



## **Duties of the 4-H Clark County Fair Superintendent**

4-H Fair Superintendents are essential to the Clark County Fair and the Washington State University Clark County Extension 4-H Youth Development Program. The Fair Board and the 4-H Program appreciate you and everything you do as a volunteer. They count on you to represent both 4-H and the Fair in the community as well as help conduct the activities of the Fair to benefit the Fair-going public and 4-H youth exhibitors.

Under the coordinated direction of the Fair Manager and the WSU Extension 4-H Youth Development Program faculty, 4-H Superintendents have full charge of the department to which he or she has been elected and approved. Exhibitors must follow the Superintendent's direction related to exhibiting and showing exhibits.

### **Before the Fair**

#### **Become familiar with eligibility rules and entry processes.**

Only 4-H members enrolled by the last business day of May of the current 4-H year are eligible to exhibit at the Clark County Fair. (However, there may be animal specific enrollment deadlines for Fair.)

- ✓ There are four types of entry forms specific to 4-H: dog, horse, other animals, and 4-H activities. 4-H exhibitors in Still Exhibit projects use standard Clark County Fair entry forms.
- ✓ All entry forms are available online at [www.clarkcofair.com](http://www.clarkcofair.com) and <http://extension.wsu.edu/clark/>. Hard copy forms are available at the WSU Clark County Extension Office.
- ✓ 4-H member exhibit numbers are available from club leaders and the WSU Clark County Extension 4-H Office.

#### **Identify and prepare your exhibit area.**

- ✓ Attend 4-H superintendent pre-Fair meetings to learn what space is available for your project area.
- ✓ Animal Superintendents and the Still Exhibit Area Coordinator should work with the 4-H faculty member to set up appointments with Clark County Fair Facilities no later than two (2) weeks before Fair for any special needs related to set up in their exhibit buildings and areas.
- ✓ Superintendents of Still Exhibit projects should contact the Coordinator of the 4-H Still Exhibits Area for specific space assignments.

### **Fair Clean-up Day:**

Saturday before Fair is final set up day for exhibits and cleaning in the Still Exhibit Building.

- ✓ **All Superintendents and Assistants (or designated replacements) are expected to be present** to assist with this setup or make alternate arrangements with the 4-H Still Exhibits Area Coordinator in advance of that Saturday. (Bring your own tools.)

### **Forms:**

Submit directly to the WSU Clark County Extension 4-H Office.

All Fair Request Forms are available online at [www.clarkcofair.com](http://www.clarkcofair.com) and <http://extension.wsu.edu/clark/>.

- ✓ Judge Request Form Due April 1<sup>st</sup>
- ✓ Supplies Request Form Due May 1<sup>st</sup>
- ✓ Maintenance Form Due May 1<sup>st</sup>
- ✓ Sound Equipment Form Due May 1<sup>st</sup>
- ✓ Decorator Request Form Due May 1<sup>st</sup>
- ✓ Vinyl Request Form Due May 1<sup>st</sup>
- ✓ Volunteer Pass Request Due June 15<sup>th</sup>

**These are firm deadlines! Requests submitted after this date may not be met.**

### **Judges:**

Superintendents are responsible for selecting Fair judges. Please work with project leaders to choose judges that reflect the project's educational activities and goals.

After judges are selected, complete a Judges Request Form and return to the WSU Clark County Extension 4-H Office before April 1.

Overnight accommodations for judges must be pre-approved by the Fair Manager. ***\*See the Judges Policy sheet for travel reimbursements restrictions. Work with the 4-H Regional Specialist to submit the request.***

**A signed letter of intent and W-9 are required before judge's packet is sent to the judge.**

If your department involves judging Thursday before Fair that goes until 11 pm, you must coordinate with the Premiums and Awards office before the Monday before Fair to ensure adequate building access and security.

### **At the Fair:**

All exhibitors must adhere to the following rules:

- a) Clark County Fair General Rules (available online at

- [www.clarkcofair.com](http://www.clarkcofair.com) under Exhibitor Information)
- b) 4-H Fair General Rules
  - c) Washington State Extension 4-H Youth Development Program Policy (available online at <http://4h.wsu.edu> or at the WSU Clark County Extension 4-H Office)
  - d) Any project-specific or county 4-H rules

**Direct the calling of classes.** Animal Superintendents direct the call of classes for showing, in accordance with the printed schedule to the degree that is possible.

**Fill out judges' time sheets completely.** The number of exhibits, 4-H exhibitors, date, time in, time out, and hours worked must be included. ***The superintendent and the judge must sign the judge time sheets before being turned into the 4-H Office on the fairgrounds.***

**Receive exhibits.** Animal exhibits and 4-H Activity entries will have entry forms. Submit entry forms to the WSU Clark County Extension by the last business day of June.

**Schedule activities.** Superintendents of 4-H Activities are responsible for scheduling exhibitors for their activities and communicating the scheduled dates and times to the members.

**Still Exhibit entry forms.** Entry forms (including Educational Displays) are filled out by the exhibitor at the fairgrounds on entry day using standard Fair entry forms. ***Only names and 4-H level are used on exhibit tags; ages, addresses or other contact information should not appear anywhere on these tags.***

**Manage entries.** Entries in respective departments are managed within the space allocated. Exhibitors may not hold or occupy stables or stalls until their stock has arrived on the grounds, been entered on the books of the department, and passed the required animal health inspections.

The Superintendent accepts or rejects exhibits. Exhibits must meet department requirements. Members must be enrolled in the required 4-H project(s).

Make corrections, as necessary if an animal or article is entered in a division or class in which it does not belong; judges may also do so.

***Exhibits or exhibitors for the first half of Fair must be in place by 8 am on the opening day of Fair, or at 8 am on Wednesday for those in the second half of Fair. Late entries are accepted at the discretion of the Superintendent.***

**Plan a space for judging.** Request tables and chairs using the Decorator Request Form.

**Acquaint the judge.** It is the responsibility of the superintendent to familiarize the judge with the 4-H expectations of judging, including the Danish system of judging used in 4-H.

**Arrange entries.** Display entries in a way convenient for judging and display them after judging is complete.

**Enter awards on the entry forms. Record and double check winning and point totals on each entry form; incomplete forms will be returned to you.** Return completed entry forms to the WSU Clark County Extension 4-H Office on the Fairgrounds.

**Manage Ribbons.** Pick up ribbons from the WSU Clark County Extension 4-H Office on the Fairgrounds. Return unused ribbons to the same location as soon as the judging is completed.

**Fill out a Press Release Form** (included in this packet) with the names of 4-H members receiving blue ribbons and return to the WSU Clark County Extension 4-H Office immediately following the judging.

**Plan security for exhibits.**

- ✓ Secure entry tags and ribbons to each exhibit. Exhibitor access to display cases or space where exhibits are shown is prohibited.
- ✓ Coordinate someone to watch over exhibits in the evening when contests and herdsmanship duties have been concluded but the Fair is still open. ***(Someone must also be available at the close of Fair (10 -11 pm) and Monday morning following Fair for exhibitor pick-up 9 am to noon.)***
- ✓ Superintendents in the 4-H Still Exhibit area should inform 4-H exhibitors' parents that they are required to sign up for a two-hour block of stewardship to help cover security needs

**Report accidents and hazards.** If you witness an accident, you must complete the Fair Incident Report with name, phone number, addresses of the accident victim and witnesses, as well as description of the incident. Take the information to the Administration Office or the Premiums and Awards Office. If the incident involves a 4-H member, you must notify a 4-H staff person as soon as possible and submit a completed Washington State 4-H Incident Report Form, available at and returnable to the WSU Clark County Extension 4-H Office on the fairgrounds. Fair Management and 4-H Staff should also be notified of hazards.

**Facilitate Participation at State Fair by Qualified 4-H members.**

Notify 4-H members in their project areas who qualify for State Fair (posters eligible for State Fair should have a blue ribbon sticker placed on the back of the poster).

Animal Superintendents should post lists of qualifying members in public barn locations, and arrange for a project State Fair Coordinator. The Coordinator will meet with eligible 4-H members to help them fill out member and animal State Fair entry forms and turn into 4-H Office for

review by the State Fair Animal Coordinator before being mailed to the State Fair. Still Exhibit Superintendent should notify 4-H members of their eligibility when they pick up their exhibits at the end of County Fair, provide them with State Fair member and exhibit entry forms, and instruct them to give completed forms and exhibits to the State Fair Still Exhibit Superintendent. Superintendents may pick up State Fair forms (member and animal exhibit entry forms; parking, dormitory, hotel information; rules) at the 4-H Office at Fair as part of their ribbon packets; these forms are also available online via a link on the State 4-H website (<http://4h.wsu.edu>).

### **After the Fair**

**Check out exhibits after Fair.** Still Exhibits are released Monday morning 9 a.m. to noon. Exhibits not claimed by Monday noon should be gathered together at that time in Exhibition Hall A. Animal Superintendents will follow specific directions from the Fair's Livestock Barn Superintendent (or, in the case of the Horse Department, the Fair's Horse Arena Manager) regarding the release of tack, equipment, and exhibits. The actual timeline may vary somewhat each year based on activities and events on the grounds each year.

### **Changes for the Next Year's Fair**

Needs and ideas related to Fair facilities and processes that are under the authority of the Fair Manager should be discussed in the post-Fair critique meetings hosted by the Fair Manager and Fair Board. Changes specifically related to the 4-H project areas should be brought to the attention of the project leadership and your project's 4-H Executive Board liaison. Any changes require the review of the 4-H Executive Board and approval of the 4-H faculty person.

**Submit any changes using the Premium Book  
Modification and Justification Form by  
September 1.**

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*Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office. If you require special accommodation, call WSU/Clark County Extension at 360-397-6060 two weeks before the event.*