TRI-RIVERS FAIR
4-H BUILDING SUPERINTENDENT DUTIES

Please keep this list of duties to refer to during the Tri-Rivers Fair. If you have any questions regarding the duties listed, please see the 4-H agent. Thanks for all of your help in advance!!!!!!

***Must be a Registered Volunteer***

Prior to Fair:

Fair Clean Up – August 1 – 11 a.m.-1 p.m., 4-H Building
- Put up signs, put paper on tables, clean show cases.
- Donuts will be served!!

Entry Day of Fair:
1. Supervisors will meet with assistant supervisors to discuss their responsibilities. Supervisors are there for entries on Tuesday from 8:30 a.m. until the conclusion of judging and Wednesday from 7:30 a.m. until the conclusion of judging. Please check the fair paper for entry details for the 4-H Division(s) you will be working with.
2. Have fair paper with you. Make judgment decisions according to rules.
3. Check each entry card for:
   a. Exhibitor name
   b. Club name
   c. Correct class number and name
4. Make sure entire entry card is attached to exhibit.
5. Each exhibitor can enter only one item per class, unless otherwise specified in fair paper.
6. Have 4-Hers sign sheet for conference judging if pre-entry was not required.
7. All projects in the 4-H building require sign-up for judging, check fair paper under the projects division. Encourage 4-Hers to take early conference judging times. Avoid major time breaks.

Judging Day
1. Supervisors/assistant supervisors are there during judging time.
2. Pick up packet with score sheets, ribbons, exhibitor number sheets and judges expense sheets from secretary on stage.
3. Put all exhibits in each class together for judge's inspection.
4. Assist judge during judging.
5. Mark placings on both sections of card, tear sections leave small section with entry and return large section to 4-H Fair Secretary when judging is completed.
6. Put ribbons on all exhibits and display exhibits.
7. Sort large section of entry cards:
   #1 - break down (sort) by class number (FOODS&CRAFTS&PHOTOGRAPHY: break down (sort) by clubs then class number)
   #2 - put into categories by color: Purples, Blues, Reds, Whites
   #3 - alphabetize colors
   #4 - paper clip each color together and band whole class
8. Return all cards to secretary on stage as soon as class or club is sorted.
9. Arrange all exhibits for an attractive display. Be sure ribbons and exhibit cards are showing so names can be read. Check area periodically for cleanliness and order.
10. Watch for vandalism; might mean monitoring daily.
11. The decision of the judge is final.
12. Do not influence the judge.
13. If there is a question about an exhibit, consult the agents.
14. Be sure the judge completes expense sheet and take to 4-H Fair Secretary, as check will be made for judge when judging is completed.

Check Out Day: SATURDAY, AUGUST 6, 2016: 9:00 p.m.
1. Assist exhibitors in gathering entries during release time.
2. Help clean-up area.

4-H Spirit Award
Submit a 4-Her's name to 4-H agent by Saturday noon from 4-H Building area who presented a positive 4-H image: helpful; friendly; courteous; etc. A nomination form can be found in the Superintendent Packet.

M:/common/fair/SUPTJULYLETTER
Rev. 6/2016
4-H LIVESTOCK SUPERINTENDENT DUTIES

FAIR LIVESTOCK CLEAN UP:  Friday, July 29, 8:00 a.m., EXPO CENTER BARNS

ENTRY DAY OF FAIR: (revised 4/2015)

1. Be here or be sure assistant superintendents are there for entries from 7:45 a.m.-1 p.m. or appropriate entry time.

2. Pick-up Superintendent/Ribbon packet from Carl or fair office.

3. Make sure there is an entry card on all livestock exhibits except Beef, Sheep, Swine, and Meat Goats.

4. Make sure each exhibitor signs a drug withdrawal form for Beef market animals.

5. Beef, sheep, meat goats and swine superintendents be available for weighing livestock. (Swine, 8-8:30 a.m.; Sheep, 8:45-9:15 a.m.; Meat Goats, 9:15-9:45 a.m.; Beef, 10-10:30 a.m. on Wednesday)

6. Check livestock for health issues at entry time. Check horses for health and coggin papers.

7. Make up classes for market animals as soon as weigh-in is complete. Classes will be divided with help from the Extension staff.

JUDGING DAY

1. Be there or be sure assistant superintendents are there during judging time.

2. Pick up box with tabulation sheets, ribbons, and judges expense sheets from fair office.

3. Check that all exhibits are in each class as they come into the ring.

4. Assist judge during judging.

5. Mark placings on both sections of card.

6. Work with Queen and King for distributing ribbons.

7. Fill out tabulation sheets that categorizes placings.

8. Complete the Award sheet in the Superintendent Packet and return to the stage in the 4-H building (except Beef, Sheep, Meat Goats, Swine)

9. All Superintendents for the Livestock Divisions will need to select a First Year Exhibitor Award Recipient and should be written on the Award Sheet after the show. For Beef, Sheep, Meat Goats, Swine please see Carol or Dorothy to indicate the recipient of this award.

10. Remind exhibitors in beef, sheep, meat goats, and swine to report to the fair office Thursday evening between 8:00 p.m. to 9:00 p.m. to fill out intent to sell form(s) and/or a form(s) to take livestock home.

11. Remind showmanship winners to declare their intent to participate in Round Robin to Sarah or Round Robin Superintendents by Friday, 10:00 a.m., unless they are in Horse Showmanship.

12. Put all cards, tabulation sheets, and ribbons in box and return to fair office.

13. Be sure the judge completes expense sheet. Take sheet to Carl and pick up check for judge.

14. Make note of top five in each age division of showmanship and the tag number of animals shown.

15. Arrange all exhibits for a pleasing display. Be sure ribbons and exhibit cards are showing so names can be read. Check area periodically for cleanliness.

16. Watch for vandalism and problems; report immediately.

17. The decision of the judge is final.

18. Do not influence the judge.

19. If there is a question about an exhibit, consult the agents.

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ROUND ROBIN

1. Assist exhibitors in lining up animals and rotating from species to species.
2. Assist in ring set-up.
3. Assist judge as ring man.
4. Assist with clean-up.

SALE DAY (beef, swine, sheep, and meat goats)

1. Assist exhibitors in lining up their livestock.
2. Assist in loading livestock when they are to be loaded as determined by the sale committee.
3. Remind exhibitors that sale checks are to be picked up at the Extension Office and sale premium checks from the buyer by October 1st. Also remind them to thank their buyers.
4. **Buyer plaques will not be available to youth until the Tuesday after the fair at the Extension office, so 4-H'ers can give to buyer.**

4-H SPIRIT AWARD

1. Submit a 4-H'ers name to 4-H agent by Saturday noon from livestock area that presented a positive 4-H image: helpful; friendly; courteous; etc.

CHECK OUT DAY

1. Assist exhibitors in gathering entries.
2. Remind 4-H exhibitors that ribbon premiums will be available from their Organizational Leaders 1-2 weeks after fair.
3. Return Superintendent packet to fair office or Carl.