Room Monitor Responsibilities

(rev. 3/5/18, HW; 11/13/18 LB)

1.) The room monitors is the host or hostess in the room. It is your job to see that everyone is comfortable, things run smoothly, and the results are recorded. Here’s what you do:

2.) Welcome judges and participants as they enter the room. Make sure the judges have seats where they are most comfortable for sound and visuals.

3.) Participants should fill out the top portion of the score sheets for each judge in the room. **REMEMBER:** Cloverbud participants under the age of 8 as of Jan. 1st of the current year are not to be scored. Also, **team presentations with cloverbud members should not be judged either.** Ask the judges to only make positive comments on the score sheets. Please write on the top of each score sheet the word CLOVERBUD to remind you and the judges not to score these. **Cloverbud participants and mixed age teams that include cloverbuds receive green participation ribbons only.** Cloverbuds do not compete at the state competition.

4.) Give judges their pencils. Explain the procedures if they haven’t judged this contest before. If additional guidance is needed, please seek out one of the 4-H staff. (All new judges should have been through an orientation) Consult the judges after the first 1-2 presentations and then occasionally throughout the competition to find out if they need to consult staff or take a quick break.

5.) Before you begin the presentations, have everyone stand and recite the 4-H pledge. Next, introduce the judges and review the rules for the room.

* Everyone is quiet while a 4-H member is making a presentation.
* Exit or enter the room only between presentations, not during a presentation.
* Cell phones turned off.
* Quiet in the hallways.
* Questions will only be asked by the judges.

Announce and post the order for the presentations to be given. If a participant has another commitment during the presentation contest try to work with the member’s schedule. However, if it is not possible to work around please have the member talk with the program coordinator.

6.) Call on the 4-Hers to give presentations and see that the judges have the score sheets before the speech begins. Try not to make any comments that might influence the judges. Help youngsters set up. **You are responsible for recording times.** Please time each presentation, starting as soon as the participant begins speaking and ending before the question session begins. Record the time on one of the score sheets for each presenter when you get them from the judges.
4-H Staff will go around and periodically check to see if you need anything. You will collect score sheets after each talk. Check the scores and average the judges score sheets together if you have time. Scores will be reviewed by the judges and 4-H staff before the awards are given out.

7.) Once all the participants in your room have presented and been scored, the room monitor will have the audience and participants leave the room OR will find a place for you and the other judge(s) from your room to meet privately. With the room monitor, judges should review the averages to make sure you all agree on the outcome. Judges may be needed to consult with 4-H staff if there are tying scores (only at State Competition)

Upon completion of the review, awards will be distributed by the room monitor. Call your room back to order, thank the judges for their time and effort to help 4-H members. Judges are invited to speak briefly to the group overall to express what was done well and what needs improvement. Congratulate all the participants for taking part in the contest. Hand out the ribbons and score sheets to the 4-H members. If the youth scored an average of 90 or above, they get a letter to go to the states. At District competition: Hand out the awards in the order according to who presented 1st, 2nd, 3rd, etc (NOT BY SCORE). Do not announce scores, instead announce ribbon color. At State Competition: Announce the top three in your room last starting with 3rd place. IF YOU HAVE ANY QUESTIONS ASK A 4-H STAFFER.

8.) Please take a group photo of the contestants with their ribbons and the judges. If you do not have a camera, call on a staffer to take the photo.

9.) Leave the room, as it was when you arrived.

10.) Return any unused materials to the registration table. Thank you for your assistance!