

San Gabriel Valley 4-H Fair
Policies and Procedures Manual

Version – February 2017

with Fair Board approval
February 16, 2017

Background

In the summer of 2013 the San Gabriel Valley (SGV) 4-H Fair was evaluated and a SGV 4-H Fair Proposal For Change was approved. For the transition period, the SGV 4-H Fair Policies and Procedures Manual was revised to reflect the new concepts and leadership structure resulting from the approved Proposal For Change.

This is the draft of the SGV 4-H Fair Policies and Procedures Manual that will be used for the 2017 SGV 4-H Fair. A fair subcommittee was created to work on the revisions and have them approved by the 2017 SGV 4-H fair board before the end of February 2017.

This manual contains the SGV 4-H Fair Proposal For Change plan description and appendices which offer further details about portions of the plan. The plan information was meant to serve the following purposes: To provide the SGV 4-H Fair concepts and plans that were required by the 4-H Office for the fair evaluation; To provide appendices to reference and train on specific topics. The details provided were meant to direct and eliminate confusion during the transition to the new fair leadership, revised Policies and Procedures Manual and revised Fair Handbook. The redundancy that may be apparent throughout some of the appendices serves to hold the documents together and helps the appendices to stand-alone as reference documents.

The job details of the various fair positions are included in the Manual, but in some cases will be updated, expanded and/or revised as more information is available. This current version of the SGV 4-H Fair Policies and Procedures Manual should be considered a **work in progress**.

This SGV 4-H Fair Policies and Procedures Manual is used with the current SGV 4-H Fair Handbook and current year SGV 4-H Fair Fly Sheet. Some SGV 4-H Fair policies which relate to fair entries and procedures are stated in the Fair Handbook and not duplicated in this Manual. The current Fair Fly Sheet contains the variable fair information which may change by year, such as fair date, location, fees, staff, activity schedule and special features for that year.

This Manual draft should be reviewed for content. The formatting will be improved in the next version. Examples still need to be included.

TABLE OF CONTENTS

	Page
Background	2
Table of Contents	3
SGV 4-H Fair Vision Statement	6
SGV 4-H Fair Mission Statement	6
4-H Creed	6
SGV 4-H Fair Purpose	6
SGV 4-H Fair Educational Goals and Objectives	7
SGV 4-H Fair Plan	7
Fair Board	10
Full Fair Leadership Structure	11
General Procedures	14
Meeting, Agenda and Minutes	14
Website	15
Entry forms	15
Judges' Show Report	16
Procedure to Determine Winners of Club and Sweepstakes Trophies ..	17
General Guide for Judges	19
Clerks	20
Display	21
Check-In and Check-Out of Entries	21
Fair Policies and Procedures Manual Maintenance	22
Fair Handbook Maintenance	22
General Responsibilities of Directors	23
General Responsibilities of Department Chairs	26
Fair Leadership	28
Executive Directors	28
Assistant Executive Directors	31
Administrative Section	32
Administrative Directors	32
Secretary Chair	33
Entry Processing Chair	33
Judging Chair	34
Awards Chair	35
Grounds and Building Chair	36
Sound Equipment and Stage Crew Chair	37
Security Chair	37
Publicity Chair	39
Website Manager	40
Media Coordinator	40
Finance Section	41
Finance Directors	41
Food Concession Chair	41
Baked Foods and Auction Chair	42
BBQ Chair	43

Vendor Chair	44
Opportunity Table and Silent Auction Chair	44
Activities Section	46
Activities Directors	46
Honor Court Chair	46
Camping Chair	47
Hobby Horse Chair	48
Contests Chair	48
Table Activities Chair	49
Special Events Chair	49
Large Livestock Section	50
Large Livestock Directors	50
Horse Chair	51
Hoof Stock Chair	52
Other Large Livestock Chair	54
Round Robin Chair	54
Large Livestock Set Up and Clean Up Chair	55
Small Livestock Section	57
Small Livestock Directors	57
Cat Chair	57
Dog Chair	58
Poultry Chair	59
Rabbit Chair and Cavy Chair	60
Home Economics Section	62
Home Economics Directors	62
Child Care Project Chair	62
Clothing Chair	63
Dairy Products Chair	63
Fashion Show Chair	63
Food Preservation Chair	64
Foods & Nutrition Chair	65
Home Arts & Furnishings and Heritage Arts Chair	65
Table Setting and Other Projects Chair	66
General Plants and Animals Projects Section	67
General Plants and Animals Projects Directors	67
Ag Collection & Selection Chair	67
Bees and Entomology Chair	67
Eggs Chair	68
Fruit and Vegetable Crops Chair	68
Plants Chair	68
Wildlife and Pets & Small Animals Chair	68
Marine Biology, Vet Science, and Other Plants and Animals Projects Chair ...	69
General and Other Projects Section	70
General and Other Projects Directors	70
Aerospace & Rocketry Chair	70
Automotive, Small Engine and Bicycle Chair	70
Beginning 4-H Chair	71
Camping & Outdoor Adventure Chair	71

Computer Chair	71
Electricity and Electronics Chair	71
Environmental Stewardship, Energy Management and Climatology Chair	72
Club Feature Booth Chair	72
Leather craft and Woodworking Chair	72
Photography and Graphic Arts Chair	73
Sports Chair	73
“This is 4-H” Chair	73
Self-Determined and Miscellaneous Projects Chair	73
Arts & Crafts Section	74
Arts & Crafts Directors	74
Arts & Crafts Junior Entry Chair	74
Arts & Crafts Intermediate Entry Chair	74
Arts & Crafts Senior Entry Chair	74
Primary Projects Section	75
Primary Projects Directors	75
Primary Home Economics Chair	75
Primary Animals and Plants Chair	75
Primary Arts & Crafts Chair	75
Primary Other Projects Chair	76
Appendix A – Fair Leadership Structure	77
Appendix B – Fair Youth and Adult Partnership Plan	83
Appendix C – Fair Educational Goals and Objectives	89
Appendix D – Fair Safe and Thriving Environment	93
Appendix G – Fair Budget	99
Appendix L – Timeline Suggested for SGV 4-H Fairs	101
Appendix M – 4-H Basic Core Values	103
Appendix N – Robert’s Rules of Order	106

The San Gabriel Valley (SGV) 4-H Fair is managed by the SGV 4-H Fair Board and the 4-H Cooperative Extension. The SGV 4-H Fair is planned and executed by the North San Gabriel (NSG) and South San Gabriel (SSG) districts of the Los Angeles County 4-H program for its district members. The fair board may invite other 4-H districts and/or counties to participate in the fair.

SGV 4-H Fair Vision Statement

To Make the Best Better one step at a time through a complete 4-H fair experience.

SGV 4-H Fair Mission Statement

To provide a safe, caring, 4-H fair environment for our entire 4-H community of members, leaders, volunteers, families and guests to learn, grow and have fun together.

4-H'ers are young people who are always striving to do a better job, no matter how many times they win. They keep their heads when they win and their hearts when they lose. Their creed is the following.

4-H Member's Creed:

I believe in 4-H for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think. Plan and reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic and true.

I believe in the training of my HANDS for the ability it will give me to become helpful, useful and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease and to work efficiently.

I believe in my county, my state and my community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

SGV 4-H Fair Purpose

In support of the fair vision, the fair mission and the 4-H basic core values, the SGV 4-H Fair will:

- 1) Provide a safe place to exhibit individual and group 4-H achievement
- 2) Empower youth to plan and direct a large, successful event
- 3) Forge healthy youth and adult (Y-A) partnerships
- 4) Move youth toward reaching their full potentials
- 5) Showcase, promote and celebrate the 4-H program
- 6) Provide a fun, educational, 4-H fair experience for all involved
- 7) Develop life skills including critical thinking, problem solving and decision making
- 8) Foster good character, which includes:

TRUSTWORTHINESS	FAIRNESS
-----------------	----------

Observes enrollment and entry deadlines Develops original, creative project exhibits Works independently with Y-A guidance Follows through on accepted tasks	Gracefully accepts winning and losing Follows 4-H rules and regulations Shows integrity in work and projects Enters their own work
RESPECT	CARING
Listens to advice of peers, leaders and staff Helps and encourages others Works effectively in a team	Assists and shares knowledge with others Shows kindness and concern for others
RESPONSIBILITY	CITIZENSHIP
Plans and completes project goals Plans and completes fair tasks Cleans up when done Participates in fairgrounds clean up	Seeks opportunities to volunteer and help others Models good sportsmanship Develops and practices leadership skills Models good citizenship

See Appendix M for more information about **4-H Basic Core Values**

SGV 4-H Fair Educational Goals and Objectives

The SGV-4-H Fair strives to be a fun, educational experience for all involved. What is learned, appreciated, experienced, savored and remembered will vary by person. See Appendix C for Fair Educational Goals and Objectives.

SGV 4-H Fair Plan

a. The fair board and fair will operate under the rules and regulations as stated in the fair-board-approved *SGV 4-H Fair Policies and Procedures Manual*, the *SGV 4-H Fair Handbook* and the current SGV 4-H Fair Fly Sheet.

b. The fair will be planned and directed with youth and adult partnerships in a safe environment. The youth and adult fair directors are the voting members of the fair board. If a NSG or SSG district club does not have a club member as a youth fair director, the club can designate a club youth representative as a voting member of the fair board. Likewise, if a NSG or SSG district club does not have a club adult as an adult fair director, then the club can designate a club adult representative as a voting member of the fair board. A club youth and/or adult club voting representative must be designated by the club community leader by the November fair board meeting. A fair chairperson may be designated as a club voting representative. The leadership structure for the Fair is described in Appendix A – Fair Leadership Structure. For more information about Youth and Adult Partnerships, see Appendix B. For more information about having a safe environment, see Appendix D.

c. The fair directors (youth and adults working as partners) organize their fair section and decide what chair positions are needed for the activities approved by the fair board for their departments that year. The Policies and Procedures Manual offers suggestions for fair department organization. The department organization will be initially set by the end of September, so available positions can be posted on the fair website before the elections at the October fair board meeting. Department chair positions are filled by election by the fair board through the October fair board meeting. Following that, the fair directors can appoint needed department chairs for their departments.

d. Job descriptions and training, including tasks and responsibilities, will be made available for all fair positions.

e. The fair board committee meetings will be listed in the LA County 4-H Calendar. The fair board will set the dates of the fair board committee meetings for the next 4-H program year by the April fair board meeting.

f. The fair board meetings will be announced with an Agenda at least one week before the scheduled meeting date. The meeting agenda will be posted on the fair website.

g. At the first fair board committee meeting of the year, Ground Rules for the meetings will be agreed upon, displayed and reviewed at each following fair board committee meeting. For further details, see Appendix D – Fair Safe and Thriving Environment.

h. The fair committee meetings will be run with Robert's Rules of Order with minutes taken for the meeting. It is recommended that a draft of the meeting minutes be available to committee members on the fair website within ten days following the meeting. Meeting minutes will be reviewed, corrected and approved at the next fair board committee meeting. The approved meeting minutes will be posted on the fair website. See Appendix N for Robert's Rules of Order.

i. Quorum: A quorum at regular and special meetings of the SGV 4-H Fair Board will consist of those fair directors and designated club representatives who are present at the meeting, provided the meeting has been properly called, that directors from both districts (NSG and SSG) are present, that at least 7 directors are present including at least two youth directors and that a majority of clubs of each district are represented. (For example, if a district has 2 clubs, then at least one of those clubs must be represented by a director or a voting club representative at the meeting. If a district has 3 or 4 clubs, then at least two of those clubs must be represented, etc.). No meetings or business shall be transacted without a quorum.

j. Ground Rules for the SGV 4-H Fair will be displayed at the fair. Procedures will be established to handle situations when the Fair Ground Rules are violated. For further details, see Appendix D – Fair Safe and Thriving Environment.

k. Grievance Procedures will be established for the fair board committee and for the fair. For further details, see Appendix D – Fair Safe and Thriving Environment.

l. General procedures will be established so that all departments process entry forms, judging, judging forms and awards in the same manner. Training will be held on the procedures for these activities by the March fair board meeting.

m. Effective leadership is required for the success of the fair. If needed, training and handouts will be done on such topics as youth and adult partnerships, creating a thriving environment, communication, conflict resolution, meeting etiquette, marketing 4-H and specific procedures for running the fair. Mentoring is encouraged.

n. Effective communication is required for the success of the fair. The fair website and email will be the means of communication for fair matters. If a fair committee member does not have access to a computer, it is the responsibility of the committee member to make arrangements with another fair committee **member for the exchange of** information.

o. The fair will be a fun, learning experience for youth and adults. Time will be allocated for those running the fair to also enjoy participating in the fair. Schedules will be set up with breaks for volunteers, so they can also enjoy the fair.

p. The fair experience will be positive and safe. Respect will be shown to all who participate.

q. The specific activities for planning the fair may vary depending upon what the Fair Board decides to do at the fair that year. For a timeline suggested for future SGV 4-H fairs, see Appendix L.

r. The fair will be planned and executed with a fair-board-approved budget. The fair budget should be approved by the Fair Board by the November Fair Board meeting. A Treasurer's Report will be presented at each board meeting. Detailed financial records will be

kept for the accountability of income and expenses. All bills for the fair will be presented for payment by June 20th of the fair year. If you don't submit the fair bills by the deadline, you are held responsible for the expense. Fair Budget approved for 2015, see Appendix G.

S. *SGV 4-H Fair Policies and Procedures Manual*. During the fall, the entire Manual will be reviewed and updated with revisions to be completed by the February Fair Board meeting. A special committee will be created at the first fair board meeting to work on these revisions. The proposed revisions will be approved by the fair board. A procedure will be created to keep the Manual reviewed and updated.

t. *SGV 4-H Fair Handbook*. During the fall, the entire *SGV 4-H Fair Handbook* will be reviewed and updated with revisions to be completed by the February Fair Board meeting. A special committee will be created at the first fair board meeting to work on these revisions. The proposed revisions will be approved by the fair board. A procedure will be created to keep the Fair Handbook reviewed and updated. Revisions can be put in a Fair Fly Sheet, which is updated each year, until the entire Handbook is updated for a printing.

u. The SGV 4-H Fair website is the means of communication for fair matters. During the fall, the fair website will be reviewed and updated with revisions to be completed by the February Fair Board meeting. The fair website is under the management of the Fair Administrative Directors. As the communication center for fair information, the contents of the fair website should be current and accurate. Fair directors should provide the information for the website in a timely manner and should proof that the information has been correctly posted on the website. It is not the responsibility of the Web Manager to proof the information given by the fair director.

v. The SGV 4-H Fair will be evaluated after the fair. The evaluation form will be made available on the fair website for anyone who wants to participate in the fair evaluation. Evaluation forms will also be available at the fair. Announcements will be made before, during and after the fair that fair evaluation forms are available as well as where and when to turn them in. A procedure to carefully collect and summarize the evaluations will be established by the April fair board meeting. The evaluations can be discussed at the May fair board meeting. The evaluation form is under the responsibility of the Administrative Directors and needs to be approved at the April fair board meeting.

w. Fair awards are approved by the Fair Board and are listed in the Fair Handbook. Most fair awards are presented during the fair. In some cases, special awards need to be engraved and are presented after the fair. All Fair awards, including those that need to be engraved, will be given out by the May fair board meeting if possible. If not by then, the awards will be given out within the month following the May fair board meeting so that awards are received before the end of the 4-H program year, June 30th.

See the following Manual Appendices for more details.

Appendix A – Fair Leadership Structure

Appendix B – Fair Youth and Adult Partnership Plan

Appendix C – Fair Educational Goals and Objectives

Appendix D – Fair Safe and Thriving Environment

Appendix G – Fair Budget

Appendix L – Timeline Suggested for SGV 4-H Fairs

Appendix M – 4-H Basic Core Values

Appendix N – Robert's Rules of Order

FAIR BOARD

Members of the Fair Board are elected by and from members and leaders in the North and South San Gabriel 4-H districts in Los Angeles County. There is an adult Director and a youth Director for each position on the Board. These Directors remain on the Board until the Directors for the next year's Board are elected.

Fair Directorships are held as youth and adult partnerships (**Y-A P**). The positions below are filled with a youth and a mentoring adult. Directors below manage their fair sections and decide what department chairs are needed for the activities that the fair board has approved for their area for the particular fair year. Some department chairs may need to have assistants and clerks to accomplish the department tasks.

Fair Directors (youth and adults) vote on fair issues. Clubs with no fair directors may have a voting club representative on the fair board. The Executive Fair Directors do not vote, unless there is a tie. If a tie still exists, the motion is considered defeated.

Note the position of Assistant Executive Directors. This position is a backup to the Executive Director, as a Vice-President would be to a President. This position helps monitor the changes for the fair, helps with training, and helps spread out the work of running such a large event.

Y-AP Executive Directors

Y-A P Assistant Executive Directors

Y-A P Administrative Directors

Y-A P Finance Directors

Y-A P Activities Directors

Y-A P Small Livestock Directors

Y-A P Large Livestock Directors

Y-A P Home Economics Directors

Y-A P General Plant and Animals Directors

Y-A P General and Other Projects Directors

Y-A P Arts & Crafts Directors

Y-A P Primary Projects Directors

Club Representatives (youth and adult) *
when a club is not represented on the board by an adult or a youth director

* The size of the Fair Board will vary by year, due to the number of club representatives that are on the Board. If a NSG or SSG district club does not have a representative from their club as a

youth fair director, then the club may designate a youth representative for the Fair Board for that year. If a NSG or SSG district club does not have a representative from their club as an adult fair director, then the club may designate an adult representative for the Fair Board that year. Club representatives for the Fair Board must be designated by the Club Leader by the November Fair Board meeting.

FULL FAIR LEADERSHIP STRUCTURE

Fair Directorships are held as youth and adult partnerships (**Y-A P**). Directors below manage their fair sections and decide what department chairs are needed for the activities that the fair board has approved for their area for the particular fair year. Some department chairs may need to have assistants and clerks to accomplish the department tasks.

The director and chair positions below are filled with a youth and a mentoring adult in a youth-adult partnership.

Y-A P Executive Directors

Y-A P Assistant Executive Directors

Y-A P Administrative Directors

- Secretary Chair**
- Entry Processing Chair**
- Awards Chair**
- Judging Chair**
- Grounds and Building Chair**
- Sound Equipment and Stage Crew Chair**
- Security Chair**
- Publicity Chair**
 - Website Manager**
 - Media Coordinator**

Y-A P Finance Directors

- BBQ Chair**
- Food Concession Chair**
- Vendor Chair**
- Baked Foods and Auction Chair**
- Opportunity Table and Silent Auction Chair**

Y-A P Activities Directors

- Camping Chair**
- Hobby Horse Chair**
- Honor Court Chair**
- Contests Chair**
- Table Activities Chair**
- Special Events Chair**

Y-A P Small Livestock Directors

- Cavy Chair**

**Cat Chair
Dog Chair
Rabbit Chair
Poultry Chair**

**Y-A P Large Livestock Directors
Hoof Stock Chair
Horse Chair
Other Livestock Chair
Round Robin Chair
Set Up and Clean Up Chair**

**Y-A P Home Economics Directors
Child Care Project Chair
Clothing Chair
Dairy Products Chair
Fashion Show Chair
Foods & Nutrition Chair
Food Preservation Chair
Home Arts & Furnishings and Heritage Arts Chair
Table Setting and Other Projects Chair**

**Y-A P General Plant and Animals Directors
Ag Collection & Selection Chair
Bees and Entomology Chair
Eggs Chair
Fruit and Vegetable Crops Chair
Plants Chair
Wildlife and Pets & Small Animals Chair
Marine Biology, Vet Science and Other Plants and Animals Projects
Chair**

**Y-A P General and Other Projects Directors
Aerospace & Rocketry Chair
Automotive, Small Engine and Bicycle Chair
Beginning 4-H Chair
Camping & Outdoor Adventure Chair
Computer Chair
Electricity and Electronics Chair
Environmental Stewardship, Energy Management and Climatology Chair
Club Feature Booth Chair
Leather craft and Woodworking Chair
Photography and Graphic Arts Chair
Sports Chair
"This is 4-H" Chair
Self-Determined and Miscellaneous Projects Chair**

**Y-A P Arts & Crafts Directors
Arts & Crafts Junior Entry Chair
Arts & Crafts Intermediate Entry Chair
Arts & Crafts Senior Entry Chair**

**Y-A P Primary Projects Directors
Primary Home Economics Chair**

Primary Animals and Plants Chair
Primary Arts & Crafts Chair
Primary Other Projects Chair

On a particular fair year, Department Chair positions could be combined, deleted or added as needed. For example, if the fair board decides not to have a dance as a fair activity, no Dance Chair is needed for that year. If only a few entries are expected for a project department, that project area could be combined with another project department(s) for that year.

Youth directors should be enrolled 4-H members at least 14 years or older as of December 31st of the fair year (September thru August). Youth department chairs should be enrolled 4-H members at least 11 years or older as of December 31st of the fair year. Adult directors should be approved 4-H volunteers for the fair year.

The length of the term for a fair position is one year. No priority is given to who had a fair position the prior year. Each year the nominations are open for a fair position. A person may be elected to a fair position and repeat the position that they held the prior year. There is a two-consecutive-year cap on the number of years that a youth can hold a specific fair position. There is a three-consecutive-year cap on the number of years that an adult can hold a specific fair position. If no new candidate expresses interest in a specific fair position, the 2-year/3-year cap for that position is waived for that fair year. Fair Directors remain on the Fair Board until the Directors for the next year's Board are elected.

See the Manual appendices A, B C, D and M for more information about fair leadership:

- A – Fair Leadership Structure
- B – Fair Youth and Adult Partnership Plan
- C – Fair Educational Goals and Objectives
- D – Fair Safe and Thriving Environment
- M – 4-H Basic Core Values.

GENERAL PROCEDURES

MEETINGS, AGENDAS AND MINUTES

Fair Board meetings dates will be set by the Board so that they can appear on the LA County 4-H Calendar for the fair year.

Meetings will be run under the Robert's Rules of Order.

Meetings will be run by youth in partnership with their adult counterpart.

Meetings will be held in a safe, thriving environment.

A quorum at regular and special meetings of the SGV 4-H Fair Board will consist of those fair directors and designated club representatives who are present at the meeting, provided the meeting has been properly called, that directors from both districts (NSG and SSG) are present, that at least 7 directors are present including at least two youth directors and that a majority of clubs of each district are represented. (For example, if a district has 2 clubs, then at least one of those clubs must be represented by a director or a voting club representative at the meeting. If a district has 3 or 4 clubs, then at least two of those clubs must be represented, etc.). No meetings or business shall be transacted without a quorum.

The youth and adult fair directors and chairs are the voting members of the fair board. If a NSG or SSG district club does not have a club member as a youth fair director, the club can designate a club youth representative as a voting member of the fair board. Likewise, if a NSG or SSG district club does not have a club adult as an adult fair director, then the club can designate a club adult representative as a voting member of the fair board. A club youth and/or adult club voting representative must be designated by the club community leader by the November fair board meeting. A fair chairperson may be designated as a club voting representative.

A motion is considered passed if a majority of those voting vote "yes" for the motion. The Fair Executive Director (youth and adult) do not vote on motions unless there is a tie vote on the motion. If a tie vote is not broken, the motion is not considered passed.

Ground Rules for meetings will be agreed upon by the Fair Board at the start of the fair year. They will be posted at all meetings.

A Grievance Procedure will be agreed upon by the Fair Board at the start of the fair year.

An attempt will be made to start and end meetings at published times.

All fair meetings will be considered open for anyone to attend. Voting at meetings can be restricted as indicated in the Fair Policies and Procedure Manual.

Everyone will be given an opportunity to speak at meetings.

The agenda for a meeting will be available at least one week before the meeting. It will be posted on the fair website.

Accurate minutes will be taken for each Board Meeting and made available within two weeks of the meeting. The minutes will be posted on the fair website, approved at the next Board meeting and re-posted on the website with corrections.

Minutes will include the following;

Date, time and location of meeting

Who called the meeting to order and ran the meeting

Attendance at the meeting (in person and online)

Summaries of reports and major discussions

Old and New Business

Recording of all motions made at the meeting with who made the motion, who made the second and the resulting vote (passed or denied).

Who recorded the minutes

Approved meeting minutes will be archived for future reference.

WEBSITE

The fair website is the communication center for the fair information.

Information about the fair, the Fair Handbook, fair forms, fair flyers, the Fair Policies and Procedures Manual, committee meeting notices, agendas, minutes and fair award results will be easily accessible on the website.

The website will be designed for easy use to find needed information.

The fair website will be ready with the current complete fair information for the year by the fourth Saturday of February. All directors will work together to see that the information needed is provided to the Web Manager in time to meet this deadline.

As the communication center for fair information, the contents of the fair website will be current and accurate. Fair directors will provide the information for the website in a timely manner and will proof that the information has been correctly posted on the website. It is not the responsibility of the Web Manager to proof the information given by the fair director. It is the responsibility of the Web Manager to proof that the information provided to him has been accurately posted to the website.

When to post various fair information on the website will be part of the planning timeline for the fair.

ENTRY FORMS

Fair entry forms will be completely filled out including the requested signatures. The information will be legible and current.

Each entry form will only contain entries for one member for one fair department and division. For example, if a member had four entries – two holiday craft items, one wildlife poster and one egg poster – that would require three forms to be completed – one for the Arts & Crafts section and holiday crafts department, one for the General Plants and Animals section and wildlife department, and one for the General Plants and Animals section and egg department. Consult the Fair Handbook for the correct Section, Department and Division for fair entries.

The fair entry form is used to enter entry information on the Judges' Show Report for the corresponding department/division/class.

Fair entry forms will be received by the entry due date determined by the fair board. Late entries are accepted until the close of the entry delivery time as indicated on the published fair schedule. The entry fee (or late entry fee) will be paid at the time of the entry form submission.

When submitting an entry form for the fair, two copies will be submitted – one for the Administrative Director and one for the related Department for the entry. Both copies are submitted to the Administrative Director who will forward the second copy to the related department Director.

The entry form is used during check-in and during check-out of the entry. When the entry item is submitted, the item is checked on the entry form by the department/division receiving it. When the entry item and award is picked up at the end of the fair, the person picking up the item signs on the entry form that they have picked up the item.

See the following examples of a completed fair entry form. Notice that all the requested information does not apply for some entries and may be left blank.

(INSERT EXAMPLES OF FEW TYPES OF COMPLETED ENTRY FORMS HERE)

JUDGES' SHOW REPORT

Judges' Show Reports are to be completed before judging time, if possible. Directors fill in for their section or have Department Chairs complete them.

Obtain entries and Judges' Show Report forms from Administrative Director.

Use a separate Judges' Show Report form for each Class.

List members' name, club, entry description and entry number on the Judges Show Report form.

Give each entry a unique department entry number. Writing the number in red ink is helpful.

If a Class requires more than one Judges' Show Report form, continue entry numbers in consecutive order on a second sheet.

Please print or write plainly.

When the entry is submitted to the fair, put a check mark on the sheet to indicate that the entry has been submitted. Put a "NS" (No Show) on the sheet if the entry is not submitted.

After Judges' Show Reports are completed and signed by judges, give them to the Administrative Directors.

See the following example of a completed Judges' Show Report.

(EXAMPLE TO BE INSERTED HERE)

**PROCEDURE TO
DETERMINE WINNERS OF CLUB AND SWEEPSTAKES TROPHIES**

Only clubs in the NSG and SSG districts of Los Angeles County are eligible for club and sweepstakes trophies.

Club and Sweepstakes trophies are perpetual trophies which are engraved with the name of the current winning club and fair year, given to the winning club, and then are returned to the Awards Chair the month before the next fair for reuse at the next fair.

Only one award is given for each entry. If an entry earns a Best of Show or a Judges' Choice, then it does not get a Blue Ribbon also.

Trophy Points given:

<u>American</u>		<u>Danish</u>	
1 st	10	Blue	10
2 nd	8	Red	6
3 rd	6	White	2
4 th	5	No Show	0
5 th	4	Best of Show	10
6 th	2	Judges' Choice	10

In the event of a tie, two additional trophy points will be awarded for each Best of Show and one additional point for each Judges' Choice.

A group entry is given only one physical award. Members of the group may arrange to buy corresponding physical awards for individual members of the group.

Procedure to figure Trophy Points for club Trophies

Figure the trophy points for one club at a time as follows:

Add up the points earned for the awards given to club members' entries for the trophy category. Consult Appendix A – "Club Trophies and project entries needed for those trophies" in the Fair Handbook for which entries are to be used for the club trophy. Trophy points from an entry cannot be applied to more than one club project trophy.

Club's project enrollment plus factor of two equals adjusted number of members enrolled in project. Total points earned divided by adjusted enrollment equals average points won in each division.

EXAMPLE:
$$\frac{64 \text{ award earned points}}{5 \text{ members} + 2} = \frac{64}{7} = 9.143$$

The number of members in a club and its club projects are taken from the information provided by the club leader to the Administrative Director prior to the fair.

Primary members and their entry awards are not included in club trophy calculations, except for the Primary club trophy.

Procedure for determining winner of the Primary Club Trophy

$$\frac{\text{Number of primary entries (not including No Shows)}}{\text{Number of primary members} + 2} = \text{Primary points}$$

Note that only the number of submitted Primary entries is used, with no consideration for ribbon award given. The club with the highest Primary points wins the club Primary Trophy.

Upon completion of a division, post club's average points to trophy sheet for the division.

List the top three clubs in each division for the awards program.

All Club perpetual trophies become the property of said club in South and North San Gabriel Districts for the next year until the month before the next fair when they should be returned to the fair Awards Chair. Individual awards are to be the property of the individual.

Clubs will be responsible for the cost of replacing fair perpetual trophies that were given to them and then not returned for the next year. The not-returned perpetual trophy should be replaced by the September following the fair.

If the year plates on a club perpetual trophy get filled, a new plate is added to the trophy base and the "oldest" year plate is removed. The "old" year plate is appropriately mounted on a small plaque and presented to the currently active 4-H club that has the most year entries on that "old" year plate. The year plate is one that lists the clubs that have won the perpetual trophy for a particular year.

It costs a donor \$100 to establish a new club perpetual trophy for a fair entry area.

Procedure for determining winner of the Sweepstakes Trophy which is awarded each year to a club:

$$\frac{\text{Total of all points in all projects}^*}{\text{Number of members in club}^* + 2} = \text{Sweepstakes trophy points}$$

* = "not including Primary members or adults"

Procedure to Determine Winners of the Best Youth Director and Best Youth Non-Director Plaques

Current fair youth and adult directors vote for the Best Youth Director that year and for the best youth who was not a director and helped out at the fair that year. The voting is done by ballot near the end of the fair before the Awards program so that the winners can be announced in the Awards program.

GENERAL GUIDE FOR JUDGES

Judge on results, not methods.

Consider how well the member has done what she/he started out to do.

Consider age and years in project area of member when judging.

Set standard high enough to be a challenge to all; yet low enough to be attainable for the majority.

Have the attitude of, "How can I help the member to know how to improve?" rather than, "what can I find wrong?"

Be positive. Be professional. Be objective.

Write constructive comments on forms provided which will encourage members to improve their work. There will be judges' comments on all judged entries.

The judge should not be given the name or club of the member whose entry is being judged.

Judges should not consider any subjective statements about exhibits that are made by those assisting the judges.

Judges will not judge entries from their own clubs or by their own family members.

Judges will be fair, consistent and encouraging in their judging.

If a judging team cannot reach a decision on an award level for an entry, consult the entry division Chairs or department Directors for assistance.

The decision of the judging team on the award level is final.

Judging Guidelines for the San Gabriel Valley 4-H Fair:

1. San Gabriel Valley 4-H Fair is a culmination fair where members show what they have learned and accomplished in their projects.
2. AMERICAN SYSTEM OF JUDGING: used for animal classes in Small Livestock and Large Livestock. In American judging, the classes of animals are compared to each other. The best animal is first, second best is second and so on up to 6 places. Showmanship is also judged by this system. Special awards are Best of Breed, Best Opposite of Breed, Best of Show, Reserve.
3. DANISH SYSTEM OF JUDGING: used for all other entries. In this system, each entry is judged on its own merits. There can be any number of 1st, 2nd or 3rd place ribbons. A Blue ribbon means 1st, excellent, or 90% to 100%. A red ribbon means 2nd, good, or 80-89%. A white ribbon means 3rd, fair, or 70-79%. A participation ribbon may be given to an entry that does not meet the minimum standard.
4. COMMENTS: Members can improve their entries if the judges write good comments on the back of the entry tags. First write what they did well, then what they can do better next time. Comments on a blue ribbon tell why the entry received a 1st place, and how to improve it. Red ribbon comments tell something good about the item, then how to do better to receive a 1st place next time. A white ribbon also needs a positive comment about the entry. Then tell how to make it better in order to receive 1st place next time. Comments will be short, easy to read and written in a positive way to encourage the member.
5. SPECIAL AWARDS: Blue ribbon entries in Junior, Intermediate and Senior classes are to be considered for Judges' Choice or Best of Show awards. Best of Show means that a particular

entry in a class, or similar grouping, is outstanding and the best in that particular group. There is ONE Best of Show in a grouping or projects. (i.e. All rockets, Junior baked goods, etc.) Judges' Choice means the judges especially like a certain entry because of an outstanding quality it has. There can be 1 or 2 of these ribbons in a class or grouping.

6. PRIMARY ENTRIES: Primary entries are by members in Kindergarten through 3rd grade, ages 5 through 8. All primary entries MUST be judged by the DANISH system. Primary special merit ribbons are for entries that exceed the standards for a blue ribbon. It encourages hard working members to continue to make their entries even better.

7. THE JUDGING TEAM: The judging team ideally consists of 2 judges and a clerk. The clerk, usually a 4-H member, does not participate in judging. The clerk finds the entries from the judging sheet, checks the judging number, tells the age and year of experience of the member, takes the entry tag off the entry and writes down the judges' placing on the judging sheet and the entry tag. The Clerk or one of the judges may write the judges' comments on the back of the entry tag. Only the clerk will see the name and club on the entry. Comments not written are confidential.

8. JUDGING CONSIDERATIONS: Always consider the age of the member, years in the project and the level of skill required to complete the project. To receive 1st place, the exhibit does NOT have to be perfect. There is nothing wrong with a red or white ribbon. A member will not receive 1st for something made quickly without much thought or exhibited dirty.

CLERKS

There should be at least one clerk for each judging team.

Be prepared with pencils and ink pens.

Using the Judges' Show Reports sheet, bring entries by Classes to judges.

The judge should not be given the name or club of the member whose entry is being judged.

Those assisting with the judging should not make subjective comments about the entries to the judges during the judging process.

Write judge's comments in pencil on the back of the entry tag. The recording of comments will be short, easy to read and age-appropriate. Record what is good about the entry before mentioning how to make improvements. All entries will have judges' comments on the back of the entry tag. Exception: The Home Economics Department has comment sheets for writing judges' comments on and does not put comments on the entry tag.

Record awards given on Judges' Show Reports.

Write the award given in ink on entry tags.

Open the entry tag. Make out ribbons in ink. When making out the ribbons, write out the club name, Department, Division and Class (not in numbers), date, entry description and the name of the exhibitor.

Be sure judge sign Judges' Show Reports.

Return Judges' Show Reports to Department Chairs.

DISPLAY

After judging has been completed, display entries. Remember, the fair is a showcase of our 4-H members' work. Display their exhibits to the best possible advantage.

Care will be taken that awards are clearly attached to their entries and that the entry information is available so viewers do not need to touch the entry to determine who made the entry.

Care will be taken that entries will not be knocked off or bumped while people are viewing the division entries.

Consider having signs to remind people not to touch or remove entries in the display area.

Sufficient time will be scheduled and allowed for the display of entries and their awards. Entries will be displayed as soon as possible after the judging and award attaching process.

Someone will be present in the display area to watch that no items are removed from the display area before the time designated by the fair board.

CHECK-IN AND CHECK-OUT OF ENTRIES

Obtain entry forms and Judges Show Reports for your section from the section Directors.

Label racks, tables, cases etc. by Division and Class numbers as shown in Fair Handbook before entries are received so that exhibits may be put in Classes in an orderly manner.

Check to see that each exhibit is entered on the entry sheet and that it is listed in the correct Class and Division. Items that are not submitted for check-in are indicated on the member's entry sheets and the Judges Show Reports as "no shows".

Check all entry tags and entry forms for accuracy, completeness and leaders' signatures when exhibits are received.

Write unique entry number on the top left corner of entry tag. Fold up the bottom of the entry tag to hide the name and club of the member. Tape the folded paper up.

Do not allow any exhibits to be removed from the display area until the time designated by the Fair Board.

Prior to check-out, arrange all exhibits in alphabetical order according to clubs.

An orderly check-out of entries is as important as an organized check-in. Instruct your division Chairs how it will be done. Have the person taking exhibits initial entries on form before releasing exhibits to him/her.

Arrangements must be made for all entries to be picked up at the end of the final fair day. Items that are not picked up will be disposed of unless special arrangements have been made in advance.

When all exhibits have been checked out, return the Department folder with the entry form immediately to the 4-H Fair Office.

FAIR POLICIES AND PROCEDURES MANUAL MAINTENANCE

This SGV 4-H Fair Policies and Procedures Manual will be kept up to date. The Manual contains the policies and procedures under which the Fair is run.

The current fair Policies and Procedures Manual will always be posted on the fair website for easy reference.

Changes to the Manual must be approved by vote of the Fair Board.

Changes to the Manual will be discussed and made available for review and comment at least three weeks before the vote by the Fair Board.

FAIR HANDBOOK MAINTENANCE

The SGV 4-H Fair Handbook is used in connection with a current-year Fair Flysheet. The Handbook is published with general fair entry information and the current-year Flysheet contains the particular information for that year and any changes that have been made to the Handbook since its last "printing".

The current Fair Handbook and the current-year Fair Flysheet will always be posted on the fair website for easy reference.

Changes to the Handbook will be discussed and made available for review and comment at least three weeks before the vote by the Fair Board.

Changes to the Handbook and information on the current-year Fair Flysheet must be approved by vote of the fair board.

Periodically, the Handbook will be updated with the Fair Flysheet handbook updates and "reprinted"/reissued. A new issue of the Fair Handbook will be approved by the fair board.

GENERAL RESPONSIBILITIES OF DIRECTORS

Youth and adult fair directors will arrange how they will work together in a youth and adult partnership for their directorship position.

As Directors you are required to be present at all Board meetings and be available during the fair to direct your operations.

Each Director is responsible for the committee members and department chairs in his/her section.

Fair Directors have a vote at Fair Board meetings.

Decide which of your Chair positions you want for your Section for this fair year. Some Chair positions could be combined or not needed for this year. Plan with your Chairs how to divide the responsibilities for your Section.

Review General Responsibilities of Department Chairs in this manual.

Review the General Procedures and Fair Plan in this manual.

Fulfill the responsibilities of any Department Chair in your section for which you do not have a Chair. You can consider combining departments under a Chair if there are few entries expected for those individual departments.

Obtain the section Director binder and other equipment, if it exists, for your department from the prior year's Directors of your section. If a section binder does not exist, consider starting such a binder.

Consider creating a Chair binder of information for each of your Department Chairs, where this would be particularly helpful.

See that all your Department Chairs know their jobs and will have the necessary time to help to carry through to completion.

Send a copy of the General Responsibilities of Department Chairs to all your youth and adult chairs.

See that all Chairs have accepted their job so that you may fill any vacancies in time to hold a planning meeting before the fair. This meeting is usually held in conjunction with the last Board meeting before the fair.

Be familiar with the Manual appendices A, B, C, D and M for more information about fair leadership and goals:

A – Fair Leadership Structure

B – Fair Youth and Adult Partnership Plan

C – Fair Educational Goals and Objectives

D – Fair Safe and Thriving Environment

M – 4-H Basic Core Values.

Monitor that youth and adult partnerships for positions in your departments are working well. The adults will be acting as mentors and encouraging the youth to fulfill the duties of the position, if possible.

Encourage your Department Chairs to attend some Fair Board meetings during the fair year.

The youth Director will be prepared to report on the status and issues of their section at each Fair Board meeting. The youth and adult directors will prepare the report together. If the youth director cannot attend the Fair Board meeting, the adult director would give the report.

Have available a list of the leaders and members working in your departments for the Executive Director, if requested.

Obtain the plan from the Executive Director for the area in which your departments will be displayed.

For your departments, decide how your area will be arranged at the fair.

At the fair, assist in organizing and directing the activities of all departments within your section. Supervise the setting up of all equipment by your Department Chairs and their committees.

Make a list of equipment needed by your departments and give to the Executive Directors.

Notify the Executive Directors if any of the departments in your section request an adjustment to the budget for their area this year.

Notify the Finance Directors by the March fair board meeting if any of your departments will need a cash box and/or start up money for a cash box for the fair.

Make a list of awards needed for your departments and give to the Awards Chair and Executive Director.

Obtain a list of possible judges from the Chairs. Judges should be knowledgeable in the area to be judged and willing to provide comments on the good work and possible improvements of the entry. Secure enough judges for your departments as well as back up judges. Give a list of your judges to the Administrative Director so that judge ribbons can be made for them.

The Director of a section decides if they want to request to use judges in another fair section for their entries. Sometimes it is helpful to use other judges if you have a large number of entries in a category that could be judged by another fair section, such as Primary foods items judged in the Home Economics section, but this is not required. It is by mutual agreement between the two section Directors if judges are shared.

Notify judges of date, place, time and any other information they will need to be able to judge the entries in your departments.

If requested, provide the fair Executive Directors with names of your judges.

Orientate judges. Check with the Administrative Directors for score cards for judging. See that everyone involved with the judging observes judging ethics.

Late entries at the fair will be processed before the entry is delivered to the entry Department area. The entry Department will not accept entries that have not been processed properly. If someone tries to deliver an unprocessed late entry, they will be directed to the Administrative area at the fair where the fees can be paid and the entry processed. The entry department will be notified when the late entry has been processed properly.

The late entry form will delivered to the entry department where the entry can be added to the appropriate Judges' Show Report and entry form inserted in the Department "entry binder".

See that all entry sheets, Judges Show Reports and special award sheets for your department are turned into the Administrative Directors. Be sure judges sign their reports.

During judging, make a list of judge's names, addresses and phone numbers for sending thank you notes and to aid next year's Director in securing judges. Shortly after the fair, send thank you notes to judges and others who helped (chairs, etc., if you want).

See that policies, rules and regulations of the fair are followed.

It is the responsibility of the Fair Directors to assist the fair security committee. Notify security immediately of any problems. Destruction of fair property can be very expensive to fair cost, so watch for vandalism.

See that all fairgrounds and facilities are cleaned up and left in proper order. See that your Division Chairs are supervising their own areas during and after the close of the fair. Check out your divisions with Executive Director before leaving the fairgrounds.

List any recommendations for changes for next year and give to the Executive Directors.

List any recommendations for improvements or changes for the fair Policies and Procedures Manual and/or the fair Handbook for next year and give them to the Executive Directors by the May Fair Board meeting.

After the fair, write thank you notes to those people who were particularly helpful before, during and/or after the fair. Coordinate with your Department Chairs on writing the thank you notes.

GENERAL RESPONSIBILITIES OF DEPARTMENT CHAIRS

Youth and adult fair chairs will arrange how they will work together in a youth and adult partnership for their chair position.

Department Chairs shall be present at all meetings called by their section Director to plan and organize their department. If unable to attend, make an effort to provide your information for the meeting and to then obtain information about what occurred at the meeting.

Review the General Procedures and Fair Plan in this manual.

Be familiar with the Manual appendices A, B, C, D and M for more information about fair leadership and goals:

A – Fair Leadership Structure

B – Fair Youth and Adult Partnership Plan

C – Fair Educational Goals and Objectives

D – Fair Safe and Thriving Environment

M – 4-H Basic Core Values.

Below are suggested activities for Chairs. Check with your section Directors which activities apply to your position based upon how your section Directors want to run their departments this fair year.

Assist your Director to secure clerks and other workers (display, runners, etc.) for your fair department.

Give your Director a list of equipment and supplies needed for your area.

Look at the fair budget for your department. Estimate your costs. Notify your Directors if an adjustment may be needed for this year.

If you will be handling money during the fair, notify your section Director if you will need cash box and/or start up money for the cash box.

Notify committee members in your department when to be present to work at the fair. Check with your Director for location and arrangement for your department.

You and your committee are responsible for setting up all equipment so that exhibits may be in place at the time and date designated.

Department Chairs are responsible for the receipt of entries in their department. Check entry forms and tags for accuracy, completeness and leader's signature. Be sure the name and club on the entry tag are not visible during judging. The entry tag should be "taped" up so these items do not show. The judges are not given the name or club for an entry.

During judging time, Department Chairs are responsible for clerks. Youth Department Chairs may be asked to serve as clerks. Clerks may write the judges' comments and carry out any other requests of the judges.

At completion of judging, make sure the judge signs the Judges' Show Report forms and deliver them to your Director.

If requested, assist your Director in filling in information on back of ribbons.

See that a member of your committee is present and in charge of your department at all times to answer questions, keep exhibit area clean and orderly, take charge in case of an emergency and to prevent theft and/or damage of exhibits.

Department Chairs are responsible for the exhibits in their area. No exhibits are to be left unattended during the fair. Notify Security immediately of any serious problems.

Department Chairs are responsible for checking out exhibits for their department at the end of the fair. Check with your Director for procedure. Make sure no exhibits are removed until the time designated by the Fair Board.

At the end of the fair see that your area is cleaned up and is in proper order. Check out with your Director before leaving the fairgrounds.

List any recommendations for changes for next year and give them to your section Directors. This includes possible changes to the fair budget.

List any recommendations for improvements or changes for the fair Policies and Procedures Manual and/or the fair Handbook for next year and give them to your section Directors before the May Fair Board meeting.

After the fair, turn in to your fair section Director a list of those who helped in your department before, during and/or after the fair.

After the fair, write thank you notes to those people who were particularly helpful before, during and/or after the fair. Coordinate with the section Director on writing the thank you notes.

FAIR LEADERSHIP

Fair Executive Directors

Assistant Executive Directors
Administrative Directors
Finance Directors
Activities Directors
Arts & Crafts Directors
Primary Projects Directors

Small Livestock Directors
Large Livestock Directors
Home Economics Directors
General Plants and Animals Directors
General and Other Projects Directors

EXECUTIVE DIRECTORS

Youth and adult Executive Directors arrange how you will work together. The Executive Directors will operate as a youth and adult partnership with the youth taking the lead as much as possible and the adult being a mentor.

See that dates for the fair are put on the County 4-H Calendar.

Submit contract to the 4-H office to be signed.

Be familiar with all Directors' duties.

Be familiar with all the information in this Fair Policies and Procedures Manual, including the manual appendices.

Check with all Directors to see that they know how to carry out their responsibilities.

Be familiar with the approved SGV 4-H Fair Proposal For Change (Oct, 2013) and ensure its execution during the fair year.

Monitor the youth-adult partnerships in the fair leadership structure with an emphasis on having a safe, thriving environment for all positions.

Develop agenda for each Board meeting. The agenda will be posted on the website at least one week before the meeting. The meeting minutes will be posted on the fair website within two weeks after the meeting.

Obtain facilities for each Board meeting. Ask the Administrative Directors to arrange to send out meeting notices.

Run the fair Board meetings using Robert's Rules of Order.

See that the fair meeting Ground Rules are posted at fair board meetings.

Obtain from Finance Directors a financial report of the fair.

Sign all Expense Claim forms before they are submitted to Finance Directors.

See that Administrative Directors prepare the fair program and arrange for its printing.

With the Administrative Directors, prepare a fly sheet with current policies, changes, etc. not included in Fair Handbook.

With the Administrative Directors, see that entry forms, handbooks, fly sheets and entry tags are printed and made available to all clubs.

When special committees or subcommittees are established, an attempt should be made to balance the committee members so that all committee members are not from the same club or district.

With the Fair Board decide:

Planning meeting dates.

Fair meeting ground rules, fair ground rules and grievance procedure.

Dates and site for fair.

Who will be able to enter in the fair besides 4-H members in Los Angeles County.

Entry deadline and whether late entries and/or late exhibits may be accepted. If it is decided exhibits may be accepted late, they are to be marked late, judged and receive ribbons, but no points are to be given toward the club trophy.

Fair theme.

Fair budget.

Entry fees.

Content of fair website.

Fair Handbook changes.

Fair Policies and Procedures Manual changes.

Fair Director and Chair election process.

What special fair features and activities will occur that year such as a dance, horse show, vendor area, presentations, special exhibits, etc.

What awards and number to be given in each department and the amount to be spend on awards.

What special voting restrictions might be assigned to a specific fair special committee or subcommittee.

When exhibits and animals may be removed from the fair.

Equipment needed for each department, i.e. chairs, tables, etc.

Fair schedule of events.

Contents of the fair handout program.

Contents of the current year Fair Flysheet.

Number of members allowed to remain on the fairgrounds overnight and procedure for receiving permission to stay.

Amount to be spent on fair Honor Court.

Current fair youth and adult directors vote for the Best Youth Director that year and for the best youth who was not a director and helped out at the fair that year. The voting is done by ballot near the end of the fair before the Awards program so that the winners can be announced in the Awards program. Arrange for the voting for the fair Best Director and Best Non-Director awards. Display photos of the current youth Directors at the start of the fair, explain the voting process to the fair Directors (youth and adult), collect the ballots and notify the Awards Chair about the award recipients. Have a checklist to ensure that all directors have received a ballot and have turned in their completed ballot.

Check with the Awards Chair to be sure trophies, ribbons and special awards have been ordered and all club trophies are returned.

Make a master plan for location of all exhibit area, activities and events and present it to the Board.

Supervise the setting up of all equipment by the Directors and their staff prior to the Fair.

See that all Fire Marshal regulations are carried out.

Have a veterinarian available on call during the Fair.

Hold Board meetings during the fair, if needed. See that other Directors are involved in making major decisions. Before the fair starts, let Directors know the time and place of the meetings.

At the fair have a First Aid Kit, ambulance service number and 4-H Accident Insurance forms available including address and telephone number of nearest emergency care facilities.

See that the fair Ground Rules are posted at the fair.

Be available every day of the fair.

See that policies, rules and regulations of the fair are followed.

See that the fairgrounds and equipment used are turned over to fairground personal in good order.

Work with Grounds and Building Chair to maintain fairground in good order during fair and checking out Directors and their areas after the fair is over.

Hold an evaluation meeting after the fair to make suggestions of next year's fair.

Be aware that your Assistant Executive Directors are available to help you with the responsibilities of Executive Director. Consider assigning them some of the above tasks.

ASSISTANT EXECUTIVE DIRECTORS

Youth and adult fair Assistant Executive Directors will arrange how you will work together in a youth and adult partnership for this position.

Arrange with Fair Executive Directors (adult and youth) how your fair youth and adult partnerships will work together.

Be familiar with the approved SGV 4-H Fair Proposal For Change and help monitor its execution during the fair year.

Be familiar with all the information in this Fair Policies and Procedures Manual, including the manual appendices.

Review General Responsibilities for Directors in this manual.

Be familiar with all Director's duties, including the Fair Executive Director.

Review General Responsibilities of Department Chairs in this manual.

Be prepared to backup the Fair Executive Directors when needed.

Take on tasks to assist the Fair Executive Directors as needed.

Be available every day of the fair.

See that policies, rules and regulations of the fair are followed.

Be familiar with the Manual appendices A, B, C, D and M for more information about fair leadership and goals:

A – Fair Leadership Structure

B – Fair Youth and Adult Partnership Plan

C – Fair Educational Goals and Objectives

D – Fair Safe and Thriving Environment

M – 4-H Basic Core Values.

Monitor the youth-adult partnerships in the fair leadership structure with an emphasis on having a safe, thriving environment for the positions.

ADMINISTRATIVE DEPARTMENT

Administrative Directors

Entry Processing Chair	Secretary Chair
Sound Equipment and Stage Crew Chair	Security Chair
Grounds and Building Chair	Publicity Chair
Judging Chair	Website Manager
Awards Chair	Media Coordinator

ADMINISTRATIVE DIRECTORS

Youth and adult fair Administrative Directors will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities for Directors in this manual.

Ensure that minutes are taken at the Fair Board meetings and posted to the fair website.

You will know all of the Directors' responsibilities and be able to help when called upon by the Executive Directors or Assistant Executive Directors. You will be able to assume the position of Executive Director or Assistant Executive Director if necessary.

Arrange for a 4-H Fair Office area prior to opening of the fair.

Obtain from Local Club leaders the number of members in each project in their clubs.

Receive all entries on due date and separate into departments and divisions and place in file to be given to Directors.

Arrange for a bulletin board where notices may be posed during fair.

Arrange for the posting of the Ground Rules for the fair.

Provide Executive Directors with number of entries and exhibitors from each department.

Compile list of equipment Directors need, i.e. tables, chairs, office supplies, etc. and give to Executive Director.

Obtain judges names from Directors and prepare judges ribbons. Give ribbons and Judge's Show Report Folders to Directors.

Arrange for name tags for fair staff.

Arrange work schedule so that someone will be in the office all during the fair to give out supplies, fair programs and accept competed forms.

Pack up all supplies. Leave office area clean after the fair.

Make Fair Historical Folder – check previous years' folders.

Be sure someone is in the 4-H Fair Office at all times during the fair.

Arrange to have fair supplies stored until next fair.

SECRETARY CHAIR

Youth and adult fair Secretary Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with the Administrative Directors for your general responsibilities.

Review the General Procedures section of this manual. Especially review the “Meetings, Agendas and Minutes” part of the manual section.

Be familiar with Robert’s Rules of Order for a meeting. Use Appendix N of this manual as a quick reference for the rules.

Write letters as directed by the Executive Director and the Administrative Director.

Take minutes of all administrative section meetings, if any, and any other general fair meetings as directed by the Administrative Director. Minutes of fair board meetings should be posted on the fair website within two weeks after the meeting. After the minutes are approved and/or corrected at the next fair board meeting, the approved are posted on the fair website replacing the unapproved draft version of the minutes.

Take an inventory of secretaries’ supplies to determine what is needed for next year. Give list to Administrative Director.

ENTRY PROCESSING CHAIR

Youth and adult fair Entry Processing Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with the Administrative Directors for your general responsibilities.

Review the General Procedures section of this manual.

Orientate the fair Directors on the entry processing procedure for the fair.

Receive all the fair entries (there will be two copies of the entry form – one for the Administrative Department and one for the entry Department).

Review the entry forms for completeness. Check that the correct entry fees have been paid with the entry.

Organize the Administrative Department copy of the entry into an alpha order by member name. Organize the entry Department copy of the entry form by Department and then alpha by member name.

Give the Departments their entry forms at the April Fair Board meeting.

Give the entry fee money to the Administrative Directors who will give it to the Finance Directors. A tally of the money will be kept for your records.

Make arrangements for the processing of late entries.

Set up an area at the fair to process late fair entries. Late entries at the fair will be processed before the entry is delivered to the entry Department area. The entry Department will not accept entries that have not been processed properly. If someone tries to deliver an unprocessed late entry, they will be directed to the Administrative area at the fair where the fees can be paid and the entry processed. The entry department will be notified when the late entry has been processed properly.

Receive the Judge's Show Reports from the fair section Directors.

Place Judge's Show Reports in separate folders according to the department/division.

Entry forms are kept separate from the Judge's Show Reports.

Post from Judge's Show Reports to trophy sheets using the correct point system. "American" or "Danish" as shown in Fair Handbook. See the Procedure to Determine Winners of Club and Sweepstakes Trophies in the General Procedures section of this Manual for more details.

Notify the Awards Chairs when the winners of the club fair trophies are known .

JUDGING CHAIR

Youth and adult fair Judging Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with the Administrative Directors for your general responsibilities.

Review the General Guide for Judges section in the General Procedures section of this manual. Help keep this section up-to-date.

Be aware of the various awards that have been approved by the fair board for the fair.

Before the fair, go over judging guidelines with Directors.

Schedule Judges Orientation for an hour before judging starts.

Run the judges' orientation. Have a handout of the Judging Guidelines for the fair for the judges.

See that judges have judges' ribbons to wear.

Be available to answer questions during the period when judging is occurring.

AWARDS CHAIR

Youth and adult fair Awards Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Review the General Procedures section of this manual, particularly in the areas pertaining to fair awards.

Check with the Administrative Directors for your general responsibilities.

Present to the Fair Board the types and costs of awards for purchase.

Purchase the number and type of awards as determined by the Fair Board.

See that all club trophies held by clubs are collected at the Fair Board meeting one month before the fair.

Check with Administrative Director to determine which club trophies must be replaced.

Arrange for any new club trophies two months before fair so that the donors' names can be placed in Fair program. Order ribbons at this time.

Display club trophies in showcase on workday for the duration of the fair.

Only one award is given to each fair entry. If an entry earns a Best of Show or Judges' Choice award, the entry does not also get a Blue Ribbon.

Trophy donor's name should be given at the Awards Program. The top three placings should be read when presenting the awards (third, second, first --- in this order).

When trophy winners are determined, prepare a trophy summary sheet for each trophy. Make two copies, one for the fair office files and one for putting inside the trophies. This must be kept confidential for Awards Program.

Club trophies are not to be taken home from the fair so that they may be engraved with the winning club's name.

Deliver trophies to engraver and have bill sent to the fair's Finance Director.

Take engraved trophies to the next Fair Board meeting for distribution. Make sure receiver signs for the trophy.

The Fair Queen/King may be master of ceremonies for the Awards Program.

Introduce any dignitaries present and see that announcements are made at Awards Program.

Maintain an inventory of all awards.

Keep a record of which club has a particular club perpetual trophy. The club should sign for the trophy when they receive it and the Awards Chair should sign when the trophy is returned.

All large livestock, round robin, showmanship and dog classes will receive their ribbons in the ring.

All items other than trophies purchased to be used as trophies, to be inscribed to reflect the award they were purchased for.

Pack up and arrange the storage of unused awards at the end of the fair.

After the fair, clean up the Awards distribution area of the fairgrounds.

GROUND AND BUILDING CHAIR

Check with the Administrative Directors for your general responsibilities.

Youth and adult fair Grounds and Building Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

See that Fire Marshall regulations are carried out.

From the Executive Directors get a list of all equipment and supplies furnished by the fairgrounds. As chair you are responsible for checking equipment in and out and seeing that it is returned in good condition.

Prepare a chart of the fair layout including where fair activities and exhibits will occur.

Prepare a list of locations where trash containers will be placed on fairgrounds.

If needed, obtain a truck to be used for hauling equipment, trash cans, etc.

Make arrangements where and when trash containers are to be emptied.

Arrange for the recycling of recyclable fair trash.

See that grounds and restrooms are kept clean and supplied with paper at all times.

Empty trash containers as often as needed.

See that fairgrounds and facilities are cleaned up and left in proper order after the fair. Assist Executive Directors in checking out Directors and their areas after the fair.

SOUND EQUIPMENT AND STAGE CREW CHAIR

Check with Administrative Directors for your general responsibilities.

Review General Responsibilities of Department Chairs in this manual.

Youth and adult fair Sound Equipment and Stage Crew Chairs will arrange how you will work together in a youth and adult partnership for this position.

Contact donors of sound equipment several months in advance of the fair.

Obtain the number of units needed.

Be sure your committee has had some previous experience in setting up and using the equipment. Have someone available at all times the equipment is being used.

Check with the program schedule and Directors for location of these units.

Be sure the equipment is picked up and stored properly when not in use.

See that equipment is returned in good condition to the owners.

See that the stage is prepared for Awards Program, Fashion Show, Coronation, Auction, etc..

Check with Fashion Show Chair for what is needed for the Fashion Show.

Check with Honor Court Chair for what is needed for the Coronation Ceremony.

Check with Awards Chair for what is needed for the Awards Program.

Check with the Hobby Horse Chair for what is needed for the Hobby Horse Show.

Check with the Activities Director for what is needed for other events in the Activities Department. That might include contacting the Special Events Chair and the Contests Chair.

See that a podium is available.

Provide background music, if requested, for events on the stage.

Make the P.A. arrangements for the fair venues that need sound.

See that all decorations and props are taken down and returned, and the stage left in clean and proper order.

SECURITY CHAIR

Youth and adult fair Security Chairs will arrange how you will work together in a youth and adult partnership for this position.

Check with the Administrative Directors for your general responsibilities.

Review General Responsibilities of Department Chairs in this manual.

Be familiar with Executive Director's and the general responsibilities for all Directors as they relate to security.

At least one adult Chair is required for this position.

Determine number of assistant chairs needed.

With the assistance of Chairs, determine how many workers are needed and develop the time work schedule.

Contact each club in North and South San Gabriel Districts to provide one adult and one member to assist with security.

Have available the directions to and telephone numbers for the nearest emergency facilities and police/sheriff station. Check with the Executive Director for the name and contact information of the veterinarian that will be on call at all hours during the fair.

See that needed signs are put up and taken down.

Provide people on security with some sort of visible identification, i.e. arm bands, name tags, sashes.

Arrange for use of walkie-talkies and be in charge of assigning them.

Review security plans with Executive Director and Fair Board.

Orientate fair Directors and Chairs on the security plan for the fair.

General Rules:

All Director and Chairs will handle minor discipline problems and notify Adult Security Chair as soon as possible as to what happened and what was done. Adult Security Chair will keep a written record of all incidents and people involved. These will be reviewed with the 4-H Youth Advisor working with fair.

Overnights:

All cars parked overnight on fairgrounds must display a sign which is clearly visible from outside with driver's name, club and district. This sign must bear Camping Chair's signature.

There must be a responsible adult for every 5 youth under the age of sixteen staying overnight.

All youth staying overnight must have a permit with their name, club, district and name of adult responsible for them at the fair. The permit must be signed by the adult responsible for them at the fair and the Adult Security Chair.

Responsible adults must have available a Medical Treatment Form, signed by the parents or guardian, of each boy and girl they are in charge of.

Responsible adults provide the adult Security Chair with a list of names of the youth they are responsible for. No adult is to accept the responsibility of any boy or girl not on their original list without the permission of the Camping Chair and adult Security Chair.

PUBLICITY CHAIR

Youth and adult fair Publicity Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with the Administrative Directors for your general responsibilities.

Make an outline of the Fair Program. Submit program to Fair Board for approval for printing two months in advance of fair.

Submit to Fair Board estimates for printing Fair Program

Submit to Fair Board estimates for maintaining the Fair website.

Submit Fair program to Executive Director to be proofread before printing.

Arrange for printing of Fair Program. See that copies of the program are given to the Administrative Directors to send to the Local Club Leader of each club to distribute to members and leaders in the club.

Put up posters at the fair to advertise the time and location for fair activities.

Put up posters at the fair showing exhibit and activity locations on the fairgrounds.

Arrange for each club in NSG and SSG Districts to place a poster in a public place such as banks, stores, etc. to advertise the fair.

Arrange for at least one news story in each district council's local newspaper and the major Los Angeles papers.

Check with Activities Directors for special photography and publicity coverage.

Arrange for coverage through TV and radio to advertise the fair.

Notify newspaper at the beginning of the fair when special attractions are to take place so they may take pictures.

Be prepared to give out all judging results to newspaper.

Make a list of all individuals, companies, newspapers, radio and TV stations contacted. This is to be given to the Publicity Chairs for the next year.

If you select assistants to help you with your responsibilities, arrange with them how they are to assist you.

Send information about the fair to each District Council President to give out at Council meetings to encourage participation in the fall.

After the fair, arrange for articles in the county 4-H newsletter and local newspapers about the happenings and award results of the fair

WEBSITE MANAGER

Youth and adult fair Website Managers will arrange how you will work together in a youth and adult partnership for this position.

Check with the Publicity Chairs for your general responsibilities.

Review the Website section of the General Procedures section of this Manual. Help keep this Website section up-to-date.

Set up and maintain the fair website as directed by the Publicity Chairs and the Administrative Directors.

Notify the Publicity Chairs about the costs needed to maintain the fair website.

Keep the information on the website easy to access and well organized.

MEDIA COORDINATOR

Youth and adult fair Media Coordinators will arrange how you will work together in a youth and adult partnership for this position.

Check with the Publicity Chairs for your general responsibilities.

Contact the local radio stations and newspapers with publicity about the upcoming fair.

Arrange for media coverage during the fair.

Maintain a list of media contacts for publicity use for future Media Coordinators for the fair.

Prepare flyers for the fair that can be distributed and posted in various locations.

Consider new ways to advertise and promote the fair activities.

FINANCE DEPARTMENT

Food Concession Chair
Baked Foods and Auction Chair
Opportunity Table and Silent Auction Chair

BBQ Chair
Vendor Chair

FINANCE DIRECTORS

Youth and adult fair Finance Directors will arrange how you will work together in a youth and adult partnership for this position.

Prepare a fair budget in cooperation with the Fair Executive Directors immediately following the fair for the coming year.

Youth Finance Director will assist the Adult Finance Director before, during and after the fair in checking the operation of the concession stand, progress of auction and in preparing financial entries and financial reports of the fair.

Review General Responsibilities for Directors in this manual.

Keep accurate records of all financial transactions.

Pay all bills by check under the special fair account. Two of three signatures are required on all checks - - Finance Director, Executive Director, or Administrative Director.

Record all food concession expenses and income.

Handle money from baked food auction: collect, itemize and deposit monies.

Prepare financial report to be presented at the fair meeting after the fair. One copy for each member of the Fair Board, one for County 4-H Office and one for your record.

List any recommendations for improvements for the coming fair and give to the Executive Director.

Determine time for booth to be open during fair. Inform the Fair Board and see that times are printed on fair program.

Expense Claim Forms must be signed by Executive Director before being submitted to Finance Director for payment. No funds will be dispersed without signature of Executive Director.

FOOD CONCESSION CHAIR

Youth and adult fair Food Concession Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Finance Directors for your general responsibilities.

At least one adult Chair is required for this position.

A committee should be chosen with one representative from each district council (NSG and SSG). Both councils must be represented at all time, even on cleanup and at the planning meetings.

If concession stand is available, contact Executive Directors at least three months before the fair to request use of concession stands and equipment.

Obtain previous year's supplies ordered and sold records from Finance Directors.

Plan the order of all provisions such as soft drinks, ice cream, hot hogs and buns, etc., at least one month before the fair. Order those items which need a lead time for the order. Arrange for the pickup of ordered items and the purchase of the remaining needed items before the fair.

All Judges with a ticket are to receive their lunches free and will be waited on immediately upon arrival at the lunch counter.

Instruct all those who serve customers at counter on the proper serving methods. Insist on courtesy and helpful service. Follow health and safety rules. An adult must be in the booth at all times to help serve.

Name one capable 4-Her on duty to handle the cash and make change at all times.

Meet with the Executive Directors and Finance Directors to set prices.

Be present at all section planning meetings. If unable to attend, make an effort to provide your information for the meeting and to then obtain information about what occurred at the meeting.

Consider (a) accessibility to water faucet, electrical outlets, garbage disposal, natural light, etc. (b) the availability of food storage (c) location of serving space where crowd may stand without blocking traffic.

Construct necessary facilities and locate tables as needed. Consult with Grounds and Building Chair.

Prepare an itemized list of things bought and sold and present it to the Finance Directors. At the end of the fair prepare the financial report for the Food Concession and give it to the Finance Directors.

Keep concession serving areas clean at all times.

List recommendations for improvement and give to Finance Directors.

See that the concession areas are clean and in proper order at the close of the fair.

The food concession is to be open and closed for business at the times designated on the program. Nothing is to be served before or after the times listed unless authorized by the Executive Director and the Finance Directors.

BAKED FOODS AND AUCTION CHAIR

Youth and adult fair Baked Foods and Auction Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Finance Directors for your general responsibilities.

At least one adult Chair is required for this position.
Obtain pastry boxes for baked foods for auction.

Entries are to be sold at auction. You will need to prepare them for sale. They may be sold in groups. Save the ribbons, trophies and tags for return to the entrants.

Accept baked foods entries. See that they are judged, boxed and delivered to auction area.

All baked goods not sold Saturday, hold over and sell at the auction Sunday if appropriate.

See that the place and sound equipment area is ready for the auction to be held at the time designated on the program.

Arrange with Honor Court Chairs for the Honor Court to help with the auction.

Arrange with the Finance Directors to have start up change and/or a cash box available for the auction.

After the auction, give Finance Directors the money and financial report of the auction.

See that people, who enter baked goods, receive their awards.

BBQ CHAIR

Youth and adult fair BBQ Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Finance Directors for your general responsibilities.

At least one adult Chair is required for this position.

Check out the BBQ equipment at the fair site.

Plan the BBQ meal and have it approved by the Fair Board.

Arrange for the necessary food for the BBQ meal.

Arrange for the equipment needed to prepare and storage the food for the BBQ.

Arrange for sufficient people to help with food preparation and serving.

With the Publicity Chairs, create a fair BBQ flyer.

Have the Fair Board approve the price for the BBQ meal. Consider having advance and at-the-door prices.

Have the Fair Board approve the number of BBQ meals that should be prepared. Have a deadline date set for advance BBQ reservations.

Consider auctioning off left over food from the BBQ at the end of the fair. Be prepared with packaging for the leftovers.

Clean up the BBQ preparation area after the fair leaving it at least as clean as we found it.

VENDOR CHAIR

Youth and adult fair Vendor Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Finance Directors for your general responsibilities.

At least one adult Chair is required for this position.

Have the Fair Board approve the fee and arrangements for vendors to be at the fair.

Arrange for the location and times of vendors to be at the fair. Determine if tables will be needed. If necessary, arrange for the tables.

Advertise the vendors who will be at the fair.

Have the vendors included in the Fair Program.

OPPORTUNITY TABLE AND SILENT AUCTION CHAIR

Youth and adult fair Opportunity Table and Silent Auction Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Finance Directors for your general responsibilities.

At least one adult Chair is required for this position.

Have the needed supplies for preparing the items for the display, i.e. magic markers, tape, construction paper, paper to wrap cans, pens, string.

Have the silent auction bidding sheets printed before the fair.

Have pens ready for the bidding sheets and to complete opportunity table tickets.

Arrange for a "cash box" and start up money with the Finance Directors.

Make price signs for the opportunity table tickets to be done in keeping with the fair theme for that year.

Arrange a schedule for workers in the opportunity table area. Arrange for training for the workers and the youth leaders regarding sales, tickets, making change, security in the area, responsibility for money from sales, regularly scheduled breaks, the flow of the opportunity table ticket drawing, the proper way to draw the winners, recruiting other youth and children to assist in the drawing, clean up, etc.

Plan how the winners of the opportunity table items will be determined and distributed.

Turn the money from the sale of opportunity table tickets and silent auction items over to the Finance Directors at the end of the fair. Have a tally of the money kept for your Chair records.

Money from the opportunity table/silent auction table is kept separate from the general baked goods auction money. Fair goers are to be directed to the appropriate chair of each section to make their payments and retrieve their items upon payment.

Gather items for the opportunity table and silent auction. Make requests of all fair board and fair meeting participants for donations; prepare flyer for inclusion with the fair fly sheet to all clubs, asking for donations well in advance of the fair date.

Remind the NSG and SSG district clubs that they each should provide a basket of items for the Silent Auction.

Be prepared to make silent auction baskets from donations to the opportunity table when possible in addition to club baskets.

Take an inventory of the cans used for the opportunity table tickets and repair or replace cans as needed.

ACTIVITIES DEPARTMENT

Honor Court Chair
Camping Chair
Hobby Horse Chair

Contests Chair
Tables Activities Chair
Special Events Chair

ACTIVITIES DIRECTORS

Youth and adult fair Activities Directors will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities for Directors in this manual.

You are responsible for the fair's activities. Many of your duties must be completed weeks in advance of the fair.

Start planning with your chairs well in advance of the fair.

Know all the responsibilities of your chairs and see that they understand their responsibilities.

Contact North and South San Gabriel District Council Presidents and Hi 4-H Presidents to see that up to three or four candidates from each district are selected for the Fair Honor Court. Give the names of the candidates to Publicity Chair and Honor Court Chair by January 1.

See that the stage is decorated for fair activities, the Awards Program, Fashion Show, Coronation, Auction, etc.

HONOR COURT CHAIR

Youth and adult fair Honor Court Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Activities Director for your general responsibilities.

Obtain names of Fair Honor Court Candidates from Activity Director.

Set up time and place of judging to take place before fair begins.

Obtain three judges not all from the same district. One may be from outside 4-H. Judges should not be affiliated with any of the contestants.

Notify candidates as to time and place of judging. By the date of the January fair board meeting, a notice should be given for the date of the judging. An attempt should be made to accommodate the current schedules of the Fair Court members so that all can participate in the interview process for the judging.

Suggested instructions to candidates for judging:

Be on time.

Wear dressy attire.

Bring your 4-H record book. (up-to-date) – OPTIONAL

Complete and turn in a SGV 4-H Fair King/Queen application before the interview day.

Present yourself as well as you can. You will be judged on your experience with the SGV 4-H Fair, your enthusiasm to make the fair this year a success and your poise. Tell things you have done and your aims at the oral interview.

For a 4-H member of the Fair Court to be selected as a King or Queen for the fair, they:

Must work at the fair each day

Must participate in the Interview process.

Judges should be instructed to select a Queen and/or King from those Fair Court members that they interview. If more than one member would qualify, an alternate for the King and/or Queen can be designated in case the first selected King and/or Queen cannot attend the fair at the last minute.

If possible, arrange for previous year's winner to crown new winner.

To obtain funds for coronation supplies, have Executive Director sign an Expense Claim Form and submit it to the Finance Director. The Fair Board determines the amount of money which can be spent on this activity.

CAMPING CHAIR

Youth and adult fair Camping Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Activities Director for your general responsibilities.

At least one adult Director is required for this position.

Adult Camping Chair must be an adult 4-H leader. They are responsible for youth along with the adults designated for being with particular youth on the property after everyone has left.

Overnights:

All cars parked overnight on fairgrounds must display a sign which is clearly visible from outside with driver's name, club and district. This sign must bear adult Camping Chair's signature.

There will be at least one responsible adult for every five youth under the age of sixteen staying overnight.

All youth staying overnight must have a permit with their name, club, district and name of adult responsible for them at the fair. The permit must be signed by the adult responsible for them at the fair, the adult Camping Chair and the adult Security Chair.

Responsible adults must have available a Medical Treatment Form signed by the parents or guardian of each boy and girl they are in charge of.

Responsible adults provide the adult Security Chair with a list of names of the youth they are responsible for. No adult is to accept the responsibility of any boy or girl not on their original list without the permission of the adult Camping Chair and adult Security Chair.

The camping area should be left at least as clean as it was before we arrived. Campers are responsible for leaving their camping area clean.

HOBBY HORSE CHAIR

Youth and adult fair Hobby Horse Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Activities Director for your general responsibilities.

Gather the supplies that are needed to make the hobby horses.

Arrange for a time and place at the fair where the members can make their hobby horses. Request an area where electricity is available for glue gun use and where members working on their horses will not disturb others in the vicinity.

Arrange for a time and place at the fair when the hobby horse show can occur.

Arrange for Hobby Horse participation ribbons with the Awards Chair. Ribbons are presented as part of the Hobby Horse show.

CONTESTS CHAIR

Youth and adult fair Contests Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Activities Director for your general responsibilities.

Arrange for various contests during the fair that people attending the fair can participate in.

Arrange for supplies and areas for the contests.

Arrange with Activities Director to obtain prizes for the contests.

Arrange with the Publicity Chairs for advertising for the contests before and during the fair. Consider flyers, fair website, fair flysheet, fair program and newsletters, plus PA announcements and wall posters at the fair.

TABLE ACTIVITIES CHAIR

Youth and adult fair Table Activities Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs.

Check with Activities Director for your general responsibilities.

Decide on table activities to be done at the fair.

Check on the location and time when the activities will be done.

Schedule workers for the times that the activities will be done.

Gather the supplies needed for the activities.

Arrange with the Publicity Chairs for advertising for the table activities before and during the fair. Consider flyers, fair website, fair fliersheet and fair program, plus PA announcements and wall posters at the fair.

Clean up the area after the activities are done.

SPECIAL EVENTS CHAIR

Youth and adult fair Special Events Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Activities Director for your general responsibilities.

Make arrangements for special events that are approved by the Fair Board.

Consider special events that could occur at the fair and present your ideas to the Activities Directors who can take the ideas to the Fair Board for consideration and approval.

If a Dance is to be held, cost for the dance must be approved by the Fair Board according to the budget. Provide the Activities Directors with your proposed expense request so the Activities Director can present it to the Board for approval.

If there will be a cost involved to run the special event, provide the Activity Directors with your proposed expenses request so the Activities Directors can present it to the Board for approval.

Arrange with the Publicity Chairs for advertising for the special fair events before and during the fair. Consider flyers, fair website, fair fliersheet, fair program and newsletters, plus PA announcements and wall posters at the fair.

If necessary, arrange for people to help run the special event.

LARGE LIVESTOCK DEPARTMENT

Large Livestock Directors

Horse Chair

Round Robin Chair

Hoof stock Chair

Large Livestock Set up and Clean Up Chair

Other Large Livestock

LARGE LIVESTOCK DIRECTORS

BEFORE FAIR

Youth and adult fair Large Livestock Directors will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Directors in this manual.

Check the condition of the scale and obtain someone to act as weight master, weighing-in hours per program.

Instruct Department Chairs to be sure judges know the 4-H uniform and other 4-H procedures.

See that shavings are ordered and delivered. Present shavings bill to the Executive Director and Finance Director for payment.

Survey your committees as to what equipment, i.e., tables, chairs, brooms, rakes, shovels will be needed.

Check with the Executive Director for the name of the veterinarian that will be on call at all hours.

Arrange for the feed company to have feed and bedding on the grounds for sale.

Determine the number of pens needed.

See that equipment used is ready before the animals are received.

See that livestock areas are ready before the animals are received.

FAIR TIME

See that the large livestock area is maintained properly.

See that Judges Show Reports and ribbons are compiled for the Large Livestock Department.

At the close of the fair, appoint gate monitors to see that no animal leaves fair grounds without a release form.

AFTER THE FAIR

See that all your departments are left neat and orderly. Leave them better than you found them.

Make a final check after cleaning is finished.

Hand in recommendations for next year's fair and a list of committee members that performed to the Large Livestock Director.

HORSE CHAIR

Youth and adult fair Horse Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Large Livestock Directors for your specific responsibilities for this fair.

Contact Large Livestock Director for location or display area.

Appoint Show Secretary, Field Crew Assistant, Trophies and Ribbons Assistant, Announcer's Secretary, Ring Stewards, Gatemen, Runners and Stall Assistant.

Survey your committee and show needs as to what equipment such as tables, chairs, microphone system, etc., are required. See that they are obtained.

Make arrangements with the Large Livestock Director as to where the horse show will take place.

See that straw, hay and water are available the day horses are brought to the fairgrounds.

Obtain and instruct judges on 4-H protocols.

Make sure that class lists, gate entries and Judges' Show Reports are prepared and ready before the horse show.

Provide the Awards Chair with a list of awards needed for the horse show.

Check with the Large Livestock Director for the name of the veterinarian who is on call for the fair.

No horses are to be removed from the fairgrounds until the time designated by the Fair Board.

See that your area is left clean and in proper order after the fair.

HOOF STOCK CHAIR

BEFORE FAIR

Youth and adult fair Hoof Stock Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Large Livestock Directors for your specific responsibilities for this fair.

Contact the Large Livestock Director for location or display area.

GOAT - To make the show official, you must check with American Dairy Goat Association for the following:

1. Four sets of rosettes (champion and reserve champion for each of the four classes)
2. Determine costs.

GOAT - Arrange for an official A.D.G.A. Dairy Goat Judge.

GOAT - Notify the Fair Finance Director of the cost of ribbons and where to send a check to the A.D.G.A. and Pygmy Goat Association for the show fee.

GOAT - A.D.G.A. show rules take precedence over 4-H fair rules.

Arrange with the Large Livestock Director for sufficient tables and chairs for the secretary and clerks in your judging ring.

Make arrangements with the Large Livestock Director for time and amount of sound equipment needed during judging classes.

Plan work hours of your committee in the livestock office and check with the Large Livestock Director for approval.

Plan for a clerk and ring steward in the show for each animal division.

Tell your committee members the time and place they'll be needed to work.

Check with the Large Livestock Director to find out how many entries have been made. This will give you the number of pens and stalls to provide for your division. Half of your committee should make out Judges Show Reports. The others should clean areas, pens, stalls and mount stall cards in club groups according to the Large Livestock Director's directions.

See that judging rings in show areas are well supplied with shavings.

See that place stickers are placed on all stalls, pen tags and all exhibit tags with the exhibitor's name and club.

Clean animal area, clean show ring, spread sawdust.

FAIR TIME

All registration papers must accompany animals to the fair and be checked in at livestock office to show ownership.

Check in all entries. All entries must be in place by the time designated on the program.

Check the evening before the fair opens to see that all equipment is in place and ready for exhibit.

GOAT – Arrange through the Large Livestock Directors for ring shavings not more than two inches deep for the goats.

Spread sawdust, clean and maintain the animal and judging areas.

Collect entry fees for each animal since they are needed to cover the cost of the rosettes.

Collect health certificates as specified in the Fair Handbook as animals are brought in and have available to show to the County Livestock Inspector if necessary.

Check with the Large Livestock Director for veterinarian's phone number.

Check the fair programs to find out judging time in your department.

See that 4-H Showmanship classes are held for junior and senior classes and that the winners' names are submitted to the Round Robin Chair. Check program for the time. Future Farmers of America (FFA), if participating in the fair, will have a separate showmanship.

As soon as the class is judged, see that entries exit the ring in an orderly manner so that the next class can begin promptly.

Give participants two minutes to be present in show ring after last announcement and previous class has exited.

Each Chair plans lunch for his/her judge, or have all the judges eat lunch together.

Hand out release slips when fairgrounds are clean.

INSTRUCTIONS ABOUT JUDGING

Assist the judge in every way possible during the judging. Provide clerks for the judge and record all awards on the judges score sheet.

Be sure that the judge signs Judges Show Report after judging each class.

When all judging is completed in your division, check the following: Each sheet is filled out properly and signed by the judge; Reports are returned to the Large Livestock Director.

Ribbons must be made out in the ring. When making out ribbons, write out the club name, division, class and the name of the exhibitor in the ring.

See that no entries are removed.

Make sure that the next class is informed that they are coming up and are waiting in the holding pen.

Turn in trophy list.

AFTER THE FAIR

Give release slips to exhibitors as their pens are checked for cleanliness. Do not allow any animal to leave before time designated by the Fair Board.

Organize orderly dismantling of equipment. See that all fair grounds equipment is back in livestock office such as brooms, rakes and shovels.

See that all departments are left neat and orderly. Leave them better than you found them.

Make a final check after cleaning is finished. Then, notify the Large Livestock Director for his/her approval.

Hand in recommendations for next year's fair and a list of committee members that performed to the Large Livestock Directors.

OTHER LARGE LIVESTOCK CHAIR

Youth and adult fair Other Large Livestock Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Large Livestock Directors for your specific responsibilities for this fair.

Contact Large Livestock Directors for location or display area.

Look at the duties for the Hoof Stock Chairs and check with the Large Livestock Directors about which tasks apply to your position.

ROUND ROBIN CHAIR

BEFORE FAIR

Youth and adult fair Round Robin Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Large Livestock Directors for your specific responsibilities for this fair.

Plan work hours for your committee in the livestock office. Check with the Director for approval.

Plan for a clerk in the show ring.

Prepare posters on Round Robin time to post at the Large Livestock office and the general area of the fair.

FAIR TIME

Collect the winning and alternate names from each division's showmanship classes in junior and senior classes (beef, sheep, dairy, swine and goats).

Check program for time and place of round robin contest and be sure it is appropriately announced.

Notify all competitors to be there. Alternates will be eligible to participate in contest if winners are absent.

Set up two, portable panels in one of the corners of the ring for swine.

Award ribbons in the ring.

Give names of junior and senior winners to Administrative Directors for the Round Robin trophy.

See that lunch arrangements are made for the judges.

INSTRUCTIONS ABOUT JUDGING

Inform your judges about the proper procedures for judging.

LARGE LIVESTOCK SET UP AND CLEAN UP CHAIR

Youth and adult fair Large Livestock Set Up and Clean Up Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Large Livestock Directors for your specific responsibilities for this fair.

Obtain two judges for clean stall awards. These should be people who will be on the grounds during the fair.

FAIR TIME

Keep these judges' names confidential.

Judges should inspect stalls at various intervals during the fair as often as they feel it is necessary.

Post scorecard for contest in barn area.

Regular inspection based on the following will be made by the judges during the fair:

- X. Appearance and cleanliness: The general, overall appearance of the club's exhibit and the cleanliness of the animals, stalls or pens at all times will be considered. Early-hour cleaning, maintenance and disposition of bedding as directed by fair officials will also be considered. Animals must be washed at wash racks only.
- b. Feeding and care: Tying, housing, feed and care of the stock are important. Someone in the club should be at the exhibit at all times to see that the animals are not loose, the above is maintained and to answer questions.
- c. Courtesy and conduct: Being cooperative in following fair rules and personal courtesy to all is noted by the judges. Appropriate dress is important.

Turn in judging sheets

SCORECARD FOR LARGE LIVESTOCK CLEAN AREA AWARD

1. Scope	10	
2. General Appearance		40
a. Use of signs, etc.,	10	
b. Neatness and cleanliness of bedding, feed, and water	20	
c. Storage of animals - cleanliness and grooming	10	
3. General Appearance of Alley and Tack Area		30
a. Not obstructed	10	
b. Free of debris	10	
c. Storage of tack, feed and other equipment	10	
4. Conduct		20
a. Attendant on duty	5	
b. Cooperation in following rules and regulations, 4-H'ers doing own work	15	
 <u>TOTALS</u>		100

ATTENTION

Section "b" under Conduct: The club score will be lowered if judges observe anyone besides the 4-H'ers cleaning or doing any other type of work (this includes brothers, cousins, friends, etc.,)

SMALL LIVESTOCK DEPARTMENT

Small Livestock Directors

Cat Chair
Cavy Chair
Dog Chair

Poultry Chair
Rabbit Chair

SMALL LIVESTOCK DIRECTORS

Youth and adult fair Small Livestock Directors will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Directors in this manual.

Instruct department chairs to be sure judges know the 4-H uniform and other procedures.

See that shavings are ordered and delivered on workday. Present shavings bill to the Fair Finance Director for payment.

Survey your committees as to what equipment such as tables and chairs are needed.

You are responsible for fairground's equipment in the livestock office such as brooms, rakes and shovels. They will be loaned out to members and must be checked in at the close of the fair.

Check with the Executive Directors for the name of the veterinarian on call at all hours.

Check with the Administrative Directors to determine the number of pens and coops that have to be set up.

Have part of the committee work on setting up pens and coops while the rest make up Judges Show Reports.

Provide a scale for judges to weigh rabbits during judging.

See that clean cages are provided for entries.

CAT CHAIR

Youth and adult fair Cat Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Small Livestock Directors for your specific responsibilities for this fair.

BEFORE FAIR

Contact Small Livestock Directors for location or display area.

Arrange for large cages for the fair. This may be a carrier cage show if large cages are not available. You may need to notify entrants.

Prior to fair, obtain judges sheets, entry forms and pen tags from the Administrative Director and see that Judges Show Reports are made up from the entry forms. Pen tags are made from entry forms also. It is easier to make out pen tags from the entry sheets first. Then, separate them into divisions and classes and make Judges Show Reports from them.

Obtain pen tags from feed companies.

Check cat judging time.

FAIR TIME

Set up open-bottom, clean cages on stage.

Attach tags securely to cages in division and class order.

Provide qualified persons to check in cats and see that they are put in their right cages. Cats are to be clean and claws clipped.

Exhibitors provide their own feed, water, litter box, and cover for cage.

On fair day, obtain Judges Show Reports that were made out in advance.

Assign clerks for each judge. Be sure judges sign the Judges Show Reports, and then return them to the Administrative Directors. Have your committee make out the ribbons.

Provide for judges safe disinfectant, paper towels and cat toy.

AFTER THE FAIR

No entries are to be removed from fair cages until the time designated by the fair board.

See that cages and tables are taken down and piled in proper places and that your area is left clean.

Report on success and give suggestions for future fairs.

Write "thank you" notes to the judges.

DOG CHAIR

Youth and adult fair Dog Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Small Livestock Directors for your specific responsibilities for this fair.

BEFORE FAIR

Contact Small Livestock Directors for location or display area.

Prior to fair, obtain judges sheets, entry forms from the Administrative Director and see that Judges Show Reports are made up from the entry forms.

Set up Dog Obedience/Showmanship Classes.

Check dog judging time.

FAIR TIME

Provide qualified persons to check in dogs.

Exhibitors provide their own feed and water.

On fair day, obtain Judges Show Reports that were made out in advance.

Assign clerks for each judge. Be sure judges sign the Judges Show Reports, and then return them to the Administrative Director. Have your committee make out the ribbons.

AFTER THE FAIR

See that cages and tables, if used, are taken down and piled in proper places.

See that your area is left clean.

Report on success and give suggestions for future fairs.

Write "thank you" notes to the judges.

POULTRY CHAIR

BEFORE FAIR

Youth and adult fair Poultry Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Small Livestock Directors for your specific responsibilities for this fair.

Contact Small Livestock Director for location or display area.

Prior to fair, obtain judges sheets, entry forms and pen tags from the Administrative Director and see that Judges Show Reports are made up from the entry forms. Pen tags are made from entry

forms also. It is easier to make out pen tags from the entry sheets first. Then, separate them into divisions and classes and make Judges Show Reports from them.

Obtain pen tags from feed companies.

Set up Poultry Showmanship Classes.

Check poultry judging time.

FAIR TIME

Set up clean pens and spread a light layer of shavings in pens.

Attach tags securely to cages in division and class order.

Provide qualified persons to check in poultry and see that they are put in their right cages.

Exhibitors provide their own feed and water.

On fair day, obtain Judges Show Reports that were made out in advance.

Assign clerks for each judge. Be sure judges sign the Judges Show Reports, and then return them to the Administrative Director. Have your committee make out the ribbons.

AFTER THE FAIR

No entries are to be removed from fair pens until the time designated by the fair board.

See that cages and tables are taken down and piled in proper places and that your area is left clean.

Report on success and give suggestions for future fairs.

Write "thank you" notes to the judges.

RABBIT CHAIR **AND** **CAVY CHAIR**

BEFORE FAIR

Youth and adult fair Rabbit Chairs and Cavy Chairs will arrange how you will work together in a youth and adult partnership for their position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Small Livestock Directors for your specific responsibilities for this fair.

Contact Small Livestock Directors for location or display area.

Obtain pen tags from feed companies.

Secure scale for judges to be used during judging period.

Set up Rabbit Showmanship Classes.

Set up Cavy Showmanship Classes.

Check the fair program for rabbit timing.

Obtain Judges Show Reports, entry forms and pen tags from the Administrative Director and see that Judges Show Reports and pen tags are made up from entry forms before the fair.

FAIR TIME

Set up clean pens and spread light layer of shavings under them.

Attach pen tags securely to cages in class and section order.

Arrange to have two judging tables per judge at the light end of the building. Arrange for special judging pens.

Exhibitors provide their own feed and water.

On fair day, obtain Judges Show Reports that were made out in advance from the 4-H fair office.

Provide qualified persons to receive rabbits, check their health and see that they are placed in their right cages.

Have sufficient help to transport animals to and from cages during judging. Do not make judges wait.

Be sure judges sign Judges Show Reports. Take reports to the office and make out your division's ribbons.

CLOSING THE FAIR

No animals are to be removed from the fair pens until the time designated by the fair board.

See that cages and tables are taken down and stored in the proper area.

AFTER THE FAIR

Report on success and give suggestions for future fairs. Write "thank you" notes to the judges.

HOME ECONOMICS DEPARTMENT

Home Economics Director

Child Care Project Chair

Foods and Nutrition Chair

Clothing Chair

Food Preservation Chair

Dairy Products Chair

Home Arts, Heritage Arts and Furnishing Chair

Fashion Show Chair

Table Setting and Other Projects Chair

HOME ECONOMICS DIRECTORS

Youth and adult fair Home Economics Directors will arrange how you will work together in a youth and adult partnership for this position.

Check General Responsibilities for Directors in this manual.

Orientate your Department Chairs.

See that the Department Chairs secure enough help for their Department.

Obtain entries from Administrative Directors.

Obtain Judges' Show Reports for your department from Administrative Directors. See that they are filled in before judging starts.

After judging, see that all Judges' Show Reports are signed by the judges and ribbons are made out. Return Judge's Show Reports to the Administrative Directors.

Be available to answer member's and parent's questions about judging results.

See that exhibits are displayed attractively.

See that your department is kept neat and attractive during the fair.

Oversee the check-in and check-out of exhibits in your department.

Fulfill the responsibilities of any Chair in your department for which you did not have a Chair.

CHILD CARE PROJECT CHAIR

Youth and adult fair Child Care Project Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Home Economics Directors for your general responsibilities.

CLOTHING CHAIR

Youth and adult fair Clothing Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Home Economics Directors for your general responsibilities.

Have the following supplies available for judging - Clothing Project Literature, stapler, pencils, score sheets.

Display garments attractively and decorate display area.

See that there are clothing racks and equipment for displaying special awards.

See that display area is kept neat and attractive during the fair and clothing is kept safe and clean.

Be sure there are enough people to help check out exhibits after awards program.

Leave area in proper order after fair. Check out with Home Economics Director before leaving fair.

DAIRY PRODUCTS CHAIR

Youth and adult fair Dairy Products Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Home Economics Directors for your general responsibilities.

Edible entries are to be sold at auction. You will need to prepare them for sale. Save the ribbons, trophies and tags for return to the members.

FASHION SHOW CHAIR

Youth and adult fair Fashion Show Chairs will arrange how you will work together in a youth and adult partnership for this position.

Check with Home Economics Director for your general responsibilities.

Review General Responsibilities of Department Chairs in this manual.

Be sure Fashion Show commentary card as well as entry tag and form are filled out correctly.

When clothing entries are accepted, hand out information to Fashion Show participants on when and where Fashion Show will be held, how to check out and return garments, when and where to line up and how to write commentary.

Sound Equipment and Stage Crew Chairs are in charge of decorating the stage for the Fashion Show. Tell him/her what is needed. Before the Fashion Show check to see that stage is ready.

Select and train commentators. See that they have a chance to practice using the microphone.

Select someone to provide modeling and line-up instructions for participants.

Coordinate with Sound Equipment and Stage Crew Chairs to provide background music for the Fashion Show.

See that all garments are returned as per Home Economics Directors' directions.

FOOD PRESERVATION CHAIR

Youth and adult fair Food Preservation Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Home Economics Directors for your general responsibilities.

For judges, have available Cooperative Extension food preservation publications and 4-H Food Preservation Project outline.

Inform Judges that a standard jar must be used. A standard jar is a container specifically designed for canning purposes.

If more than one jar makes an entry, each jar in the entry must be the same size. Labels must have at least, the name of the product, method of processing and date.

Tomatoes and fruits will be processed in a boiling water bath.

Non-acid foods - all vegetables, meats, poultry and fish - will be canned under pressure.

Foods not processed by the recommended methods will be disqualified.

Jams and jellies, preserves, butters and marmalades will be in sealed containers. Paraffin does not constitute a "sealed container".

Display exhibits attractively and decorate display area.

See that area is kept neat and clean during fair.

Edible entries are to be sold at auction. You will need to prepare them for sale. Save the ribbons, trophies and tags for return to the members.

FOODS AND NUTRITION CHAIR

Youth and adult fair Foods and Nutrition Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review General Responsibilities of Department Chairs in this manual.

Check with Home Economics Directors for your general responsibilities.

Have the following supplies available for judging: lemons, distilled water, paper cups, finger bowl, paper towels, serrated knife, plates for display, pencils, Foods and Nutrition Project literature.

Have judges judge classes that are milder in flavor and less sweet first.

Judges are not required to taste entries which are obviously poor in quality.

See that judges do not see name or club of exhibitor and that no subjective statements about exhibits are made by those assisting the judges.

See that there is display equipment.

Display entries attractively and decorate display area.

See that display area is kept neat and clean during the fair.

Be sure there are enough people to help check out exhibits after awards program.

Edible entries are to be sold at auction, unless they are used for desserts for the fair BBQ. You will need to prepare them for sale. Save the ribbons, trophies and tags for return to the members.

Be sure area is left in proper order after the fair.

After fair, see that area is in proper order and check out with Home Economics Director before leaving.

HOME ARTS & FURNISHINGS AND HERITAGE ARTS CHAIR

Youth and adult fair Home Arts & Furnishings and Heritage Arts Chairs will arrange how you will work together in a youth and adult partnership for this position.

Check with Home Economics Directors for your general responsibilities.

Review General Responsibilities of Department Chairs in this manual.

When members bring in entries, be sure they have filled in and attached to their exhibit a 4-H Home Arts and Furnishings Fair Entry Label.

Check that Heritage Arts entries have the required "story" attached.

Have available for judges 4-H Home Arts & Furnishings and Heritage Arts project literature.

Display exhibits attractively and decorate display area.

See that area is kept neat and clean during the fair.

After fair, see that area is in proper order and check out with Home Economics Director before leaving.

TABLE SETTING AND OTHER PROJECTS CHAIR

Youth and adult fair Table Setting and Other Projects Chairs will arrange how you will work together in a youth and adult partnership for this position.

Check with Home Economics Directors for your general responsibilities.

Review General Responsibilities of Department Chairs in this manual.

Arrange for a display area for the table setting entries.

Have literature with the guidelines for correct Table Setting available for the judges.

See that area is kept neat and clean during the fair.

After fair, see that area is in proper order and check out with Home Economics Director before leaving.

GENERAL PLANTS AND ANIMALS DEPARTMENT

General Plants and Animals Directors

Ag Collection and Selection Chair

Plants Chair

Bees and Entomology Chair

Wildlife and Pets & Small Animals Chair

Eggs Chair

Marine Biology, Vet Science and Other Plants
and Animals Project Chair

Fruit and Vegetable Crops Chair

GENERAL PLANTS AND ANIMALS DIRECTORS

Youth and adult fair General Plants and Animals Directors will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Directors in this manual.

Review the General Responsibilities of Department Chairs in this manual.

AG COLLECTION AND SELECTION CHAIR

Youth and adult fair Ag Collection and Selection Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General Plants and Animals Directors for your specific responsibilities for this fair year.

Entries are to be sold at auction. You will need to prepare them for sale. They may be sold in groups. Save the ribbons, trophies and tags for return to the members.

BEEES AND ENTOMOLOGY CHAIR

Youth and adult fair Bees and Entomology Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General Plants and Animals Directors for your specific responsibilities for this fair year.

Honey products will be sold at auction. Prepare them for sale. Save the ribbons, trophies and tags for return to the entrants.

EGGS CHAIR

Youth and adult fair Eggs Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General Plants and Animals Directors for your specific responsibilities for this fair year.

Eggs will be sold at auction. Prepare them for sale. Save the ribbons, trophies and tags for return to the entrants.

FRUIT AND VEGETABLE CROPS CHAIR

Youth and adult fair Fruit and Vegetable Crops Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General Plants and Animals Directors for your specific responsibilities for this fair year.

PLANTS CHAIR

Youth and adult fair Plants Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General Plants and Animals Directors for your specific responsibilities for this fair year.

Check entries for any signs of disease or insect infestation. If necessary, the entry may need to be disqualified for the safety of the other entries. If so, notify the exhibitor and the Directors.

WILDLIFE AND PETS & SMALL ANIMALS CHAIR

Youth and adult fair Wildlife and Pets & Small Animals Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General Plants and Animals Directors for your specific responsibilities for this fair year.

Check to see if electric plugs are needed for heat or aerators for animals. Plan your animal set-up accordingly. Live animals must be in a closed bottom cage and may not be taken out during the fair (to keep animals and members safe). Animal's food and water is the exhibitor's responsibility. If there is a problem, notify exhibitor and/or the Directors.

**MARINE BIOLOGY, VET SCIENCE AND
OTHER PLANTS AND ANIMALS PROJECTS CHAIR**

Youth and adult fair Marine Biology, Vet Science and Other Plants and Animals Projects Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General Plants and Animals Directors for your specific responsibilities for this fair year.

GENERAL AND OTHER PROJECTS DEPARTMENT

General and Other Projects Directors

Aerospace and Rocketry Chair	Leather craft and Woodworking Chair
Automotive, Small Engine and Bicycle Chair	Photography and Graphic Arts Chair
Beginning 4-H Chair	Sports Chair
Camping & Outdoor Adventure Chair	
Computer Chair	"This is 4-H" Chair
Electricity and Electronics Chair	Self-Determined and Miscellaneous Projects Chair
Environmental Stewardship, Energy Management and Climatology Chair	
Club Feature Booth Chair	

GENERAL AND OTHER PROJECTS DIRECTORS

Youth and adult fair General and Other Projects Directors will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Directors in this manual.

Review the General Responsibilities of Department Chairs in this manual.

AEROSPACE & ROCKETRY CHAIR

Youth and adult fair Aerospace & Rocketry Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

AUTOMOTIVE, SMALL ENGINE AND BICYCLE CHAIR

Youth and adult fair Automotive, Small Engine and Bicycle Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

BEGINNING 4-H CHAIR

Youth and adult fair Beginning 4-H Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

Remind judges about the special requirements for enrollment in this project area. This project can only be taken during the member's first year as a full 4-H member. Despite the member's age, this may be the member's first experience with 4-H project exhibiting and/or judging.

CAMPING & OUTDOOR ADVENTURE CHAIR

Youth and adult fair Camping & Outdoor Adventure Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

COMPUTER CHAIR

Youth and adult fair Computer Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

ELECTRICITY AND ELECTRONICS CHAIR

Youth and adult fair Electricity and Electronics Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

ENVIRONMENT STEWARDSHIP, ENERGY MANAGEMENT AND CLIMATOLOGY CHAIR

Youth and adult fair Environmental Stewardship, Energy Management and Climatology Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

CLUB FEATURE BOOTH CHAIR

Youth and adult fair Club Feature Booth Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

Contact Executive Directors for location for booth displays.

Make sure decorative materials used in booths are fireproof.

Have someone on duty at all times to answer questions and see that nothing is handled, broken, or lost.

See that each club keeps its booth neat, clean, and attractive at all times.

After the fair see that nothing is removed from the booths until the time designated by the Fair Board.

LEATHER CRAFT AND WOODWORKING CHAIR

Youth and adult fair Leather craft and Woodworking Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

PHOTOGRAPHY AND GRAPHIC ARTS CHAIR

Youth and adult fair Photography and Graphic Arts Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

SPORTS CHAIR

Youth and adult fair Sports Chairs will arrange how you will work together in a youth and adult partnership for this position.

This department processes entries from the Shooting Sports projects and the Individual & Group Sports projects.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

"THIS IS 4-H" CHAIR

Youth and adult fair "This is 4-H" Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

Member enrolled in any 4-H project can enter this department.

SELF-DETERMINED AND MISCELLANEOUS PROJECTS CHAIR

Youth and adult fair Self-Determined and Miscellaneous Projects Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the General and Other Projects Directors for your specific responsibilities for this fair year.

Self-Determined and Group Determined projects must have an approved project plan filed in the 4-H office.

ARTS & CRAFTS DEPARTMENT

Arts & Crafts Directors

Arts & Crafts Junior Entry Chair

Arts & Crafts Intermediate Entry Chair

Arts & Crafts Senior Entry Chair

ARTS & CRAFTS DIRECTORS

Youth and adult fair Arts & Crafts Directors will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Directors section of this manual.

Review the General Responsibilities of Department Chairs in this manual.

ARTS & CRAFTS JUNIOR ENTRY CHAIR

Youth and adult fair Arts & Crafts Junior Entry Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Arts & Crafts Directors for your specific responsibilities for this fair year.

ARTS & CRAFTS INTERMEDIATE ENTRY CHAIR

Youth and adult fair Arts & Crafts Intermediate Entry Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Arts & Crafts Directors for your specific responsibilities for this fair year.

ARTS & CRAFTS SENIOR ENTRY CHAIR

Youth and adult fair Arts & Crafts Senior Entry Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Arts & Crafts Directors for your specific responsibilities for this fair year.

PRIMARY PROJECTS DEPARTMENT

Primary Projects Directors

Primary Home Economics Chair Primary Animals and Plants Chair

Primary Arts & Crafts Chair Primary Other Projects Chair

PRIMARY PROJECTS DIRECTORS

Youth and adult fair Primary Projects Directors will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Directors [in](#) this manual.

Primary project entries are not processed like other department entries. The judging and awards for entries are different. Primary entries are not tallied for club project trophies, except for the Primary club trophy. See the General Guide for Judges section and the Procedure for Determining Club and Sweepstakes Trophies sections of the General Procedures section of this manual for more details.

PRIMARY HOME ECONOMICS CHAIR

Youth and adult fair Primary Home Economics Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Primary Directors for your specific responsibilities for this fair year.

PRIMARY ANIMALS AND PLANTS CHAIR

Youth and adult fair Primary Animals and Plants Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Primary Directors for your specific responsibilities for this fair year.

PRIMARY ARTS & CRAFTS CHAIR

Youth and adult fair Primary Arts & Crafts Chairs will arrange how you will work together in a youth and adult partnership for this position.

Reviews the General Responsibilities of Department Chairs in this manual.

Check with the Primary Directors for your specific responsibilities for this fair year.

PRIMARY OTHER PROJECTS CHAIR

Youth and adult fair Primary Other Projects Chairs will arrange how you will work together in a youth and adult partnership for this position.

Review the General Responsibilities of Department Chairs in this manual.

Check with the Primary Directors for your specific responsibilities for this fair year.

Appendix A - Fair Leadership Structure

- 1) The fair is to be planned and executed with youth and adult partnerships in a safe environment. See Appendix B for the fair plan for youth and adult partnerships. See Appendix D for the fair plan for a safe environment.
- 2) The SGV 4-H Fair directors and department chairs will be reorganized as shown in the following Exhibit 1. The Fair Board consists of the Fair Directors (youth and adult) and designated club representatives when the club is not represented by a fair director on the board. See the following item 10 for more information on the designated club representative.
- 3) The members of the Fair Board are elected by the prior Fair Board from nominations of 4-H members and adults from the North and South San Gabriel 4-H districts in Los Angeles County. Youth directors should be enrolled 4-H members at least 14 years or older as of January 1st of the fair year (September thru August). Youth chairs should be enrolled 4-H members at least 11 years or older as of January 1st of the fair year. Adult directors should be approved 4-H volunteers for the fair year.
- 4) There should be a youth and adult for each fair position, who work together in a partnership to run their area.
- 5) Fair Directors remain on the Fair Board until the Directors for the next year's Board are elected.
- 6) The length of the term for a fair position is one year. No priority is given to who had a fair position the prior year. Each year the nominations are open for a fair position. A person may be elected to a fair position and repeat the position that they held the prior year. There is a two-consecutive-year cap on the number of years that a youth can hold a specific fair position. There is a three-consecutive-year cap on the number of years that an adult can hold a specific fair position. If no new candidate expresses interest in a specific fair position, the 2-year/3-year cap for that position is waived for that fair year.
- 7) The fair directors (youth and adult working as partners) organize their fair department and decide what department chair and assistant positions are needed. Which department chairs are needed will depend upon what activities are planned by the fair board for the fair in a particular year. For example, if there is a Dance planned for the fair, it may be appropriate to have a Dance Chair under the Activities Department. The *SGV 4-H Fair Policies and Procedure Manual* should continue to include information about various division chair positions, even though the positions may not be needed in a particular fair year. Additional chair positions can be created and voted upon as needed. Fair directors are responsible for the committee members in their department. In a like manner, department chairs are responsible for the committee members in their department. Department chairs may need to set up assistant positions to accomplish their department tasks.
- 8) The fair board meetings should be attended by the fair directors (youth and adults). The department chairs and assistants are welcome to attend the fair board meetings, but are not required. The fair directors can give reports from their department chairs. Fair department chairs will be encouraged to attend at least one fair board meeting during the year, but will attend all necessary training sessions.
- 9) Fair directors can have separate department meetings and trainings for their department chairs and assistants. The fair directors will keep their department chairs informed about the general fair planning.

10) **Voting Members:** The youth and adult fair directors are the voting members of the fair board. If a NSG or SSG district club does not have a club member as a youth fair director, then the club can designate a club youth representative as a voting member of the fair board. In a like manner, if a NSG or SSG district club does not have a club adult as an adult fair director, then the club can designate a club adult representative as a voting member of the fair board. A club youth and/or adult club voting representative must be designated by the club community leader by the November fair board meeting. A fair chairperson may be designated as a club voting representative. A motion is considered passed if a majority of those voting vote “yes” for the motion. The Fair Executive Director (youth and adult) do not vote on motions unless there is a tie vote on the motion. If a tie vote is not broken, the motion is not considered passed.

11) **Quorum:** A quorum at regular and special meetings of the SGV 4-H Fair Board will consist of those fair directors and designated club representatives who are present at the meeting, provided the meeting has been properly called, that directors from both districts (NSG and SSG) are present, that at least 7 directors are present including at least two youth directors and that a majority of clubs of each district are represented. (For example, if a district has 2 clubs, then at least one of those clubs must be represented by a director or a voting club representative at the meeting. If a district has 3 or 4 clubs, then at least two of those clubs must be represented, etc.). No meetings or business shall be transacted without a quorum.

12) Job descriptions and training, including tasks and responsibilities, will be made available for all fair positions. At the end of each fair year, each Youth and Adult Partnership Directorship is required to complete an end-of-the-year report for their fair department, which will include what was done, what worked well, what should be improved, suggestions for changes and a reporting of any income and expenses.

13) The fair board committee meetings will be listed in the LA County 4-H Calendar. The fair board will set the dates of the fair board committee meetings for the next 4-H program year by the April fair board meeting.

14) The fair board meetings will be announced with an Agenda at least one week before the scheduled meeting date. The meeting agenda will be put up on the fair website.

15) At the first fair board committee meeting of the year, Ground Rules (Group Norms) will be agreed upon for the committee meeting and then displayed and reviewed at each following fair board committee meeting. For further details, see Appendix D – Fair Safe and Thriving Environment.

16) Minutes will be taken at fair committee meetings. It is recommended that a draft of the minutes be available to committee members on the fair website within ten days following the meeting. Meeting minutes should be reviewed, corrected and approved at the next committee meeting. The approved meeting minutes will be posted on the fair website.

17) The fair committee meetings will be run with Robert’s Rules of Order. See Appendix N for Robert’s Rules of Order. If using the Robert’s Rules of Order, then some specific statements will be added to the *SGV 4-H Fair Policy and Procedures Manual* such as the following:

a) Voting will be done in person (not by mail, fax, e-mail or proxy), where you are also considered “in person” if you are attending by phone, conference call or videoconferencing and you can be active in the meeting.

b) The fair board may call special meetings at any time.

c) Meetings can be held by conference call or videoconferencing.

d) No fair business shall be transacted at training meetings unless the fair board so directs.

e) No meetings of the fair board or its committees shall be secret. All meetings are open, but only designated people can vote.

f) The fair board may establish committees as it considers necessary.

g) Changes to the *SGV 4-H Fair Policy and Procedures Manual* may be passed by a two-thirds vote of the voting members present, providing the changes have been read at a regular meeting or special meeting of the fair board one month in advance of final action, or sent in a letter to every voting member at least one week before final action.

18) Ground Rules (Group Norms) for the SGV 4-H Fair will be set up and displayed at the fair. Procedures will be established to handle situations when the Fair Ground Rules are not followed. For further details, see Appendix D – Fair Safe and Thriving Environment.

19) Grievance Procedures will be established for the fair board committee and for the fair. For further details, see Appendix D – Fair Safe and Thriving Environment.

20) General procedures will be established so that all departments process entry forms, judging, judging forms and awards in the same manner. Training will be held on the procedures for these activities by the March fair board meeting.

21) Effective fair leadership is very important for the success of the fair. If needed, training will be done on such topics as youth and adult partnerships, creating a thriving environment, communication, conflict resolution, dealing with difficult and disruptive people, meeting etiquette, marketing 4-H and specific procedures to be done in running the fair. Mentoring is encouraged.

22) Effective communication is required for the success of the fair. The fair website and email will be the forms of communication of fair matters. If a fair committee member does not have direct access to a computer for emailing or looking at the fair website, it is the responsibility of the committee member to make arrangements with another fair committee member for the exchange of information. It is the responsibility of the fair committee member to stay informed about fair matters.

23) The *SGV 4-H Fair Policies and Procedure Manual* will be kept up-to-date, posted on the fair website and followed at the fair meetings and actual event. The Manual will be reviewed and updated as needed for each fair year.

24) A roster of fair directors and department chairs will be maintained and available to those on the fair planning committee. The roster will contain contact information.

25) An understandable, agreeable timeline for fair planning will be established.

Exhibit 1 – Leadership Structure for SGV 4-H Fair

Fair Directorships are held as youth and adult partnerships (**Y-A P**). Directors below manage their fair areas and decide what department chairs are needed for the activities that the fair board has approved for their area for the particular fair year. Some department chairs may need to have assistants and clerks to accomplish the department tasks.

Fair Directors (youth and adults) vote on fair issues. Clubs with no fair directors may have a voting club representative on the fair board.

The positions below are filled with a youth and a mentoring adult in a youth-adult partnership.

Note the addition of the position of Assistant Executive Directors. This position would be a backup to the Executive Director, as a Vice-President would be to a President. With a change in the fair leadership structure and philosophy, this position could help monitor the changes, help with training, and spread out the work of running such a large event in a transition period.

Y-A P Executive Directors

Y-A P Assistant Executive Directors

Y-A P Administrative Directors

- Secretary Chair**
- Entry Processing Chair**
- Awards Chair**
- Judging Chair**
- Grounds and Building Chair**
- Sound Equipment and Stage Crew Chair**
- Security Chair**
- Publicity Chair**
 - Website Manager**
 - Media Coordinator**

Y-A P Finance Directors

- BBQ Chair**
- Food Concession Chair**
- Vendor Chair**
- Baked Foods and Auction Chair**
- Opportunity Table and Silent Auction Chair**

Y-A P Activities Directors

- Camping Chair**
- Hobby Horse Chair**
- Honor Court Chair**
- Special Events Chair**
- Contests Chair**
- Table Activities Chair**

Y-A P Small Livestock Directors

- Cat Chair**
- Dog Chair**
- Rabbit Chair**
- Cavy Chair**

Poultry Chair

Y-A P Large Livestock Directors

**Horse Chair
Hoof stock Chair
Other Livestock Chair
Round Robin Chair
Set Up and Clean Up Chair**

Y-A P Home Economics Projects Directors

**Clothing Chair
Foods & Nutrition Chair
Food Preservation Chair
Dairy Products Chair
Home Arts & Furnishings and Heritage Arts Chair
Fashion Show Chair
Child Care Chair
Table Setting and Other Projects Chair**

Y-A P General Plant and Animals Projects Directors

**Bees and Entomology Chair
Eggs Chair
Plants Chair
Fruit and Vegetable Crops Chair
Ag Collection & Selection Chair
Wildlife and Pets & Small Animals Chair
Other Projects Chair**

Y-A P General and Other Projects Directors

**Beginning 4-H Chair
"This is 4-H" Chair
Automotive, Small Engine and Bicycle Chair
Camping & Outdoor Adventure Chair
Electricity and Electronics Chair
Leather craft and Woodworking Chair
Aerospace & Rocketry Chair
Computer Chair
Photography and Graphic Arts Chair
Environmental Stewardship, Energy Management and Climatology Chair
Sports Chair
Club Feature Booth Chair
Self-Determined and Miscellaneous Chair**

Y-A P Arts & Crafts Projects Directors

**Junior Entry Chair
Intermediate Entry Chair
Senior Entry Chair**

Y-A P Primary Projects Directors

**Home Economics Chair
Animals and Plants Chair
Arts & Crafts Chair
Other Projects Chair**

On a particular fair year, Department Chair positions could be combined, deleted or added as needed. For example, if the fair board decides not to have a dance as a fair activity, no Dance Chair is needed for that year. If only a few entries are expected for a project department, that project area could be combined with another project department(s) for that year.

Appendix B – Fair Youth and Adult Partnership Plan

I hear, and I forget
I see, and I remember
I do, and I understand.
—Ancient Chinese proverb

Plan for Fair Youth and Adult Partnerships

- 1) The fair will be planned and executed by means of youth and adult partnerships (Y-AP). With adults as mentors, youth will plan and run the fair.
- 2) Youth and adults will collaborate on all parts of the planning and execution of their department's work, dividing the work between them. Youth will take the leadership role with the adults as their mentors and partner. The adult will help the youth to strengthen the skills they already have and teach them new skills, tools and methods. The youth will bring their own ideas and methods of accomplishing tasks to the partnership and the adults will be open-minded to the new ideas and methods while keeping them on task. Adults will help to encourage the less vocal youth to speak up and remind them that they share equally in the decision making process. By sharing ideas, strengths and the workload the team will have a better outcome.
- 3) Adults will train and empower the youth to take the lead in their positions. Adults will be good examples of leadership.
- 4) While functioning in the youth and adult partnership, adults will encourage the youth to expand their leadership skills in such areas as the following:
 - a) how to voice their opinions in positive and productive ways
 - b) how to create a plan and stay on task
 - c) how to inform others of progress and stumbling blocks
 - d) how to ask for assistance
 - e) how to give positive feed back and constructive criticism
 - f) how to delegate
 - g) how to be both good speakers and listeners.
- 5) A training on youth and adults partnerships will be developed and given at the start of each fair year. All members of fair youth and adult partnerships will be required to take the training. The Executive and Assistant Executive Directors of the fair will use an established format to monitor the youth and adult partnerships during the year to be sure they are working well.
- 6) Thriving environments will be established for the Y-A partnerships. Members must feel safe in order to make suggestions and decisions. Members must feel comfortable in order to ask questions and to express their ideas. See Appendix D for more information about a thriving environment.
- 7) The roles for youth and adults will be active, authentic and meaningful. Youth and adults will learn together and serve as resources for one another. Youth and adults will treat each other with respect. There will be job descriptions.
- 8) At fair board meetings, youth will give the reports for their departments. Adults are there to support the youth.
- 9) The adult will encourage the youth to expand their leadership skills and move toward reaching their full potential.

The following information about Youth and Adult Partnerships was taken from the California State 4-H website.

Youth and Adult Partnerships

Youth-adult partnerships are shown to be one of the most effective ways to engage both youth and adults in meaningful activities which contribute to positive youth development. Youth involved in positive, meaningful, respectful relationships with adults have been shown to improve skills and competencies while decreasing participation in risky behaviors. When partnering with youth, adults also build skills and simultaneously strengthen the organizations to which they belong.

Positive youth development generally refers to a focus on the developmental characteristics which lead to positive behaviors and outcomes among young people. Positive youth development is a cornerstone of the 4-H program. Positive youth development occurs through an intentional process that provides opportunities, choices, relationships, and the support necessary for youth to fully reach their potential.

Youth-adult partnerships take place when youth and adults plan, learn and work together, with both groups sharing equally in the decision-making process. This dynamic is very different than many relationships in which adults take the leadership roles and youth are assigned inferior roles, or programs where youth make all the decisions while the adults sit back and watch. Instead, youth-adult partnerships build on the strengths of each group and the final program or activity is stronger than a program or activity devised and delivered individually by either group.

Youth-adult partnerships are sometimes slow to take root, however, as both youth and adults often have perceptions of the other group. Adults may see youth as undependable or too inexperienced, whereas youth often see adults as too bossy or too busy.

Research studies indicate that successful youth-adult partnerships require a variety of elements, including:

- y. Youth and adults share equally in the decision making process.
- z. Together, youth and adults achieve better results than either would if working alone.
- aa. Roles for youth and adults are authentic and meaningful.
- bb. Youth and adults learn together and serve as resources for one another.
- cc. Each group is treated with respect and dignity by the other group.

The same research studies cite a wide range of strategies that can be used to support these basic elements. Some of these include:

- ci. Adults and youth work together to determine roles, plan activities, set deadlines, create guidelines, and divide tasks.
- cii. If voting is used for decision making, youth and adults' votes count equally.
- ciii. Everyone feels comfortable enough to ask questions and express their ideas.
- civ. Meetings are held when youth are out of school and meetings start and end on time.
- cv. Adults offer transportation to youth to meetings.
- cvi. Both youth and adults are encouraged to contribute their unique strengths to the partnership.

Although not always easy or initially comfortable, employing youth-adult partnership strategies is an effective means of strengthening existing programs and increasing positive youth development outcomes

Youth-adult partnerships are said to allow young people to

3. Express themselves publicly
4. Gain respect for adult allies
5. Find ways to express their creativity
6. Work for a good cause
7. Think more critically
8. Be a valued asset to the project and the community

Research consistently shows that in addition to concrete outcomes, youth/adult partnerships require specific cultural and structural supports within organizations and communities in order to succeed. Youth voice is commonly recognized as an essential element of effective youth/adult partnerships.

We want 4-H youth leaders who serve at the fair to learn...

- through direct, hands-on activities or projects;
- by using open-ended questions that invite further discussion and interaction;
- through the use of active reflection and discussion;
- by making connections to real-world examples of learned concepts or skills;
by applying learning to one or more independent situations

We want 4-H youth leaders who serve at the fair to experience the following outcomes:

competence, confidence, autonomy, achieved goals, intrinsic motivation, endurance, encouragement, love of learning.

Strategies for Mentoring Youth Leaders:

#1: Increase Feelings of Competence

"Nothing motivates youth more than a feeling of competence." Feelings of competence do not merely come from achieving success, but rather, from achieving success at challenging tasks. These are tasks that require youth to develop new skills, but are not so difficult that they discourage them. Conversely, if the task is too easy, youth are less likely to exert effort or find rewards in accomplishment. There are several actions that parents, teachers, mentors, and coaches can take to increase feelings of competence, and increase love of learning: Help youth identify their strengths, and apply strengths to develop a sense of competence in a variety of areas. Help youth set meaningful, achievable, and challenging goals, break down larger goals into smaller goals and develop good strategies to work towards goals." Provide immediate, specific feedback. Communicate high expectations with assurance that youth can meet them. Fair example: Match youth leaders'/ volunteers' work responsibilities with their abilities, skills, interests. If a youth leader likes public speaking, have he/she MC the auction.

#2: Allow Autonomy and Choice

Youth, like adults, are more highly motivated by activities that they choose rather than activities they are told to do.

Fair example: Allow youth leaders to choose their own responsibilities.

#3: With Results - Praise Effort & Strategies!

After seven experiments with hundreds of children, Dr. Dweck's research resulted in clear findings: Praising youth's intelligence harms their motivation and performance. One of her experiments illustrates why praising effort is so important: Some helpful examples of praising effort include: "I like the way you tried all kinds of strategies on that math problem until you finally got it. You thought of a lot of different ways to do it and found the one that worked!" "I know school used to be easy for you and you used to feel like the smart kid all the time. But the truth is that you weren't using your brain to the fullest. I'm really excited about how you're stretching yourself now and working to grow your brain by learning hard things."

Fair example: Avoid praise buzzwords (i.e., good job, etc.). Rather, praise specific behaviors such as, "I liked the way you organized the ribbons according to the club. This makes it easier to pass them out."

#4: Set Learning Goals

"Studies have demonstrated repeatedly that youth with learning goals both learn better and enjoy it more." Learning goals encourage youth to focus on mastery and learning, which are more under the youth's control, rather than focusing on getting a high score, which is out of the youth's control. The latter can cause wasteful perfectionism and shallow learning.

Fair example: Plan the goals so that learning takes place at the same time work gets done. Set the goals for youth leaders to write their department's judges, thank you cards along with photos of the judges working with the kids.

#5: Avoid Extrinsic Rewards

Using tangible extrinsic rewards as little as possible, using the most modest of rewards, and ending the offer of rewards as soon as possible. Making rewards contingent upon the quality of work or improvement on a challenging task, not simply on engaging in an activity. Giving rewards some of the time (partial reinforcement), rather than continuously.

Fair example: Thank and name the kids who stayed to help clean up the hall personally.

#6: Encourage Persistence

Sharing role models of people who experienced initial difficulty followed by gradual success to demonstrate that persistent effort can help overcome difficulties. Reinforce the belief that success is possible. Promoting the feeling of belonging among minority students, especially in the face of adversity. This can take the form of communicating that many others experience similar adversity or simply saying, "You belong here. I know you can succeed. " Communicate your high standards, and that you believe each young person can achieve them.

Fair example: When judging, give very specific feedback for both good and when needs improvement. Avoid vague, general, buzzword, praise words such as "Good Job!"

#7: Connect School Learning to Sparks

When youth make connections between school content and their interests, they become more motivated. Tie content to youths' sparks and increase their love of learning.

Fair example: Match youth leaders' activities and responsibilities with what they enjoy to do. Make it fair since there won't be enough "fun" jobs to go around. Everyone gets a fun job and a not so fun job. This way, certain kids won't always get stuck with the hard jobs.

#8: Develop a Sense of Purpose

Research by Quaglia Institute for Student Aspirations shows that when students see a purpose to their learning, they are more motivated to succeed. Help youth reflect on how what they're

learning, whether a topic, skill or strategy, is relevant, and how the effort serves a greater purpose.

Fair example: Analyze with youth leaders and volunteers the fair evaluations. Have youth reflect upon their own fair experiences.

Essential Elements of Youth Development

Research shows that focusing programs on the four essential elements of youth development creates healthy and happy young people, who demonstrate a sense of maturity and civic engagement as adults and become stronger individuals, creating stronger families and better communities. These essential elements include **belonging** (caring relationships), **mastery** (Constructive learning experiences), **independence** (leadership opportunities), and **generosity** (service to communities).

4-H service-learning combines service and learning objectives with the intent that the activity changes both the recipient and the provider of the service. It involves active learning - drawing lessons from the experience of performing service work. There are three basic components to effective service-learning:

- ci. First, set objectives for skills to be learned or issues to consider. Plan the project so that learning takes place at the same time that work gets done.
- cii. Second, perform the service.
- ciii. Third, analyze the experience and draw lessons through discussion with others and reflection on the work.

Experiential Learning Cycle

4-H utilizes a learn-by-doing model called Experiential Learning which engages youth in hands-on activities. The cycle is as follows:

Do

1. Experience the activity, perform, do it

Reflect

2. Share reactions, observations publicly
3. Process, analyze the experience

Apply

4. Generalize to connect the experience to real-world examples
5. Apply what was learned to a similar or different situation, practice

Then, start again with step 1.

Inquiry-Based Learning

b. learner has more control

c. learner decides what questions she/he wants to explore, learner formulates their own questions

d. learning occurs in a social environment, small groups with an adult facilitator

e. Allow kids to explore and to come up with their own solutions to their own problems

- c. challenge kids' solutions, don't just accept them
- d. hands-on experimenting
- e. adult is more of a coach, make sure environment stays safe, ask open-ended questions that will stimulate more thinking
- f. apply learning to the real world
- g. Give time to students to formulate their answers rather than to have kids call out impulsively
- h. adult leaders are challenged to learn right along with the youth, not have all the answers

Learning Strategies

4-H members differ on learning strategies that best shape their ideal learning experience. 4-H volunteers and members must make selections that consider age, developmental stages, and the needs of the group to ensure a positive and enjoyable learning experience.

- **Competitive Learning** – Competitive learning encourages high levels of individual achievement, but also creates many more losers than winners. This can be harmful to youth.

- **Individualistic Learning** – Individualistic learning encourages independence but does not provide participants with any information about their peers. It requires development of standards for youth to work towards.

- **Cooperative Learning** – Cooperative learning encourages the development of social interaction skills. Group members learn and experience interacting directly with one another.

Youth-Adult Partnerships Resources:

- ci. Making It Work: A Guide to Successful Youth-Adult Partnerships (2002) by the Texas Network of Youth Services.
- cii. Youth and Adult Partnership on the California State 4-H website
4h.ucanr.edu/About/Mission/YAP/
- ciii. Youth Adult Partnerships: A Training Manual (2003) by the Innovation Center for Community and Youth Development, National 4-H Council, National Network for Youth and Youth Leadership Institute.
- civ. Executive Summary: Youth-Adult Partnerships in Community Decision Making (2007) by Shepherd Zeldin, Julie Petrokubi, and Carole MacNeil.
- cv. Youth-Adult Partnerships in Community Decision Making (2007) by Shepherd Zeldin, Julie Petrokubi, and Carole MacNeil. www.ca4h.org/files/2427.pdf

Appendix C -SGV 4-H Fair Educational Goals and Objectives

The SGV-4-H Fair strives to be a fun, educational experience for all involved. What is learned, appreciated, experienced, savored and remembered will vary by person.

Overarching Goals of the SGV 4-H Fair:

- 8) Have youth with adult mentors learn how to successfully plan and execute a fun and educational 4-H fair experience for 4-H youth members.
- 9) Plan, execute and participate in the SGV 4-H fair as a FUN, EDUCATIONAL and ENJOYABLE experience for all.

Goals and objectives to support these two overarching goals:

- dd. Goal: Effectively carry out long-range event planning.
Objectives:
 - a. Create a schedule with milestones and deadlines
 - b. Create system for checking in and evaluating schedules in an on-going way in order to update and/or revise
 - c. Practice consistency and follow-through
 - d. Create written procedures, rules and guidelines for planning process and for event
 - e. Create group decision making process
- ee. Goal: Model good leadership.
Objectives:
 - a. Respect others
 - b. Allow others to participate on committees and in the fair including leadership roles and roles with decision making power
 - c. Interrupt bad behavior
 - d. Share praise
 - e. Encourage others
 - f. Take time to listen to others
- ff. Goal: Foster youth/adult partnerships (Y-AP).
Objectives:
 - a. Provide clear job descriptions for adult mentors
 - b. Provide clear job descriptions for youth in a partnership
 - c. Create guidelines and suggestions for strong youth/adult partnerships including who has veto power, final decision making, etc.
 - d. Develop a grievance process for Y-AP
- gg. Goal: Encourage and empower youth to be the best that they can be.
Objectives:
 - a. Encourage youth to share their ideas
 - b. Listen to youth by respecting their ideas, opinions, feelings
 - c. Allow youth to speak first in a group
 - d. Ask youth if they have something more to say or add before moving on to a new topic
 - e. Create roles for youth, including roles of importance, roles with decision making power and voting power.
 - f. Have youth take part in problem solving
 - g. Provide adequate training for youth and adult mentors

- h. Encourage youth to expand their life skills (See Appendix M for more details about life skills.)
- hh. Goal: Create and sustain a safe, thriving environment for everyone participating in any aspect of the 4-H fair.
Objectives:
 - a. Practice mutual respect
 - b. Encourage others to share their ideas
 - c. Think outside the box
 - d. Brainstorm
 - e. Work as a team
 - f. Create and stick to Ground Rules
 - g. Learn how to give and receive constructive feedback
- ii. Goal: Have the skills, knowledge and confidence to run and/or participate in a meeting.
Objectives:
 - a. Create and follow an agenda; if in charge of a meeting, know how to get a group to follow and stay on agenda
 - b. Have a working understanding of Robert's Rules of Order
 - c. Understand the importance of meeting minutes; if appropriate learn how to take minutes; learn how to review minutes, provide comments on minutes, approve minutes
 - d. Acquire note taking skills
- jj. Goal: Learn productive techniques for conflict resolution.
Objectives:
 - a. Thoughtfully express one's self as well as disagree with others in a respectful way
 - i. Understand that it is OK to "agree to disagree"
 - ii. Create Ground Rules with a group
 - d. Understand the importance of having a Grievance Process in place; learn how to develop a Grievance Process with a group
 - e. Develop a decision making process with a group
- kk. Goal: Improve project skills.
Objectives:
 - a. As a judge, appropriately judge projects and award ribbons/trophies based on member's age and number of years in project
 - b. As a judge, provide constructive, positive and helpful comments that give youth member useful feedback on how they can improve projects as well as what they did well
 - c. As a judge, balance praise and improvements in comments
 - d. As a youth member submitting a project, apply feedback received to future projects to improve project skills
- ll. Goal: Be dependable as a volunteer or as part of a team.
Objectives:
 - a. Understand the function of job descriptions and how to read and interpret job descriptions
 - b. Understand the job description of the volunteer/team role that you have agreed to carry out
 - c. Complete tasks and responsibilities of your job
 - d. Give 100% at all times and do the best that you can do

- e. Know how and when to ask for help
- mm. Goal: Ensure that the fair is technologically and socially current.
Objectives:
- a. Be open to change
 - b. Explore new technology; share information on new technology with others; incorporate new technology into fair planning and fair operations
- nn. Goal: Be flexible.
Objectives:
- a. Anticipate potential problems
 - b. Prepare for the unexpected
 - c. Develop support systems
 - d. Develop back up plans
 - e. Evaluate and revise – To Make the Best Better
12. Goal: Showcase 4-H skills and accomplishments.
Objectives:
- a. Submit projects to the fair that show what was learned in specific projects during the year
 - b. Suggest and/or participate in fair activities that demonstrate project skills and accomplishments for example, martial arts demonstration, fashion show, baked goods auction, etc.
13. Goal: Practice marketing skills.
Objectives:
- a. Inform the public about the 4-H Fair as well as opportunities in 4-H by speaking to groups, manning booths, utilizing social media, etc.,
 - b. Recruit new members to 4-H
 - c. Learn about media relations, for example, press releases and fact sheets for announcements, publicity and stories in the media
14. Goal: Remain true to the essence of 4-H in all phases of fair planning, execution and participation, including the goals, objectives and core values of the 4-H program.
Objectives:
- a. Know the 4-H objectives and post them at meetings and at the fair
 - b. Know the 4-H core values and post them at meetings and at the fair
 - c. Remind others of the 4-H objectives and core values when needed
15. Goal: Practice good citizenship and sportsmanship;
Objectives:
- a. Establish guidelines for citizenship and sportsmanship
 - b. Seek ways to help others
 - c. Accept decisions without complaint
 - d. Work well in a group
 - e. Follow rules
 - f. Handle consequences well
16. Goal: Practice good financial skills
Objectives:
- a. Develop a budget

- b. Manage a budget
- c. Keep accurate financial records
- d. Reallocate money as needed
- e. Understand the parts and importance of a Treasurer's Report

Appendix D – Plan for a safe space for adults and youth involved with the fair

Plan for Safe Environment for SGV 4-H Fair meetings and fair

- 1) Respect others, their opinions and feelings.
- 2) At the first fair board committee meeting of the year, Ground Rules for committee meetings and committee work will be agreed upon for the committee meeting. Ground rules will be displayed and reviewed at each following fair board committee meeting.
- 3) Likewise, Ground Rule for the fair will be agreed upon and displayed at the fair.
- 4) The fair will be planned and executed by youth for youth with adults as mentors. The concepts of Youth and Adult Partnerships (Y-AP) will be followed in the leadership for the fair. See Appendix B for more information about Y-AP. If necessary, there will be training at the start of each fair year on Y-AP. As the year progresses, there will be reminders and monitoring so that Y-AP are successful.
- 5) Fair activities will be held in a safe environment using the concepts of Thrive, The 6 C's Theory of Positive Youth Development and the Thrive Theory of Change. People work most effectively when they feel their opinions are respected, their self-worth is acknowledged and their contributions are valued. For further details about these concepts see Appendix D, page D-5.
- 6) Job descriptions and training including tasks and responsibilities will be made available for all fair positions.
- 7) Fair board meetings (dates and times) will be set and listed at the beginning of the fair year (September through August) at a centralized location.
- 8) Agendas for fair meetings will be available to fair committee members at least a week before a fair board meeting. The meeting agenda will be posted on the fair website.
- 9) The fair meetings will be run with Robert's Rules of Order with minutes taken for the meeting. See Appendix N for information about Robert's Rules of Order. It is recommended that a draft of the minutes be available to fair committee members within ten days following the meeting. The draft of the meeting minutes will be posted on the fair website. At the next committee meeting, the draft of the meeting minutes will be reviewed, corrected, approved and posted on the fair website.
- 10) Grievance Procedures will be established for the fair committee meetings, work and the actual fair activities.
- 11) Procedures will be established, so that all departments process entry forms, judge, fill out judging forms and awards in the same manner. Training will be provided by the March fair board meeting.
- 12) Effective leadership is required for the success of the fair. If needed, training will be provided on topics such as youth and adult partnerships, creating a thriving environment, effective communication, conflict resolution, managing difficult or disruptive people, meeting etiquette, marketing 4-H and establishing procedures for running the fair. Mentoring is encouraged.

13) Effective communication is required for the success of the fair. The fair website and email will be the means of communication for fair matters. If a fair committee member does not have access to a computer, it is the responsibility of the committee member to make arrangements with another fair committee member for the exchange of information. Fair committee members are responsible for keeping themselves informed about fair matters.

14) The *SGV 4-H Fair Policies and Procedures Manual* will be kept up-to-date, posted on the fair website and followed at the meetings and actual event. The concepts of the approved Proposal For Change will be incorporated into the Manual. The Manual will be reviewed and updated as needed for each fair year.

15) The information from the 2013 SGV 4-H Fair Fly Sheet will be incorporated into the *SGV 4-H Fair Handbook*. The *SGV 4-H Fair Handbook* will be reviewed and updated for the 2014 fair. The concepts of the approved Proposal For Change will be incorporated into the Handbook.

16) The fair will be a fun, learning experience for youth and adults. Breaks will be allocated for volunteers who run the fair, so that they also can enjoy participating in the fair. The fair experience will be a positive, safe experience. Respect will be shown to all who participate.

17) The fair board will establish policies/procedures for people who act inappropriately (aggressive, demanding, argumentative, rude, toxic, without regard to other's feelings, fixed, without compromise, etc.). The fair board will prepare to deal with inappropriate behavior in a positive, constructive manner.

18) Volunteers will be given meaningful tasks. Help is always appreciated and needed. The Fair Executive Director will distribute extra volunteers that come to the fair. Departments will let the Executive Director know if they need extra help.

19) Planning and executing a large, successful event is the result of team effort. Team members will be supportive, caring and helpful. Team members will listen to each other, share ideas and support the decisions of the team. Everyone needs to work together and keep the goals of the fair in mind.

20) Those involved in planning and executing the fair will model good leadership and citizenship. There may be times of conflict and problems, but good leadership includes problem solving, conflict resolution and decision making with positive results.

21) Don't overreact, stay calm and think it through before inappropriate actions might occur. Remember the Golden Rule: "Do unto others as you would have them do unto you."

22) Each fair year will start with fresh, positive attitudes. The prior fair year is over and we will learn from prior experiences. We will strive to Make the Best Better. Ideally, we will start fresh with no old grudges, frustrations or poor attitudes. Those who cannot do this will be asked to discontinue volunteering at the fair.

Examples of Ground Rules for fair meetings – It is best for a group to determine and agree upon their own expected group behaviors (ground rules) and consequences, when the group first meets. It is then good to review the ground rules before each meeting and display the ground rules on the wall as a constant reminder of expected behavior for the meeting. Here are some suggestions for expected behavior at fair meetings:

- a. Respect the opinions of the other committee members (no personal attacks)
- b. Have one speaker at a time
- c. Keep the goals of the committee in mind as well as the time frame
- d. Stick to the meeting agenda
- e. Be open-minded and humble
- f. Listen to others
- g. Address concerns within the committee first
- h. All are welcome to attend and participate in the committee meeting, but only certain people are eligible to vote
- i. Allow everyone a chance to express their opinion
- j. Violators of the Ground Rules may be asked to leave the meeting.

Examples of Ground Rules for the fair – It is best to determine and agree upon the desired and expected group and individual behaviors and consequences (ground rules) for an activity or event. It is then good to display the ground rules on the wall as a constant reminder of expected behavior and consequences for the event. Here are some suggestions for expected behaviors at the fair:

- 1) Respect others and their opinions
- 2) Display good citizenship and sportsmanship
- 3) Offer to help others in need
- 4) Be open-minded, flexible and humble
- 5) Walk in the buildings and/or near the animals
- 6) Respect the animals at the fair
- 7) Listen to others
- 8) Speak calmly when upset
- 9) Support and encourage others
- 10) Speak positively about others
- 11) Have fun
- 12) Violators may be asked to leave the fairgrounds

Example of a Grievance Process for the fair meetings –

- 1) Discuss the problem/issue with the person involved.
 - a) If you are not comfortable with talking directly with the person involved, seek a person on the fair committee with whom you are comfortable for advice and help with the problem /issue
- 2) If not resolved, go to the Department Chair (or Director) with the problem/issue
- 3) If not resolved, go to Fair Executive Director with the problem/issue
- 4) If not resolved, go to the full committee with the problem/issue
- 5) If not resolved, invite the county office to mediate the resolution of the problem/issue

Example of a Grievance Process for the fair –

An attempt will be made to resolve the grievance quickly and without public display. If necessary, a temporary satisfactory solution will be found and the matter discussed more thoroughly at another time. Discourage gossip about the grievance.

- 1) Discuss the problem/concern with person involved in the problem/issue
 - a) if you are not comfortable with talking directly with the person involved, go to the Fair Director over the area involved
- 2) If not resolved, go to the Fair Executive Director with the problem/issue
- 3) If not resolved, go to a gathering of the Fair Board members who are present at the fair at that time

The following information about the 4-H Thrive program was taken from the California 4-H website.

Thrive concepts #

A thriving environment is a safe environment where young people feel and know that they are persons of value and worth; that they have something unique to offer the world; and that they have the courage to act on their gifts. 4-H offers opportunities for youth to activities. Such environments will

- develop youth self-reflection skills
- teach a common language for thriving
- provide a holistic view of personal development
- inspire youth to create visions for their futures
- motivate youth to work toward meaningful goals.

A thriving environment has a feeling of safety, both physically and emotionally. A safe space is critical when encouraging young people to openly talk about their dreams, hopes, innermost aspirations, opinions and ideas. When young people feel safe they are ready to build and expand their skills.

Consider the personalities, abilities, ages, stages of development and individual differences of young people in your group. Some members may be active participants from the very beginning; others will wait to feel comfortable to talk aloud. Members should not feel forced to converse, but should definitely encouraged to engage and be involved, even if that means reserving the right to pass in the meantime. Leaving the door open for an ongoing conversation can allow for thriving discussions to evolve over time.

When we make a personal commitment about our attitudes and behavior to each other, we are more likely to stick to our commitment. Just as important, when we agree as a group to certain expectations, our feelings of safety increase. We know how to behave in this group and what to expect from others. Using the words "Group Norms" helps members understand that being courteous, respectful, etc., is normal and not the exception. It tends to have a little more stabilizing effect than "Group Agreements" or "Ground Rules".

The California 4-H Thrive Framework #

4-H projects and programs are focused around the core content of citizenship, healthy living and science, engineering and technology. These projects and programs happen within the context of thriving concepts: Sparks, Mindset, Self-Reflection and Goal Setting Habits. This intentional

programmatic focus leads to adult and youth outcomes that are linked through active youth-adult partnerships. Youth who thrive have the capacity to positively impact the communities in which they live, work and play.

Thrive Theory of Change concepts #

The Thrive Theory of Change is based on four components: Mindset, Sparks, Goal Setting Habits and Self-Reflection.

Sparks – Identifying the inner passions, interest and talents of young people inspires them on the path to thriving. Sparks are what help youth see the potential within themselves.

Mindset – Youth who can view challenges as opportunities to learn and grow are more likely to thrive. When young people possess a growth and success mindset they are more resilient, better able to adapt to challenging situations and tend to get better grades in school. A growth mindset encourages youth to view their potential capabilities as limitless. A person can learn and grow from successes as well as from setbacks or problems.

Self-Reflection – Youth and adult partners engage in meaningful conversations about the strengths and challenges of individual young people. Through dialogue and internal evaluation exercises, youth develop goals toward increasing indicators of thriving that are founded on the The Six C's.

Goal Management Skills – Expanding on their self-reflection exercises, youth develop goals that are meaningful, realistic and that may require stretching their skills and abilities, create a plan to reach the goals, and make adjustments and adaptations to the goal or plan as challenges arise.

The Six C's Theory of Positive Youth Development #

The six C's that help young people grow into thriving and successful adults are Competence, Confidence, Connection, Character, Caring and Contribution.

Competence: Positive view of one's actions in specific areas, including healthy habits, life skills, love of learning, emotional competence, and social skills. To listen with the intention of understanding what the speaker intends to communicate.

For the fair: listening with intention to understand what was being said, completing assigned tasks, making an effort to do tasks well, ability to perform what you are being asked to do, understanding job, following through, co-operating with team members.

Confidence: An internal sense of overall positive self-worth, persistent resourcefulness and self-efficacy. To try new things and put forth your best effort given the circumstances and available resources.

For the fair: ask for clarification if necessary, let me understand why we should do this, coming from trust situation, positive experiences, reinforcing good work, knowledge that a person can do something, work done on time, work planned ahead.

Character: Respect for societal and cultural norms, possession of standards for correct behavior, a sense of right and wrong (morality) and integrity. To be honest about things and feelings with oneself and others.

For the fair: not having hidden agendas, accepting committee decisions, respect opinions of others, be fair and consistent, personality distinction, being respectful, honest and loyal, displaying good sportsmanship, fairness, diligence, good work ethic.

Connection: Positive bonds and relationships with people and institutions. To act in a manner that makes one worthy of trust and builds positive relationships.

For the fair: helping when needed, to act in a manner that establishes trust, get to know others that you are working with, communication, youth and adult partnerships, networking, empowering, listening to others, validating others' opinions.

Caring: A sense of sympathy and empathy for others. To never use words, actions and/or body language that degrades, humiliates or dishonors others or yourself.

For the fair: never use body language that might offend or provoke others, concern how others may feel, act thoughtfully, helping others, mentoring, empathy, listening, helping when needed, giving encouragement and praise.

Contribution: What is given to others. To positively participate and contribute to your success and the success of the group.

For the fair: positively participate in something successful, having everyone going in the same direction on a task, do your part, be part of the team, be alert to how you can help, making a difference in lives, speaking up, compromise.

All these characteristics work together and support each other. All should be encouraged.

Appendix G - SGV 4-H Budget

Based on the previous year's SGV 4-H Fair income and expenses, this proposed SGV 4-H Fair 2014 budget was created. It is difficult to propose the 2014 budget at this time during a period of transition. In the fall when the fair board decides what it wants to do at the 2014 fair, the budget can be completed. Detailed records will be kept on fair expenses and income so a more accurate budget can be created for the next year. It is important to know for planning and accountability where fair money is being spent and where the money will come from to cover the expenses.

A Treasurer's Report will be presented at each board meeting.

The Budget and the Treasurer's Reports will show the beginning and ending balances in the fair account.

When it is determined how much it could cost to have the fair, the fair board needs to plan how to cover those costs with income. New sources of income may need to be investigated. Perhaps more donations should be sought. Perhaps more participation could be encouraged by inviting more clubs to participate in the fair. Perhaps more items should be obtained for the silent auction. Perhaps more publicity would encourage more of the public to stop by the fair.

A Sample SGV 4-H Fair Budget follows on the next page.

Insert Sample fair budget here

Appendix L - Timeline Suggested for future SGV 4-H Fairs

May date - deadline for turning in prior Fair evaluations for summarization

May after the fair – fair board meeting *

Give out engraved fair trophies and plaques

Receive remaining Fair evaluations

Discuss Fair evaluations

Discuss recommendations/suggestions for the next Fair

Nomination and election of next Fair Executive Directors (youth and adult)

September – fair board meeting

Set up committee Ground Rules

Set up committee Grievance Procedure

Review the fair evaluations and suggestions from the prior fair

Nominations and election of rest of fair board

Create committee for Fair Handbook review and update

Create committee for Fair Policies and Procedure review and update

Call for fair theme

October - fair board meeting *

Nominations/election of remaining fair positions (such as Chairs, etc.)

Vote on fair theme

November - fair board meeting *

District recommendations due for fair court (up to three per district)

Any club representatives to Fair Board must be designated by club leader

January - fair board meeting *

Review publicity (dates, schedules, forms, procedures) information for fair

Presentation of updates to the Fair Handbook

Presentation of updates to the Fair Policies and Procedure Manual

Presentations of updates to the fair website and then vote

February - fair board meeting *

Vote on updates to the Fair Handbook

Vote on updates to the Fair Policies and Procedure Manual

Finalize publicity information for fair

Fair awards to be given determined so preparation can begin

February (County Judging Day event) - **Fair website ready**, Fair Handbook ready,
Fair Policies and Procedures Manual ready, Fair info out to clubs

March - fair board meeting *

Training for procedures for entry, judging and award processing

Review of fair support and backup plan

Set up Ground Rules for the fair

Set up Grievance Procedure for the fair

Present Fair Evaluation Form and processing procedure

April - fair board meeting *

Discuss final plans for fair

Approval of Fair program handout

Review procedures for entry, judging and award processing
Give out submitted entry forms to Departments
Receive project enrollment form from clubs
Approve Fair Evaluation Form and processing procedure
Nominations for next fair **Executive** Directors (youth and adult)

April (4th weekend) - fair

May xx – deadline for turning in Fair evaluations for summarization

May - fair board meeting *

Give out engraved fair trophies and plaques
Receive remaining Fair evaluations
Discuss Fair evaluations
Discuss recommendations/suggestions for next SGV 4-H fair
Nominations and election of next Fair **Executive** Directors (youth and adult)

* It is expected that fair directors will report the status and any problems of their fair department areas at regular fair board meetings.

Appendix M – 4-H Basic Core Values

We commit to these values to guide our decisions and our conduct:

1) Youth Empowerment

We believe that youth should be empowered to reach their full potentials, to be active members of society with voice and decision making power. We commit to providing a thriving environment for youth (and leaders) with opportunities for growth and development, with youth moving towards their full potentials.

2) Youth – Adult Partnerships

We believe that youth-adult partnerships offer an ideal learning environment. Youth and adults contribute equally to the partnership, with adults serving as mentors, modeling good leadership and encouraging youth to lead. We commit to providing a safe and productive environment where youth-adult partnerships thrive.

3) Learn by Doing

We believe that adults and youth learn best by doing. Whenever possible, we enable youth to carry out tasks themselves so that they will learn by experience. More so, youth will have opportunities to teach skills and to judge the work of others. We commit to meaningful, fun, experiential learning.

4) The 4-Hs – Thinking, Loyalty, Service to Others and Healthy Living

We believe that the 4-Hs (head to clearer thinking; heart to greater loyalty; hands to larger service; health to better living) are key to youth empowerment and to the development of youth to become responsible citizens who better their world. We commit to providing educational experiences that mentor citizenship, sportsmanship, leadership and life skills in co-ed, family oriented programs.

5) Make the Best Better – Improving and Changing for the Better

We believe that there is always room for improvement and opportunities for positive change. We will stay current with science and technology. We will incorporate new concepts into program delivery and curriculum, so that we hold fast to the leading edge of youth development. We commit to creativity, diversity and respect, to ensure that youth feel confident in bringing ideas forward and venturing towards new ways.

4-H Motto: To Make the Best Better

4-H Pledge:

As a loyal 4-H member, I pledge
My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living
For my club, my community, my country and my world.

4-H Member's Creed:

I believe in 4-H for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think. Plan and reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic and true.

I believe in the training of my HANDS for the ability it will give me to become helpful, useful and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease and to work efficiently.

I believe in my county, my state and my community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

4-H Goals

In 4-H, you will have to opportunity to:

- Develop initiative and assume responsibility
- Develop leadership skills and be of service to others
- Develop the ability to live and work cooperatively with others
- Acquire knowledge and skills and explore careers
- Achieve satisfaction from work and accomplishments
- Choose from alternatives and plan a satisfying life
- Develop a positive self-image

4-H Life Skills – Life Skills chart follow

Life Skills Chart

Hendricks, P. (1998) "Developing Youth Curriculum Using the Targeting Life Skills Model"

Appendix N – Robert’s Rules of Order

Robert’s Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. Robert’s Rules will help your group have better meetings, not make them more difficult. A group is free to modify the Rules or find another suitable process that encourages fairness and participation, unless the group’s bylaws state otherwise.

Robert’s Rules of Order provides common rules and procedures for deliberation and debate in order to place the whole group on the same footing and speaking the same language. The conduct of all business is controlled by the general will of the whole group. The Rules provide for constructive and democratic meetings, to help, not hinder, the business of the group. Under no circumstances should “undue strictness” be allowed to intimidate members or limit full participation.

Purpose of Robert’s Rules of Order includes the following:

- ensure majority rule
- protect the rights of the minority, the absentees and individual members
- provide order, fairness and decorum
- facilitate the transaction of business and expedite meetings

Basic Principles of Robert’s Rules of Order

- 1) Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
- 2) All members have equal rights, and obligations. The majority has the right to decide; the minority has rights which must be protected.
- 3) A quorum must be present for the group to act.
- 4) Full and free discussion of every motion considered is a basic right.
- 5) Only one question at a time can be considered at any given time.
- 6) Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.
- 7) No member can speak until recognized by the chair.
- 8) No one can speak a second time on the same question as long as another wants to speak a first time.
- 9) The chair should be strictly impartial.
- 10) Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- 11) Personal remarks are always out of order.

Parliamentary Procedure Terms, include the following:

Motion – A proposal or resolution by a member that the group take a certain action or express a certain view. A motion is considered out of order if it conflicts with the constitution or bylaws of the group.

Main Motion – A motion to introduce a principal subject. Only one main motion may be considered at a time and must be disposed of before another main motion may be considered.

Motion to Lay on the Table (or Tabling) – A motion to lay aside a pending question for an indefinite amount of time.

Motion to Take from the Table – A motion enabling the group to resume consideration of a previously tabled item.

Point of Order – To object to a proceeding as being in conflict with the rules of procedure. The chair must recognize the point.

Previous Questions – A motion to end debate, which requires the group to vote on the issue at hand. The motion must be suspended, requires a 2/3 vote, and is not debatable.

Friendly Amendment – A small change to an original motion. Those who made and seconded the original motion must agree to the amendment.

Motion to Adjourn – A motion made at the end of a business meeting or at the final business session.

Majority Vote – More than half of the votes, or 50%+1.

Quorum – The number of members required in the group's bylaws to hold a legal meeting.

Meeting Agenda – The order of business (items to be presented and discussed) for a meeting.

Minutes of a Meeting – A written record of what happened at a meeting, including all the motions made and resulting decisions. The wording of the minutes must be approved by the group in order to become the official record of the group's action at the meeting.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- 1) to introduce (motion).
- 2) to change a motion (amend).
- 3) to adopt (accept a report without discussion).
- 4) to adjourn (end the meeting).

There are many **good references** on the details of parliamentary procedure. Here are just a few:

Recommended books:

Robert's Rules of Order, Newly Revised, Tenth Edition, 2000
Robert's Rules of Order, Newly Revised, In Brief, Thomas J. Balch, 2004
Robert's Rules for Dummies, C. Alan Jennings, 2004
A-B-C's of Parliamentary Procedure. Co, Channing L. Bete, 1998.

Recommended Web Sites:

www.robertsrules.com
www.rulesonline.com
www.parlipro.org
www.robertsrules.org
www.roberts-rules.com

The following pages are a Quick Reference Guide for a 4-H Meeting from the California State 4-H Office.

