 4-H New Brunswick program-to develop life skills for its members and leaders and will improve the quality of life and increase awareness of agriculture and the environment for all stakeholders.

Responsibilities:

- Determine project objectives and teaching methods; design lesson plans
- Ensure members and their families are informed of project requirements at the beginning of the year. Communicate with parents about finances and assistance required.
- Secure a meeting place and supplies for project meetings.
- Provide a safe working environment for project lessons. Monitor risk associated with such projects.
- Meet with members as required and teach project lessons.
- Evaluate member's performance on an on-going basis. Offer encouragement and support in cooperation with members and parents, develop, monitor, and report budget for project to the general club approval.
- Find resource people as needed.

- Attend general club meetings and functions; participate on committees as required by the club.
- Work with the club leader and other project leaders to help plan achievement day.
- Ensure 4-H New Brunswick guidelines are followed.
- Always keep the best interest of all 4-H members in mind.

#### Requirements:

- Minimum of 22 years of age.
- Must have completed 4-H New Brunswick leader screening process.
- Demonstrated ability to work with youth and commitment to growth in personal development.
- Positive, enthusiastic, honest, and energetic.
- Combination of education and experience related to the project (or willingness to learn).
- Ability to work with a diverse age group and a variety of learning levels.
- Valid driver's license if transporting youth.
- Complete the leader training.

#### Benefits:

- Fun! Fun! Fun!
- Satisfaction, persona development and fulfillment through working with youth.
- Enhance leadership, communication, and organizational skills.
- Opportunities for leadership training, personal growth, and travel.
- Become part of the 4-H family.

#### Time Commitment:

- September to August (depending on the club year)
- Hours vary depending on leader's experience and the project.
- Attend all general club meetings.

#### Location:

- To be determined based on location of the 4-H family.

#### Supervision:

- Responsible to general club leader.
- Must be elected or approved by the club each year.
- Supervise project members and judges
- Applicants are considered to be on probation until all screening procedures have been completed and the Provincial 4-H Office received notification.

#### Costs:

- May include out of pocket expense for project supplies that are generally reimbursed by club funds. (Receipts must be submitted to the club treasurer)
- Other personal expenses may include mileage, telephone calls and meals.

## Screening Policy and Procedures – Questions and Answers:

1. Why does 4-H want to screen 4-H volunteers?

Numerous youth serving organizations are taking steps to ensure that they have binding policies and procedures in place to ensure a safe environment in which young people can learn and grow. Our communities are changing; people are more mobile, and a formal screening policy shows that we care about our young people and our 4-H credibility and integrity.

2. 4-H has not had any problems, so why does the 4-H New Brunswick want to implement a 4-H Volunteer Screening Policy now?

To protect 4-H youth, volunteers, and the program itself, it is unacceptable to wait for a crisis before action is taken. The screening procedure ensures we are doing background checks on our volunteers and ensuring they are taking the proper training to understand why the screening is necessary.

3. Has the screening process been tested?

Yes, every province currently uses a screening and training process for their volunteers.

4. Will the screening procedure be the same across the province?

Yes. Standardized forms and procedures developed by 4-H Canada are used in every province.

5. Why is it required that present 4-H volunteers, some with over ten years of experience, complete a 4-H New Brunswick volunteer application and criminal record check?

The application is a record of basic information on the volunteer, their 4-H experience, their interest in 4-H and their commitment to 4-H. The criminal record check is not intended to “dig up” information on current volunteers, but to assure the community that every precaution has been taken to ensure the safety of our youth.

6. Will all the information collected on individuals be kept confidential?

Confidentiality of the information collected on individuals is essential. The 4-H Provincial Office will discuss information on applicants in a confidential and professional manner, and only for making recommendations.

7. Who will pay for the Criminal Record Check?

The applicant pays for the check. It is the understanding of 4-H New Brunswick that there will be no charge for conducting a criminal record check for volunteers applying for positions in youth organizations. If you are charged and want to be reimbursed, please send your receipt to the 4-H Provincial Office and we will reimburse you for the charge.

8. Does the local police station agency keep 4-H clubs updated on any changes in a person’s criminal record status?

No, but a volunteer will be asked to repeat the criminal record check every three years to be re-certified as a 4-H volunteer.

9. What happens if the Provincial Office finds an applicant with a clean criminal record check, but the committee has some concerns because of the application and reference forms?

If the committee feels safety of the 4-H members may be jeopardized, they may make the decision that the applicant not be accepted.

## Public Speaking Overview:

1. The communication competition, Public Speaking and Demonstration, represents a very important aspect of the 4-H program. The members that participate in this 4-H program have the occasion of becoming more effective communicators by learning how to effectively research a subject, how to make a presentation and obtain the best relation possible with the audience and how to express themselves in public. They acquire tremendous experience and self-confidence.
2. In New Brunswick, 4-H members are not required to participate in a Public Speaking competition. Each 4-H Club must include a communications component, so if the club is not doing a public speaking competition, they must still include some form of communications.
3. Several 4-H Clubs do make public speaking mandatory in order to achieve. In these Clubs, the communication requirement *must* be completed in order for a member to achieve – IE, successfully complete his/her 4-H year. The Provincial 4-H Communications Competition is to be held each year before the end of April. The competition is coordinated by the “host” 4-H District and the Provincial 4-H Office.
4. All Organizational Leaders **must pre-approve the topics and make sure the members are in the correct competition categories**. A 4-H member is not permitted to use a speech or demonstration from a previous year or from another 4-H member. Members **MUST** write their own speech.
5. In New Brunswick, the Communications Competition is divided into two (2) divisions, each of which has four (4) age categories.
6. The two Divisions are:
  - **the Public Speaking Division** (includes speeches with or without minimal visual aids, and a Cloverbud poster option)
  - **the Demonstration Division** (includes single and double demonstrations)
7. The New Brunswick 4-H Program has four age categories in Communications Competitions. All ages are as of January 1<sup>st</sup>:
  - **Clover Bud** – ages 6 through 8 years.
  - **Junior** –ages 9 through 11 years.
  - **Intermediate** – ages 12 through 14 years; and
  - **Senior** –ages 15 years and older.
8. Time Limits:

TIME LIMITS	PUBLIC SPEAKING	SINGLE DEMONSTRATIONS	DOUBLE DEMONSTRATIONS
Clover Bud	1-2 minutes	2-3 minutes	3-5 minutes
Junior	2-4 minutes	3-5 minutes	5-7 minutes
Intermediate	4-6 minutes	5-7 minutes	7-9 minutes
Senior	6-8 minutes	7-9 minutes	8-10 minutes

9. A **speech with or without minimal visual aids** is a way of informing, persuading, entertaining, and arousing interest or the action of an audience on a topic of (community) interest. Visual aids may include pictures, posters, singular items for reference, etc. However, the aids must not distract from the speaker and/or the speech. Seniors will be required to present an impromptu speech, which will be scored out of an additional 20 points.

\***Cloverbuds** may choose to do either a speech, or a poster presentation. The poster presentation will not be eligible to move past club level. They can come up with a topic, or be given a topic from their O.L. and will have to create a poster. The judge will go around and ask questions to each Cloverbud on their chosen poster topic.

10. A **demonstration** is a verbal presentation showing HOW TO DO or HOW TO MAKE something, showing as many steps as possible. A demonstration is the combination of speech and action with the use of materials, props and visual aids. Posters can be either digital or created on Bristol board and will be used to illustrate, list the steps and summarize the process. Demonstrations will have a tangible item to display at the end of the presentation. There are two (2) categories of demonstrations:

- A **single demonstration** is presented by one person.
- A **double demonstration** is presented by a team of two members who work together and who share the roles of telling and showing. No demonstration with more than two (2) participants will be permitted in competition. If the participants are of different ages, then they will compete in the age category of the oldest member.

11. **Alternate Communications:** As stated in the Achievement Requirements, each member is to participate in some form of communications to achieve. If a member is unable to attend the communications competition (seniors away at school), then they must get approval from N.B. 4-H Council on an alternate means of communication.

12. The emphasis of the Communications aspect of the 4-H Program is on learning through participation. However, it is appreciated that many 4-H members enjoy perfecting their “Communications” skills through participating in competitions, thus progressive levels of competition are available. The levels of competition are:
  1. Clubs
  2. District
  3. Provincial
  4. National – Canadian Young Speakers for Agriculture (For senior members)
13. The same presentation must be made at all levels of competition within the province, however, improvements may be added, if necessary. The National level, Canadian Young Speakers for Agriculture has specific topics for participants to choose.
13. For competition purposes, each 4-H member may compete in one category in Public Speaking or Demonstrations in one 4-H Club each year. **Should a member wish to participate in more than one category he/she may do so – for pleasure only. The member (s) should decide – before the event begins – in which category he/she will be competing.**
14. If a 4-H member is a member in more than one 4-H club and participation in Communications is a requirement in each, then, the member must participate in both Clubs. The member should decide in which Club her/his participation is for competition before participating in either Club’s event.
15. Members will receive 4-H Program ribbons for participation in Communications at the Club and District levels. The ribbons and score sheets are to be ordered from the Provincial 4-H Office (Gagetown) 3-4 weeks before the date they will be needed.
16. **There cannot be ties as one needs to move on to the next competition level.**
17. **Timing:**  
Competition organizers are responsible to ensure all speeches and demonstrations are properly and officially timed. Timing will start when the first word is spoken and ends before questions.
18. One (1) point is to be deducted for every fifteen-(15) seconds a speech or demonstration is shorter or longer than the time limit.
19. In the Demonstrations categories the time for questions from the audience is not included in the time limits. There is a time allowance of five (5) minutes to set-up and five minutes to takedown each demonstration, however, these times are not included in the time limits for the actual demonstration. **Penalty points** will be deducted from the member’s /team’s score at the rate of

five (5) points for each minute he/she/they exceed 5 minutes in setting-up and or taking-down. The member can ask for help from the MC/designated helper, but **cannot** be helped by anyone else including parents.

20. **Senior Public Speaking participants are required to present an impromptu speech at the following levels of competition: Club, District and Provincial. The topic is to be chosen by the judges.**
  - A. Each participant is to have two (2) minutes to prepare and two (2) minutes to deliver his/her impromptu speech.
  - B. At the Club level, each senior member could be given the same topic, or, each one could be given a different topic (but all topics would be of equal difficulty).
  - C. At the District and Provincial levels, all senior members are to be given the same topic.
21. **Judges:**  
The hosting district is responsible for prepping the judges accordingly. At each level of presentation, each speech or demonstration is to be evaluated by a team of judges. The suggested number is three so there is an uneven tie breaker.
- 22b. The judges will use their completed score sheets, their team consultation, and, any penalty points assessed for time infractions in determining final scores and placing of members. The judges can consult at the end and make their final decision.
22. The judges are to be briefed that the “comment sections” of the score sheets will be given to the members and that they, the judges, are encouraged to add written comments on their personal impressions as well as constructive criticisms. Such notes are meaningful and help the members prepare for the next level of competition.
23. **No judges should have any immediate connection to any 4-H member he/she would be judging.**
24. At the District and Provincial level no one on the team of judges can have already judged (in a 4-H Communications Competition) any of the 4-H members competing in the Division which they are judging, during the current 4-H year.
25. The decisions of the judges are final.
26. **Each participant is to receive the comment section only of the judges’ score sheets for their presentation. The score section of each sheet is to be cut off before the sheets are given to the members.**
27. At the District level, each Club is eligible to have one entry in which they had one or more participants at the Club level. At the Provincial level, each District is eligible to have one entry in each category in which they had one or more participants at the District level.

28. In each category, the opportunity to compete at the next higher level is to be offered to the highest placed presentation in that category. If for some reason that member, or team, cannot or does not wish to participate/compete – **then that opportunity shall pass to the second placed member (s).**
30. “Communications” **participants must wear a visible 4-H Crest** and should be well groomed and dressed neatly and appropriately for their presentation. Members should be dressing business Casual – clean and professional. No light jeans or jeans with holes. If dressed inappropriately, the judges will deduct 5 points off of their final score.
31. Anyone wishing to videotape must gain permission from the organizing committee in advance of the day of competition.
32. The use of live animals for demonstration purposes is not encouraged. Should members want to have access to a live animal for their presentation, they would need to seek approval from the organizers/venue. Members must be prepared to present their presentation **WITHOUT** the live animal if not prohibited by the venue.
33. The Provincial 4-H Office must receive the results from each District Communications Competition before the Provincial Competition.
34. The five (5) 4-H Districts In New Brunswick host the Provincial Competition on a rotational basis:
- |                 |                 |
|-----------------|-----------------|
| 2023 – Southern | 2026 – Eastern  |
| 2024– Northeast | 2027 – Western  |
| 2025 – Central  | 2028 – Southern |

The top New Brunswick Senior 4-H member in the Public Speaking category will be chosen to attend the Canadian Young Speakers for Agriculture Competition in Toronto. This competition is held in connection with the Royal Winter Fair and gives our 4-H member the opportunity to share his/her opinions, ideas, and concerns about the Canada agri-food industry in a prepared presentation. Only seniors who present a speech will be eligible for this opportunity.

## **Achievement Day:**

Achievement Day is an exciting day for members to come show off their hard work. For members in a livestock project, they will get to show their livestock to a judge. For members in a non-livestock project, they will get to display items they have made throughout the year that will be judged. All members will have a record book to display that will be judged. The record book needs to contain at least four months of records. Members will be scored in their project using an Achievement Day score sheet. The achieving requirements are on page 3 under '4-H Basics'.

As a part of Achievement, members must also complete a judging component.

Here are some tips for preparing for Achievement Day:

1. Select a venue that is large enough to accommodate for the number of members you have plus guests. The venue must also contain accommodations for livestock if your club has livestock in it. There should be a clearly marked ring/area for the livestock to be shown in. There should also be running water and tie/stall area so members can prepare their animals.
2. Pick you judges accordingly. Judges should not be related to members/involved in the club. If you have livestock projects, then the judge should not have any of their own animals shown by members. The judge should be prepped in advance to the show, so they know what they are judging. They do not have to be a licensed judge but should have an extensive knowledge of the project they are judging. The judge judging the project books should have knowledge of what good record keeping looks like.
3. Make sure to clearly communicate all information to members and leaders. If your event goes through lunch, make sure members know to either pack a lunch or if lunch will be provided. If it is a hot day, remind members to bring lots of water and sunscreen.
4. Have all ribbons/trophies/prizes organized in advance so you are not missing any the day of. There should be a top member (Cloverbud, Junior, Senior) from each project.
5. Each member will need to compete in a judging competition. This does not have to be done at Achievement Day and can be done in advance. The judging scores should be added as a requirement to the Achievement Day score sheet (see next page).
6. The project leader and the organizational leader should go through the score sheet together. Each member will be evaluated based on the components of the sheet (see next page). Please contact [director@nb4h.com](mailto:director@nb4h.com) if you require a sample of the sheet filled out.
7. After Achievement Day, the Organizational Leader needs to send in a list of the members that achieved in their clubs to the Provincial Office, including the project they achieved in.





## Judging:

Judging is an important part of the 4-H program. It teaches members what to look for in a class of livestock or non-livestock and how to recognize good and bad traits in the project. Once a member reaches 17 years of age as of January 1st, they become eligible to compete for a spot on the Maritime Judging Team that goes on to compete at Agribition in Saskatchewan at the National 4-H and Youth Judging Competition. This member is determined at the Annual Provincial Show during the judging competition.

The judging cards can be ordered through the Provincial Office. Each member will get one card per project they judge. There should always be four options of animals/items in a class and are considered 1,2,3,4 from left to right from the back. For example, if there is a class of dairy cows, they would be numbered 1,2,3,4 from left to right from standing behind the animal, not in front. The members should mark their placings on the card in number format and then approach the judge to give their oral reasons.

To give oral reasons, members must hand their card to the judge, turn their back to the project, and give their oral reasons.

Here is a sample of how to give oral reasons:

"I placed this class of \_\_\_\_\_ (project you are judging) \_\_\_\_\_ (placings in number format. Ex – 3,2,4,1) for the following reasons.

I placed \_\_\_ (1<sup>st</sup> place) over \_\_\_ (2<sup>nd</sup> place) because ...

I placed \_\_\_ (2<sup>nd</sup> place) over \_\_\_ (3<sup>rd</sup> place) because ...

I placed \_\_\_ (3<sup>rd</sup> place) over \_\_\_ (4<sup>th</sup> place) because ...

I placed \_\_\_ (4<sup>th</sup> place) last because ...

For those reasons, that is why I placed this class of \_\_\_\_\_ (project you are judging) \_\_\_\_\_ (repeat placings)."

Tips for giving oral reasons:

1. Speak with confidence. This makes the judge believe what you are saying and that you have sound reasoning for your placings.
2. Stand with good posture and make eye contact with the judge. Speak in a clear voice that is loud enough to be heard.
3. Do not chew gum or wear a hat (unless it is for sun protection).
4. Use correct terminology and grammar.
5. Organize your reasoning in a logical order. Begin with obvious differences and work down to the less obvious.
6. Use comparisons to tell why you placed one item over another. For example, use words like bigger, brighter, taller, straighter, and phrases like "more than" and "less than."
7. Give accurate reasons rather than ones that do not apply. You can be penalized for saying wrong information.
8. Reasons should be concise, clear and convincing, using the main points that determined the placing. Your reasonings should take no more than two minutes to explain. Mention close or easy placings. And remember, quantity does not always give quality.

The judge will give the member a score out of 50 for their oral reasons and then give the cards to the organizer who will use a Hormel scale to determine the winner. A common site for Hormelling is:

[Livestock Judging Score Calculator](http://www.judgingcard.com/resources/hormel.aspx)

The site will ask for the official placings and then ask for the 'cuts' or 'splits'. The cuts are the degree of difficulty between the placings and can range from 1-5. There are three cuts based on how difficult it is to determine between the placings. The 1<sup>st</sup> cut determines the difficulty between the 1<sup>st</sup> and 2<sup>nd</sup> place, the second cut determines the difficulty between 2<sup>nd</sup> and 3<sup>rd</sup> place, and the third cut determines the difficulty between 3<sup>rd</sup> and 4<sup>th</sup> place. Out of the scale of 5 for cuts, a 1-2 cut means that it was more difficult to pick the placing. Cuts of 3-4 are moderately difficult, and cuts of 4-5 mean that it was easy to pick the placings. Your judge should determine the cuts based off how hard they found the class to judge.

Once the cuts are picked, you can enter them into the Hormel site after you put in the official placings. Then, the site will filter all the possible variations that the members could have placed and it will give a score out of 50.

From this point, all the organizer has to do is match the placings each member did to the Hormel site and give them the score out of 50 that is determined by the site.

Once you have their score on the placings, and the score on the oral reasons, add them up and give them a final score out of 100. This determines their final score for that judging project.

Here is an example:

Go to the site and put in the official placings and then the cuts. Top cut means between 1<sup>st</sup> and 2<sup>nd</sup> place, middle cut means between 2<sup>nd</sup> and 3<sup>rd</sup> place, and the bottom cut means between 3<sup>rd</sup> and 4<sup>th</sup> place.

The screenshot shows the website interface with the following form fields:

- Official Placing: 1234
- Cuts (Top, Middle, Bottom): 2, 3, 5
- Get Scores button

Hit 'Get Scores'. The site will generate all placings for you and give you a score out of 50.

The screenshot shows the website interface with the following table:

Constant Placing	Score
1234	50
1243	45
1324	47
1342	39
1423	37
1432	34
2134	48
2143	43
2314	43
2341	33
2413	33
2431	28
3124	42
3142	34
3214	40
3241	30
3412	24
3421	22
4123	27
4132	24
4213	25
4231	20
4312	19
4321	17

## I-Sight Reporting:

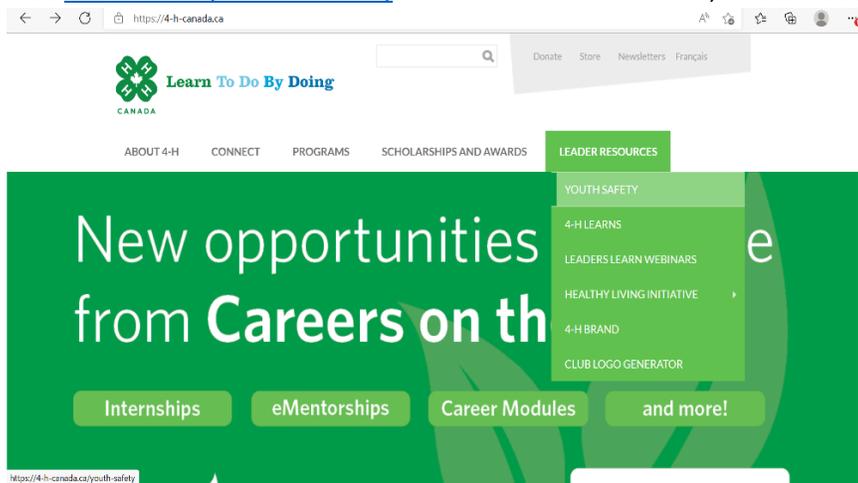
Every Province in Canada will have access to the 4-H reporting system, I-Sight. I-Sight is an online form where leaders can go fill out either an activity plan or an incident report.

An activity plan is required if there are multiple clubs involved, if it is an overnight event, or if it is a high-risk activity.

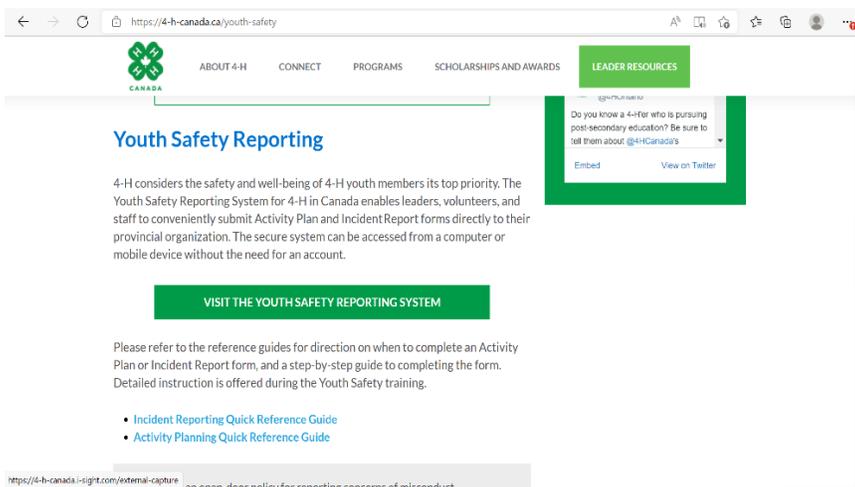
An incident report can be filled out for any incident involving 4-H members, volunteers, or leaders. An incident report is also required if you are in a situation where you are one on one with a youth member. Please visit the 4-H Canada website under 'Youth Safety' to find more information on the policies, rule of two, and insurance information.

The I-Sight reporting can be found on the 4-H Canada website:

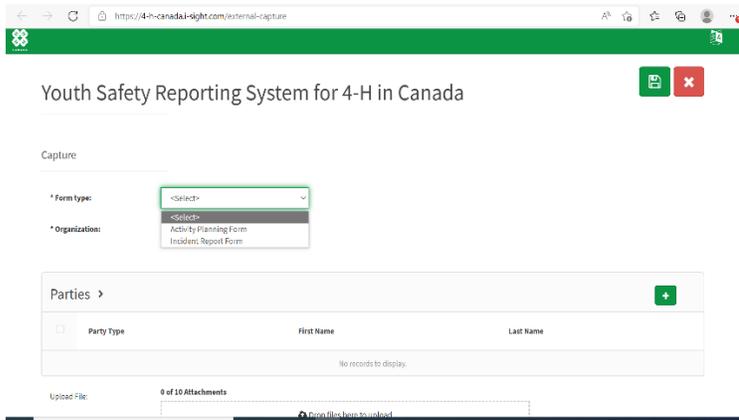
1. Visit [4-H Canada \(4-h-canada.ca\)](https://4-h-canada.ca). Under 'Leader Resources', select 'Youth Safety'.



2. Scroll down to 'Visit the Youth Safety Reporting System'



3. Select Activity Plan or Incident Report depending on what form you need to fill out.



The screenshot shows a web browser window with the URL <https://4-h-canada-4light.com/external-capture>. The page title is "Youth Safety Reporting System for 4-H in Canada". Below the title, there is a "Capture" section with two dropdown menus: "\* Form type:" and "\* Organization:". The "Form type:" dropdown is open, showing options: "<Select>", "Activity Training Form", and "Incident Report Form". Below this is a "Parties" section with a table header: "Party Type", "First Name", and "Last Name". The table is currently empty, with the text "No records to display." below it. At the bottom, there is an "Upload File:" section with the text "0 of 10 Attachments" and a link "Click here to upload".

4. Just follow the step and submit.

If it is an activity plan, once it is submitted, it will be reviewed by the Provincial Office. If it is approved, then it will be turned into a document and sent back to the leader so they can share it with members and parents. It is recommended that the activity plan is filled out at least two weeks in advance so that if there is missing information, it can be corrected in time to still get the document back to send to parents and members.

If it is an incident report, then the Provincial Office will follow the proper steps to ensure that the incident is resolved.