

THE COMMUNICATIONS PROJECT LEADER

Each 4-H Club is strongly encouraged to have a Communications Leader. This person's objective should be to ensure that every 4-H member within the club is adequately prepared to complete the Communications Project requirement. If your club does not have a communications leader, a parent or leader must still take responsibility for the following in preparation of the Club's Communication Night.

- * Keep up-to-date with any changes made to the PEI 4-H Communications project.
- * Use communication videos and printed material as teaching aids (available at the 4-H office).
- * Facilitate different communication activities at each monthly club meeting.
- * Organize a workshop each year for 4-H members to assist with speech writing, editing, and sharing of the various "tips & tricks" found in this guide. Follow up with **at least** one practice session for assisting with prep for the Club's Communication Night.
- * Confirm the date for the Club Communication Night with your 4-H Specialist
- * Select a chairperson for the event and ensure that he/she is aware of his/her responsibilities:
- * Select two judges (the third will be the Regional 4-H Specialist or District Representative).
- * Mail the following to the judges at least one week prior to the event: (Attached)
 - The Judges' Letter
 - Copies of Score Sheets
 - Rules & Regulations for PEI 4-H Communications Project
- * Request score sheets from your 4-H Specialist. Each member should have 3 score sheets (one for each judge) filled out with their name and speech/demonstration title at the top and their name at the bottom.
- * Greet and welcome the judges as they arrive. The 4-H Specialist or District Representative will brief the judges on the procedure to ensure that everyone understands the rules and regulations.
- * Create and print a program for the evening. Ensure each judge and chairperson has a copy to follow.
- * Following the presentations, the judges should be allowed 20 minutes to deliberate. Usually a light lunch is served at this time.
- * Upon return, the judges will present awards seals and comment cards to all participating members. The 4-H Specialist will provide these.