

## **Introduction and Key Responsibilities**

This information has been developed to help you and allow the Fair to run smoother. The Fair Board appreciates that you are a volunteer, and they count on you to represent the Fair in your community as well as to help conduct the activities of the Fair.

The following list outlines the key responsibilities of each Superintendent:

- Superintendents from the 4-H program are responsible for adhering to additional guidelines specific to the WSU Extension 4-H program. For a complete description of the duties and responsibilities of a Fair 4-H Superintendent, please contact the WSU Extension 4-H Office.
- Secure judges for individual departments.
- Turn in request(s) forms – judges, fans, maintenance, signs, sound, supplies, vinyl, volunteer passes.
  - Deadline for all Open Class, FFA, and Grange Youth request forms are as follows:  
Judge Request: April 1
  - Fans, Maintenance, Signs, Sounds, Supplies, and Vinyl: May 15 (4-H requests are due to the 4-H Office May 1.)
  - Volunteer Pass Request: June 15
  - All 4-H request forms must be submitted to the WSU Extension 4-H Office.
- Secure volunteers to assist in the department. Confirm volunteers are on duty each day from 10 am to 10 pm (Sunday through Thursday) or 10 am to 11 pm (Fridays and Saturdays) for every four-hour shift during Fair.
- Educate visitors about your department, answer questions and keep the entries secure.
- If sponsorships for additional activities and/or awards for your department are to be sought, they must be coordinated with the Marketing Department prior to contact. No exceptions.
- Prepare the assigned area for your department.
- Check-in of entries begins on Tuesday before Fair and check-out of entries on the last Sunday 10 p.m. to 11 p.m. of Fair and Monday morning 9 am to noon after Fair.
- Display all entries in the most creative manner possible.
- Keep accurate records of youth and adult exhibits, judging and awards. Turn information in to the Premium & Awards office when complete.
- Keep track of all Superintendent, Assistant and Volunteer hours on the Volunteer Years spreadsheet. Turn Volunteer form into the Fair office at the end of Fair.
- Keep notes for possible Exhibitor Guide changes and updates.