VOLUNTEER JOB DESCRIPTION

Assignment: State 4-H Fair County Coordinator

Objective: Coordinate preparation of entries for State 4-H Fair

Length of project: August through September

Duties:

A. Prior to County Fair:

1. After receiving the supply order information for information and reporting documents from the State 4-H Office, order necessary entry forms and tags. All exhibitor letters will be available for downloading on the State 4-H Fair website.
2. Update any forms you will use to collect information with, and review county fair procedures with the County 4-H Agent and/or Program Assistant.
3. Meet with 4-H Agent and/or Program Assistant to discuss any responsibilities that will be handled by the office staff or faculty at the county fair as it pertains to preparation for State 4-H Fair.
4. With the assistance of the County Agent or Program Assistant, prepare or update documents for superintendents to use that will give you all the information necessary to report accurately to State 4-H Fair.
5. Arrange for an orientation/planning meeting with the county fair 4-H superintendents before the county fair. Give them instructions about how they can help you prepare the information needed for State Fair participation by county 4-H youth.
6. Prepare information packets, for each county 4-H fair superintendent. Use material supplied by State 4-H Fair, and add any other information that is unique to the county fair situation. Make sure the information packets are given to the various superintendents in time for them to prepare to help you. Make sure the packet includes:
   - ✓ A copy of the final State Fair allocations report
   - ✓ State 4-H Fair Exhibitor Guide
   - ✓ County report forms you want them to use to report the qualifying exhibits or activities in each department. These reports should include all participants or exhibits in their department, and should indicate which of those exhibitors plan to go to State Fair.
   - ✓ Instructions for them to share with 4-H youth about completing the reports necessary for State 4-H Fair participation.
   - ✓ For all animal department superintendents:
     A supply of animal entry cards for State 4-H Fair animal entry
     An equal number of #10 envelopes
     A supply of WS4HF/1.01m
   - ✓ For all activity superintendents – kitchen activities, fashion revue, public presentation, performing arts, judging contests:
     A supply of WS4HF/1.01m.
     Kitchen activity, fashion revue, and public presentation schedule materials from the June Update package posted on the State 4-H Fair website in June.
     Enough #10 envelopes for all anticipated participants

   Referring to the scheduling information, assist qualified participants in making their arrangements. Pencil their choices onto the response forms for kitchen activities, fashion revue, and public presentations. Have the participants put their name and address on the envelope and return it to the superintendent. Later, you will use the envelope to send State Fair passes and information to the exhibitor.

B. During County Fair:

1. Be at the fair regularly; go to the superintendents' locations to answer questions and remind them of your project. Have an official location where you can be found to answer questions the rest of the time.
2. Collect information on State 4-H Fair qualifiers, or report sheets from 4-H superintendents.

3. If the superintendents or the exhibitors prepare the animal entry forms for the State 4-H Fair, check them for completeness and add any information when you receive them. If you are responsible to complete the entries, use the county enrollment list for enrollment information.
4. If there's an opportunity, hold a State 4-H Fair meeting with potential participants during the last hours of the county fair. Answer questions and "walk them through" arrival, release, etc. *This has been very helpful, especially for first-timers.*

C. <u>During 4H still life exhibit release time:</u>
1. Set up and staff table in 4-H exhibit building.
2. Have State 4-H Fair Exhibitor Guide available, or have copies of the pages that apply to the qualified exhibits that might be taken or shipped to State 4-H Fair.
3. Encourage exhibitors whose exhibits are qualified for State 4-H Fair to pick up still life entry cards, claim tags, and information pertaining to their project – if they plan to deliver their exhibits to Puyallup.
4. Your county may choose to have exhibitors prepare their own entry cards and claim tags, collect qualified exhibits at the county fair, and ship one or more boxes of exhibits to State 4-H Fair.
5. Continue scheduling kitchen activities, public presentations, performing arts, fashion revue, judging contests, etc.
6. Remind fashion revue and creative consumer of fashion participants that they must bring their completed worksheet to the state fair with them on their participation day.
7. Remind kitchen activity participants about the requirement that they have a completed worksheet for their activity in hand when they arrive at State 4-H Fair.
8. Help determine who will deliver still life exhibits to the State 4-H Fair on Labor Day, or help box the qualified exhibits for shipping.

D. <u>Between County Fair and State Fair:</u>
1. Return all necessary lists and forms to the county 4-H office so participants can be notified of state contest location and time schedules.
2. Fill out WS4HF/ 1.06m, 1.07m, 1.08m.
3. Make sure the above reports and animal entry forms get to the State Fair office in Puyallup in a timely manner.
4. Assist office staff in compiling mailing to exhibitors which includes;
   - ✓ exhibitor letter provided by State Fair, maps, etc and all necessary information pertaining to their activity or exhibit
   - ✓ staple 2 passes to each exhibitor letter
5. Serve as contact person for questions, cancellations, any other changes. Notify both county and State 4-H offices of changes you make.
6. Forward animal entries to State 4-H Fair in a timely manner
7. Telephone liaison between county and State 4-H Fair offices.

E. <u>During State 4-H Fair:</u>
1. If possible, be present on when your county will have a large presence at the State 4-H Fair, to answer questions and handle emergencies.
2. Be available for evening phone calls, as scheduling work is being finalized for various show sections.
3. Make sure the county Extension office is receiving and copying for you any winners reports sent by State 4-H Fair via either fax or e mail.

F. <u>Following State 4-H Fair:</u>
1. State 4-H Fair will return unclaimed exhibits and ribbons to the county Extension office. You might be asked to sort this and communicate with leaders or 4-H members to return these things.

<u>Preparation:</u> Become familiar with State 4-H Fair Exhibitor Guide, additions and changes.
Become familiar with State 4-H Fair reporting forms and their appropriate completion.
Become familiar with additional information prepared by State 4-H Fair.

Compile an outline for superintendent's orientation and training.

Qualifications: Ability to work with youth and adults, able to plan and follow through on deadlines and work completion, able to organize and correctly prepare information, able to communicate effectively via phone and e mail, have a working knowledge of how fairs function in general.

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