



TIPS FOR MCB JUDGING VISIT

Judging for communities participating in MCB Awards Program process will be during the week of **September 10-14, 2018**. If this is your community's first time to be judged, or you would like pre-judging assistance in preparing for the visit, please contact Teresa Keller, 660.383.1034, Teresa@MOCommunityBetterment.com.

You will be allotted 2 hours if you are presenting both community and youth entries. If you will be presenting only youth or only community entries, you will be allotted 1 ½ hours. Community tours to present your entries as well as any question and answer time will have to be conducted during this time allotment. The judges will be in your community an additional 15 minutes for recognition of community adult/youth volunteers. The judges MUST adhere to their schedule. **Communities must provide a timekeeper.**

Communities are judged on their accomplishments in relation to their population and the resources they have available. The judging team assesses the community improvement process based upon the following: Community Planning, Goal Setting, Project Submission, Funding, Volunteer Participation, Community Involvement, Youth Involvement, Progress of Goals and Community Impact.

As you prepare for the on-site judging, consider these tips:

- Make your best impression by choosing the meeting site carefully, and showcase your community. This is your opportunity to showcase your community! The community should strongly adhere to the time limit.
- Make certain meeting locations and refreshment arrangements are confirmed (these must be established and the information shared with MCB staff as soon as possible). Please put a tentative hold on your meeting location for the evaluation dates.
- Make this a public event! Demonstrate the support and investment of your community by inviting volunteers and interested citizens! Invite your Mayor, Council representatives; state and federal legislators and any others who can offer positive affirmation.
- Designate a "greeter" to meet the evaluators when they arrive, make introductions, and provide agenda and meeting details. Have elected official or city staff provide a welcome early in the Agenda. Have one person serve as Master of Ceremonies to keep the presentation on track.
- Recruit several community representatives, as well as team leaders to describe projects. This is a good way to show diverse participation and involvement.
- Organize the presentation to provide a clear understanding for the judges.
- To tell your story you may wish to use visual aids such as a PowerPoint, photographs, scrapbooks, or slides.
- If a driving tour is planned, only visit specific project sites. Determine the route in advance and determine who will be the spokesperson(s) to explain the project(s). This must be included in the time allowed.
- Plan to have someone (Chairperson/Emcee) to close the meeting, before the tour.
- Please do not give the judges gifts. The judges will have lunch en route to the community. You may serve light refreshments, but no meals.