4-H COMMUNICATIONS EVENT
ROOM HOST

VOLUNTEER POSITION DESCRIPTION
Kentucky 4-H Youth Development Program
Kentucky Cooperative Extension Service
The University of Kentucky College of Agriculture

POSITION TITLE:
4-H Communications Event Room Host

TIME REQUIRED / DURATION OF APPOINTMENT:
- 4-5 hours on day of event
- One year commitment

LOCATION:
White Hall Classroom Building

GENERAL PURPOSE:
To facilitate the Communications contest in your designated category

SPECIFIC RESPONSIBILITIES:
- Attend Orientation
- Check in at Headquarters
- Pick up category binder
- Ensure Judges have seats at back of room
- Give Judges score sheets in alphabetical order
- Introduce judges and welcome everyone- review guidelines
- Introduce youth in alphabetical order
- Time each presentation and record on summary sheet
- Total scores on score sheets if needed and staple together
- At conclusion, announce you will return with ribbons after the judges have deliberated
- Take Judges to Orientation room to finalize score sheets
- Double check math on score sheets, total and ribbon color
- Record scores, ribbon and time penalty on summary sheet
- Mark no shows on summary sheet
- Make sure Judges have signed score sheets and put back in binder
- Fill out room/hosts judges information form and evaluations and put in binder
- Proceed to Headquarters
o Take summary sheet to HQ data entry person to ensure accurate final scores
o Turn in binder and room box
o Get ribbons for each participant
o Mark that your category is complete on the poster

• Return to contest room and announce and distribute ribbons to contestants in alphabetical order
• Announce Champion followed by 2nd and 3rd place. Score sheets will be mailed to counties.
• Thank everyone and invite Champions to Champions Reception.
• Other announcements as needed.
• Straighten room, empty garbage (put in hallway), and turn off lights
• Fill out no show ribbon form and return to HQ

QUALIFICATIONS:
• Understand and follow 4-H philosophy regarding competition
• Knowledge of 4-H Communications Event Guidelines
• Good communication skills
• Interest in working with youth

BENEFITS:
• Training available through orientation
• Opportunity to help recognize 4-H members achievements
• Opportunity to help 4-H members meet standards and achieve goals

SALARY:
• Unsalaried; Volunteer.

MENTOR / SUPERVISING PROFESSIONAL:
Name:
Title:
Address:
City, State, Zip:
Phone:
Fax:
E-mail:

_______________________________________________________ __________
Signature of Volunteer     Date

_______________________________________________________ __________
Signature of Extension Professional    Date