

TRI-RIVERS FAIR

4-H ASSISTANT SUPERINTENDENT POSITION DESCRIPTION

Title: 4-H Fair Assistant

Purpose: Assist the Superintendent with supervising and managing the exhibit area during the fair.

Responsibilities of Duties:

1. **Must be a Registered Volunteer, if age appropriate. (adults only)**
2. Assist with Fair clean-up before the fair.
3. **Supt. will meet with assistant supt. to discuss their responsibilities.**
4. Set-up exhibit area, if needed.
5. Check entries verifying exhibitors name, club, and class. Check and decide if entry acceptable and within fair paper guidelines.
6. Assist judge during judging taking note rather than decision-making.
7. Rearrange displays as necessary.
8. Assist 4-H members during release time.
9. Assist with clean-up following the judging.
10. Provide written suggestions during wrap-up meeting or to 4-H agent.
11. Submit a 4-H'ers name to 4-H agent by Saturday noon who presented a positive 4-H image: helpful; friendly; courteous; etc. A nomination form can be found in the Superintendent packet.
12. If working in the 4-H Building:
 - * Will assist 4-H members to sign up for conference judging time.
 - * Attach entry card to exhibit.
13. If working with a Livestock Division:
 - * Line up classes for judging.
 - * Assist judge during judging as ring steward.
 - * Complete results sheet.
 - * Work with Royal Court on distributing ribbons.
 - * Assist with Market Sale on Saturday.

Skills/Knowledge Needed:

- *Understand rules and guidelines for project area
- *Communication skills verbal and written
- *Listening skills
- *Ability to work with adults and youth

Benefits to Volunteer:

- *Opportunity to be part of fair
- *Working with youth
- *Educational opportunities

Time Required:

- *Fair Clean-Up (before the fair), Friday before the fair at 8 a.m.
- *Livestock - 7:30 a.m. to 1:30 p.m. Wednesday of fair
- *4-H Building and Livestock scheduled judging time for project division
- *4-H Building - additional time may be needed for displaying of exhibits.
- *Saturday, Livestock Market Sale, 8:30 a.m
- *Saturday, 4-H Building, 9 p.m. exhibits released
- *Saturday, Livestock released, 9 p.m., or any time Sunday

Expectations Resulting from this Position:

- *Fun, educational activity
- *Entries correctly entered
- *Results correct

Contact Person(s):

- *Fair Board Members
- *Fair Employees
- *4-H Agent
- *4-H Program Assistant
- *Project Superintendent

Resources Available:

- *Fair rule book
- *4-H project materials
- *Fair Board Members
- *Fair Employees
- *4-H Agent
- *4-H Program Assistant
- *Extension Office Personnel

TRI-RIVERS FAIR

4-H SUPERINTENDENT POSITION DESCRIPTION

Title: 4-H Fair Superintendent
Purpose: Supervise and manage exhibit area during fair.

Responsibilities of Duties:

1. **Must be a Registered Volunteer, if age appropriate. (adults only)**
2. Assist with Fair clean up before the fair.
3. **Supt. will meet with assistant supt. to discuss their responsibilities.**
4. Set-up exhibit area, if needed.
5. Check entries verifying exhibitors name, club, and class. Check and decide if entry acceptable and within fair paper guidelines.
6. Assist judge during judging taking note rather than decision-making.
7. Rearrange displays as necessary.
8. Assist 4-H members during release time.
9. Assist with clean up following the judging.
10. Submit a 4-Hers name to 4-H agent by Saturday noon who presented a positive 4-H image: helpful; friendly; courteous; etc. A nomination form can be found in the Superintendent packet.
11. Provide written suggestions to 4-H agent.
12. If working in the 4-H Building:
 - * Will assist 4-H members to sign up for conference judging time.
 - * Have judge complete expense sheet and **return "judge's packet"** to 4-H fair secretary.
 - * Please mark placing 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.
 - * Attach entry card to exhibit.
13. If working with a Livestock Division:
 - * Check animal and animal's health paper at entry time.
 - * Pick-up Superintendent/Ribbon packet from fair office.
 - * Divide classes.
 - * Line up classes for judging.
 - * Assist judge during judging as ring steward.
 - * Complete results sheet.
 - * Work with Royal Court on distributing ribbons.
 - * Assist with Market Sale on Saturday.
 - * Return Superintendent packet to fair office or Carol.

Skills/Knowledge Needed:

- *Understand rules and guidelines for project area
- *Communication skills verbal and written
- *Listening skills
- *Ability to work with adults and youth

Time Required:

- **Fair Clean-Up (before the fair), Friday before the fair at 8 a.m.
- *Livestock - 7:30 a.m. to 1:30 p.m. Wednesday of fair
- *4-H Building and Livestock scheduled judging time for project division
- *4-H Building - additional time may be needed for displaying of exhibits.
- *Saturday, Livestock Market Sale, 8:30 a.m.
- *Saturday, 4-H Building, 9 p.m. exhibits released
- *Saturday, Livestock released, 9 p.m. or any time Sunday

Resources Available:

- *Fair rulebook
- *4-H project materials
- *Fair Board Members
- *Fair Employees
- *4-H Agent
- *4-H Program Assistant
- *Extension Office Personnel

Benefits to Volunteer:

- *Opportunity to be part of fair
- *Working with youth
- *Educational opportunities

Expectations Resulting from this Position:

- *Fun, educational activity
- *Entries correctly entered
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Contact Person(s):

- *Fair Board Members
- *Fair Employees
- *4-H Agent
- *4-H Program Assistant
- *Project Superintendent

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 (Adults Only)*****

Prior to Fair: Fair Clean Up – **Friday before the fair at 8 a.m.**

- Put up signs, put paper on tables, clean showcases.
- Donuts will be served!!

Entry Day of Fair:

1. Supt. will meet with assistant supt. to discuss their responsibilities. Superintendents 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-H'ers 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-H'ers to take early conference judging times. Avoid major time breaks.

Judging Day

1. Supt./assistant superintendents 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: 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-H'ers 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.

4-H LIVESTOCK SUPERINTENDENT DUTIES

ENTRY DAY OF FAIR: (revised 2/2021)

1. Be here or be sure assistant superintendents are there for entries from 7:45 a.m.- 1:00 p.m. or appropriate entry time.
2. Pick-up Superintendent/Ribbon packet from Justine or Carol.
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 to indicate the recipient of this award.
10. Remind exhibitors in beef, sheep, meat goats, and swine to submit their intent to sell ONLINE before 9:00 p.m., OR 30 minutes after the conclusion of the hog show.
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 after the fair at the Extension office, so 4-H'ers can give to buyer. DO NOT** come to the office until you have received an email informing you the plaques are ready for you to pick up.

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, Justine or Carol.