

Youth Show Clerk

Checklist of Responsibilities

Look up exhibitor name on Judging Results page in project Judging Results Book to be sure exhibitor is registered for the proper class.

- If not listed on worksheet page: contact Superintendent for assistance checking online registrations.
- If name appears in class on pre-registration form, add name and exhibitor number to bottom of judging sheet.
- **If not pre-registered for class**, the exhibitor may have the project judged and receive a ribbon, but will not receive a premium. **DO NOT WRITE NAME ON JUDGING RESULTS PAGE IF NOT REGISTERED FOR THE PROJECT and WRITE “NO PREMIUM” ON THE EXHIBIT TAG.** Please work with a Superintendent if this is the case and do not make the decision on your own.

Mark Judging Results page (this is the book you are using) accordingly to reflect judge's rating.

- 1 = BLUE (A)
- 2 = RED (B)
- 3 = WHITE (C)
- Do not use any numbers above “4”.
- Circle NS if exhibitor did not show (this is done at the end of the day)
- No marking needs to be made if project is held for honors (or receives honors)

Mark exhibitor tags to reflect judge's rating.

- **Circle** the A, B or C rating (A=Blue, B=Red, C=White)
- Separate exhibitor tag
 - **White copy** - put **in the judge's envelope –ALWAYS!!!!**
 - Yellow copy is reattached to the project
- Double check that the rating on judging results sheet and exhibitor tag match.
- Hand appropriate ribbon to exhibitor.
- Remember if project wasn't pre-registered then please write “no premium” on the exhibitor tag. (You still tear off the white copy of the exhibitor tag.)

Possible Honors Procedure

- If judge would like a project held, tell exhibitor the judge is considering the project for **possible** honors, and **it may or may not** receive an honor award.
- Take project with the **yellow copy** of exhibitor tag, **FIRMLY ATTACHED** to the designated area behind the judge. (Tape is provided at each judging table.)
- **No “possible honors” need to be marked on any judging results sheet or exhibit tag.**

End of the Day

Honors Awards & Best of Show

- After judge determines honors awards, Circle the “H” and place a purple dot on the yellow exhibit tags of those projects selected
- **Write down all honor award recipients with exhibitor’s full name and club name on purple (Honors and Best of Show) sheet.**
- Write **Best of Show** award winner on bottom of purple sheet where appropriate
- Attach the Best of Show card **FIRMLY** to winning exhibit.

Judging Results Book – At end of the day!

- **Be sure that you have signed the front sheet of your judging book.**
- **Circle NS** for any exhibitor who did not show up for judging.
- Check to be sure all white exhibitor tags are in your labeled envelope.
- **Be sure that the judge you have worked with has also signed the Judging Results book.** **The judge is responsible for turning in the Judging Results book and envelope with exhibit tags to **4-H Staff or volunteers under “B” at the Extension Table**

Returning Projects to Block Building

- Projects held for possible honors are to be returned by clerks and volunteer runners once the judge has awarded the honor awards and all results have been recorded.
- **WAIT FOR THE JUDGE’S OKAY BEFORE RETURNING ANY PROJECTS THAT WERE HELD BACK THROUGHOUT THE DAY, TO THE BUILDING**

FYI: All exhibits get judged and receive an A, B or C rating. Those exhibits receiving A ratings but seem to a judge to be above average at the moment of judging get put aside as “possible honors” to review later. Reviewing those “possible honors” projects at the end of the day will result in some receiving “Honor” or purple dots which means the judge thought the project was above average. Then, from those “honor” projects a Best of Show for overall best in that category is chosen.