



## Entering a Project in the Shotwell Building for the Fair

The 4-H Exhibit Catalog includes about 30 departments Sussex 4-H members may enter exhibits during the Fair. The Exhibit Catalog lists the requirements and rules that 4-H members must abide to have the opportunity to enter projects. It can be found at [www.sussex4h.org](http://www.sussex4h.org).

Some exhibit departments requirements include participation in a livestock or animal club, but there are 20 Departments that 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 4-H members need to complete and return the [Shotwell Exhibit form](#) to the 4-H Office.**

Be sure to review and follow all the rules for the Department you plan to enter any exhibits under. If you have questions about rules or unsure what Department, Section or Class a project should be entered under, ask your leader or contact the 4-H Office for assistance. It is helpful to photograph and email a picture of the project. **NO CHANGES WILL BE MADE AT DROP-OFF.**

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

**These include:**

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

Lastly be sure to note **when** projects need to be dropped off at the Shotwell Building. It is generally the Sunday afternoon before the opening day of the fair but be sure to review *Prepare for the Fair* reference to confirm this year's date and time. You may also receive a reminder via email and it will posted on the [Sussex County 4-H Facebook page](#).

**If you are new to 4-H or just have not entered an exhibit in the 4-H Shotwell Building before, please use the step-by-step instruction below to help you complete the Registration form.**

**(You may also get help from your 4-H leader or the 4-H office!)**

# 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 b</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 *July 1\**.  
entries received after that date will be accepted and eligible to participate.**

\*If July 1 falling on Saturday or Sunday, all project books and fair paperwork need to be received by the 4-H on the last previous business day.

**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.

**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 understand the work that went into each 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 an exhibit that you're unsure what Department, Section, or Class it should be entered under, contact the 4-H office for assistance. It is helpful to photograph and email a picture of the project with additional information.***