

Presentation Night wrap-up, Club #2

Lockwood 2018

Committee description: Club 2 Tabulations, judges training, room monitor training and runner training and all judging information such as paperwork, forms, judges room assignments, score sheets, clipboards

The following is a timeline of tasks to be completed prior to and during the event.

- Following presentation signup deadline, receive the room assignments from Club #1 for each member via Excel.
- Following volunteer signup deadline, get a report from survey information and check to make sure that the minimum number of volunteers for each club is met.
 - * For every 5 presentations, a club must have 1 adult evaluator and 1 teen evaluator. Without these minimums, a club is not allowed to have presenters.
 - * Send out notices to CCL's requesting the volunteers needed to complete room assignments to meet eligibility.
- Make room assignments with volunteers by allocating one teen evaluator, two adult evaluators, one room host, and one room runner.
 - * Try to divide the volunteers from each club so that you don't have all volunteers from same club in one room.
 - * Try to keep parents who are volunteering out of same room as child who may be presenting.
 - * If possible, keep club volunteers from rooms with presentations from that same club. However, sometimes it is inevitable.
- Once room assignments have been made for volunteers, send copy of Excel file back to Club #1 and to Program Development Representative.
- Send evaluator letter via email to all evaluators after having it cleared by Program Development Representative. This should be done at least one week in advance of Presentation Night.
- Obtain supplies from County Office at least one week in advance of event.
 - * With rubrics obtained from Club #1, attach rubrics to clipboard for each evaluator.
 - * Create nametags for volunteers. (Room hosts and runners also if you have enough)
 - Put evaluator nametags on each clipboard.
 - * Make sure pencils are sharpened.
- As changes are made to presentations and volunteers, make necessary changes on your Excel file and paperwork/clipboards.
- Prepare volunteer sign-in sheet that will be used the day of Presentation Night.

Monterey County Leader's Council END OF EVENT REPORT

Club in Charge: Lockwood (Orientations / Tabulations)

Adult Chairs: Staci Wilkins

Youth Chairs: _____

Name of event: Presentation Night – Club #2 Date 3/2/2018

Time 5:30 p.m. Location La Gloria School, Gonzales

Money budgeted _____ Actual money spent (with receipts) 0.00

Fees charged 0.00 *Add a separate additional page listing all itemization*

Donations None \$ amount _____ for what _____

From whom? _____ have they been thanked? _____

Add a separate additional page listing all donations

OUTPUTS: (results)

Number of members in attendance _____ number of volunteers in attendance 8

Was this a chaperoned event? If so, number of chaperones _____ Ratio _____

List or attach additional support materials that identify the following:

Budget

Menus

Items made

Schedule

Scholarships Offered

Names and contacts of special guests

Special staff (Nurses, lifeguards, cooks, etc.)

What your club would do differently next time

OUTCOMES: (Impacts)

Identify the "so what" or measureable changes in clientele around the following outcome areas:

Learning Outcomes (awareness, knowledge, attitudes, skills, opinions, aspirations, motivations)

Action Outcomes (behavior, practice, decision making, policies, social action)

Condition Outcomes (social, economic, civic, environmental)

Day of Event:

- Arrive early enough to get sign-in sheets out and rooms set up for various orientations. (Be sure to put orientation rooms back in order originally found.)
- Conduct orientations for volunteers (evaluators, hosts, and runners)
- Tabulations:
 - * As rubrics come in, have one person check the sheets for total points and average the three scores. (You will want 2-3 adults for this task.)
 - * Have one person in charge of comparing the average score to the overall chart to determine seal color. Place the appropriate seal color on the certificate issued by the County office.
 - * For gold seal winners, attach a letter announcing Area presentation day information and gold medal to certificate and rubrics with paper clips.
 - For blue/red seal winners, attach a thank you letter from All Stars for presenting and wishing them luck in future presentations.
 - * Indicate seal color on room envelope that will go to All Stars to announce room results. Place rubrics/certificate/letter into envelope for later distribution.
 - * Have a Master Award List where all results are recorded. This list is then given to Program Development Rep at the end of the evening.
 - * At the end of the evening, collect all supplies that were brought for the event. These supplies will then need to be returned to the County office.

Presentation Night Volunteers

User Information	Active Questions				
Date	Name	phone	Email	4-H Club	Participating
	Bel Hanchai			Aromas 4-H	Jr Judge/Evaluator
2/26/2018 20:01	Shaun Tucker	removed	removed as copy	King City Blue Ribbon	Jr Judge/Evaluator
02/10/2018 15:57:36	Blake Iverson			King City Rural 4-H	Jr Judge/Evaluator
02/10/2018 15:59:50	Rachel Wilkins			Lockwood 4-H	Jr Judge/Evaluator
02/12/2018 20:23:33	Luke Vorwerck			San Benancio 4-H	Jr Judge/Evaluator
2/20/2018 12:48	Jamie Pavek			San Benancio 4-H	Jr Judge/Evaluator
02/14/2018 16:09:07	Christine Newberg			Aromas 4-H	Judge/Evalutor (Adult)
	Jacque Palmer			Aromas 4-H	Judge/Evalutor (Adult)
	Hana Ferguson			Buena Vista 4-H	Judge/Evalutor (Adult)
02/03/2018 12:57:11	Michelle Lindley			Chualar 4-H	Judge/Evalutor (Adult)
2/15/2018 13:46	Angie Horwath			Chualar 4-H	Judge/Evalutor (Adult)
2/18/2018 14:02	Joy Hedberg			Chualar 4-H	Judge/Evalutor (Adult)
2/23/2018 15:30	Tim Lewis			King City Blue Ribbon	Judge/Evalutor (Adult)
02/10/2018 15:58:42	Kristin Iverson			King City Rural 4-H	Judge/Evalutor (Adult)
	Katie Colton			Lockwood 4-H	Judge/Evalutor (Adult)
	Tiff Quijada			Mission	Judge/Evalutor (Adult)
	Kori Lukasko			San Benancio 4-H	Judge/Evalutor (Adult)
2/20/2018 12:48	Julie Pavek			San Benancio 4-H	Judge/Evalutor (Adult)
					Room Monitor (ages 12 yrs and up)
2/21/2018 16:58	Henry Cremers			Hilltown 4-H	Room Monitor (ages 12 yrs and up)
02/06/2018 13:52:04	Megan Weferling			Lockwood 4-H	Room Monitor (ages 12 yrs and up)
	Seralyn Colton			Lockwood 4-H	Room Monitor (ages 12 yrs and up)
	Penny Riley			Lockwood 4-H	Room Monitor (ages 12 yrs and up)
02/12/2018 20:25:13	Wyatt Deverick			Aromas 4-H	Room Runner (ages 9 yrs and up)
					Room Runner (ages 9 yrs and up)
	Cort Koester			Lockwood 4-H	Room Runner (ages 9 yrs and up)
	Hana Vorwerck			San Benancio 4-H	Room Runner (ages 9 yrs and up)



University of California
 Agriculture and Natural Resources | 4-H Youth Development Program

To: Monterey County Presentation Night Evaluators 2018
 From: Lockwood 4-H Club
 Date: February 14, 2018

Thank you for volunteering to be an evaluator (formally known as a judge) at the 4-H Presentation Night to be held on March 2nd at La Gloria School in Gonzales. **Evaluator's orientation begins at 5:30 in room 10. Please be early!**

Please familiarize yourself with the judging rubrics ahead of time. Consider reviewing a copy of the State 4-H Presentation Manual and or bring a copy with you. It can be printed from: <http://4h.ucanr.edu/files/2193.pdf>. There will be three evaluators per room. We are planning for 5-6 presentations per room.

It can be a challenge to serve as an evaluator, but it is also a valuable learning experience for both the youth and the evaluator. We are depending on you to:

- Attend the evaluator's orientation beginning at 5:30 pm in room 10
- Carefully listen to and watch the 4-H members' presentations so that you can acknowledge their skills, complete evaluations and ask appropriate questions.
- Provide written positive and constructive feedback to help each presenter improve.
- To do all the above while being a responsive, interested, calm and approving audience.
- If possible, stay at the event should there be any questions from the tabulations room.

4-H Presentation categories that you may evaluate will include:

Demonstration	Illustrated Talk
Science or Engineering Presentation	Educational Display Talk
Informative Prepared Speech	Persuasive Prepared Speech
Impromptu Speech	Interpretive Reading
Share the 4-H Fun Skit	Cultural Arts

You will receive all materials needed at the evaluator's orientation. Dinner is available for sale starting at 5:30 pm.

We look forward to seeing you on March 2nd. Please avoid a last minute cancellation – members from your club will be dropped if there are not enough evaluators from your club. Keep in mind, youth from different clubs will be presenting! Speak to your Community Club Leader to find a replacement should you need to drop out. If you need any additional information, please contact the county 4-H offices at 831-759-7386.

Tentative schedule for Presentation Night

5:15	Check in for Presenters, Evaluators, Room Monitors & Runners
Note:	<u>All must check in before orientations</u>
5:30	<i>Food Sales by Gonzales 4-H</i>
5:30	Room Monitors Orientation Room 11
5:30	Evaluators Orientation Room 10
6:00	Room Runners Orientation Room 9
5:45-6:10	Rooms will be open for Presenters to place their things in their assigned rooms
6:10	Presentation Rooms will be <u>closed</u> EVERYONE must be in the cafeteria.
6:15- 6:30	General Assembly in the Cafeteria
6:20	Welcome
6:25	Dismiss evaluators, room monitors, runners to assigned rooms
6:30	Dismissal of audience
6:30	Presentations Begin – Classrooms 33-42
6:30-7:30	Entertainment in the Cafeteria by Gonzales 4-H
7:30-8:00	
8:05 (approx)	Everyone meet in the Cafeteria Cultural Arts & Share the Fun Skits
8:30 (approx)	Closing Ceremony (Multi-Purpose Room) Awards – Thank You’s - Closing Remarks

Driving instructions to La Gloria School in Gonzales:

101 Southbound or 101 Northbound; take the 5th street exit in Gonzales. Travel west. Go past Gonzales High school (on right). Turn left on Elko St. Go past Fairview Middle school. Look for La Gloria Elementary school. Parking is limited!

This event is hosted by Gonzales 4-H Club. The judging orientation(s) and tabulations are hosted by Lockwood 4-H Club. Without the support of the local clubs, this vital event would not be possible.

This event is generously paid for by the Monterey County Leaders’ Council. Meetings are held every 3rd Tuesday of the Month. If you have fundraising ideas that can support the local program, please contact the 4-H offices.

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Lockwood 4-H
P.O. Box 312
Lockwood, CA 93932-0312



March 14, 2018

Dear Jacque Palmer,

On behalf of Lockwood 4-H and the Monterey County 4-H Council, THANK YOU for volunteering to be an evaluator at this year's County Presentation Night. It takes leadership and courage to be able to judge a presentation and then to provide constructive feedback to that member to help improve on their public speaking skills. Providing judging details is valuable to members for future presentations. Your commitment to this event helped the entire evening run smoothly.

Thank you for your time and dedication to 4-H and to making the best better!

Sincerely,
Lockwood 4-H

Josh Riley
President

Grant Covarrubias
Vice President

Lyric Drinkwine
Treasurer

Megan Weferling
Secretary



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Cooperative Extension – Monterey County



March 7, 2018

1432 Abbott St., Salinas, CA 93901
<http://cemonterey.ucdavis.edu>
(831) 759-7350 office
(831) 758-3018 fax

Dear Lockwood 4-H,

On behalf of the 4-H Program offices and the Monterey County Leader's Council, I would like to thank and recognize your club on the success of the annual Monterey County Presentation Night that was held March 2nd, 2018

Your club's ability to manage the tabulations, judges orientation, room runner and room monitor orientation at this annual event is greatly appreciated. I'd like to thank your club members and adults for all the efforts.

Thanks to your club's dedication to the small details, the Monterey County 4-H Presentation Night has become a tradition that all members and leaders look forward to. Thank you for making this experience one they will always remember and grow from.

Be sure to fill out the "end of event report" for the Leader's Council and include your thoughts on area that can be improved. If you have any questions please feel free to contact me at 831-759-7358.

Sincerely,

Lorin Hofmann-Lurz
Monterey County Youth Development
4-H Program Representative