

TEXAS 4-H YOUTH DEVELOPMENT

March 7, 2019

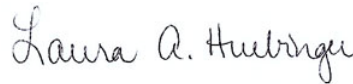
MEMORANDUM

TO: District 8 County Extension Agents

FROM: Donald W. Kelm
District Extension Administrator



Laura A. Huebinger
Extension Program Specialist
4-H Youth Development



SUBJECT: 2019 SPRING DISTRICT 8 4-H LEADERS 4 LIFE SKILLATHON CONTEST

Date: **Tentative:** Thursday, May 9, 2019
9:00 am Orientation and Contest Begins
Once entries are received, the counties involved will determine the final logistics, date, and time.

Location: **Tentative:** WebEx

Teams will meet at their county office (or county-designated location) to participate in the contest. Judges and counties will sign into WebEx and will use a webcam to conduct the contest via distance.

Entry Fee: \$10 per 4-H member

Deadline: All entries will be completed on 4-H Connect at <https://texas.4honline.com>.
Opens: Monday, April 8, 2019
Closes: Friday, April 26, 2019

At least one member will need to upload the Service Learning Interview Information Sheet for the Senior Age Division. (It can also be uploaded during the County level approval.) It can be found at http://agrilifecd.n.tamu.edu/d84h/files/2010/10/4-H_L4L_Service_Learning_Interview_Information_Sheet.pdf

County Approvals: County offices need to approve registrations on 4-H Connect by Monday, April 29, 2019.

Late Entries: Late entries will be permitted with an additional:

Central District 8 | 4-H Youth Development
Texas A&M AgriLife Extension Service
1229 N US Hwy 281 | Stephenville, Texas 76401
lhuebinger@ag.tamu.edu | <http://d84-h.tamu.edu>
Tel. 254.968.4144 ext.211 | Fax. 254.965.3759



- \$20 late fee per 4-H member up to 60 hours after the regular contest deadline (Monday at noon).
- \$50 late fee per 4-H member after 60 hours and up to the time of check-in on-site at an event

Please contact the District 8 Office if you have any questions.

DISTRICT 8 4-H LEADERS FOR LIFE SKILLATHON

Agent Responsibilities

Specific assignments will be announced as we get closer.

<p>Committee</p>	<p>Laura Petty* Becky Coward Cassie Ferguson Richard Parrish Mallorie Phelps</p>
<p>Parliamentary Procedure Demonstration Judges & Service Learning Presentation Judges (<i>Seniors</i>)</p> <p>(3 judges per age division) *One judge will serve as a timekeeper</p>	<p>Becky Coward Mallorie Phelps One more agent - TBD</p>

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Check with your County Extension Agent for county entry deadlines.
<http://counties.agrilife.org/>

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DISTRICT 8 4-H LEADERS FOR LIFE SKILLATHON

General Rules

OVERVIEW

The Leaders 4 Life Skillathon contest focuses on leadership, parliamentary procedure, and service learning and/or 4-H promotion. Local 4-H clubs are encouraged to begin the process by creating a leadership project group or developing their officers into a team to learn basic leadership skills, parliamentary procedure, service learning, and the importance of promoting 4-H to recruit new members. Counties may also use their County 4-H Council members to create a team.

GENERAL RULES & GUIDELINES

1. **Membership.** Participants must be 4-H members currently enrolled in a Texas 4-H & Youth Development county program and actively participating in a leadership project.
2. **Age Divisions.** Age divisions are determined by a participant's grade as of August 31, 2018 as follows:

Division	Grades	
Junior/Intermediate	3*, 4, 5, 6, 7, or 8	<i>*Must be at least 8 years old</i>
Senior	9, 10, 11, or 12*	<i>*Must not be older than 18 years old</i>

There will be two age divisions: Junior/Intermediate and Senior.

3. **Advancement to State Contest.** Three (3) Seniors team will advance to the state contest at Texas 4-H Roundup. Only Senior teams are eligible for advancement to Texas 4-H Roundup.
4. **Entries per County and Members per Team.** There is no limit to the number of teams a county may enter. Each team will consist of four (4) to six (6) members in the same age division.
5. **Contest Resources.** There are numerous resources for this contest. The Texas 4-H website has a Leaders 4 Life page with additional materials at the following link:
<https://texas4-h.tamu.edu/projects/leadership/>

The website has teaching materials for agents/volunteers, as well as study materials for 4-H members. Most of the study materials are available for download for free on the L4L website, but there are at additional materials that are not available online, as listed below.

There is a complimentary copy at each County Extension Office of the following resources:

- Dunbar's Parliamentary Procedure Made Easy*
- Dunbar's Meeting Procedure Guide*
- Dunbar's Guide For Making Motions*
- Dunbar's Parliamentary Procedure Glossary*

Additional copies may be purchased by the 4-H member and/or county at the following website:
<http://parlipro.northwest.net/>

The 4-H members and/or county should have at least one resource:

- Robert's Rules of Order*

DISTRICT 8 4-H LEADERS FOR LIFE SKILLATHON

Contest Procedures

CONTEST COMPONENTS

There are two (2) components to the Leaders 4 Life Skillathon Contest for the Junior/Intermediate Age Division. There are three (3) components to the Leaders 4 Life Skillathon for the Senior Age Division. The contest components are listed below.

Age Division	Contest Components		
Junior/ Intermediate	Parliamentary Procedure Demonstration	Question & Answer Session	
Senior	Parliamentary Procedure Demonstration	Question & Answer Session	Service Learning Interview

PARLIAMENTARY PROCEDURE DEMONSTRATION PROCEDURE

- Each team will consist of four (4) to six (6) members, including at a minimum the president, vice president, secretary, and treasurer. Up to two additional team members can be in any position—such as reporter or recreation leader—or just as members of the club. Officer positions are determined by the team in advance.
- The teams will present a simulated 4-H meeting no longer than the specified time for their age division. Five points will be deducted from the average score for every minute over the time limit. That is, if a senior age division meeting goes over 20 minutes, the team will receive a 5-point deduction; over 21 minutes a 10-point deduction, over 22 minutes a 15-point deduction, and so on. The deductions will be handled in tabulation. The timekeeper will keep track of the length of presentations and provide the information for tabulation.

Age Division	Parliamentary Procedure Demonstration Time Limit
Senior	20 minutes
Junior/Intermediate	15 minutes

- Two examples of problems are provided to help teams prepare.
- The teams will be given problems to incorporate into the demonstration (see samples include in this letter). A skeleton agenda will also be provided at the event. The teams must demonstrate all actions on the score sheet (required motions). They must incorporate the required motions into their demonstration, even if they are not listed in the contest problem. The additional problems may incorporate any of the motions listed below for the respective age division.

Age Division	Number of Problems to Incorporate into Demonstration	Required Motions to Incorporate into Demonstration	The Problems May Incorporate Any of These Motions:
Senior	3 problems	Main motion Amend a motion Division of the assembly Lay on the table Take from the table Withdraw a motion	Put a motion before the assembly (main motion) Lay on the table Amend a motion Division of the assembly Take from the table Withdraw a motion Division of a question Refer a motion to a committee Rise to a point of order Appeal the decision of the chair Previous question Rescind a motion Reconsider a motion Postpone a motion definitely Postpone a motion indefinitely Object to the consideration of the question
Junior/ Intermediate	1 problem	Main motion Amend a motion	Division of the assembly Lay on the table Take from the table Withdraw a motion

- Each team must provide its own minutes, treasurer’s report, letter of communication, and committee report. Prepared scripts are not allowed. Contest officials will check these materials before the team enters the planning room and collect them at the end of its presentation.
- Before the demonstration, each team will have 15 minutes to discuss the order of business and the problems of new business with fellow teammates in the planning room. No coaches, parents, agents, or other 4-H members not part of the team will be allowed in the planning room. Contestants may make notes on their agendas during the planning time.
- Use of the gavel: The gavel is a symbol of authority. It is used by the president to maintain order and keep the meeting running smoothly. To use the gavel properly, the president should stand squarely and firmly on both feet, grasp the handle of the gavel firmly, and rap the table or gavel block authoritatively, with well-spaced taps. The gavel is used to:
 - Call the meeting to order—two taps
 - Tell members to be seated—one tap
 - Ask all members to rise—three taps
 - Maintain order—several taps
 - Follow the announcement of the result of a vote—one tap (this is a special rule for 4-H and supersedes the rules in Robert’s Rules of Order)
 - Adjourn or recess the meeting—one tap (if desired)
- The maximum of number of points for this section of the contest is 100 points.

QUESTION & ANSWER SESSION ON PARLIAMENTARY PROCEDURE CONTEST PROCEDURE

- Each Intermediate and Senior team will be asked ten (10) questions.
- Each member of the team must answer at least one (1) question and no more than three (3) questions.
- Team members will answer questions in this order: president, vice president, secretary, treasurer, member, and member.
- The team will choose who will answer the remaining questions before they are read.
- Each contestant must begin response within 10 seconds and complete the answer within 1 minute.
- Each question is worth up to 10 points, for a maximum score of 100 points for this section.

Age Division	Questions Will Be Based on the Following Resources:
Senior	<i>Robert's Rules of Order</i> <i>Dunbar's Parliamentary Procedure Made Easy (blue workbook)</i> <i>Dunbar's Meeting Procedure Guide (blue)</i> <i>Dunbar's Guide for Making Motions (yellow)</i> <i>Dunbar's Parliamentary Procedure Glossary (green)</i>
Junior/ Intermediate	<i>Dunbar's Meeting Procedure Guide (blue)</i> <i>Dunbar's Guide for Making Motions (yellow)</i> <i>Dunbar's Parliamentary Procedure Glossary (green)</i>

SERVICE LEARNING INTERPRETATION PIECE CONTEST PROCEDURE

- This section of the contest was updated last year!
- This section of the contest is for Seniors only.
- Teams will submit a very simple document that asks the name of the project they are interpreting with a short paragraph (3 to 4 sentences maximum) that describes the project. Teams must use the Service Learning Interview – Information Sheet.
http://agriflife.org/d84h/files/2010/10/4-H_L4L_Service_Learning_Interview_Information_Sheet.pdf
- This document is not judged, but is used to prepare the judging panel for an interview with the team.
- The judging panel will ask interview questions of the team including, but not limited to, the project and how the 8 Steps of Service Learning (outlined on page 6 of "Use Your Hands.... For Service" document) were utilized in their project.
http://texas4-h.tamu.edu/wp-content/uploads/2015/09/leaders4hlife_servicelessons.pdf
- Interviews will last approximately 10 minutes and will be scored by the panel of judges.
- There will be a maximum of 70 points.

DISTRICT 8 4-H LEADERS FOR LIFE SKILLATHON

Senior Practice Problem #1

Unfinished Business

1. Take a motion from the table from the last business meeting.

New Business

Problem I

1. During this problem, accuracy of a vote is determined.
2. A member disagrees with a decision of the President.
3. The amended motion that the council secretary create and maintain a Facebook Page passes.

Problem II

1. During this problem, a member points out a parliamentary mistake.
2. The council decides to host a dance following the County 4-H Banquet.
3. An amendment is offered.
4. The motion and its amendment are laid on the table.

Problem III

1. The council decides to provide blankets to the nursing home residents for a community service project.
2. A division of the question is moved.
3. The motion to plant a tree is referred to a special committee.

DISTRICT 8 4-H LEADERS FOR LIFE SKILLATHON

Senior Practice Problem #2

Unfinished Business

New Business

Problem I

1. A member moves to send 2 delegates to the District 8 Leadership Lab.
2. The expense amount to cover is debated.
3. A second rank amendment is passed.
4. The motion to send 2 delegates to the District 8 Leadership Lab with expenses covered up to \$100 is tabled.

Problem II

1. During this problem a member calls for accuracy of a vote.
2. A motion is presented to host a donkey basketball game and all proceeds will go to the local food pantry.
3. The motion is passed.

Problem III

1. The motion tabled in problem 1 is taken from the table.
2. The motion passes.
3. A member moves to buy the County Extension Agents a gift card to be presented at the County 4-H Banquet.
4. The motion is withdrawn.

DISTRICT 8 4-H LEADERS FOR LIFE SKILLATHON

Agenda

This is the agenda that will be used during the contest.

I. Call to Order

II. Opening Exercise: Pledges—American Flag, Texas Flag, 4-H Motto & Pledge

III. Roll Call

IV. Reading and Approval of Minutes

V. Reports of Officers, Boards, and Standing Committees

VI. Reports of Special Committees

VII. Unfinished Business

VIII. New Business

IX. Program

X. Announcements

XI. Adjourn