Entry Cards & Labels
Entry cards or labels will be printed and sent to Extension Offices during the last half of August. Please securely attach these entry cards to the appropriate exhibits before coming to the Fair. You may wish to fold and hole-punch entry forms to attach to some exhibits. **DO NOT SEPARATE**. If attaching with tape, always use masking tape. Below are some of the additional details for attaching entry and score cards to exhibits. Please refer to the Kansas State Fair book and the Kansas 4-H State Fair Staff Downloads web page for complete details.

Sewing & Textile Design: Identification Labels (no straight pins may be used to attach these items). a) Type or print on

3" x 2½" piece of cloth: Class Number, County or District, Name. b) Sew labels on inside of garment (back of neck, center back of waistband, or left end of apron band). Label each piece. c) Place entry form and score card on front left shoulder seam of garment or to the left side of waistband with hanger opening facing to the left, as if you were wearing the garment, so that the hanger opening faces the attached entry form.

Communications: Entry cards will not be printed for Demonstrations and Illustrated Talks.

Electric & Renewable Energy AND Small Engines: Tie entry card and scorecard (including additional information from exhibitor) to the exhibit with string or fasten the string to the form with masking tape and attach to the exhibit where it can be easily seen. Any project with a complexity of size or electronics must have (a) instructions for assembly and use and (b) equipment available at the time of judging for actual testing of the exhibit.

Entomology and Geology: Tape entry card to the outside of the top end of one box. For Geology Exhibits, please include the Geology Photo Release Form.

Fiber Arts: In addition to the entry card, type or print on 3" x 2 ½ "piece of cloth: class number, county or district, and exhibitor's name; Many Extension Offices have these types of labels available. b) Sew or safety pin this ID label on the corner of flat articles; c) For garments, attach ID label to the front left shoulder seam, of left side of waistband, as if you were wearing the garment. The exhibitor should also attach an index card, no larger than 3" x 5", with the entry form to give the judge any information on what parts of the exhibit they made, processes used, or other information which the exhibitor thinks would be helpful to the judge. For all items, please indicate if item was made from a kit. For knitted and crocheted items, please indicate fiber content and specifically if they are made of at least 90% wool.

Foods and Nutrition: Carefully secure the entry card, recipe, and evaluation form to the outside of the wrapped exhibit. Do not wrap forms in plastic. The exhibitor is encouraged to attach a 3" x 5" index card with the entry card to give the judge any information which the exhibitor thinks would be helpful for the judge to know. Attach gummed label to bottom of plate or cardboard. Label should contain: Class Number and Name, Product, 4 H member's Name, and County or District. Complete recipes with ingredients and instructions must be attached with the entry or the placing will be lowered one ribbon when judged.

Foods Preservation: Punch a hole in the entry card and use a rubber band to attach the entry card and recipe around the top of jars. Each jar exhibited must be labeled with a uniform label placed 1" from the base of jar. You may need to make a label using an adhesive mailing label. The label must not cover brand name of jar. The label must give: Class No, Division, Product, Canning Method, Process Time, Pressure (psi), Month and Year Processed, Name, and County/District. Each exhibit must have the complete recipe and instructions attached with the entry card or it will be lowered one ribbon placing.

Foods and Nutrition Educational Exhibit: Entry card should be taped to the exhibit. The educational exhibit evaluation form is no longer required from the exhibitor.

Home Environment: The entry card must be attached to the exhibit. The Home Environment Exhibit Summary sheet is no longer required from the exhibitor.

Horticulture & Landscape Design: Exhibits on paper plates - attach string to the entry card and tape or staple string to plate. Collection - tape securely to container with masking

tape. Potatoes - fasten around one potato with rubber band. Other large single horticulture exhibits - if possible, tie with string or tape to exhibit. Each exhibitor should complete the required information on the Crops/Horticulture Comment Card and attach it to the exhibit by punching a hole in the upper left corner of the card and attaching it to the same string as the entry card. Vegetables *will not* be sold at the IFYE Food Sale.

Photography: Photography entry labels will be printed and sent to Extension Offices. The State Fair 4H Photography ID Form must be used and mounted correctly on the bottom front of the matte board and the Entry Label affixed to the Photography ID form. On the back of the mount, please write; the exhibitor's name, photo class, location where the photograph was taken and the Extension Unit (county/district). If in a district, please include county name.

Engineering & Technology – General: For Ag Mechanics, BBC, Astronomy, Computers, Robotics, Rocketry, and UAS. Exhibitors may submit a video (for some projects it's not required) talking about their exhibit. If the video meets acceptable standards, we will include it in a Engineering & Technology video loop that plays at the State Fair. This is a great opportunity for youth to share about their project at the state level and have some additional entries for their KEAs. The specifics are as follows: Their Engineering & Technology project video is no longer than 8 minutes. Videos should be placed on a USB drive. These videos may be considered for inclusion in a running video loop in the Engineering & Technology area at the state fair after review by judges, superintendent(s), and extension staff. Adult guardians must complete the video release included with the exhibit form. If the release is not completed the video will not be included in the video loop on display in the Engineering & Technology area at the Kansas State Fair.

ENGINEERING & TECHNOLOGY– Ag Mechanics: The exhibitor's name(s) and county or district must be tagged or labeled in a prominent location on the display. Each exhibit, except display boards, must include an Ag Mechanics information packet. Entry of just a packet without an accompanying exhibit is not a sufficient exhibit. Each exhibitor is required to complete the "4-H ENGINEERING & TECHNOLOGY Ag Mechanics Exhibit Information Form" which is available through your local K-State Research and Extension office or at www.engtech4ks.com/ . This form must be attached to the outside of a 10" x 13" manila envelope. Do not tie the envelope to the exhibit (we separate it and send it back to counties separately). Each exhibit information packet should include the following items: (a.) Bill of materials for the project with associated costs, scrap items used may be listed as having a $0.00 cost (b.) 1 to 5 pages of photos showing work on the exhibit, preferably from a beginning state to final or completed state (c.) If appropriate schematics or working drawings relating to the creation or repair (d.) If appropriate operating instructions. Exhibits larger than 5 feet in any dimension need to contact the state office by August 24*th* and will be displayed outside. Optionally youth may record a video for these classes, see above for video details.

ENGINEERING & TECHNOLOGY– Building Block Construction: There have been significant changes in this class. The summation: build what you want (as long as it's not replicating another piece of well-known art like Stary Nights), don't worry about the walls, windows, doors, and floors; make sure the exhibit's clean, there aren't cracks or scuffs, use a consistent pattern as you lay bricks (no green brick randomly placed in a red wall without reason), full kits should not be used, and tell a good story about what's happening. :-) The exhibitor's name(s) and county or district must be tagged or labeled in a prominent location on the display. Each exhibit must include an Architectural Block Construction information packet. Entry of just a packet without an accompanying exhibit is not a sufficient exhibit. Each exhibitor is required to

complete the "4-H ENGINEERING & TECHNOLOGY Architectural Block Construction Exhibit Information Form" which is available through your local K-State Research and Extension office or at www.engtech4ks.com/ . This form must be attached to the outside of a 10" x 13" manila envelope. Do not tie the envelope to the exhibit. Each exhibit information packet should include the following items: (a.) A story that describes what is happening in the diorama. (b.) 1 to 5 pages of photos showing work on the exhibit, preferably from a beginning state to final or completed state (c.) If appropriate operating instructions for mechanical portions of the diorama. Additionally, exhibitors are required to create a video about their project discussing their construction experiences and the elements of the diorama as well as what is happening in their design (tell the story you wrote down). This allows judges to get a better understanding of the exhibit and allows youth the opportunity to fully explain their exhibit. See above for general video requirements for all ENGINEERING & TECHNOLOGY classes.

ENGINEERING & TECHNOLOGY– Astronomy: Each telescope exhibit must include a 4-H Astronomy Exhibit Information Form, attached to the outside of a 10" x 13" manila envelope. Construction plans, two photographs showing telescope construction and operation must be placed in the manila envelope. Photographs should be mounted on one side of an 8 ½" x 11" page with a brief caption of each photograph. Exhibitor's name, county or district, age, and year(s) in project must be tagged or labeled in a prominent location on the telescope stand, educational display, notebook, and/or poster. Optionally youth may record a video for these classes, see above for video details.

ENGINEERING & TECHNOLOGY– Computers: *Do not send full sized computers to the state fair. If the exhibit is about the physical components, for example building a keyboard, that belongs in energy management because it is focused on the wiring, soldering, and buttons, whereas ENGINEERING & TECHNOLOGY – Computer exhibits focus on the logical or programming aspects of computers.* For all computer system entries, the following items are required as part of an exhibit packet: (a.) A manila envelope with the Computer Exhibit Form attached to the front, this form can be downloaded at www.engtech4ks.com/. (b.) A USB drive labeled with the 4-Hers name, county/district, and club; in a way that does not prevent it from being plugged into a computer. (c.) For exhibits that are entered on USB drives, at least one (1) graphic (picture, screen shot/capture, slide, etc.) of the project must be printed out on an 8.5" X 11" sheet of standard computer paper, placed in a plastic sheet protector, to allow for proper display and recognition at the Kansas State Fair. This is what will be displayed during the fair, all other materials will be sent back to the county/district office. On the back side of the graphic the 4-Her's name, county/district, and club should be listed. (d.) Instructions to run any part of the exhibit on the USB drive. (There should be at least three (3) items in your manila envelope: USB drive, graphic, and instructions). Each exhibit must be accompanied by a "4-H Engineer's Journal." The engineer's journal should be typed. It can either be included electronically on the USB drive (preferred) or printed and placed in the manila envelope. (a.) The "4-H Engineer's Journal" should start with a dated entry describing what the 4-H member is trying to accomplish/build. (b.) The "4-H Engineer's Journal" should conclude with a dated entry describing what the 4-H member achieved in creating. (The start and end many times will be different. The judges are interested in the journey). (c.) Additional entries in the "4-H Engineer's Journal" should be made as progress occurs describing successes and failures; as well as the steps taken and any sources of information including links used. (d.) Pictures can also be included in the "4-H Engineer's Journal" but should not be more than 50% of the entries. (e.) The "4-H Engineer's Journal" should contain at least one graphic. (f.) The "4-H Engineer's Journal" must be at least 3 pages in length. (g.) An example of a "4-H Engineer's Journal" can be found a www.engtech4ks.com/. (h.) The "4-H Engineer's Journal" will comprise 50% of the overall exhibit score. Failure to include a "4-H Engineer's Journal" will result in the exhibit being

disqualified. If the exhibit is a program, application, app, web site, or requires any coding, the source code must be included on the USB drive. Failure to include a copy of the "source code" may result in up to one ribbon place deduction. Diagrams or decision trees showing the logical flow of the system must be included on the USB drive for all exhibits. Since there is no conference judging at the Kansas State Fair, a set of instructions must be provided to run the computer system/application. These instructions should be printed off and included in the exhibit package and a copy should be included on the USB drive. a. Instructions should be written as though you were helping a less techy person, (like a grandparent) use the USB drive with a computer. An example of instructions can be found at www.engtech4ks.com/ . Each exhibit MUST include a video of the youth following their instructions for operation. This allows judges to get a better understanding of the exhibit and allows the youth the opportunity to fully demonstrate their exhibit. See above for general video requirements for all ENGINEERING & TECHNOLOGY classes. Each exhibit must accomplish a specific automated task using a computer, a chip system, or virtual machine (VM).

ENGINEERING & TECHNOLOGY– Robotics: Each exhibitor is required to complete the 4-H ENGINEERING & TECHNOLOGY Robotics Exhibit Information Form. This form must be attached to the outside of a 10" x 13" manila envelope. Written instructions for operation, construction plans, one to three pages of project photographs, a video presentation, and robot programming information (if applicable) should be placed inside the envelope. Exhibitor's name(s) and county and/or district must be tagged or labeled in a prominent location on the robot and any other parts (like mats) sent with the robot as they are separated from the main display, educational display, and/or notebook. Each exhibit MUST include a video of the youth following their instructions for operation. This allows judges to get a better understanding of the exhibit and allows the youth the opportunity to fully demonstrate their exhibit. See above for general video requirements for all ENGINEERING & TECHNOLOGY classes.

ENGINEERING & TECHNOLOGY – Rocketry: Attach entry card to the rocket with string. The report that accompanies the rocket must be limited to the 4-H ENGINEERING & TECHNOLOGY Rocket Exhibit Information Form which is attached to a 10" x 13" envelope. Plans must be placed inside the envelope. One or more photographs of the rocket at the launch site are required. Photographs should be mounted on one side of 8 ½" x 11" page(s). There are to be at least 1 page of photos and no more than 5 pages of photos. Optionally youth may record a video for these classes, see above for video details.

ENGINEERING & TECHNOLOGY – UAS: Exhibit Information Form which is affixed to a 10" x 13" envelope. This envelope should not be attached to the UAS. This may be downloaded from www.engtech4ks.com/. Any UAS exhibit not including a packet will receive an automatic participation ribbon. The exhibitor's name, county or district, age, and years(s) in project must be tagged or labeled in a prominent location on the exhibit. exhibit MUST include a video of the youth operating their UAS. This allows judges to get a better understanding of the exhibit and allows the youth the opportunity to fully demonstrate their exhibit. See above for general video requirements for all ENGINEERING & TECHNOLOGY classes.

Visual Arts: Entry card and Exhibit Release forms need to be **COMPLETED** and attached to the exhibit when it is brought to the fair.

Woodworking: The entry card, plans and all other paperwork should be secured to the project in some manner. Tape is usually not adequate to accomplish this. It is recommended to use a zip

top plastic bag with a hole punched through it and using string to tie this to the exhibit. Exhibits with missing or insufficient plans will be lowered one ribbon placing.

Project Exhibit Judging
Fashion Review: Entry cards will not be printed for Fashion Review. A time schedule for contestant judging will be mailed to Extension Offices as soon as pre-entry information is received and processed. **As youth are signed up for Fashion Revue, they will have the opportunity to select a time frame that they would like to be judged during.** Note that there will be two public revues again this year. The revue for constructed garments will be at 4:00 p.m. and the revue for purchased garments will be at 5:00 p.m. Both revues will be held in Hansen Auditorium in the 4-H Encampment Building.

Meeting Spaces
If you need to schedule a meeting at the fair for a 4-H group, contact the State Fair office at 620-669-3600 to reserve a meeting space.

Conclusion
Again, if you have looked and cannot find the answers you need in the fair book, please contact the Specialist or Chairperson in the respective exhibit area or contact us in the State 4-H Office. We are looking forward to seeing you at the Kansas State Fair, and we look forward to serving you and your   4-H members.