

2020-  
2021



**UConn Extension  
Tolland County  
4-H Fair Association Handbook**

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THE TOLLAND COUNTY 4-H FAIR ASSOCIATION,  
INCORPORATED

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Constitution

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Article I

Name

The name of the association shall be the “Tolland County 4-H Fair Association, Incorporated”.

Article II

Purpose

The purpose of this organization shall be to sponsor and operate an annual county 4-H fair. The organization and operation shall be carried out by the 4-H members, 4-H alumni and adult 4-H volunteers for the purpose of developing leadership ability among enrolled youth of Tolland County.

Article III

Place of Business

The principle place of business shall be in the Town of Vernon, but the Directors may, from time to time designate any other town in Tolland County as the place of business.

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# By-laws

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## Article I

### Membership

Section 1 – The members of the Fair Association shall be all those who are enrolled 4-H members in Tolland County.

Section 2 – Each member as designated above, is entitled to one vote at the Annual Meeting or any special membership meeting called during the year.

Section 3 – Membership in the 4-H Fair Association is open to all youth, regardless of race, color, sex, religion or national origin.

## Article II

### Directors, Officers, and Advisors

Section 1 – The Board of Directors shall consist of  $\leq 30$  members and shall have the general management of the affairs and business of the Fair Association in consultation with Adult Fair Advisors. Each 4-H Club is requested to send one member to the Board of Directors meeting.

Section 2 – The Board of Directors shall be elected for three-year terms in such a manner that the terms of one-third of the Directors expire each year. The nominating committee will present a slate of up to ten (10) new three-year directors which will be voted on by the membership at the Annual Meeting. The nominating committee will also present a slate to fill the vacancies in the non-expired terms of one and two year directors which will also be voted on at the Annual Meeting. Nominations may also be accepted from the floor.

Section 3 – The officers of the Fair Association shall consist of a President, three Vice Presidents and three Assistant Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer. There shall be up to twelve (12) Committee Chair positions and shall consist of some or all of the following: Activities Building Committee, Dog Show Committee, Entries and Tallies Committee, Fair Book/Sponsorship Committee, Grounds and Safety Committee, Horse Show Committee, Judges, Stewards and Superintendents Committee, Kitchen and Food Service Committee, Program Committee, Publicity Committee, Ribbons and Trophies Committee and Special Projects Committee. Officers and Committee Chairs shall be elected

from the Board of Directors at the November board of Directors Meeting following the Annual Meeting and will assume their positions immediately.

Section 4 - Fair Officers and Committee Chairpersons shall work directly with an Adult Fair Advisor in the planning and implementation of their work. They will also involve other Fair Board Directors and/or 4-H members as necessary to carry out their work.

Section 5 - The Executive Committee shall consist of the President, 3 Vice-Presidents, Secretary and Treasurer and last year's president and two advisors selected by the Board and Ex-Officio, the 4-H Educator.

Section 6 – The Executive Committee shall appoint a nominating committee, which will be responsible for nominating new fair board members and presenting the nominations at the Annual Meeting.

Section 7 – There shall be ten (10) to twelve (12) Adult Advisor (over 21 years of age as of January 1 of the 4-H program year for which they serve) and up to six (6) Junior Adult Advisors (adults who would be considered to have aged out as 4-H members but are under 21 years of age, as of January 1 of the 4-H program year for which they serve) serving as Adult Fair Advisors to work with the Board of Directors in promoting the 4-H Fair. The Adult Fair Advisors shall be elected for three-year terms in such a manner that the terms of one-third of the advisors expire each year. The Adult Fair Advisors shall be elected by the Board of Directors at the Board of Directors meeting in October and they will take their positions immediately following the election. Replacements to the Advisory Board shall be made by the Board of Directors when vacancies occur.

### **Article III**

#### **DUTIES**

##### **Section 1 – Duties of the Board of Directors**

- a. The Board of Directors shall elect the officers of the 4-H Fair Association at the first meeting following the Annual Meeting.
- b. The Board of Directors will be the committee directly in charge of the Fair. They shall set the date, premium list, make all rules and regulations concerning the Fair, and shall appoint and direct all committees and superintendents and judges necessary for the proper conduct of the Fair.
- c. The Board of Directors shall place the Treasurer and Assistant Treasurer under such bonds as it sees fit.
- d. The Board of Directors shall be the Court of Final Appeal in all cases of dispute.

## Section 2 – Duties of Officers and Chairpersons

a. **President:** The President shall preside at all meetings of the Fair Association and the Executive Committee.

He or she shall act as General Manager of the Fair and as such is responsible for the planning, organizing and operation of the Fair.

He or she shall assign (additional) duties or give instructions to other fair officers and department stewards and superintendents as is necessary.

b. **Vice Presidents**

There will be three Vice Presidents elected annually, one with experience in Livestock and one with experience in the Activities Building. The third Vice President will be responsible for the grounds, safety and concession at the 4-H Fair.

In a three-year rotation, beginning with the Activity Building Vice President, followed by the Grounds and Safety Vice President, and then the Livestock Vice President, the first, second and third Vice Presidents will rotate respectively each year.

The **First Vice President** will preside at meetings in the absence of the President. He or she will also act as Assistant General Manager in working with the Fair President in directing and carrying out the work of the Fair Association.

The **Second Vice President** shall preside at meetings in the absence of the President and First Vice President.

The **Third Vice President** shall preside at meetings in the absence of the President & 1<sup>st</sup> & 2<sup>nd</sup> Vice Presidents.

c. **Recording Secretary:** Shall keep accurate records of the Association's business, including attendance of Directors and Advisors.

The Secretary shall file a report with the Fair Treasurer to the State Department of Agriculture for each annual fair and exhibit prior to December 15, if necessary, as determined by state law.

d. **Corresponding Secretary:** Shall have charge of correspondence of the Association and shall, at the request of the President or members, call all meetings of the Association and Executive Committee.

e. **Treasurer:** Shall have charge of all money received by and paid out by the Fair Association.

All bills shall be brought before the Fair Association for approval and authorization of payment except when not feasible. In such cases, the Treasurer shall seek authorization for payment from the President and a Fair Advisor.

He or she shall keep an accurate record of such receipts and expenditures and shall submit a financial statement of the Association's business to the membership at the monthly meeting.

He or she shall prepare at the beginning of the year, the budget for the Fair Association and an annual report of the Fair Association's business for the Annual Meeting and submit all books and records to a disinterested, qualified person selected by the Executive Committee for an annual audit on or before December 15 of that calendar year.

The Treasurer and his or her assistants shall collect the final premium records, prepare a master premium record and pay exhibitors in so far as possible, all cash premium awards at the Annual Meeting of the Fair Association.

f. **Assistant Treasurer:** Shall assume the duties of treasurer in his or her absence. The Assistant Treasurer shall assist the Treasurer in any way possible especially during the Fair and with the paying of premiums.

g. **Activities Building Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

h. **Dog Show Committee Chairperson** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

i. **Entries and Tallies Committee Chairperson** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

j. **Fair Book/Sponsorship Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

k. **Grounds and Safety Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

l. **Horse Show Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

m. **Judges, Stewards and Superintendents Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

- n. **Kitchen and Food Service Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.
- o. **Program Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.
- p. **Publicity Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.
- q. **Ribbons and Trophies Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.
- r. **Special Projects Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

### **Section 3 – Duties of the Executive Committee**

The Executive Committee shall meet between regular Board of Directors meetings in the case of urgent business, as called by any officer. In addition, the Executive Committee will appoint a Nominating Committee prior to the Annual Meeting.

## **Article IV**

### **Meetings**

**Section 1** – The Annual Meeting will be held in October on the Saturday following Columbus Day.

**Section 2** – Special meetings of the Fair Association may be called by the President or by a majority of the Board of Directors.

**Section 3** – Board of Directors meetings may be called by the President or by a majority of the Board of Directors.



## **Article V**

### **Quorum**

**Section 1** – At least thirty (30) members shall be required for a quorum for all membership meetings of the Association.

**Section 2** – At least ten (10) members of the Board of Directors shall be required for a quorum at all meetings of the Board.

**Section 3** – At least three members of the Executive Committee shall be required for a quorum at all meetings of the Executive Committee.

## **Article VI**

### **Amendments**

**Section 1** – This Constitution and by-laws may be amended by a majority vote of the qualified voters present at any regular or special meeting of the membership called for that purpose, provided that written notices of such amendment shall have been mailed to Fair Association members prior to the meeting. The Constitution and by-laws may also be amended by a majority vote of the qualified voters by mail ballot.

### **Amendment 1**

#### **Absence from Board of Directors Meetings**

**Section 1** – Any Directors or Advisors who miss three Board of Directors' meetings will be automatically dismissed from the Board. The Executive Committee may decide to reinstate the dismissed member. Directors and Advisors that find it necessary to miss a meeting must contact the Fair President or the 4-H office prior to 4 PM on the day of the meeting.

### **Amendment 2**

#### **Article of Dissolution**

**Section 1** – In the event of dissolution of this corporation, all of the assets thereof shall be permanently and irrevocably devoted to educational purposes exclusively and, after payment of all debts of the corporation, the remaining assets shall be transferred to such other corporation or corporations organized and carried on exclusively for the purposes of education and not for profit, which corporation or corporations shall have provisions permanently devoting the assets thereof and the income therefrom to educational purposes.

**Section 2** – In selecting the corporation or corporations to which the assets of the Tolland County 4-H Fair Association, Incorporated might be transferred in the event of dissolution, first consideration shall be given to qualified corporations located in and working for the advancement of agriculture and/or homemaking in Tolland County, Connecticut. If no qualified organization exists in Tolland County, Connecticut, assets of this corporation may be transferred to other Connecticut corporation or corporations meeting the requirements specified in Section 1 of this Article in such proportions and amounts as the Board of Directors of the Corporation shall determine, and none of such assets shall be distributed to, or divided among, any of the directors of the Corporation.

Adopted and Approved by the Tolland County 4-H Fair Association on the 14<sup>th</sup> day of October, 2017.

-Policies and Procedures-

Tolland County 4-H Fair Association Officers Job Descriptions

**President:** - oversees the organization and operation of the Tolland County 4-H Fair.

- Works with the Fairboard Recording Secretary, the Extension Educator and Support Staff to prepare the monthly meeting agendas and fulfill all duties assigned.
- Post the monthly agenda to all Fairboard Directors and Adult Advisors
- Run all Fairboard business meetings
- Checks on the progress of and assists all of the Fair Committees to carry out the business of the Fair Association.
- Communicates through newsletters, e-mails, in-person etc. with 4-H clubs to keep them informed and focused on the 4-H Fair.
- Responsible for coordinating with committees and volunteers to establish and manage all work schedules and staffing for the fair including directors' booth, kitchen, cash register, parking booth, and during the fair.
- Conducts closing meetings during the fair.
- Responsible for overseeing compliance of all USDA and CFA rules and regulation
- Responsible for creating the Emergency Action Plan (EAP) and setting up first aid protocols, procedures and reports.
  - Communicates with the Vice Presidents and their Committees
  - Provides a copy in every building
  - Prepares and deliver Steward and Superintendent training

**Livestock Vice President** -(1<sup>st</sup> Vice President in a three-year rotation):

- Is chairperson of the Judges, Stewards and Superintendents Committee
- Coordinates and works with Fairboard President, Extension Educator and Support Staff to carry out duties.
- Communicate and work with Ribbons and Trophies Committee to help have ribbon order inventoried by January Fairboard business meeting.
- Coordinates with the Fair Book and Entries and Tallies Committees to ensure information is ready for the fair book by the May Fairboard meeting.
- Organizes and maintains the livestock barns for the safety of exhibitors, the public and the animals.
  - Communicates and works with the Grounds and Safety committees as well as the Head Steward to this end.
- Develops a set-up plan for the Livestock Buildings based on numbers of entries per species
  - Works with Grounds and Safety Committee to manage risk in design and implementation
  - Supervise the Barns on Fair Set-up Day.
- Manages the Herdsmanship contest and works at the judges table for the premiere showmanship contests
  - Records these winners for the Entries and Tallies Committee
  - Announces results of the herdsmanship contest at the close of the fair.

- Works with and assigns jobs to the Assistant Livestock Vice President.
  - Assistant Livestock Vice President also serves on the Judges, Stewards and Superintendents Committee and assumes Vice President role in their absence

**Activities Building Vice President** -(1<sup>st</sup> Vice President in a three-year rotation):

- Is chairman of the Gold Building/Activities Committee
  - Assistant Activities Building Vice President also serves on the Gold Building/Activities Committee and assumes Vice President role in their absence
- November meeting: Send out an e-mail/USPS mail to ask all volunteers from last year if they can help this year
- Coordinates and meets as needed with the Judges, Stewards and Superintendents Committee
  - to keep a list of potential judges, stewards and superintendents
  - to be sure that all judges and stewards are in place and have been trained by deadlines
- Communicates and works as needed with Ribbons and Trophies Committee
  - to help have ribbon order inventoried by January Fairboard business meeting
  - to provide list of Best in Show for Awards Night
- Communicates with the Fair Book Committee to ensure information for the fair book is ready by the May Fairboard business meeting.
- Coordinates and works with Fairboard President, Extension Educator and Support Staff to carry out duties.
- Plans for providing refreshments for the all the Gold Building Fair and Record Book judges. That is one group of refreshments for Thursday evening and another Friday during the day
- Communicates and works with the Grounds and Safety committees to organizes and maintains the Gold Building for the safety of exhibitors and the public
- Plans for, supervise and work to ensure the Gold Building is set-up on Fair Set-up Day.
- Supervises the contests and other judging times and records winners for Entries and Tallies for the following competitions
  - Record Books
  - Homemaker of the year
  - Baking Contests- and award Association of CT Fairs' Ribbons
  - Public Speaking
  - Best in Show
- Works with and delegate jobs as needed to the Assistant Building Vice President.

**Grounds and Safety Vice President:** -(1<sup>st</sup> Vice President in a three-year rotation)

- Is chairman of the Grounds and Safety Committee.
- Communicates with the Programs Committee to ensure everything is ready by the May Fairboard meeting
- Coordinates and works with Fairboard President, Extension Educator and Support Staff to carry out duties.
- Responsible for setting up the plan for the following

- 4-H fairgrounds
- Fences
- Parking and parking booth
- Trash and trash removal
- Tents
- Responsible to the Horse Show Committee and Dog Show Stewards for the following
  - Setting up show rings and speaker systems
  - Ensure everything is ready for the shows
- Needs to organize Fair Set-up Day
- Need to organize Fair clean-up process at the end of the Fair including but not limited to
  - Cleaning out barns
  - Removal of manure
  - Ensuring TAC building and grounds are restored to pre-Fair conditions
- Work with Fair President on the EAP and first aid protocols
- Works with and assigns jobs to the Assistant Grounds and Safety Vice President. Assistant Grounds and Safety Vice President also serves on the Grounds and Safety Committee and assumes Vice President role in their absence

**Recording Secretary:**

- Responsible for taking minutes at each Fairboard meeting
  - Sending or e-mailing a copy of the minutes to the Extension Educator/Agent and Fairboard President
- Works with the Fairboard President to be sure that old business is followed up at the next meeting
- Reads the previous meeting minutes at each Fairboard meeting and notes any corrections in the new minutes
- Responsible for taking attendance at each meeting
  - Notifies Fairboard President and Extension Educator when a member has missed three meetings
- Takes minutes at the annual 4-H Fair meeting
  - Prepares the minutes for the next annual meeting
- Keeps a Fairboard Secretary's notebook with the following
  - Name, addresses, phone numbers, and Director position
  - Current year Agendas
  - Current year Minutes
  - Current year Attendance lists
- Has secretary's notebook at each meeting
- Files yearly agendas and minutes in Fairboard notebook at the end of each respected year

**Corresponding Secretary:**

- Writes letters throughout the year to inform and thank people as directed by the Fair Association
- Collects names and addresses from each committee and officer for people to thank following the Fair (except for the judges who are thanked by the Judges Committee)
- Coordinates and works with Fairboard President, Extension Educator and Support Staff to carry out duties Especially important before Fundraising events and the 4-H Fair
- Reports on activities completed at fair board meetings  
Email monthly updates to entire association

**Treasurer:**

- Work with adult advisor to monitor all income and expenses
- Prepare and read reports for the Fairboard meetings
- Work with Committees and Extension Educator/Agent to develop annual budgets for the October Annual Meeting
- In the month of March- attend the Ad Campaign Turn In.
  - Create a spreadsheet (if not already created) to record incoming funds from Ad Campaign
  - Collect money from Campaign
  - Deposit money
- Order cash and set up cash boxes for the 4-H Fair, Horse Show and dances/socials
- Collect, count, record and deposit money during and after the Fair
- In the month of September: Prepare fair commissions and premium checks
- Assist Treasury Advisor filing tax forms yearly and arranging annual audit
- Work with and assign jobs to the Assistant Treasurer
- Update rules and procedures of the Director's Booth, Kitchen, Parking Booth, TShirt Booth. Any booth that requires money and change to function during the fair

**Junior Advisors:**

- Assist advisors with committees as needed or assigned
- Coordinate special/social events (barn dance, ad campaign kickoff, annual dinner)
- Coordinate fundraising events as needed
- Reports to President and 4-H county extension educator

## **Committee Responsibilities**

### **Awards, Ribbons and Trophies:**

- Prepare a budget and have it approved by the Fair Board of Directors
- Order ribbons and trophies for all 4-H fair classes
  - Give Treasurer invoices and/or receipts for payment
- Select and purchase special awards including but not limited to
  - Premier and Reserve showmanship
  - Awards and Recognition Awards Dinner
  - Contact individuals who sponsor special awards (Record Book, Tractor Pull, Dog Show, Home Grown Beef, Homemaker of the Year) and invite them to annual dinner to present awards
- Maintain the wall plaques in the Extension Center and update annually
- Count and maintain ribbon and award inventory

### **Publicity:**

- Prepare a budget and have it approved by the Fair Board of Directors
- Publicizes the 4-H fair through some of the following
  - Newspaper ads
  - Special interest stories
  - Other media outlets – cable, radio, social media etc.
  - Conduct contests through the media
  - Print bookmarks for libraries and preschools
- Prepare newspaper stories during the year to highlight fair activities and fundraising events
- Writes a follow-up article after the fair with names of 4-H winners
- Orders lawn signs with the fair date annually
  - Create spreadsheet to distribute lawn signs
  - Organizes distribution of lawn signs
  - Organizes removal of lawn signs
  - Manages any permits needed to place sign
- Prepares program flyer for distribution at the fair

### **Fair book and Ad Campaign:**

- Prepare a budget and have it approved by the Fair Board of Directors
- Plans and executes the fair book sponsorship campaign
  - Set date and specifics for kick off dinner
  - Update and prepare forms
  - Coordinate with the ad entertainment committee for the members' tutorial
  - Conducts and runs fair book cover contest along with Sponsorship Ad Campaign
  - Set date and specifics for turn in event
    - Coordinates with Treasurer, Assistant Treasurer and Advisor to secure their attendance at the turn in event
- Set up of the 4-H fair book
  - Work with other committees, fair officers, Extension educator and Extension secretaries to collect information for the Fair book
    - Programs and entertainment
    - President's message
    - Names of stewards
    - Photos and dedications
  - Set up the Fair book for printing including arrangement of ads
  - Work with the 4-H office to label and mail the Fair Book by June 30<sup>th</sup>
- Order large banners for major sponsors at fair
- Provide commission tallies from ad campaign to treasurer two weeks prior to annual awards program

### **Entries and Tallies:**

- Prepare a budget and have it approved by the Fair Board of Directors
- Review and copy all verification forms turned into the 4H office. Contact individuals to correct any missing or incorrect information
- Collect fair entries and registrations
- Use computer program to compile entry lists
- Prepare steward books for each fair class
- Provide exhibitor numbers for the classes that need them
- Be in Activities Building Wednesday night of fair to enter exhibits turned in
- Collect the information after the judging of each class to ensure all information is correctly recorded for the annual awards program
- Provide the premium tallies for the treasurer at least 4 weeks prior to the annual awards program



### **Judges, Stewards and Superintendents:**

- Prepare a budget and have it approved by the Fair Board of Directors
- Review annually and update the judges list
  - Update current addresses and contact information
  - Contact other people for suggestions when needed
  - Contact adult leaders or other volunteers to provide leadership and serve as stewards (must be 21 years or older)
  - Work with the fair president on stewards/superintendents training/mandatory meeting
  - Contact UConn Extension, Animal Science etc. personnel to serve as judges
- Have all steward information for the April Fairboard meeting
- In June contact all potential judges by phone or e-mail
  - Be sure to have judges for herdsmanship, fair theme contests, etc.
  - Provide follow-up letter with all necessary information
  - Provide a list of all judges, including address, e-mail and phone to the Extension educator and Fair president
    - A copy will also be kept in the director's booth
  - Prepare judges envelopes
  - Work with Extension educator, activities and livestock vice president to provide judges orientation
    - In livestock buildings, work with livestock vice president to ensure that judges understand the dual judging system
  - Write thank you notes to each judge after the fair
    - Provide a list of names of those thanked to the Extension educator and corresponding secretary
    - Report at next Fairboard meeting that thank you notes were sent
  - Provide 4-H members to serve as superintendents in the activities building
    - For fair entries
    - To work with judges
    - To ensure all forms are on hand as needed for Homemaker of the Year competition
  - Work with activities building vice president to train all 4-H members working in the activities building that they understand their jobs

### **Programs:**

- Prepare a budget and have it approved by the Fair Board of Directors
- Review and update the show schedule as needed
- Include any new classes- coordinate with entries and tallies committee for uniformity of computer program
- Provide information to judges committee for proper times for the judges
- Contract and work with acts, groups, individuals etc. to provide the entertainment for the Fair
- Apply for necessary permits from town and health department
- Create list of times and acts in the program
- Provide all information to the Fair Book committee by the **May** Fairboard meeting
- Coordinate and work with Grounds and Safety Committee
- Coordinate Child Care event

### **Grounds and Safety:**

- Prepare a budget and have it approved by the Fair Board of Directors
- Coordinate with Extension staff to secure insurance as needed
- Sets up plan of 4-H Fairgrounds, fences, parking, parking booth, trash collection and removal, tents, show rings, manure collection and disposal speaker system, and portable stages
- Coordinates with Tolland Agricultural Center Board as needed
- Organizes Fair set-up and clean-up
  - Involve all 4-H fair exhibitors
  - Oversee set-up and clean-up
- Work with Fair President for emergency and First Aid protocols
- Contact town and businesses for show mobile, parking booth etc.
- Coordinate with volunteers
  - to work the parking booth during the Fair
  - for games and contests for the public
- Coordinate and Work with the Programs committee laying out fairgrounds for vendors and club booths

### **Food Service Committee:**

- Prepare a budget and have it approved by the Fair Board of Directors
- Set up the menu for the food booth
- Maintain budget to purchase all necessary supplies
- Train 4-H Fairboard and 4-H members and volunteers
  - to work the food booth as needed
  - to run the register
- Print menu and order sheets
- Maintain inventory of paper supplies
- Apply for necessary permits from the health department
- Keep working logs
- Secure refrigeration for food supplies
- Arrange for pick-up or delivery of all supplies
- Establish a cleanup day for the kitchen before and after the Fair
- Run the kitchen during the fair
- Coordinate with the chicken bar-b-q volunteers as needed

### **Horse Show:**

- Plan and execute the 4-H Fair Horse Show
- Prepare a budget and have it approved by the Fair Board of Directors
- Review/revise the show schedule
- Secure volunteers for all positions needed
- Work with judges and stewards committee for judges
- Coordinate with Ribbons and Trophies to order ribbons and other awards

### **T-Shirt Committee:**

- Takes annual inventory of t-shirts
- Creates new t-shirt designs and orders new shirts as needed
- Orders new fairboard t-shirts annually
- Works with grounds & safety to secure gazebo for t-shirt sales at the fair
- Secures person to operate booth during the fair (friday through sunday)

### Sleepover Committee:

- Select a Committee Chair, Head Chaperone and Barn Chaperone

### Chair responsibilities:

- Updates forms as needed
- Secures barn chaperones who are registered 4-H volunteers and Authorized Adult at least 21 years of age.
  - Red Barn requires 1-2 adult chaperones
  - Green Barn requires 2-3 adult chaperones
- Picks head chaperone who should be a Fairboard advisor with more than 2 years' experience
- Reviews all applications and selects sleepover candidates based on age (oldest to youngest) and date of submission of application. The number of members needed is based on number of animals and chaperones in each particular barn.
  - Red Barn requires 5-10 4-H members
  - Green Barn requires 8-12 4-H members
- Contacts 4-H members to inform them of selection no later than 1 week before the fair
- Email rules/expectations to members chosen for sleepover and includes a list of what to bring
- Things to bring: air mattress or cot to sleep on, sleeping bag/blanket, pillow, toiletries, appropriate clothing/shoe wear, water bottle and a few snacks
- Creates a document with list of chaperones and 4-H members sleeping over in specific barns. Creates binder with this list plus health forms and emergency plan and contact numbers
- Coordinates orientation meeting Thursday evening of the fair to review rules/expectations and safety

### Head Chaperone responsibilities:

Head Chaperone- must be Fairboard advisor with at least 2 years of experience

Same responsibilities as barn chaperone below plus:

- Carries binder with list of members, health forms, emergency plan and contact numbers
- Carries keys to buildings
- Does final count of members and chaperones each night at 10pm
- Locks and secures all barns on grounds

Barn Chaperone responsibilities:

Barn Chaperone- must be 4-H volunteer on record and at least 21 years old

- Attends orientation meeting Thursday evening of the fair
- Remains on fairgrounds overnight (10pm-7am)
- Maintains safe environment in and out of the barns
- Be willing and able to handle animals in barn if necessary
- Enforce rules/expectations of 4-H members
  - Animal checks before lights out
  - Doors closed after final head count done at 10pm
  - Lights out at 11pm
  - Members use “buddy system” when leaving barn for any reason after informing chaperone
  - Area neat/clean with barns opened by 8am
- Reports all issues or incidents to sleepover committee chairperson - head chaperone should communicate with 4-H Program Coordinator

## CALENDAR of FAIRBOARD EVENTS

This is a **guide** to use when planning your year and can be altered as needed  
*Each Committee also has a calendar guideline found in the Committee Outline*

### **October:**

Awards dinner and Annual meeting:

Saturday after Columbus Day: 10/19 /19; 10/17/20

- Vote in New Board Directors and Advisors
- Presentation and Recognition of outgoing year's Advisors
- Present Budget for upcoming year

Before the November Fairboard meeting:

Orientation/ Fair Board Professional Development and Team Building Activity

- Food provided - (differs year to year- decided at wrap-up meeting by previous fairboard)
- Introductions and Ice Breaker
- Pledges
- Fair Board Handbook
  - Explanation of Constitution and By-laws
  - Explanation of opportunities, duties and responsibilities of Officers
  - Explanation of opportunities, duties and responsibilities of Committees
  - Explanation of opportunities, duties and responsibilities of Advisors
- Other Activities
- Reflection
- Adjourn

### **November:**

- Roll Call
- Nomination and Election of Officers
- Review Duties and Responsibilities for Committees and Number of Slots
  - Some officers are automatically on certain committees
  - Officers serve as Chairs of their designated committee
- Pick Committees
- Pick Advisors for Executive Committee
- Decide on Holiday Party: who brings what – if there is a present swap and amount to spend on gift
- E-mail and Phone List for Directors, Advisors and Educator
  - Importance of Effective Communication
  - Facebook – Fairboard Facebook page

### **December:**

- Roll Call
- First Committee Meeting and Reports
  - All Committees meet briefly to
    - review responsibilities
    - discuss communication
    - plan their calendars- committees often meet on extra planning days outside of the monthly Fairboard business meeting
- Homework- Think of Fair Theme
- Holiday Party

**January:**

- Roll Call
- Vote on Fair Theme
- Committee Reports
  - Kick-off dinner skit committee selected
    - Create Skit or video explaining how-to of selling ads and sponsorships
- Discuss fundraisers for the year and set dates- select fundraising committee

**February:**

- Roll Call
- Committee Reports

**March:**

- Roll Call
- Committee Reports
- Pick Fair book dedication
- Committees return to Kitchen committee the amount of gift certificates needed to be used during the fair

**April:**

- Roll Call
- Committee Reports
- Pick t-shirt committee
- Vote on fair book cover contest
- Remind everyone of Fairboard picture next meeting

**May:**

- Roll Call
- Committee Reports
- Take Fairboard picture

**June:**

- Roll Call
- Committee Reports
- Plan July meeting BBQ (2 meetings in July)
- Pick barn dance committee
- Sleep-over Application Committee chosen
- Dates for Orange Fence and goat set-up set

**July:**

First meeting (2nd Wednesday of month) is BBQ/party

- Roll Call
- Committee Reports-finalizing plans

Second meeting (4th Wednesday of month)

- Roll Call
- Committee Reports
- Kitchen clean up
- Emergency Plan review with Fairboard

**August:**

4-H Fair

Applications for Directors and Advisors

Set Dates for year and reserve TAC rooms, buildings and grounds as needed:

(as with many dates in this calendar- this is a guide-some event dates can be left on the table):

- Sponsorship Kick off Dinner (same day as public speaking)
- Turn-in Date (last Saturday in March)
- Barn Dance (Friday before set-up)
- Fair set-up the Saturday morning before the Fair
- Fair Check-in the Wednesday evening before the Fair
- Steward Orientation

**September:**

- Roll Call
- Committee reports and wrap up
- Board to vote on fair spirit, advisors vote on outstanding director and officer
- Budget
- Plan annual fairboard orientation
- Dinner and Slide show committee picked for Awards Dinner
- Nominating Committee (voted on by Executive Committee) meets to review nominations- ongoing

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