

Insert area
council logo here

date

address

phone number

email

Dear Friends of 4-H:

Thank you for agreeing to be one of the judges for the 20__ (name of area council or zone) 4-H Area/Zone Communications competitions. The event is planned for (date) beginning at ____ p.m. with registration beginning at ____ p.m. and will be held at the _____ at _____ in _____. It is located on (insert directions). Please plan to arrive by ____ pm to take part in a short judges meeting.

Please see the second page of this letter for the chart showing what category and age group you will be judging. For your reference we have enclosed a copy of the judging scorecards. At the competition, we will provide the scorecards with the members' names and topics filled in as found in the program. Also enclosed are a copy of the fact sheets - "4-H Communications-Speeches" and "4-H Communications-Visuals". The fact sheets provide useful information/guidelines for presenters and judges for both speeches and visual presentations.

We will be asking you to judge all the presenters in your category and then simply rank your first three competitors. Your result sheet will then be passed to the tellers who will tabulate the results using a scoring system. This tabulation accurately reflects the judges' combined decision, rather than leaving the judges in the unenviable position of having to reach consensus to determine the winner. I have enclosed a fact sheet explaining how the point system works.

As well, we will ask you to complete a Judge's Comments sheet for each participant you judge. A few brief comments in each area will help the members know what they did well, as well as areas that could be improved. We suggest that you may find it useful to do the comment sheets as the member speaks and then do the scoring of the speech or visual presentation. A copy of the Judges' Comment sheet is included for you information.

Once you have handed in your result sheet to the teller, the planning committee would also appreciate a few general comments on the category. In the interest of time, we will not have judges' comments for all categories, but would ask the panel of judges to select one or two spokespeople to give general comments just prior to the awards presentation at the end of the afternoon.

If you have any questions regarding the competition or your role, please feel to contact _____ at _____. Your support of the 4-H communications program is much appreciated.

Sincerely,

_____ 4-H Area Council
Communications Planning Committee
Phone number
Email address

Encl.

Judges – date

Cloverbud Speeches

Insert names of judges by categories

Cloverbud Visuals

Junior Visuals

Junior Speeches

Intermediate Speeches

Intermediate Visuals

Senior Speeches

Senior Visuals

Adult Speeches

Adult Visuals