

INSTRUCTIONS FOR JUDGING CLERKS

1. BE FAMILIAR WITH THE GENERAL RULES IN THE SCHEDULES. ALSO THE CLASSES IN WHICH YOU ARE TO SERVE.
2. PREVIOUSLY, LEARN WHERE ALL THE CLASSES ARE FOR WHICH YOU ARE TO CLERK. THIS IS SO THAT YOU MAY MOVE FROM CLASS TO CLASS WITHOUT DELAY.
3. AFTER BEING ASSIGNED TO WORK WITH YOUR PANEL OF JUDGES, BE SURE TO CHECK WITH THE SCHEDULE ALL THE CLASSES ASSIGNED TO YOUR GROUP - KNOW WHERE THEY ARE, THE NUMBER IN EACH CLASS AND WHETHER IT AGREES WITH THE SCHEDULE AND BE SURE EVERYTHING IS IN ORDER BEFORE THE JUDGING BEGINS.
4. TAKE YOUR POSITION AT THE FIRST CLASS FOR WHICH YOU ARE TO CLERK.
5. WHEN INTRODUCED TO THE JUDGES, INQUIRE AT THAT TIME IF YOU MAY LISTEN TO THEIR COMMENTS. CLERKS SHOULD STAND SO AS NOT TO BLOCK THE VISION OF THE JUDGES. KEEP EVERYTHING HEARD IN STRICT CONFIDENCE. NO COMMENTS.
6. WHEN ASKED TO DO SO BY THE JUDGES, IT IS THE DUTY OF THE CHIEF CLERKS TO OBTAIN FROM THE CHAIRMAN OF THE CLASSIFICATION COMMITTEE ANY INFORMATION NECESSARY FOR THE CLARIFICATION OF THE SCHEDULE. ASK YOUR AREA JUDGES CLERK TO GET HER FOR YOU SO YOU WON'T HAVE TO LEAVE YOUR JUDGES.
7. CLERKS SHOULD NEVER BE EXHIBITORS IN THE CLASSES WHERE THEY ARE ASSISTING JUDGES. NOTIFY THE CHAIRMAN OF THE CLERKS IF YOU HAVE ANY ENTRY IN ANY OF THE DIVISIONS.
8. DO NOT VOLUNTEER ANY INFORMATION TO THE JUDGES.
9. UNDER NO CIRCUMSTANCES SHOULD THE IDENTITY OF A BLUE RIBBON WINNER BE REVEALED TO THE JUDGES PRIOR TO THE SELECTION OF THE TRI-COLOR WINNER.
10. WHEN THE JUDGES HAVE AWARDED THE RIBBONS, LAY THE RIBBONS IN THEIR RESPECTIVE PLACES AT FIRST. SOMETIMES THE JUDGES CHANGE THEIR MINDS AFTER REVIEWING THEIR JUDGING. IT IS EASY TO CHANGE THE RIBBONS IF THE TICKET HAS NOT BEEN PUNCHED. ONCE THE TICKET HAS BEEN PUNCHED, IT CANNOT BE CHANGED WITHOUT THE PERMISSION OF THE GENERAL CHAIRMAN OF THE SHOW, CHAIRMAN OF THE JUDGES, AND CHAIRMAN OF THE CLERKS. AFTER THE JUDGES ARE ABSOLUTELY SURE OF THEIR DECISION, THE CHIEF CLERK PUNCHES THE TICKETS AND THEN GOES ON TO THE NEXT CLASS. THE SECOND CLERK ATTACHES THE RIBBONS.
11. ALL CARDS ARE TO BE OPENED AFTER THE CLASS HAS BEEN JUDGED EXCEPT THE BLUE RIBBON AWARD. THE LOWER SECTION OF THE ENTRY CARD OF THE SECOND, THIRD, AND HONORABLE MENTION AWARDS MUST BE TORN OFF AND PLACED IN A RECEPTACLE FOR THIS PURPOSE.
12. THE BLUE RIBBON WINNER'S ENTRY CARDS ARE LEFT CLOSED FOR THE FINAL JUDGING FOR THE TRI-COLOR, CREATIVITY AND AWARD OF DIST. - IN THE VARIOUS DIVISIONS. BE SURE THE JUDGES SIGN THE BLUE RIBBON ENTRY CARDS.
13. HAVE IN YOUR POSSESSION: (DIVIDED BETWEEN THE TWO CLERKS AS TO YOUR DUTIES):

CLIP BOARDS FOR JUDGING SHEETS	RIBBONS FOR AWARDS
JUDGING SHEETS	BLUE - FIRST
TYPED INSTRUCTIONS	RED - SECOND
PENCILS	YELLOW - THIRD
PUNCHES	WHITE - HONORABLE MENTION
PAPER CLIPS	GREEN - SPECIAL HORTICULTURE
SCRATCH PADS	PURPLE - SPECIAL ARRANGEMENT
14. THE SCRATCH PADS ARE FOR THE JUDGES TO MAKE COMMENTS ON.
15. WHEN ALL CLASSES IN YOUR CHARGE HAVE BEEN JUDGED, REMIND THE JUDGES THAT ALL ARE TO VOTE FOR THE TRI-COLOR AND CREATIVITY AND THE AWARD OF DISTINCTION IN THEIR DIVISION. SUPPLY VOTE SLIPS FOR THIS PURPOSE FROM YOUR SCRATCH PADS.
16. THE CHAIRMAN OF THE CLERKS PASSES A SEALED BOX AROUND TO THE JUDGES COLLECTING ALL OF THE JUDGES' VOTES. THE CHAIRMAN OF THE JUDGES, THE CHAIRMAN OF THE CLERKS, AND THE CHAIRMAN OF THE SHOW COUNT THE VOTES FOR THE TRI-COLOR AND THE AWARD OF DISTINCTION, AND CREATIVITY.
17. AFTER THE TRI-COLOR, CREATIVITY, AND THE AWARD OF DISTINCTION HAVE BEEN AWARDED IN YOUR PARTICULAR DIVISION, REMOVE THE LOWER PORTION OF THE BLUE RIBBON ENTRY CARDS AND PUT THEM IN THE RECEPTACLE GIVEN YOU FOR THIS PURPOSE. OPEN ALL BLUE RIBBON ENTRY CARDS FOR THE PUBLIC TO SEE.