



## 2023-2024 Agent Resource Packet

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, veteran status, genetic information, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

# 2024 DISTRICT 12 4-H FOOD CHALLENGE RESOURCE PACKET

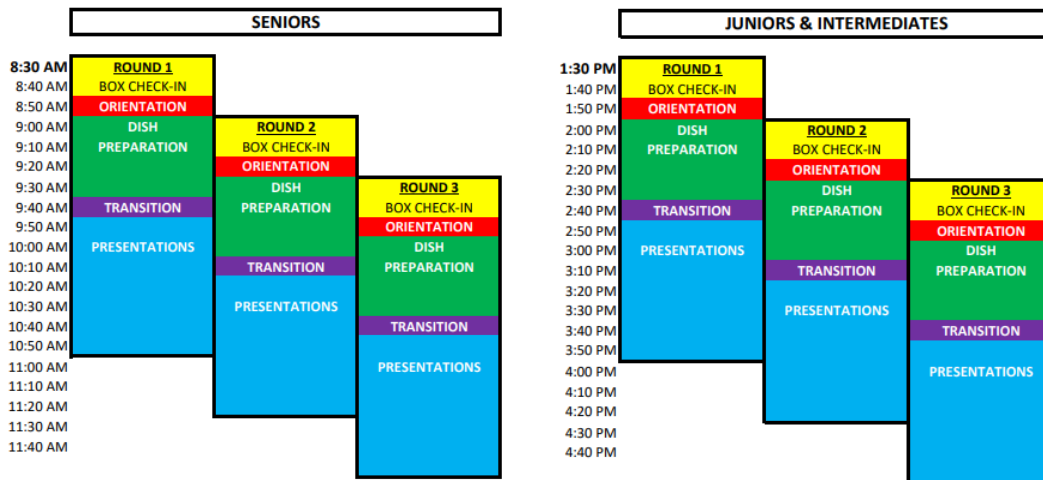
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<u>Attachment</u>	<u>Description</u>
A	Food Challenge Agenda
B	Supply Box Certification Form
C	Agent Assignments
D	Volunteer Form
E	Deadline Summary

# AGENDA

*(Signs will be posted throughout the building for direction – map attached)*

8:00 am - 10:30 am	Senior Registration
8:30 am- 9:00 am	Judge's Orientation
9:00 am – 12:00 pm	Senior Food Challenge Competition
12:00 pm – 1:00 pm	District 12 4-H Council Meeting
1:00 pm – 1:30 pm	Junior & Intermediate Registration
1:30 pm – 5: 30 pm	Junior & Intermediate Food Challenge Competition
5:30 pm	Awards Ceremony



<< NOTE: Parents, Children, & Guests may wait in the designated waiting area.>>

**ABSOLUTELY NO TASTE TESTING**

**WILL BE ALLOWED.**

**Clean Up: Everyone helps. Please leave the facility clean.**

# SUPPLY BOX CERTIFICATION FORM

County: \_\_\_\_\_ Age Division: \_\_\_\_\_ Junior / Intermediate \_\_\_\_\_ Senior

Team Name: \_\_\_\_\_ Person Completing This Form (print): \_\_\_\_\_

The following is a list of supplies for a 4-H Food Challenge Supply Box. You may choose to have less than what is listed below, however, you may not include any additional items in your supply box.

Supply Box:		
Bowls (up to 4 – any size)	Hot Pads (up to 5)	Sanitizing Wipes (1 container)
Calculator	Kitchen Shears (1 pair)	Serving Utensils
Can Opener	Kitchen Timer	1 plate/platter
Colander	Knives (up to 6)	1 bowl
Cookie Cutter (up to 2)	Liquid Measuring Cup	1 utensil
Cutting Boards (up to 4)	Manual Pencil Sharpener	- Skewers (1 set)
Disposable Tasting Spoons (no limit)	Measuring Spoons (1 set)	- Skillet with lid
Dry Measuring Cup (1 set)	Non-stick Cooking Spray	- Spatulas (up to 2)
Electric Skillet	Note Cards (1 Package – no larger than 5 X 7)	Stirring Spoon
Extension Cord	Paper Towels (1 roll)	Storage Bags
First Aid Kit	Pancake Turner (up to 2)	Tongs (up to 2)
Food Thermometer	Pencils (no limit)	Toothpicks (no limit)
Fork	Plastic Box & trash bags for dirty equipment	Two single-burner hot plates or One double-burner plate (electric)
Gloves	Pot with Lid	Whisk
Grater	Potato Masher	
Hand Sanitizer	Potato Peeler	

Pantry Items:	
Salt	Pepper
Oil (up to 17 oz)	1 Jar Chicken Bouillon
1 Medium Onion	2 Cans (up to 16 oz) vegetables and or fruit
Rice (white or brown) or pasta (up to 16 oz) (uncooked)	Cornstarch (up to 1 pound) or flour (up to 1 pound)

\* Extension cord should be compatible with your burner requirements (grounded cords are 3-prong; ungrounded cords are 2-prong)

## Acknowledgement

I understand that my team's supply box must include only those items and quantities listed above, and that I am not permitted to have any additional items in the supply box. I also understand that I may be selected for a random inspection, or spot inspection prior to or during the contest. I understand that I cannot share a box or supplies in a box with anyone competing simultaneously with my team. If my box has any items not listed above or not in accordance with this list, I am aware that my team may be assessed penalty points.

\_\_\_\_\_  
Team Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Leaders Signature

\_\_\_\_\_  
Date

*This form must be turned into the Supply Box Check-In Superintendent by the designated time prior to the contest.*

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# AGENT ASSIGNMENTS

<b>Supplies/Resources:</b>	<b>Stephanie Bowman, Lilan Mezquida, Gloria Carter</b> - purchase supplies, collect recipes, copy resources before contest, determine recipes, clues for each age division and food category, prepare pantries (along with list of ingredients and amounts), official contest resources, team worksheets, receipts (can be copies of originals or typed).
<b>Registration:</b>	<b>Kimberly De La Garza</b> will coordinate registration for all attendees with the assistance of the District 12 4-H Council officers.
<b>Room Setup (Friday):</b>	<b>All Planning Committee Agents</b> will set-up contest room tables, put up signs, chairs, registration for teams, assign work spaces for teams, ensure adequate electricity is available, access to water, etc.
<b>Judges Packets:</b>	<b>District Office</b> will organize judges' packets, 3-4 person judging panel, # of participants will determine the number of judges needed, food challenge manual/rules, scorecards, educational resources, and placing sheets.
<b>Participant Orientation</b>	<b>Joanne Ureste</b> will conduct the orientation for Food Challenge participants.
<b>Judges, Superintendents Assistants Orientation:</b>	<b>Gloria Carter &amp; Lillian Mezquida</b> will become familiar with the contents of the judge's packet, conduct judge's registration, be prepared to discuss score cards, placing sheets, nutrition resources, assign judges to food categories and set up judging rooms. Discuss time allowed for judging of each team 5 minutes for the presentation, 3 minutes for judges' questions and 4 minutes between team presentations for judges to score and write comments.
<b>Tabulation:</b>	<b>Angie Sifuentes &amp; Grace Marshall</b>
<b>Supply Box Check-In:</b>	<b>Sara Nicholson</b> This includes receiving completed Supply Box Certification forms, and random selection for full box inspections. Teams of agents will monitor and inspect contents of Food Challenge supply boxes throughout competition.
<b>County Group Photos:</b>	<b>County Extension Agents</b>

**Team Monitors/Prep Judges:** **Frank Escobedo & Angelica Torres** Monitors will be assigned a team or teams and ensure that participants abide by the state and district rules.

**Superintendent**

**& Assistant:**

**Gloria Carter and Lillian Mezquida** will show the judges to the judging room and issue the judging packets and ensure score sheets are completed. They will turn in score sheets to tabulation and collect the next team to be judged. Also monitor the team holding room so there is no talking or communicating with team members before being judged.

**Pantry Monitor**

**Kim De La Garza** will monitor the pantry and ensure 4-H'ers use their given monetary amounts.

**Awards Program:**

**District Office & 4-H Council** will coordinate awards programs for this event. Work with tabulation committee to get final print outs on awards and arrange for microphone etc. District 12 4-H Council Officers will announce the results.

**Food Challenge Evaluation:**

**Lilian Mezquida** will administer an evaluation instrument and ensure all participants complete the forms.

**Miscellaneous:**

**District Office** will create and print room identifiers, table tents with team names and participant evaluations.

**Presentation Judges:**

**Beatriz Loya, Melissa de Leon, Phyllishia Lopez** will be randomly selected, and counties contacted the week of Food Challenge.

# VOLUNTEER FORM

Use this form to organize your volunteer list. All information should be entered online (D12 4-H website) under the 4-H Activities> 4-H Food Challenge> link. This information must be posted online by **November 1st**.

## VOLUNTEER - JUDGE #1

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City / Zip: \_\_\_\_\_

Has this person judged at county food show/challenge? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has this person judged at district food show/challenge? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this person knowledgeable about this contest? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this person knowledgeable of food and nutrition, MyPlate, and dietary guidelines? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you provided this person training on foods and nutrition? \_\_\_\_\_ Yes \_\_\_\_\_ No

Specify any judging conflicts: \_\_\_\_\_

## VOLUNTEER - JUDGE #2

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City / Zip: \_\_\_\_\_

Has this person judged at county food show/challenge? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has this person judged at district food show/challenge? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this person knowledgeable about this contest? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this person knowledgeable of food and nutrition, MyPlate, and dietary guidelines? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you provided this person training on foods and nutrition? \_\_\_\_\_ Yes \_\_\_\_\_ No

Specify any judging conflicts: \_\_\_\_\_

**DO NOT TURN IN THIS FORM**

**...all information must be posted online as described above.**

# DEADLINE SUMMARY

## District Deadline - November 1, 2023

**All Contestants:** Each 4-H'er participating in the District 12 4-H Food Challenge must register online through **4- H Online**. There will be a registration fee of \$15.00 per contestant.

- Registration will be open from **October 2, 2023 through October 30, 2023**. County certification deadline will be November 1, 2023. There will be no late registration period. No refunds will be given to a county and/or individual. Payment must be received prior to event date.

**4-H Coordinator:** The County 4-H Coordinator from each participating county must contact, confirm, and submit the names and information of two (2) confirmed adult leaders to assist during the District 12 4-H Food Challenge. Please submit online (D12 4-H website) the contact information on the form (Attachment D) to the District Office by **November 1st**. Leader roles are as follows:

- Two (2) judges - these individuals must be willing and qualified to serve as a judge. If for some reason the judge originally selected is unable to attend, it is the agent's responsibility to obtain another qualified judge and notify the District Office of the change immediately. Agents are asked to advise the District Office of participant substitution or no shows by noon on Thursday, **November 2nd**.