



OFFICE BULLETIN BOARD GUIDELINES



The Office Bulletin Board Contest is a good opportunities to tell Hunterdon County about 4-H.

We've put together a few basic instructions and guidelines to help you make your display a success. Good luck and have fun!

BASIC INSTRUCTIONS

1. Clubs will be utilizing the Extension Center on Route 12.
2. Each club will receive a ribbon. Awards will be given for Best of Show, as well as excellent, very good & good. (Cloverbud clubs will receive a participation ribbon).
3. Clubs may use the 4-H theme or come up with a theme of their own.
4. Displays should be easy to read, simple and eye catching.
5. A background cover should be placed over the entire bulletin board.
6. Displays should have contact information which includes the name of the club, average age of the club members, club leaders and the 4-H office phone number. If using the 4-H clover remember to use the Official 4-H clover (see samples below).
7. Clubs may use the board for items and club information. Keep in mind that the Extension Center is a public building, and you should not leave items of value on display. The Hunterdon County 4-H and the Rutgers Cooperative Extension are not responsible for items used as part of your display.
8. A club member should be assigned to stop by the Extension Center periodically to check your display and make sure that it is in tact throughout the month.

GUIDELINES FOR PLANNING AND CONSTRUCTING YOUR DISPLAY

Select a Subject

Stick to just one idea and make it well defined. The idea is to promote your club, 4-H or a special project you are doing.

Devise a Catchy Title

A clever title reinforces your message. It attracts attention and makes people think!

Keep It Simple and Neat

Keep your display simple and neat. It should not be cluttered or complicated. Remember you are trying to appeal to people on the run. It takes the average person only a few seconds to pass the average display window, so the exhibit should reach out and tell the story quickly and clearly.

Develop a Plan

Work on your display well in advance. Get as much done ahead of time as possible. Don't wait until set up date to decide how it goes together. Divide up all the responsibilities, and assign each person a specific task.

Illustrate with Visuals

Show visually what you want to say. Use your imagination. Your display should be a living picture. Do not use copyrighted materials or name brands anywhere in your display.

Choose Equipment Carefully

Use objects that can withstand handling, nothing that breaks easily. Lettering should be large, clear, and neat so it is easy to read. A few big items are easier to see than a lot of little ones. If using the 4-H clover remember to use the official 4-H clover (see samples below).

Don't Forget

Club name, average grade of club members, club leaders and the office phone number, should appear somewhere on the display, (908) 788-1341.

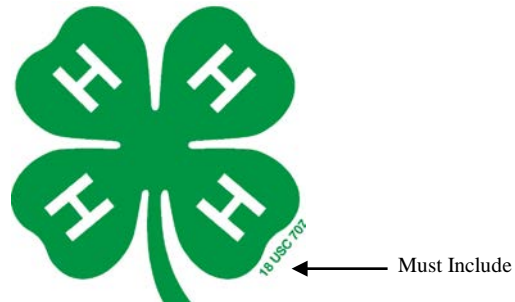
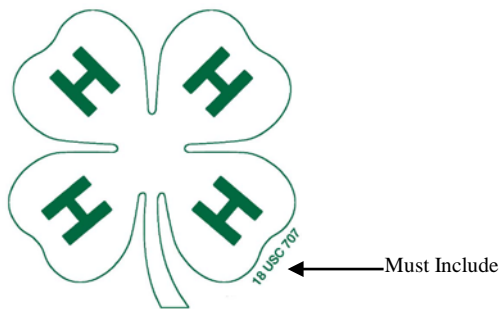
NOTE TO LEADERS

Remember this is a competition for the 4-H club members. We expect that you will help the members plan, but let them do the work.

Judging criteria:

	Points
Attracts Attention	
Suitable subject with viewer appeal	10
Effective title – clear, short, well-planned	10
Attention getter – good layout, color and design	15
Carries Out Theme	20
General Appearance and Workmanship	
Neat, clean and uncluttered-has a finished look	20
Club name, 4-H clover, and average age of 4-H members must appear on the display	
Originality and Creativity	25
Bonus Points	
Best 4-H Promotion, Most Original, Most Creative	
Best Layout and Design	5

Please remember when you are using the 4-H Clover in your Library Display, Fair Booth, Bulletin Board or any other 4-H Display you must use the official 4-Clover. See samples below.



Updated 7/1/16