



# Entering a Project in the Shotwell Building for the Fair

The Exhibit Catalog for the 2017 Fair (1 MB) can be downloaded [here](#). It includes some 32 departments Sussex 4-H members may enter during the Fair. Some require participation in a livestock or animal club, but there are 20 Departments where *all* 4-H members can enter projects. These include things like, arts, crafts, photography, horticulture, food and may other areas. These projects are displayed in the 4-H Shotwell Building during the Fair.

**To enter a project in the Shotwell Building you need to download and complete this [form](#).**

This version of the form can be completed on your computer and printed for signatures.

- Review the rules for the Department project(s) you plan to enter under. Be sure to follow *all* rules closely. If you have questions about rules or unsure what Department, Section or Class a project should be entered under, check with Karyn Carter (Director of the Shotwell Building Exhibits) at [karyn1213@gmail.com](mailto:karyn1213@gmail.com) or 973-903-2181 or the 4-H Office. **NO CHANGES WILL BE MADE AT DROP-OFF.**
- Be sure to note **when** projects are due at the Shotwell Building. This can be found in the *Prepare for the Fair* reference that you should have received via email and is posted on the Sussex County 4-H website. \*Please note that Woodworking, Canine Studies, & Feline Studies Section B (Furnishings & Accessories) will now be accepted on Sunday.
- For Departments 23 (Club Booth Displays): Please use the [Club Booth form](#).

## Signatures

As with all 4-H Fair registration forms for the fair, make sure you have all the required signatures on your form before turning it in.

**These include:**

- Member's signature
- Parent's or guardian's
- Club leader's

**If you're new to 4-H or just have not entered something in the 4-H Shotwell Building exhibits before, please use the step-by-step instruction below to help you complete the Registration form. (You can also get help from your 4-H leader!)**

# Step By Step Instructions for entering a Project into the Shotwell Building

## 1. Complete the top portion of the form.

Be sure to include all the information requested. Be sure to indicate your primary club as this is where any premiums, if you qualify, will be directed. Also be sure to sign the form, as well as, have a parent and your 4-H leader sign off.

Name _____	Email _____
Address _____	Phone No. _____
Town _____ State _____	Zip _____
School Grade Completed _____	
4-H Member Signature _____	4-H Member Parent/ Guardian Signature _____
Primary 4-H Club _____	Other 4-H Clubs _____
<p>I have read the <b>4-H Exhibitor Behavior Agreement</b> outlined on the back of this form.  <i>Your signature indicates that you understand and agree to behave in compliance with the conditions as described.</i></p> <p>Please indicate your participation at the fair:</p> <p><input type="checkbox"/> Exhibiting      <input type="checkbox"/> Volunteering      <input type="checkbox"/> Presenting</p> <p>Signature of Primary 4-H Leader _____</p> <p><i>4-H Leader: Sign this only when form has been completed and entries below meet with your approval.</i></p>	

## 2. Enter the *Department Number* for your project.

**Departments** are listed in the 4-H Exhibit Catalog in the Table of Contents.

Example: A member entering a flower would enter it under *Department 3*, Plants & Flowers

<p><b>DEPARTMENT 3</b></p> <p><b>PLANTS &amp; FLOWERS</b></p> <p><i>Department Chairperson: Deb Brodbeck, (973)</i></p> <p><b>RULES:</b></p> <p>1. All Entry Rules must be followed.</p>
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Dept #	Section Code	Class #	Description of Entry	No. Years of Experience	Record Book Reviewed (Leader's Initial)
3					

## 3. Enter the *Section Code* for each project.

Departments are divided into **Sections** to organize entries.

Example: A member entering a plant or flower grown for home or patio would put down **FLH**

<p><b>SECTION FLH-</b> grown for home or patio</p> <p><i>Grown for flowers or foliage, in pot, dish or basket</i></p> <p>Class Number with description</p>
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Dept #	Section Code	Class #	Description of Entry	No. Years of Experience	Record Book Reviewed (Leader's Initial)
3	FLH				

**4. Enter the *Class Number* for each project.**

Sections may include a **Class number** to further define each project.

Example: A member would enter **24** for Geranium

Class Number with description	
1. Achimedes	23. Gentiana
2. Aloe	24. Geranium
3. African Violet	25. Gloxinia
4. ...	26. ...

Dept. #	Section Code	Class #	Description of Entry	No. Years of Experience	Record Book Reviewed (Leader's Initial)
3	FLH	24			

**5. Provide a *Description* of the project.**

The form includes an area to describe the project.

*Example:* A member entering a potted Geranium could possibly describe the color or type of Geranium.

Dept. #	Section Code	Class #	Description of Entry	No. Years of Experience	Record Book Reviewed (Leader's Initial)
3	FLH	24	Red		

**6. Note the number of years' experience in that area.**

This should relate to the project.

A member could be in a horse club for 3 years, but entering a flower for the second time.

Dept. #	Section Code	Class #	Description of Entry	No. Years of Experience	Record Book Reviewed (Leader's Initial)
3	FLH	24	Red	2	

**7. Have a club leader initial that the member's record book has been reviewed and is satisfactorily completed.**

Dept. #	Section Code	Class #	Description of Entry	No. Years of Experience	Record Book Reviewed (Leader's Initial)
3	FLH	24	Red	2	

**8. Be sure to have the completed form turned into the 4-H Office by *June 30th*\*.**

**No entries received after that date will be eligible to participate.**

\*Please note that due to July 1 falling on a Saturday in 2017, all project books and fair paperwork should be received in the 4-H office by **June 30<sup>th</sup>**.

**9. *Drop off* your project at the Shotwell Building on the required day.**

Be sure to review the *Prepare for the Fair* email to know what day and time your project should be check in to the Shotwell Building.

\*Please note that Woodworking, Canine Studies, & Feline Studies Section B (Furnishings & Accessories) will also be accepted on Sunday.

**10. '*Note card(s)*' for your exhibit(s) are highly welcome.**

These are index cards are to be placed with your Shotwell Building entries on display. They answer questions such as: What I learned while making this project; What inspired me to make/do this project; etc.. These cards help the Judges understand the motivation behind each project. The judges will have an understanding of the work that went into each and every entry and award accordingly.

**Please be sure to follow the entry rules carefully to ensure your project is properly entered. Entries that are not properly entered may be subject to disqualification. YOU (member/parent) are responsible for properly entering your project (or reviewing your child's entry form). If the maximum number of projects entered for a class or department is exceeded, project(s) may also be disqualified.**

***NO CHANGES WILL BE MADE AT DROP-OFF!***

***If you have a project that you're unsure what Department, Section or Class it should be entered under, check with the Director of the Shotwell Building Exhibits, Karyn Carter, at [karyn1213@gmail.com](mailto:karyn1213@gmail.com) or 973-903-2181 or call/email the 4-H Office. It may be helpful to photograph and email a picture of the project with additional information.***