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July, 2020

To: County Fair Superintendents

From: Sarah E. Maass, 4-H Youth Development, District Extension Agent  
Kate Littich, 4-H Youth Development, District Program Assistant

Thank you for agreeing to serve as a superintendent or assistant superintendent at the county fair for a 4-H division. This event cannot go on without your help! This letter highlights the information we know at this time regarding the 4-H division(s) and the plans for clean-up, judging, etc.

In order to practice social distancing (social distancing is at least 6 feet between people) and for the safety of everyone, we are strongly encouraging the following:

- Reduce the physical closeness of participants and the length of time they are close to each other.
- The use of cloth face coverings.
- Reduce the amount of necessary touching of shared equipment/materials.
- Whenever possible, group participants/volunteers from the same household together.
- Discourage handshakes, hugs or any other signs of greeting that violate physical distancing.
- Limit sharing of items that are difficult to clean, sanitize, or disinfect.
- Circulate outdoor air as much as possible.
- Prioritize outdoor activities where social distancing can be maintained as much as possible.

While we know that everyone has their own comfort level when it comes to face coverings, here are some things we want you to keep in mind:

- No one knows for certain whether they are carrying COVID-19.
- Furthermore, no one knows for certain who may be facing a challenged immune system.
- We need to protect and respect the health of each other.
- Let's wear our masks, practice social distancing, wash/sanitize our hands frequently.

**Superintendent Meeting**

A superintendent meeting will be held on Thursday, July 23, at 7 p.m. via Zoom. Please plan to attend this meeting. We do not anticipate it lasting more than 45 minutes, but will depend on how many questions individuals have. To connect to this meeting, please go to <https://ksu.zoom.us/j/99566406122> or call 1-301-715-8592 and enter the meeting ID 995-6640-6122.

**Clean-up Prior to Fair**

There will be no clean-up this year.

## **Livestock Area Superintendent Information**

Require social distancing in how animals are housed and shown. Animals and youth have to stay 6' apart during the time they are at the fair. This will require smaller classes.

Exhibitors, judges, and volunteers helping with the show are asked to wear face coverings that cover the mouth and nose. These should be worn when exhibitors are moving around the barn or interacting with others. If people are off by themselves, they may drop the face covering for comfort. Families should provide the face coverings.

Exhibitors will be encouraged to wash their hands before and after showing and will have access to hand sanitizer. Their face covering will help them not touch their face while showing.

Only exhibitors and those living in their household allowed in the showing areas.

The show will be open to in person viewing by exhibitor's immediate family including siblings, parents, grandparents, aunts, uncles and first cousins. People who do not fit into this category include friends, neighbors, and co-workers to name a few. Spectators will still have to maintain six feet of social distancing and wear a face covering if they are interacting with other spectators, exhibitors, or volunteers.

Currently, the plan is to hand out the awards and ribbons at the shows.

Courtesy of the Tri-Rivers Fairboard, lunch/supper will be provided to superintendents and assistant superintendents that are working during the lunch hour on Thursday and Friday.

**Be sure to refer to the Division Details for the county fair for more details regarding specific livestock divisions.**

## **4-H Building Superintendent Information**

There will be several jobs we will need help with this year. We will need help with the taking or entering of exhibits in a different way. Exhibits will need to be checked in by club during the scheduled time frame on Monday, August 3.

We will need individuals to help check-in exhibits. This will include (but not limited to) making sure they pre-entered their item(s). When exhibits are checked in, they will need to be checked for a completed entry card and conference judging form. Individuals who did not come prepared may complete the information outside of the building. Once completed, the exhibit can be brought inside, and checked-in with the specific 4-H division superintendent.

We have traditionally had individuals help the judge with writing comments. Depending on the judge, if they are comfortable with having help with this at a social distance, we will want some assistant superintendents to help with this.

Additionally, we will want some to help with the "arrangement" of exhibits and take photos so we have pictures for a virtual showcase of the fair exhibits, which will be put together at a later date.

Below we have assigned individuals to certain dates and times where we need help with the tasks above. See the details below by division (as applicable).

Currently, the plan for awards is the award being put with the 4-H member exhibit(s) when they are picked up.

Courtesy of the Tri-Rivers Fairboard, lunch/supper will be provided to superintendents and assistant superintendents that are working during the lunch hour on Monday, Tuesday, and Wednesday. If your shift starts at 12:15 or later, we are happy to provide you lunch, we will just need to know this and you may need to arrive earlier to ensure you are ready to start when the judges arrive.

Due to the need to maintain social distancing, a schedule has been created for our superintendents and assistant superintendents. While we are grateful for all of our volunteers, please note those who originally volunteered in multiple divisions may not be needed due to the space required for adequate social distancing. **Be sure to check the list carefully as your name may be in one place or several places.** Please contact Sarah ([semaass@k-state.edu](mailto:semaass@k-state.edu) or 785-309-5850) if you are not able to make the assigned time(s) work into your schedule.

**Be sure to refer to the Division Details for the county fair for more details regarding specific 4-H divisions.**

Monday, August 3 – Exhibit Drop-off Help - **LUNCH WILL BE PROVIDED FOR BOTH SHIFTS**

8:15 -12:30 p.m. <ul style="list-style-type: none"><li>• Mary Bernhardt</li><li>• Robyn Prickett</li><li>• Ariana Baltazor</li><li>• Monica Baltazor</li><li>• Carson Fouard</li><li>• Anna &amp; Brynna Anderson</li><li>• Dillen Lidgett</li><li>• Sydney Hynes</li><li>• Emma Littich</li></ul>	12:00 p.m. – 5:15 p.m. <ul style="list-style-type: none"><li>• Mary Bernhardt</li><li>• Robyn Prickett</li><li>• Adam &amp; Eian Pracht</li><li>• Amber and Acacia Pracht</li><li>• Gayle, Bradley, &amp; Briley Pfannenstiel</li><li>• Adelaide Easter</li><li>• Kyson Griffin</li><li>• Rita Baltazor</li><li>• Emma Littich</li></ul>
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**The times below are 15-30 minutes prior the judge(s) arriving to give you time to be ready for the judge(s).**

Banners

Wednesday, August 5

- 8:30 a.m. – end of judging – Judging Help: Erin Lange

Clothing Construction & Fiber Arts

Wednesday, August 5

- 12:30 p.m. – end of judging – Judging Help: Mary Bernhardt, Gayle Pfannenstiel, Emma Littich, Hensli Lofdahl, Stevie Silverman, Briley Pfannenstiel, Bradley Pfannenstiel

Cloverbuds

Tuesday, August 4

- 12:30 p.m. – end of judging – Judging Help: Linda Lecklider

CO2 Cars

Wednesday, August 5

- 9:30 a.m. – end of judging – Judging Help: Christian Cox

### Crops

Wednesday, August 5

- 12:30 p.m. – end of judging – Judging Help: Laura Peterson

### Dog

A separate email will be sent out with details on the roles for the superintendents and assistant superintendents.

### Cat & Hand Pets, Performing Arts, Fashion Revue

This will all be virtual and superintendents and assistants have been asked to help on Monday with check-in of exhibits, if not already assigned to another 4-H division.

### Energy Management, Wildlife, Wood Science, Forestry

Tuesday, August 4

- 9:30 a.m. – end of judging – Judging Help: Robyn Prickett, Adam Pracht, Kinsley Foth

### Entomology

Wednesday, August 5

- 9:30 a.m. – end of judging – Judging Help: Gayle Pfannenstiel, Bradley Pfannenstiel, Briley Pfannenstiel

### Foods & Nutrition and Foods Preservation

Tuesday, August 4

- 9:30 a.m. – end of judging – Judging Help: Erin Lange, Debbie Lange, Anna Anderson, Andrew Weiss, Katherine Weiss, Odessa Miller, Shelby Stolzenburg, Emma Littich

### Geology & Lapidary

Tuesday, August 4

- 9:30 a.m. – end of judging – Judging Help: Mary Bernhardt

### Home Environment

Wednesday, August 5

- 9:30 a.m. – end of judging – Judging Help: Mary Bernhardt

### Horticulture

Wednesday, August 5

- 8:00 a.m. – end of judging – Judging Help: Rita Baltazor, Blake Holmes, Jerzie Holmes

### Notebooks

Wednesday, August 5

- 12:30 p.m. – end of judging – Judging Help: Carson Fouard

### Other Projects

Wednesday, August 5

- 7:45 a.m. – end of judging – Judging Help: Kate Littich, Emma Littich, Cadence Foth

### Photography

Tuesday, August 5

- 9:30 a.m. – end of judging – Judging Help: Tod Megredy, Michelle Hynes, Caroline Stone, Matthew Redden, Karen Orr, Keely Orr

### Shooting Sports

Tuesday, August 4

- 9:30 a.m. – end of judging – Judging Help: Rachel Hubele

### Space Tech

Tuesday, August 4

- 11:30 a.m. – end of judging – Judging Help: Joel Hennes, Mark Hennes, Eian Pracht

### Visual Arts

Wednesday, August 5

- 8:00 a.m. – end of judging – Judging Help: Robyn Prickett, Brynna Anderson, Marik Anderson, Joel Hennes, Shelby Stolzenburg