

4-H EXHIBIT SUPERINTENDENT – Sunday Judging Roles & Responsibilities

Mission:

To coordinate and facilitate the 4-H Exhibit Show during the Armada Fair so that it can be a positive learning experience for each 4-H youth.

Qualifications:

- Knowledge of project area
- Good communication skills
- Good youth skills
- Impartial
- Positive role model
- Able to be part of a team and will work well with others

Judges:

- Obtain judges – Suggested sources: College/university, other county fairs, State Fair, Workshops, other 4-H counties, etc. (This is not a paid position and the judge cannot be connected/related to a 4-Her)
- Inform judges the following where to find the following information for review:
- Introduction letter
 - Fast Facts for Judging
 - Judges Roles & Responsibilities
 - Judging Awards
 - Exhibitor Evaluation form (sample)
 - Best of Show Form (sample)
 - Teen Clerk Responsibilities
 - Armada Fair Map
 - Fair book page(s) for the assigned department

Teen Clerks:

- Recruit 4-H teen clerks to help your judges for Sunday judging.

Fair Book Change Recommendations:

- Prepare written changes and present recommendations at the appropriate 4-H Program committee by October 31st. Changes are reviewed by the 4-H fair committee and submitted to MSUE 4-H for presentation to the Armada Agricultural Society.

One Month Prior to Show Day:

- Confirm that your judges will be coming on show day.
- Contact the Armada Fair office to determine the number of entries in your department.

Show Day:

- Be available all day for 4-Hers (before, during and after show and be on time).
- Organize area so that the judge can focus on exhibitors and that the show will proceed in a timely and organized manner.
- Obtain your Judge(s) packet from the Sunday Judging Coordinator.
- Greet your judges and teen clerks.

- Review judging sheets with judge and how to mark the sheets (See Judging Award flyer). Relay that this should be a positive learning experience for every exhibitor.
- Assist judges with their questions during judging.
- Work with clerks to keep unauthorized persons (parents, children and other youth) out of the judging area.
- Make sure clerks are kept busy and are carefully taking items to the 4-H Exhibit Building.
- Be mindful of the lines of Exhibitors waiting for their projects to be judged.
- Bring any problems to the attention of the 4-H Staff or the Sunday Judging Coordinator.
- After all judging is complete, review the judging sheets to make sure that each exhibitor has been judged. There should be no blank spots on the judging book.
- Have judge sign, date and list phone number in judging book. (This assists the Armada Fair office if they have a question).
- Judging sheets in book/folder should be in the same order they were received.
- Return judging book to the Sunday Judging Coordinator immediately after the show has ended.
- Obtain feedback from judge(s) and teen clerk(s).
- Make sure the area is cleaned up after the show. Return extra materials to the Sunday Judging Coordinator.

Other:

- ✓ Support Macomb MSU-Extension, 4-H Leaders, 4-Hers, other 4-H Fair Superintendents Armada Fair Superintendents in whatever is required.
- ✓ 4-H Code of Conduct must be followed.
- ✓ Make sure this is a fun educational experience for 4-H youth and their families.