

Agenda
Eau Claire County Fair Committee
December 14, 2022, at 7:00 PM
Lincoln Town Hall: S5555 Green Meadow Rd, Fall Creek, WI 54742

Join from the meeting link

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=maab6f49b702e81cb54072f5c2d8f8c56>

Join by meeting number

Meeting number (access code): 2598 912 0585

Meeting password: cP9vena4RD5

Join by phone

+1-415-655-0001 US Toll

Those wishing to make public comments can submit their name and address no later than 30 minutes prior to the meeting to Jenni Haan by email, Jenni.Haan1@gmail.com, or attend the meeting in person. Comments are limited to three minutes; you will be called on during the public comment section of the meeting.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Approval of Committee Minutes - Discussion/Action
 - a. November 9, 2022, minutes
3. Public Comment
4. Mutual Respect and Trust Policy
5. 2023 Fair - Discussion/Action
 - Jodi Theising-Ritter Leaders Food Stand update
 - Superintendent Roles and Responsibilities, applications, and manuals, etc. – See attached
 - YQCA
 - ECCF structure proposal – See attached
 - Food Trucks and food
 - Committees
 - Fair Book Edits

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance (715-839-5106). For additional information on ADA requests, contact the County ADA Coordinator at 839-6945, (FAX) 839-1669 or 839-4735, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

- Livestock and Expo Coordinator

6. WAF conference – Discussion/Action

7. Fair Committee Structure Fair Representative Reports - Discussion/Action

- a. 4-H Leaders - Darren
- b. County Board - Missy
- c. Livestock - Scott
- d. Extension – Rachel
- e. Friends of the Fair – Kyle

8. Fair Coordinator Report - Discussion/Action

- Updates

9. Announcements/Discussion from any member

10. Future Agenda Items - Discussion

9. Future Meeting Date

- a. January 11, 2023

10. Adjourn

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Eau Claire County Fair Committee
November 9, 2022, at 7:00 PM
Lincoln Town Hall
S5555 Green Meadow Rd, Fall Creek, WI 54742

1. Meeting called to order by Jenni Haan at 7:07 pm.
2. Roll Call:
Fair Committee Members Present: Traci Martinson, Jenni Haan, Letecia Papke, Scot Zimmerman, Darren Schlewitz, Tammy Schlewitz, Kyle Wathke, Valerie Strauch, and Bethany Strauch and Rachel Hart-Brinson Absent
WebEx: Missy Christopherson, Debbie Kitchen
3. Approval of Committee Minutes from October 12, 2022:
Scot moves to approve the minutes. Darren second. Voted, motion passed.
4. Public Comment:
Email sent to entire committee from Debbie and Keith Kitchen.
Scot moves to close public comment. Darren seconds. Voted. Motion passed.
5. 2022 Fair – The date has a typo and should have been 2023.
Move to date definite 12/14/2022
6. WAF Conference-Wisconsin Association of Fairs Conference January 8-11th, 2023.
Representative from Fair Committee should be sent. Committee members to review dates and availability. Revisit at next meeting.
7. Fair Committee Structure Fair Representative Reports
 - a. 4-H Leaders- Darren- met last night. Discussed scholarships for educational experiences. County Banquet is December 4th at Cleghorn. Rodell Busy Bees and Maple Drive Boosters 4-H Clubs found leaders. Food Stand-Jodi Thesing-Ritter leading
 - b. County Board-Missy-Completed Budget meetings. Extension needs to finish the MOU.
 - c. Livestock-Scot-Meeting 11/15. Scale to be delivered in early December. Steer Weigh-in scheduled for 12/10 @ Equity
 - d. Extension-no update
 - e. FOF-Kyle- Annual Meeting November 29th at 6:30 pm at Cleghorn. Please RSVP
8. Fair Coordinator Update-
 - a. Updates-Meg Mueller is filling this roll currently.
 - b. Livestock and Expo Coordinator-Tammy presented establishing these positions to have a designated person responsible for certain tasks with FOF redefining the Fair Coordinator role. She will type up her proposal and share it with the committee for feedback. Revisit at next meeting.
9. Announcements/Future Agenda Items:

Jodi Thesing-Ritter Leader's Food Stand update
Food Trucks
Superintendent selections and applications

Judges
YQCA
Fair book Edits

Email Superintendents for Fair book changes

Next Meeting December 14, 2022 @ 7 pm

Adjourn at 7:57 pm

Eau Claire County Fair MUTUAL RESPECT AND TRUST POLICY

Policy: It is the policy of the Eau Claire County Fair (hereinafter "Fair") that all individuals, youth, and adults, be treated fairly, respectfully and with dignity. The mission of the Fair is to effectively support and build a community of youth learning leadership, citizenship, and life skills. All youth organizations which participate in the Fair have similar missions to accomplish this positive youth development.

Scope: This policy pertains to ALL individuals, youth, and adults, who participate in the Fair activities, regardless of membership. This includes the members of all youth organizations who are eligible to enter the county fair, including FFA, 4-H, scouting organizations, breed organizations, etc. This applies to all types of interactions including those that are face-to-face, electronic, across all social media platforms, and written.

Objective: To promote a safe, cooperative, and enjoyable environment that supports the growth and mentorship of youth and adults alike. This means:

1. Supporting the missions of the Fair.
2. Creating positive, fun environments for all.
3. Developing policies and procedures that are ALWAYS for the good of the youth.
4. Focusing on future solutions, rather than past blame.
5. Looking for solutions that meet everyone's needs.

Procedure: Everyone is expected to adhere to the Mutual Respect and Trust Standards demonstrating mutual respect toward youth and adults alike.

Always Demonstrating proper manners and common courtesy.
Using respectful language in all verbal, written and electronic communication.
Being open and attentive to the point of view of others.
Listening actively and effectively to understand others.
Using input and feedback in a respectful manner.
Expressing disagreements tactfully and respectfully.
Respecting the ideas, values, and traditions of others.
Maintaining composure under stress or pressure.
Following the ground rules established for committees and other groups.
Empowering and trusting individuals and committees to do the tasks they have been charged with.

Everyone has the responsibility to support an organization free from all forms of disrespectful behavior. Disrespectful behavior can be directed at or instigated by anyone having an interaction whether youth or adults.

Disrespectful behavior includes ignoring, condescending, sarcastic, rude or any other ill-mannered language or conduct such as disrespectful tone of voice or body language, mimicry, sexual harassment, or any other form of disrespectful behavior directed towards

others, whether verbal, written, visual or using electronic communications, and across all social media platforms.

Disrespectful behavior of any kind, ranging from subtle hints or conduct to overt acts, is not acceptable.

How to respond to an offender:

A. Anyone who is treated disrespectfully is encouraged to make it known to the offending individual that the behavior is offensive. Whenever possible, the recipient should make a direct attempt at resolution by informing the offending individual, either verbally or in writing that the conduct is considered disrespectful and must stop immediately.

B. If the response of the offender is unsatisfactory, or the recipient feels uncomfortable confronting the offender a grievance can be submitted to the Fair Committee Chair. The Fair Committee Chair will attempt to mediate with both parties seeking a resolution.

C. If resolution is not accomplished this grievance may be shared with the Fair Committee and Fair Coordinator for assistance with resolution.

D. A formal meeting will occur between the parties involved, the leadership team of the Fair Committee and Fair Coordinator. The Fair Committee and Fair Coordinator have the right to request separate or joint meetings between parties. If reconciliation cannot be accomplished, it will remain the right of the Fair Committee and Fair Coordinator to make final recommendations to all parties involved following mediation. Based on the severity of the violation in mutual respect, actions may include requesting those youth or adults involved to abstain from attending any Eau Claire County Fair events. In severe cases, exploring termination of participation in any future Fair may be suggested.

E. In special circumstances when the Fair Committee and Fair Coordinator may require additional support in correcting a situation, the Extension Education Committee Chair may be requested to give guidance.

At all times, mediation and resolution will be done respectfully between all parties involved.

Mutual Respect and Trust Standards

How we treat and communicate with each other drives the success and enjoyment of everyone's involvement in the Fair. This applies to all types of interactions including those that are face-to-face, electronic, written, and across all social media platforms.

Respect: Everyone shall be always treated with respect. Listening until the speaker is finished, use of appropriate tone of language, positive nonverbal behavior and gestures, positive attitudes, all shall reflect this respect and dignity of the individual especially during times of disagreement. Examples of disrespectful behavior would also include gossiping, negative labeling, questioning someone's decisions or actions in a public forum and ignoring an individual.

Language: Everyone is expected to be courteous and professional in communicating with others. No one shall use language that is profane, vulgar, condescending, demeaning, degrading, sarcastic, sexually suggestive, or explicit, or intimidating, racially/ethnically/religiously slurring in any setting when communicating with or about others.

Behavior: Everyone is expected to refrain from any behavior that is deemed to be disrespectful, harassing, or intimidating to another individual.

Confidentiality: Protecting the privacy of individuals during mediation/reconciliation is the responsibility of the Fair Committee and Fair Coordinator. Everyone has the right to have issues dealt with in a confidential manner.

Feedback: Everyone will strive to give others prompt, direct and constructive feedback when concerns or disagreements arise. Feedback should be given objectively, respectfully, and directly to the person(s) involved in a confidential, private setting.

The Eau Claire County Fair Equity, Social Justice, Diversity and Inclusion (ESDI)

Policy.

The Fair will work within the guidelines set forth by the Eau Claire County

policy.

Definitions of the ESDI:

Equity: Conditions that support fairness and justness based on individual needs and circumstances where all members have opportunities to thrive and realize their best within the community

Social Justice: The objective of creating a fair and equal society in which each individual matters, their rights are recognized and protected, and decisions are made in ways that are fair and honest.

Diversity: Both observable and non-observable individual differences (life experiences, work context, learning and working styles, personality types among others) and group/social differences (race, gender identity and expression, age, social class, country of origin, ability, beliefs, intellectual and cultural perspectives, among others) that can contribute to organizational vibrancy and a dynamic community

Inclusion: Proactive, intentional, and thoughtful engagement with diversity to the extent that all feel welcome and have the ability to contribute fully and effectively throughout the community as authentically as each individual chooses to present themselves, with room to grow.

2021

Approved Eau Claire County, Eau Claire County Education Extension Committee April 21,



12/09/2022

Introduction to changes for Superintendents

Every year, the Eau Claire County Fair Committee will be accepting applications for departments. All Expo superintendents will need to fill out an application by August 31, in the odd years, for the subsequent fair year. All animal superintendents will need to fill out an application by August 31, in the even years for the subsequent fair year.

(Example; Expo applications accepted till August 31, 2023, for the 2024 and 2025 summer fair and Animal applications accepted until August 31, 2024, for the 2025 and 2026 summer fair)

All applications are subject to a background check and review process by our Fair Committee. The Eau Claire County Fair Committee will have the final decision for hiring.

All applicants are required to fulfill the outlined department descriptions, specific to the department they are applying for.

To begin the application process and implementation of these changes, the Eau Claire County Fair, will accept applications until January 31st, 2023, for all departments. Both Expo and Animals. The Expo superintendents will begin 2-year terms immediately as outlined above. The Animal superintendents will be approved for 1 year and then every 2 years after that as outlined above.

We thank you for your continued support as we navigate changes that we are confident will help improve the education and relationship experience for all involved.

We will be hosting 2 training and informational meetings before the fair to help answer questions and make sure that each superintendent has the tools and resources available to perform the tasks that are required of them. Please stay tuned for the dates and details of those meetings.

Sincerely

Jenni Haan
Fair Committee Chairman

Eau Claire County Fair Structure Proposal

*Fair Committee

- Grounds Coordinator
 - Night watchman/security
- Animal Coordinator
 - Livestock Project leadership team
- Expo Coordinator
 - Superintendents
 - Judges
 - Fairbook
 - Show tent

*Fair Coordinator

- Grounds contract
- Tents
- Sanitation-Porta potties/wash stations/bathroom staff/dumpsters
- Security procurement
- Manure hauling
- Fair Entry-programming and training
- Judges contracts
- Fair office staffing

*Friends of the Fair Committees

- Silent Auction
- Tribute Garden
 - Military tribute
 - Stone dedication
- Raffle
- Advertising
 - Billboards
 - Media Spots
 - WEAU
 - WQOW
 - WAXX
- Website (forms implementation)
- Food
 - Expo
 - Dairy Shack
 - Vendors
- Hospitality-Corresponding Secretary
 - Volunteer thank you's (shirts, etc)
- Promotions/Events-approval from fair committee

- Master Gardeners
- Military tribute
- Bike rodeo
- Pedal pull
- Car Show
- Petting Zoo
- Horse pull
- Chicken dinner
- Bingo
- Rodeo/Fun Show
- Blue ribbon kids day tent
 - Extension
 - RFK carnival
 - Safety displays
- FFA day
- Entertainment
 - Kids fair entertainment
 - Bands
 - Donkey races
 - Car Show
 - Chicken dinner/bingo
- Profiles
- Moove booth
- Scavenger/medallion hunt
- Fair Olympics
- Fun Run?
- Coloring contest
- Lego contest
- Booths
- Social Media
 - Facebook/Instagram
 - Photographers
 - Sign up genius
- Sponsorships-Corresponding secretary/treasurer
- Awards
 - Trophies, buckles?
 - Program-Sunday
 - Ribbon inventory/ordering
- Clothing
- Insurance/Legal/Health

Hello

We would like to first thank all the families, youth, volunteers, and leaders that have been involved in the Eau Claire County Fair for the last 99 years!! Just think of all the families that have been involved in our local fair over the years! That is a lot of changes that have taken place and growth that has happened in our local youth, families, and projects over almost 100 years.

Most of us are aware of the recent conflicts that have been taking place at the fairgrounds, committee meetings and livestock project meetings over the last couple of years. With some of these conflicts we have drawn the attention of some of our local County and Extension members, and not the good kind of attention.

These outbursts, disgruntled comments, arguments, and disrespectful behavior occurring needs to stop immediately. We as a Fair Board and its subsequent committees need to identify a respectful way to speak our minds while maintaining respect and adhering to appropriate meeting decorum. Please know that we will no longer tolerate any disrespectful words, actions or facial expressions as they are a direct violation of our "Mutual Respect and Trust Policy".

We feel that we have done our best to remind family members, youth, committee members and leaders to work cohesively with mutual respect and politeness. We believe that we have exhausted our resources and need to adhere to our "Mutual Respect and Trust Policy" and need to start taking action on behaviors that do not seem to be correcting themselves.

As the Mutual Respect and Trust Policy states, "any violations will be handled directly by the Fair Committee Chair and the Fair Coordinator for assistance as needed." We will also adhere to the Robert's Rules for appropriate meeting procedures. Members of the public and those who are not part of the committee will be allowed to speak during public comment but not during the meeting. Disruptive behavior will be called out immediately and action will be taken.

This letter is designed to provide shared awareness of expectations. Future violations in decorum will result in immediate action, to include items such as but not limited to:

- Verbal or Written Warning
- Requesting those youth or adults involved in conflict to abstain from attending any Eau Claire County Fair event or meeting
- Termination of participation in any future fair

Please refer to the current "Mutual Respect and Trust Policy". It is our duty to uphold and adhere to our mission statement.

The mission of the Eau Claire County Fair is to effectively support and build a community of youth learning leadership, citizenship, and life skills. All youth organizations which participate in the Eau Claire County Fair have similar missions to accomplish this positive youth development.

Sincerely

Jenni Haan
Fair Committee Chairman

Meg Mueller
Interim Fair Coordinator

Expo Coordinator

This role is to manage and coordinate the operations of the Expo Center prior to, during, and manage clean-up after the fair. This position will work closely with the Fair Coordinator to ensure all tasks are completed and problem solve any issues. This position will report to Fair Committee and provide updates to both Fair Committee and Friends of the Fair.

Job Description:

- Primary contact person for questions regarding Expo
- Coordinate expo exhibit check-in and pick-up
- Arrange set-up and tear-down/clean-up for Expo Building
- Configure face to face judging and conference judging schedule
- Assist with setting up sign-up for face to face and conference judging
- Member of Expo judge selection committee
- Oversee Expo superintendents
- Monitor that all expo exhibitors assist with set-up or tear down
- Assist with other tasks that may arise under the direction of Fair Committee



Superintendent Manual

July 24-30, 2023

Eau Claire County Fair

| | |
|--|---|
| Super Intendent Meeting | January 16, 2023 6:30 p.m. Pleasant Valley Town Hall |
| Super Intendent Meeting/Training | July 19, 2023 9:00 a.m. Eau Claire County Fair Grounds |
| Expo Building Project drop-off | July 28, 2023 12:30 p.m. Youth Expo Building |
| Conference and Face to Face Judging | July , 2023 1-6 p.m. Youth Expo Building |
| Release of Exhibits | July 30, 2023 4:00 pm |

www.EauClaireCountyFair.com

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INTRODUCTION

The Eau Claire County Fair and Friends of the Fair truly appreciate your willingness to be a Superintendent. You play an important role in helping the Fair provide a positive experience for the youth and adults who choose to participate in the Fair. As a fair superintendent, you have a number of responsibilities. This manual will help you learn what you need to do a good job. This includes:

- General knowledge about the fair
- Some rules & regulations concerning fairs
- Terms used at the fair
- Procedures for carrying out your responsibility as a superintendent

If you have questions, suggestions or comments, you may contact the Eau Claire County Fair Chairman, Jenni Haan at (715-864-0162) Or Meg Mueller, Interim Fair Coordinator at (715) 825-5199.

The Fair Committee and Friends of the Fair would like to thank you for helping us make our fair one of the best. We value your input and continual improvement of the Eau Claire County Fair.

| Contact Information | | Barron County Fair Office 715-736-FAIR barroncountyfair.com | |
|--|---|--|---------------------------|
| Fair Board President Kevin Roske | 658 13 th Street Hillsdale, WI 54733 | 715-761-5160 | grazinacres@hotmail.com |
| Executive Fair Secretary Jacque Schaffer | 1971 30 th Ave. Rice Lake, WI 54868 | 715-234-7368 715-296-0440 | schafferjacque2@gmail.com |
| Fair Assistant Manager Lennie Grygiel | P.O. Box 329 Rice Lake, WI 54868 | 715-736-3247 | |
| Junior Class 4-H Youth Development Educator Sara Waldron | UW-Extension Office 330 E. LaSalle Ave. Room 2206 Barron, WI 54812 | 715-537-6253 | Sara.waldron@wisc.edu |
| 4-H Youth Development Intern | UW-Extension Office 330 E. LaSalle Ave. Room 2206 Barron, WI 54812 | 715-537-6806 | |
| Open Class | | | |

BACKGROUND INFORMATION



Junior Class: The purpose of this division in a county fair is to provide an opportunity for members of youth organizations to have items they have made, grown, or raised during the current year as learning projects to be displayed and judged. This department is open to all members of 4-H Clubs, FFA chapters, or any other youth organization in Eau Claire

County having adult leadership and doing equivalent work, with an educational program approved by the Eau Claire County Fair Committee.

The Junior division has several *departments*, each with a different number. Departments are further divided by *classes*. *Premiums* are the monetary awards given to exhibitors for the placing their exhibit receives during the judging process.

Junior Class exhibits are judged by the *Face-to-Face* (Individual Conference) judging system or *Danish* judging system (crops and live animals). Open Class exhibits are judged by the *Regular* judging system. (See Appendix A for descriptions of these judging systems.)

The Fair Committee makes rules and regulations which help the fair run more smoothly and effectively. Eau Claire County Fair receives state aid to help defray the cost of premiums paid to the Junior exhibitors so certain guidelines set up by the Wisconsin Legislature must be followed. This law is referred to as Chapter ATCP 160 – previously termed Ag 5. You will find these regulations listed in the front of the Fair Premium Book.

The Fair Office is located in the trailer on the south fence line of the Fairgrounds behind the Youth Expo and Commercial Building. Hours for the Fair Office are 8 a.m.-9 p.m., Tuesday-Friday of fair week.

FAIR ENTRIES

The Fair Committee produces premium information for all of our Junior Class. The premium information and entry forms are available on the Eau Claire County Fair website at www.EauClaireCountyFair.com. Prior to the fair, exhibitors complete an entry form on which they list exhibits they plan to bring to the fair.

Junior Class entry forms are submitted online in Fair Entry by the July 2023 deadline. The information from Fair Entry, who then creates the entry tags and judging sheets for each exhibit.

Junior Class exhibitor entry tags are distributed to organizational leaders no later than July 1.

SUPERINTENDENT RESPONSIBILITIES

As a superintendent, your main roles are to organize, coordinate and supervise the activities of one or more specific departments. Please work only in the department(s) you are assigned. This will allow all superintendents the opportunity to give oversight to their departments as they see fit. Expectations and responsibilities of superintendents are given in the following sections.



Superintendents/Helpers of Animal Departments: When animals arrive at the fairgrounds, superintendents or helpers are to inspect all registration and health papers **before** animals are unloaded. The animals are also to be inspected. If the Superintendent or helper doubts the health of an animal, the on-call Veterinarian should be sought to check the animal. Unhealthy animals will not be allowed to unload on the Fairgrounds.

What to Do Prior to the Fair

Attend Superintendent meeting and read this manual.

Inspect your display area. Each department will need a table and chair(s) for the judge(s) and a chair for the helper. Some larger areas have more than one judge. Judging tables will be set up prior to judging day. If you need more tables and chairs, contact the Fair Office (123-4567) to request someone bring you these items.

Recruit helpers for your department to assist on judging day. Tasks for helpers may be placing ribbons on exhibits, displaying exhibits, helping to complete judging sheets and running errands as needed. Your helpers must arrive no later than 12:45 p.m. on judging day. It is preferred that you have adults, not youth, as your helpers.

What to Do On Judging Day (All Junior Classes except crops and animals)

Junior Class

At our check-in meeting the week before fair week, you should pick up your judging box, name badge and lanyard to wear throughout the fair (if you did not pick it up at meeting, contact the Fair office) so exhibitors know where to direct their questions. These items will be available in the Fair Office. In the judging box you will find items for the judge including a badge, meal ticket and any other pertinent information. (The meal ticket is redeemable at any food stand.)

Remind your judge that if he/she needs any items, they should ask you to handle their request.

Discuss with your judge any specifics he/she should be aware of in your particular department including:

- 1) Judging system used – whether Face-to-Face, Danish, or Regular (See Appendix A)
- 2) Special awards
- 3) Rules of a particular class
- 4) Reasons for lowering premiums in Junior Class:
 - a) Exhibit was not made during project year (starting after the conclusion of last year's fair) – *disqualified*
 - b) Exhibit was not made by the project member – *disqualified*



- c) Exhibitor does not meet the rules – *lowered one place*
- d) Exhibitor, if not present for judging, should have a written description describing the construction of the project. If this description is not included, the exhibit is not eligible for a blue ribbon, i.e., the exhibit will drop a minimum of one placing.
- e) Do not lose the ribbon if project is entered incorrectly.

Ask the judge to include comments on the entry tag for exhibitors who are not present for judging.

Judging Process

Be present to supervise your department during judging time, **1 p.m.-6 p.m. on Tuesday.**

The judging box you received at orientation contains ribbons, ballpoint pen, stapler, copy of your section of the Fair Book, Danish Judging Sheet and other supplies. If you need more ribbons during the judging time, you may send your helper to the Fair Office to get a supply.

Youth will stand in the appropriate line with their exhibit to wait their turn to talk with the judge. There will be signs posted to signify which area each line is for. Superintendents and/or helpers may need to assist exhibitors to verify which line they should be in. It is a first-come, first-judged order. Projects do not have to be judged in a specific order.

All Junior Class exhibits will be “Face to Face” judged. The judge will talk with the exhibitor about their item, ask questions, and give constructive comments on what they did well, how to improve, etc.

While the judging is taking place, please keep your opinions to yourself unless the judge asks for them. Please remember, the judge is hired to do the judging.

When the exhibitor comes to the judge’s table, look at the entry tag(s) to verify the department, class, and class of each exhibit and find the appropriate judging sheet(s). The judging sheets have been bound. They are in order by division and class. Please do not change the order of judging sheets or remove any judging sheets from the bound set. (See Appendix C Entry Tags and Judging Worksheets for procedure.) Occasionally, there may be an exhibit with no entry tag or one that is incorrect. **If an exhibit has a number that does not appear on the judge’s sheet or does not agree with the judge’s sheet, you may add or correct the judge’s sheet. Do not send youth to the fair office for tags. Blank tags will be included in your box.** Please make the change/addition clear, as the fair secretary will update the database following the judging. If there are more than one bound set of judging sheets for your department, there is no need to create a master list of results, simply submit all judging sheets.

Each youth will be allowed 3-5 minutes per exhibit. It is the Superintendent’s duty to keep track of the amount of time a judge takes per exhibitor. Let your judge know if they should speed up the process a bit. If an exhibitor has more than one exhibit in a specific area, they may have all their exhibits judged by the same judge. That way they need not stand in line again.

At the end of the 3-5 minute conference, the judge will award the placing for the exhibit based on what he/she learned by talking with the exhibitor. Record the placing on the appropriate judging sheet. (See Appendix C Entry Tags and Judging Worksheets for procedure.)



Please do not leave judging sheets lying unattended at any time as they are the official record of judging and must be accurate, neat and legible.

Attach the ribbon by stapling it to the entry tag. The item may then be taken to its display area. If the judge deems the exhibit is of the quality for State Fair or Grand Champion contention, the exhibit may be set aside in order to expedite the process of selecting those exhibits at the end of the day.

Face-to-Face Judging ends **at 6 p.m.** All people still in line at that time should be judged. After judging, exhibitors will be asked to leave.

At that time, judges will select the Grand Champion and State Fair exhibits. Grand Champion and State Fair exhibits will be displayed with the others from the project department.

Grand Champion and Champion ribbons have not been included in the judging box; pick these ribbons up from the fair office. These ribbons and should be stapled to the entry tag along with the blue ribbon. Additional ribbons are available if needed.

A post card indicating State Fair selection and process will be provided by **UW-Extension**. Staple the post card to the entry tag.

After Judging

*IMPORTANT: Have the judge certify the judging results by signing the affidavit sheet.

Return the completed judging sheets, affidavit sheet, judge's voucher, and judging box to the Fair Office. Have your judge accompany you to the Fair Office so he/she can be paid.

Please arrange exhibits in an attractive display. Feel free to be creative! You may bring your own decorations or other items you feel are appropriate to use in your display area. Some table coverings and skirting are available from the Fair Office. Plan ahead and bring supplies you may need to aid in the display (tacks, tools, pins, nail, staple gun, scissors, tape, etc.)

You are free to leave once you've turned in the judging forms and your area has been arranged for display.

After all departments are displayed, the building will be locked and will not open until **8 a.m. on Wednesday** morning. Please refrain from sharing the names of the State Fair and Grand Champion winners until after the exhibits are open to the public.

What to Do During Fair Week

Preventive safety measures are important to the fair. Monitor your display area for potential hazards and take corrective measures: remove items from aisles, clean up spilled liquids, ask visitors not to handle exhibits, correct people who are fooling around near or with the exhibits, report sick animals to the Fair Office.

Help enforce rules and regulations of the Fair. Contact the Fair Office if you need help or have questions.



What to Do for Exhibit Check Out

Release of exhibits begins at 4:00 p.m. on Sunday. Please be in your department area by 3:30 p.m.

Exhibits **MAY NOT BE REMOVED** from the building prior to 4:00 p.m. If someone takes their exhibit prior to 4:00 p.m., they will not receive premium money. Record their name, exhibitor number and exhibit department, division and class, and turn it in to the Fair Office.

At checkout, exhibitors must present their claim tickets (which were detached from the entry tag) to you, the Superintendent. If an exhibitor does not have their claim ticket, record their name, address, phone number, 4-H club, exhibitor number, and exhibit description. Turn this information in to the Fair Secretary at the Fair Office at the end of the evening.

Superintendents should check out all entries in their own department. Mark the entry tag with your initials to verify that the claim ticket has been checked. Door monitors will look for the initials on the exhibit tag to verify the claim ticket has been checked so it won't be necessary that it be checked again.

Checkout lasts until 6 p.m. Volunteers will be needed to check out exhibits until 6 p.m.

Exhibits not picked up by 6 p.m. on Sunday will be discarded on the premises.

Application Process and terms

Every year, the Eau Claire County Fair Committee will be accepting applications for departments. All Expo superintendents will need to fill out an application by August 31, in the odd years, for the subsequent fair year. All animal superintendents will need to fill out an application by August 31, in the even years for the subsequent fair year. (Example; Expo applications accepted till August 31, 2023, for the 2024 and 2025 summer fair and Animal applications accepted until August 31, 2024 for the 2025 and 2026 summer fair)

All applications are subject to a background check and review process by our Fair Committee. The Eau Claire County Fair Committee will have the final decision for hiring.

All applicants are required to fulfill the outlined department descriptions, specific to the department they are applying for.

Thank you for your time and energy!





APPENDIX A

Types of Judging

Face-to-Face Judging:

Face-to-Face judging (also known as individual conference judging) is where an exhibitor brings exhibits to the judge for conversation, evaluation and placing. Face-to-Face judging allows the judge to meet the exhibitors, find out how much they know, how much help they received, what kind of resources they have access to, why they took the project, why they entered these exhibits, what are their favorite subjects, and much more.

The judge has flexibility in placing exhibits as they are not required to follow the Danish formula of so many blue, red, white and pink ribbons. The judge might be giving more blues and reds in Face-to-Face judging because exhibitors can tell the judge what they know and what they learned.

Danish Judging:

Under the Danish judging system, the judge will judge an entire class at one time comparing the exhibits to a “standard” and to other entries. The judge decides what placing to give each exhibit. Danish judging puts approximately ¼ of the exhibits in each of the blue, red, white, and pink groups. The Danish chart (Appendix B) shows the breakdown of how placings may be distributed.

Regular Judging:

Regular judging is used in the Open division. In Regular judging, only four placings (one first, one second, one third, and one fourth) are given in each class number regardless of the number of entries. The judge does not have to give all four placings or any placings if the quality of the exhibit is not up to standard. Judges may record comments or give reasons, but it is not required.



APPENDIX B

Maximum Placings for State Aid Danish Judging

| Number of Entries | 1 st Place not more than | 1 st two Places not more than | 1 st three Places not more than | 1 st four Places not more than |
|-------------------|-------------------------------------|--|--|---|
| 1 | 1 | 1 | 1 | 1 |
| 2 | 2 | 2 | 2 | 2 |
| 3 | 2 | 3 | 3 | 3 |
| 4 | 2 | 4 | 4 | 4 |
| 5 | 2 | 4 | 5 | 5 |
| 6 | 2 | 4 | 6 | 6 |
| 7 | 2 | 4 | 6 | 7 |
| 8 | 2 | 4 | 6 | 8 |
| 9 | 2 | 4 | 6 | 9 |
| 10 | 2 | 5 | 7 | 10 |
| 11 | 2 | 5 | 8 | 11 |
| 12 | 3 | 6 | 9 | 12 |
| 13 | 3 | 6 | 9 | 13 |
| 14 | 3 | 7 | 10 | 14 |
| 15 | 3 | 7 | 11 | 15 |
| 16 | 4 | 8 | 12 | 16 |
| 17 | 4 | 8 | 12 | 17 |
| 18 | 4 | 9 | 13 | 18 |
| 19 | 4 | 9 | 14 | 19 |
| 20 | 5 | 10 | 15 | 20 |
| 21 | 5 | 10 | 15 | 21 |
| 22 | 5 | 11 | 16 | 22 |
| 23 | 5 | 11 | 17 | 23 |
| 24 | 6 | 12 | 18 | 24 |
| 25 | 6 | 12 | 18 | 25 |
| 26 | 6 | 13 | 19 | 26 |
| 27 | 6 | 13 | 20 | 27 |
| 28 | 7 | 14 | 21 | 28 |
| 29 | 7 | 14 | 21 | 29 |
| 30 | 7 | 15 | 22 | 30 |
| 31 | 7 | 15 | 23 | 31 |
| 32 | 8 | 16 | 24 | 32 |
| 33 | 8 | 16 | 24 | 33 |
| 34 | 8 | 17 | 25 | 34 |
| 35 | 8 | 17 | 26 | 35 |
| 36 | 9 | 18 | 27 | 36 |
| 37 | 9 | 18 | 27 | 37 |
| 38 | 9 | 19 | 28 | 38 |
| 39 | 9 | 19 | 29 | 39 |
| 40 | 10 | 20 | 30 | 40 |
| 41 | 10 | 20 | 30 | 41 |
| 42 | 10 | 21 | 31 | 42 |
| 43 | 10 | 21 | 32 | 43 |
| 44 | 11 | 22 | 33 | 44 |
| 45 | 11 | 22 | 33 | 45 |
| 46 | 11 | 23 | 34 | 46 |
| 47 | 11 | 23 | 35 | 47 |
| 48 | 12 | 24 | 36 | 48 |
| 49 | 12 | 24 | 36 | 49 |
| 50 | 12 | 25 | 37 | 50 |





Appendix C

Entry Tags and Judging Worksheets

When the exhibitor comes to the judge's table, look at the entry tag(s) for the department, division, and class of the exhibit and find the appropriate judging sheet(s).



Then look at the entry tag for the entry number and the exhibitor on the judging sheet.

| | |
|---|-------------|
| ENTRY TAG | 1636 |
| EXHIBITOR 741 | |
| Division J13DA Cats | |
| Class: 01 Long hair kitten | |
| Sub-Class: | |
| | |
| EXHIBITOR Chris Clover | |
| CLAIM CHECK | |
| | |
| EXHIBITOR Chris Clover Exhibitor#: 741 Entry # 1636 | |





Occasionally, there may be an exhibit with no entry tag or one that is incorrect. **If an exhibit has a number that does not appear on the judge's sheet or does not agree with the judge's sheet, you may add or correct the judge's sheet. Do not send youth to the fair office for tags. Blank tags will be included in your box.** Please make the change/addition clear, as the fair secretary will update the database following the judging. If there are more than one bound set of judging sheets for your department, there is no need to create a master list of results, simply submit all judging sheets.

Every effort has been made to provide the judge's sheets in sequential order (matching the fair book.) **Please do not rearrange the judge's sheets from this order.** Some project areas with many entries will receive their judging sheets in a binder. **Please do not remove or rearrange the judge's sheets in these binders.** For project areas that have multiple judges judging the same classes, there is no need to combine judging sheets, simply submit each individual judge's judging sheets in the order they were received.

To record the judge's placing of the exhibit, write the appropriate number for that exhibit (1 for blue, 2 for red, 3 for white or 4 for pink) in the Place column. **DO NOT WRITE B, R, W, or P to indicate placing.**

| EXHIBITOR | ENTRY NUMBER | SHOW | JUDGD | PLACE | SPECIAL DESCRIPTION | EXHIBITOR INFORMATION |
|----------------------|--------------|------|-------|-------|---------------------|-------------------------------|
| Chris Clover Dent | 1636 | | | 2 | | Sioux Creek Go Getters 4-H |

If the wrong placing is written, cross out the mistake with a SINGLE line and write the correct placing in the Special column. Have the judge initial the correct placing.

| EXHIBITOR | ENTRY NUMBER | SHOW | JUDGD | PLACE | SPECIAL DESCRIPTION | EXHIBITOR INFORMATION |
|----------------------|--------------|------|-------|--------------|---------------------|-------------------------------|
| Chris Clover Dent | 1636 | | | 2 | 1 JS | Sioux Creek Go Getters 4-H |

For the Cloverbuds class, mark all placings as a "1", except if the exhibitor is a no-show. Cloverbuds receive a participation ribbon and a set premium for their exhibits.



Eau Claire County Swine Superintendent Responsibilities & Expectations

The following are the responsibilities and expectations that the ECCF has for the Jr. Swine Superintendent(s)

- Help Livestock Project Leadership with the initial weigh in, in December. This would include finding location, volunteers, assigning jobs, and welcoming new exhibitors, as per the Livestock Project Leadership team.
- Within 2 weeks of weigh-in verify list of exhibitor's tag numbers and contacts with the Livestock Project Leadership team.
- Schedule an exhibitor meeting during the fair, before the swine show at fair.
- Have assigned stalls by Wednesday at noon before fair starts
- Help check in exhibits, be at the unloading area to check paperwork before swine are unloaded
- Be at the scale and in the barn area during your department weigh-in
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
 - Provide line up, show order, and weight classes by **noon on Thursday**
 - Provide line up, show order and weight classes in the middle section of the barn and announced at your exhibitor meeting
 - Additional copies provided for those that want one
 - Ring Set up if applicable
 - Ring Tear down if applicable
 - Get ribbons, department binder, and paperwork needed from the Fair office.
 - Make sure special awards/prizes are at the announcer table before show starts.
 - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.
- Keep Track of participation and enforce education requirements
- Collect and submit to the **Fair's Office by 9am on Thursday**
 - Health Certificate
 - Animal ID Check Information
 - Market Drug History
- **Cost of Production shall be collected an hour by the start of showtime**
- Assist with your department during the sale
- Enforce herdsmanship to make sure barns look clean and professional
- Assist with your department for load out
- Final destination spreadsheet will be in your possession by Noon on Sunday

- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Organize Swine Safety and health workshop (especially for 1st and 2nd year exhibitors)
- Organize Swine Fitting Clinic
- Organize Swine Showing Clinic
- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Supervise Fair Set up the Sunday before the Fair
- Supervise Fair Clean up the Sunday after the Fair
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

As Superintendent of your department(s), you are a representative of the Eau Claire County Fair and Friends of the Fair. We ask that you interact with exhibitors and fair attendees in a welcoming, friendly, respectful & professional manner.

You are the face of our Fair and your respected project, 365 days of the year. We hold you to a very high expectation to encourage a friendly and learning environment, always.



Eau Claire County Fair Small Animal Superintendent Responsibilities & Expectations

The following are the responsibilities and expectations that the ECCF has for the Jr. Small Animal Superintendent(s)

- Schedule an exhibitor meeting during the fair, before the animal show at the fair.
- Have assigned cages by Wednesday at noon the week of fair, before animals are unloaded – If applicable
- Check in all classes
 - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
 - Provide line up, show order, and showmanship classes by **noon on Thursday**
 - Posted in the middle section of the barn and announced at your exhibitor meeting
 - Additional copies provided for those that want one
 - Ring Set up if applicable
 - Ring Tear down if applicable
 - Get ribbons, department binder, and paperwork needed from Fair Office.
 - Make sure special awards/prizes are at the announcer table before show starts.
 - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.
- Keep track of participation and enforce education requirements
- **Collect and submit to the Fair's Office by 9am on Thursday**
 - **Animal ID Check Information**
 - **Health Certificate**
- Enforce herdsmanship to make sure barns look clean and professional
- Ensure that each project exhibitor has posted the proper signage above stalls, to include animals information, breed, etc...
- Assist with your department for load out
- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Organize Small Animal Safety and health Workshop (especially for 1st and 2nd year exhibitors)

- Organize Small Animal Fitting Clinic
- Organize Small Animal Showing Clinic
- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Supervise Fair Set up the Sunday before the fair
- Supervise Fair Clean up Sunday after the fair.
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

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Eau Claire County Fair Sheep Superintendent Responsibilities & Expectations

The following are the responsibilities and expectations that the ECCF has for the Jr. Sheep Superintendent(s)

- Help Livestock Project Leadership with the initial weigh in, in April. This would include finding location, volunteers, assigning jobs, and welcoming new exhibitors, as per the Livestock Project Leadership team.
- Within 2 weeks of weigh-in verify list of exhibitor's tag numbers and contacts with the Livestock Project Leadership team.
- Schedule an exhibitor meeting before the sheep show at the fair
- Have assigned stalls by Wednesday at noon before animals are unloaded
- Check in exhibits
 - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Be at the scale and in the barn area during your department weigh-in
 - Superintendent or assistant
- Check in all other classes (breeding / open class)
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
 - Provide line up, show order, and weight classes by **noon Thursday** (including breeding stock)
 - Posted in the middle section of the barn and announced at your exhibitor meeting
 - Additional copies provided for those that want one
 - Ring Set up if applicable
 - Ring Tear down if applicable
 - Get ribbons, department binder, and paperwork needed from the Fair office.
 - Make sure special awards/prizes are at announcer table before start of show.
 - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.

Keep Track of participation and enforce education requirements

Collect and submit to the Fair's Office by 9am on Thursday

- Animal ID Check Information
- Market Drug History
- **Cost of Production shall be collected an hour by the start of showtime**

Assist with your department during the sale

- Enforce herdsmanship to make sure barns look clean and professional
- Assist with your department for load out
 - Final destination spreadsheet will be in your possession by Noon on Sunday
- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year • Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Organize Sheep Safety and health workshop
- Organize Sheep Fitting Clinic
- Organize Sheep Showing Clinic
- Supervise Fair Set-up the Sunday before the Fair
- Supervise Fair Clean-up the Sunday after the Fair
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

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Eau Claire County Fair Poultry Superintendent Responsibilities & Expectations

The following are the responsibilities and expectations that the ECCF has for the Jr. Poultry Superintendent(s)

- Schedule an exhibitor meeting during the fair, before the Poultry show at the fair.
- Have assigned cages by Wednesday at noon the week of fair, before animals are unloaded
- Check in all classes
 - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
 - Provide line up, show order, and showmanship classes by **noon on Thursday**
 - Posted in the middle section of the barn and announced at your exhibitor meeting
 - Additional copies provided for those that want one
 - Ring Set up if applicable
 - Ring Tear down if applicable
 - Get ribbons, department binder, and paperwork needed from Fair Office.
 - Make sure special awards/prizes are at the announcer table before show starts.
 - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.
- Keep track of participation and enforce education requirements
- **Collect and submit to the Fair's Office by 9am on Thursday**
 - **Animal ID Check Information**
 - **Health Certificate**
- Enforce herdsmanship to make sure barns look clean and professional
- Ensure that each project exhibitor has posted the proper signage above stalls, to include animals information, breed, etc...
- Assist with your department for load out
- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Organize Poultry Safety and health Workshop (especially for 1st and 2nd year exhibitors)

- Organize Poultry Fitting Clinic
- Organize Poultry Showing Clinic
- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Supervise Fair Set up the Sunday before the fair
- Supervise Fair Clean up Sunday after the fair.
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

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Eau Claire County Fair Horse Superintendent Responsibilities & Expectations

The following are the responsibilities and expectations that the ECCF has for the Jr. Horse Superintendent(s)

- Schedule an exhibitor meeting no less than one week before the first horse show at the fair
- Verify and collect all health paperwork
 - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
 - Provide line up and show order by **noon on Tuesday**
 - Announced at your exhibitor meeting and posted copy at announcer booth
 - Additional copies provided for those that want one
 - Ring Set up if applicable
 - Ring Tear down if applicable
 - Get ribbons, department binder, and paperwork needed from Fair Office.
 - Make sure special awards/prizes are at the announcer table before show starts.
 - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.
- Keep track of participation and enforce education requirements, along with the Livestock Project Leadership team.
- **Collect and submit to the Fair's Office by 9am on Thursday**
 - **Animal ID Check Information**
 - **Health Certificate**
- Enforce herdsmanship to make sure your area looks clean and professional
- Ensure that each project exhibitor has posted the proper signage above stalls, to include animals information, **in designated educational display**
- Assist with your department for load out
- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Organize Horse Safety and Health Workshop
- Organize Horse Fitting Clinic
- Organize Horse Showing Clinic

- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Supervise Fair Set up the Sunday before the fair
- Supervise Fair Clean up Sunday after the fair.
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

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Eau Claire County Fair Goat Superintendent Responsibilities & Expectations

The following are the responsibilities and expectations that the ECCF has for the Jr. Goat Superintendent(s)

- Help Livestock Project Leadership with the initial weigh in, in December. This would include finding location, volunteers, assigning jobs, and welcoming new exhibitors, as per the Livestock Project Leadership team.
- Within 2 weeks of weigh-in verify list of exhibitor's tag numbers and contacts with the Livestock Project Leadership team.
- Schedule an exhibitor meeting during the fair, before the goat show at the fair.
- Have assigned stalls by Wednesday at noon before animals are unloaded
- Check in exhibits
 - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Be at the scale and in the barn area during your department weigh-in
- Check in all other classes (breeding / open class)
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
 - Provide line up, show order, and weight classes by **noon on Thursday**
 - Posted in the middle section in the animal barn, and announced at your exhibitor meeting
 - Additional copies provided for those that want one
 - Ring Set up if applicable
 - Ring Tear down if applicable
 - Get ribbons, department binder, and paperwork needed from the Fair Office.
 - Have special awards/prizes at the announcer table before the start of the show.
 - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.

Keep Track of participation and enforce education requirements

Collect and submit to the Fair Secretary's Office by 9am on Thursday

- Health certificate
- Animal ID Check Information
- Market Drug History
- Cost of Production shall be collected by an hour the start of showtime
- Assist with your department during the sale
- Enforce herdsmanship to make sure barns look clean and professional

- Assist with your department for load out, along with the Livestock Project Leadership team.
 - Final destination spreadsheet will be in your possession by Noon on Sunday
- Ensure that each project exhibitor has posted the proper signage above stalls to include animals information, cost of production, etc...
- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Organize Goat Safety and health Workshop (especially for 1st and 2nd year Organize Goat Fitting Clinic
- Organize Goat Showing Clinic
- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Supervise Fair Set up the Sunday before the fair
- Supervise Fair Clean up Sunday after the fair.
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

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Eau Claire County Fair Dairy Superintendent Responsibilities & Expectations

The following are the responsibilities and expectations that the ECCF has for the Jr. Dairy Superintendent(s)

- Make sure that YQCA is completed on time.
- Supervise Fair Set up Sunday before the Fair.
- Attend superintendent meeting and get paperwork from fair office with exhibitor's names, addresses and entries.
- Contact exhibit members and get final number of animals that are actually coming.
- Have assigned stalls by **Thursday at noon the week of fair**, before animals are unloaded
- Check in exhibits, check registration papers if registered, write down number identification, tattoo or 840#. Grade animals need a vaccination tag.
- Checking in, collect Animal ID check in forms.
- Have check in completed and paperwork at fair office by **Friday morning**
- Schedule an exhibitor meeting during the fair before the Dairy show at the fair
- Manage Show Day
 - Provide Show Order posted in Barn and announce at Dairy Meeting
 - Ring Set up if applicable
 - Ring Tear Down if applicable
 - Get ribbons, department binder and paperwork needed from Fair office before the show
 - Make sure that awards and ribbons are at announcer table before show starts.
 - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to the fair so they can go through training.
- Enforce herdsmanship to make sure barns are clean and professional.
- Herdsmanship Awards and Special Awards for your department.
- Report on Department at the Eau Claire County Fair Committee end of year Annual Meeting.
- Enforce Ethics Rules, General Rules, and Department Rules.
- Help work through conflicts or differences of opinion.
- Organize a Dairy Safety and health workshop (especially for 1st and 2nd year exhibitors)
- Organize Dairy Fitting Clinic

- Organize Dairy Showing Clinic
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day.
- Encourage new exhibitors in your department.

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Eau Claire County Fair Beef Superintendent Responsibilities & Expectations

The following are the responsibilities and expectations that the ECCF has for the Jr. Beef Superintendent(s)

- Help Livestock Project Leadership with the initial weigh in, in December. This would include finding location, volunteers, assigning jobs, and welcoming new exhibitors, as per the Livestock Project Leadership team.
- Within 2 weeks of weigh-in verify list of exhibitor's tag numbers and contacts with the Livestock Project Leadership team.
- Schedule an exhibitor meeting during the fair, before the beef show at the fair.
- Have assigned stalls by Wednesday at noon the week of fair, before animals are unloaded
- Be at the scale and in the barn area during your department weigh-in
- After/during weigh-in, check in all other classes (breeding / feeder calves / open class)
 - Must verify, and check off that there are no communicable diseases on exhibits before unloading
- Make Suggestions to the Fair Board for improvements, judges
- Manage Show Day
 - Provide line up, show order, and weight classes by **noon on Thursday**
 - Posted in the middle section of the barn and announced at your exhibitor meeting
 - Additional copies provided for those that want one
 - Ring Set up if applicable
 - Ring Tear down if applicable
 - Get ribbons, department binder, and paperwork needed from Fair Office.
 - Make sure special awards/prizes are at the announcer table before show starts.
 - If you want the show live streamed on the fair's social media accounts, it is your responsibility to find the volunteer and identify who this person is prior to fair so that they can go through training.
- Keep track of participation and enforce education requirements, along with the Livestock Project Leadership team.
- **Collect and submit to the Fair's Office by 9am on Thursday**
 - **Animal ID Check Information**
 - **Health Certificate**
 - **Market Drug History**
- **Cost of Production shall be collected an hour prior to start of showtime.**
- Assist with your department during the sale

- Enforce herdsmanship to make sure barns look clean and professional
- Ensure that each project exhibitor has posted the proper signage above stalls, to include animals information, cost of production, etc...
- Assist with your department for load out, along with the Livestock Project Leadership team.
 - Final destination spreadsheet will be in your possession by Noon on Sunday
- Herdsmanship Awards for your department
- Report on the department at the Eau Claire County Fair Committee's end of the year Annual Meeting
- Enforce Ethics Rules, General Rules and Department Rules
- Attend Superintendents orientation meeting
- Organize Beef Safety and health Workshop (especially for 1st and 2nd year exhibitors)
- Organize Beef Fitting Clinic
- Organize Beef Showing Clinic
- Help work through conflicts or differences of opinion
- Encourage new exhibitors in your department
- Provide an educational display (optional)
- Supervise Fair Set up the Sunday before the fair
- Supervise Fair Clean up Sunday after the fair.
- Find Announcer, Recorder, and enough appropriate volunteers to run your show in advance of show day

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Application and Superintendent Policy Agreement for Eau Claire County Fair Project Superintendent

Name of Department Applying for: _____

Name: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Date: _____

Superintendents are required to spend a significant amount of time at the fair, during the Fair Week. Are you able to be available when requested?

_____ Yes _____ No

Superintendents are required to help with project events throughout the year (for example; weighing and tagging, committee meetings, educational opportunities for members, etc.) Are you willing to commit to those requirements:

_____ Yes _____ No

Please complete the questions below, sign and return the application to the current Fair Committee Chairman.

1. Why are you interested in being a Superintendent for this department? What make you a good candidate of this position?

2. Please describe your 4H, FFA or any other youth related organizational experience.



3. Please describe your strengths and weaknesses when handling stressful situations and when working with youth and adults with various opinions.

4. What suggestions or ideas do you have to improve the department you are applying for?

Please initial and sign

_____ I agree to submit all requested information to complete a thorough background check.

_____ I have read the job description for this year-round volunteer superintendent position and hereby agree to perform all duties as assigned for this project area.

_____ I have been given a copy of the job description.

_____ I am willing to abide by the same Mutual Respect and Trust policy and all other Roles and Responsibilities that apply to the Eau Claire County Fair, leaders, and volunteers.

_____ I am aware of the time and energy this position requires and will volunteer my time to perform the position in its entirety.

_____ I understand, if chosen, that if I am not able to complete the position, I will notify the Fair Committee Chairman immediately.

Signature _____

Date _____

Animal Coordinator

This role is to manage and coordinate the operations of all animal species prior to, during, and manage clean-up after the fair. This position will work closely with the Fair Coordinator to ensure all tasks are completed and problem solve any issues. This position will report to Fair Committee and provide updates to both Fair Committee and Friends of the Fair.

Job Description:

- Primary contact person for questions regarding animal exhibits
- Coordinate animal check-in
- Arrange set-up and tear-down/clean-up for the barns
- Collect stalling information and distribute to superintendents
- Collect managerial forms
- Monitor completion of YQCA
- Collect Coggins paperwork
- Collect vet papers and organize
- Member of animal judge selection committee
- Oversee Animal superintendents
- Monitor that all exhibitors assist with a set-up or a tear down shift
- Assist with other tasks that may arise under the direction of Fair Committee