

## **Room Monitors Responsibility**

First I would like to thank you for your commitment to the 4-H program and the 4-H'ers competing today. There are a few things to remember in your role as a room monitor.

This is very important since many of the judges today are not familiar with 4-H County Events. Please read and check off as you do each of the items below. If you have any questions please send a runner to the judges room for assistance.

### ***Before Demonstrations Begin***

- ✓ Check to make sure your room has an easel and a table in the front of the room for the 4-H members to use. This should be done before any presentations start. (4-H members may move equipment around to suit their needs and can have as much time as they need to set up before you start their time.)
- ✓ Introduce yourself to the judges and the other people in the room. Let everyone know that you will be keeping time.
- ✓ Remind the audience to turn off all noise making devices.
- ✓ Close the room during presentations. Do NOT allow traffic to come in and out of the room during presentations.
- ✓ Remind judges that they need to use the score sheet with the correct name, category and age division. This information is provided on the spread sheet for each category.
- ✓ Make sure judges understand that for each category there is a Junior Individual, Junior Team, Intermediate Individual, Intermediate Team, Senior Individual, and Senior Team winner. (All presentations in a category can receive a blue award but the top score will be the winner.)
- ✓ Remind the audience that only judges can ask questions of the 4-H members.
- ✓ Remind the youth that they will go in order of the program. You must follow the order presented in the program. Youth must call ahead for specific order of go.
- ✓ Ask all youth to remain in the room for all presentations. All presenters need to have an audience.

### ***For Each Demonstration***

- ✓ Help each 4-H'er feel confident and ask if the member needs any assistance. Parents or their club leaders should not set up the area for youth. Some parents may help their child carry material but the 4-H member should do their own set up. (At State completions youth are responsible for all aspects of their preparation and set-up.) As the room monitor you can assist the youth.
- ✓ Make sure that the judges have time to finish judging before the next presenter begins. Give judges adequate time; however, use your judgment to keep things running in a timely fashion. Ask Judges if they are ready to begin.
- ✓ The young person will look to you to know when to begin so you will want to let them know when they can start.
- ✓ Keep track of the time for each demonstration. Be sure to start the time when the young person starts and stop when they say this completes my demonstration. (Questions from the judges are not included in the time.) Record the time for each presentation on the score sheets provided.
- ✓ As judges finish scoring each division/category, collect score sheets and tabulate scores. Put this on the top spreadsheet for that category. (People in the tabulation room will double check all scores. This will help prevent mistakes.) Runners will be coming by to ask for completed score sheets. When you complete a category, please send the set of score sheets with the runner.
- ✓ If problems arise send a runner or parent to the tabulation room for assistance. If you are uncertain please ask to prevent confusion.