

Fair Committee Agenda
December 13, at 7:00 pm
Bridge Creek Town Hall: S9515 Wis-27 Augusta, WI 54722

Those wishing to make public comments can submit their name and address no later than 30 minutes prior to the meeting to Traci Martinson tompki9098@aol.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. A majority of the county board may be in attendance at this meeting, however, only members of the committee may take action on an agenda item.

Meeting Link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=mc8e36ca27818d2b104d331cb0d09455b>

Join by meeting number

Meeting number (access code): 2535 474 6380

Meeting password: RxjuYm7mh24

Join by phone 1-415-655-0001

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Approval of Committee Minutes- Discussion/Action
 - a. October 24, 2023 - minutes
 - b. November 8, 2023 – minutes
 - c. December 7, 2023 – minutes
5. County and Fair Relationship – Discussion/Action
 - a. Fair Structure
 - b. Roles/Responsibilities
 - c. Code of Conduct

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.

6. 2024 Fair - Discussion/Action
 - a. Fair Theme
 - b. 2024 Schedule
 - c. Fairbook
 - d. Committee Updates

7. Fair Committee Structure Fair Representative Reports – Discussion/Action
 - a. County Board - MOU Missy
 - b. Livestock - Derrick
 1. Fair Committee involvement with Livestock
 2. Fair Vet
 - c. Extension – Rachel
 - d. Friends of the Fair – Tammy
 1. Financial Report

8. Fair Coordinator Report – Discussion/Action
 - a. Updates

9. Announcements

10. Future Agenda Items

11. Future Meeting Date:
 - a. January 10,2024 at 7:00pm

12. Adjourn

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Meeting Minutes
Eau Claire County Fair Committee
October 24,2023 at 6:30pm
Pleasant Valley Community Center

1. Call to order at 6:47pm
2. Roll Call- Present: Meg, Tammy, Traci, Derrick, Rachel
3. Public Comment- None
4. Fair book Edits- Discussion
5. Adjourned
6. Future Meeting Date – November 8,2023 at 7:00pm

Submitted By: Traci Martinson
Committee Chair

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Fair Committee Meeting Minutes
November 8, 2023, at 7:00 pm
Bridge Creek Town Hall: S9515 Wis-27 Augusta, WI 54722

The meeting was called to order by Chair Traci Martinson at 7:03 pm. A confirmation of meeting notice was made.

Committee member Derrick Nelson called Role

Present: Traci Martinson, Derrick Nelson, Jodi Thesing-Ritter (webex), Devin Hadorn-Papke, Rachel Hart-Brinson, Missy Christopherson, Valerie Strauch, Tammy Schlewitz, Meg Mueller, Jenni Haan

Others: Charles Ellefson, Sarah Brown-Jagger, Steven Erdman, Darren Schlewitz, Jenny Zimmerman, Heather Erdman

Public Comment: None. Motion to close public comment by Missy Christopherson and second by Tammy Schlewitz.

Approval of Committee Minutes - Discussion/Action

- a. October 11, 2023 - minutes
- b. Motion to approve minutes as presented without correction by Devin Hadorn-Papke and seconded by Valerie Strauch

County and Fair Relationship – Discussion/Action

- a. Fair Structure
 - a. Discussion was had about combining Fair Committee and Friends of the Fair to provide a more unified front at the fair. Eliminating confusion for who oversees what aspects of the fair.
 - b. Tammy Schlewitz moved to form a working committee between Friends of the Fair and Fair Committee to explore merger options motion was seconded by Missy Christopherson
 - i. Committee Volunteers: Steven Erdman, Meg Mueller, Traci Martinson, Tammy Schlewitz, Jenni Haan, Derrick Nelson
 - ii. Working committee is scheduled to meet on December 7, 2023 at 7 pm at the Bridge Creek Town Hall.
 - c. The earliest restructuring can take place is for the 2025 Fair. Final actions will need to be approved by Extension committee and County board.
 - d. Meg will reach out to Jamie Buttke to help mediate in late January/early February to help facilitate these discussions moving forward.
 - e. It was recommended that Fair Structure be added as a standing agenda item
- b. Code of conduct
 - a. Devin Moved to add the IAFE to the Fair Book motion seconded by Valerie.

- b. The code of conduct and rules and regulations of the fair were discussed further. Recommended to add a signature page and have all exhibitors sign them. Meg and Rachel will continue to work on drafting these rules for the fair visitors and adults. Meg will send out more examples from other counties' codes of conduct. Missy suggested posting these at the fair and Rachel suggested adding them to the Fairbook.

2024 Fair – Discussion/Action

- a. Fair Theme

- a. Derrick moved to have a theme contest for the 100th anniversary of the fair, accepting ideas from December 3- December 29. Motion was seconded by Tammy.

- b. Fairbook

- a. Tammy moved to add exhibitors ages 8 through 20 according to ATCP 160 and strike line k through 19 and motion was seconded by Missy. Motion carried.
- b. Tammy moved to remove breed associations from the list of accepted youth organizations to exhibit at the Fair. and motion was seconded by Jenni. Roll call vote: Tammy-yes, Jenni-yes, Traci-no, Derrick-no, Valerie-no, Devin-no, Missy-yes. Motion failed breed association will still be allowed to exhibit at the fair.
- c. Devin Moved that Breed Associations are allowed to exhibit any project in the Fair book and motion was seconded by Valerie. Role call vote: Tammy-no, Jenni-no, Traci-yes, Derrick-yes, Valerie-yes, Devin-yes, Missy-no Motion passed.

- d. Definition of fitting

- i. Valerie Moved to define fitting as clipping and spraying and derrick seconded the motions. Role call vote: Tammy-no, Jenni-no, Traci-no, Derrick-yes, Valerie-yes, Devin-yes, Missy-no. Motion Failed
- ii. Jenni moved to define fitting as fitting, clipping, washing, blowing, and applying fitting products and Tammy seconded the motion. Role call vote: Tammy-yes, Jenni-yes, Traci-yes, Derrick-no, Valerie -no, Devin-no, Missy-no. Motion failed
- iii. Missy moves to remove youth exhibitors from day of show. No second
- iv. Jenni moves to approve #20 as fitting is defined and Tammy seconded motion. Role call vote: Tammy-yes, Jenni-yes, Traci-no, Derrick-no, Valerie-no, Devin-no, Missy-yes. Motion Fails
- v. Devin moves to define fitting as clipping and product application and Valerie seconded the motion. Role call vote: Tammy-no, Jenni-no, Traci-yes, Derrick-yes, Valerie-yes, Devin-yes, Missy-no. Motion passes
- e. Devin moved to keep all the Breeds in the beef department and Valerie seconded the motion. Role call vote: Tammy-no, Jenni-no, Traci-yes, Derrick-yes, Valerie-yes, Devin-yes, Missy-no. Motion passes

- f. Discussion was had on the Eau Claire County Bred and Owned rule. Missy Moved to table the discussion and Devin seconded the motion. Motion carried.
 - g. Discussion was had on how to deal with animals that don't make weight for the auction at the fair and how to make it consistent across all species. Missy moved to send the underweight discussion back to livestock and Traci seconded the motion. Motion carried.
- c. Superintendent Applications
- a. Missy moved that 2023 superintendents need not re-apply but confirm their intentions by November 30 and Tammy seconded.
 - b. Meg will reach out to all superintendents to accept or deny their position by the end of November.
 - c. Derrick moves to open superintendent applications for all open positions after November 30, 2023, and motion seconded by Devin.

Committee Assignments

1. Fair Committee Chair- Traci Martinson
2. Animal Coordinator- Devin Hadorn-Papke
3. Expo Coordinator- Traci and Rachel
4. Awards Coordinator: Devin, Valerie, Meg
5. Schedule/Activities: Jenni
6. Sign-up Genius & Volunteers: Missy
7. Set up & Take Down: Derrick
8. Oversight (Insurance/Legal Health): Tammy
9. Food: Meg

Fair Committee Structure Fair Representative Reports- Discussion/Action

- a. County Board- Missy
 - a. The MOU is on the agenda at the next Extension committee meeting for its first reading. MOU most likely will not pass until the friends of the fair provide a financial report for the 2023 fair.
 - b. \$10,000 passed in the county budget.
- b. Livestock- Derrick
 - a. A working committee was formed to discuss bylaws and rules. Bylaws will be presented at the November meeting. If bylaws pass elections will be held. The committee is still working on the rules and will bring recommended changes to the December meeting.
- c. Extension- Rachael
 - a. Margo Dieck is the new Health and Well-being coordinator and will be starting on November 29, 2023. Andy and Kristi are transitioning from county employees to state employees.

d. Friends of the Fair- Tammy

- a. Financial Report: No financials provided.
- b. The annual meeting is November 28 at 6:30 in Cleghorn and RSVPs are due by November 22.

e. Fair Coordinator Report- Discussion/Action

- a. Meg shared there has been discussion of changing the Fair Coordinator position from a one-year term to a two-year term. Possibly adding a Fair Coordinator Assistant position.

Announcements

- a. Charles Ellefson announced that as of January 1st Corporation Counsel will be rotating between departments. Sarah Brown-Jagger will be the new person assigned to the Fair Committee. He will still be available to help with the transition process, ensuring the transition is as smooth as possible.

Future Agenda Items

- a. Please share agenda items with Traci by December 6, 2023. The agenda will be posted by December 8, 2023.

Future Meeting Date

- a. December 13, 2023, at 7:00 pm at the Bridge Creek Town Hall.

Adjourn

- a. The meeting was adjourned at 10:25 p.m.

Meeting Minutes
Eau Claire County Fair Committee
December 7, 2023 at 7:00pm
Bridge Creek Town Hall

1. Call to order at 7:12pm
2. Roll Call- Present: Tammy, Meg, Steven, Traci
Web: Derrick, Jodi, Heather D.
3. Public Comment- None
4. County and Fair Relationship – Open Discussion
5. Adjourned at 8:05pm
6. Future meeting date – December 13, 2023 at 7:00pm

Submitted by:
Traci Martinson
Committee Chair

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JCAS FLOW CHART

As passed on 3/10/2022

Jackson County Ag Society
Voting Membership

DATCP – Certification of Judges
ATCP Ch. 10 and 60

Jackson County Ag Society
Board of Directors

JCAS Jr. Livestock
Executive Committee

(Supt. of: Beef, Sheep, Swine, & Goat plus 2
JCAS BODs) An Extension Rep, FFA Advisor &
Fair Vet may serve as non-voting

Department Superintendents

Jackson County
Livestock Sale Committee
- Livestock/Dairy Sale

Jackson County
Livestock Education Committee
Livestock Education

Jackson County
Dairy Committee

Jackson County
Small Animal Committee

Junior Fair
Exhibitors

Open Fair
Exhibitors

UW-Extension
Ag & 4-H Educator

FFA Advisors

Jackson County
4-H

FFA's

Breed
Organizations

Scouts

Boys and Girls
Club

Young Patriots &
Golden Nuggets

Recognized school
groups with advisor

KEY

..... Advisory

————> Flow of Policies

Eau Claire County Fair Code of Conduct for Disciplinary Process

All youth represent their respective program. It is important to behave in a manner that reflects positively. All Junior Fair Exhibitors participating in the Eau Claire County Fair are expected to adhere to the Mutual Respect and Trust Policy.

4-H leaders, FFA Advisors, Volunteer Adult Contacts, industry professionals and others are encouraged and allowed to give verbal or written educational instructions. This is an educational activity and learning by doing is the Eau Claire Fair's mission.

The act of making an entry in the fair, participating, and/or attending such events at the Eau Claire County Fair is giving verification that you will abide by the Mutual Respect and Trust Policy and understand the consequences of, and penalties provided for actions prohibited by the policy.

Step One: Counsel with involved youth privately to reach an understanding and stop the inappropriate behavior by the superintendent, Friends of the Fair, Fair Committee, or youth organization leader. This will be documented in the logbook in the fair office.

Step Two: Take disciplinary actions at the time of occurrence. This may consist of restriction of privileges, apology to the group, additional duties, etc. These repercussions can be administered by the listed leaders in step one. Parents will be notified, and this will be documented in the logbook in the fair office.

Step Three: If further disciplinary action is needed, two members of fair committee will join the incident observer to discuss further action to be taken including but not limited to:

- a. Removal from Fairgrounds
- b. Suspension, reduction and/or loss of premiums
- c. Suspension, reduction and/or loss of auction proceeds
- d. Loss of future show privileges
- e. Loss of privilege to be on Fairground property

If the infraction is deemed serious enough, immediate removal from the Fairgrounds with loss of fair privileges shall be enforced. This will be a temporary decision by the exhibitor's organizational leader and two fair committee members, until a formal, noticed Fair Committee meeting can be held.



EAU CLAIRE COUNTY FAIR, FRIENDS OF THE FAIR, & EXTENSION Roles/Responsibilities

This document was created to assist in providing a better understanding of Eau Claire County Fair structure and responsibilities and how it relates to the Friends of the Fair and Eau Claire County Extension.

The amount of work required to undertake the fair and the increasing difficulty in finding volunteers with sufficient time in all aspects of society, this document clarifies the roles and looks toward the future for healthy succession planning.

The document aligns the roles of University of Wisconsin-Madison Extension Eau Claire County staff with the “Guidance on the Educational Roles of County Extension Educators at County Fairs” 2019 document provided by Extension and endorsed by the Wisconsin Association of Fairs. Eau Claire County in looking at opportunities to increase efficiencies in all departments by providing only mandated services understands that this means shifting work; but doing so toward the logical and more appropriate actors involved in future Fairs.

Due to the changes within Extension and Eau Claire County and its roles regarding the Fair, a paid Fair Coordinator was hired in 2019 for the 2020 Fair to help significantly reduce the potential for volunteer burnout, facilitate committee transitions, and eliminate Extension office administrative commitments with the goal of participating within the fair with Extension educational support. The current Fair Coordinator is working from home and is financially supported by the Friends of the Fair. The Fair Coordinator reports to the Friends of the Fair and the Eau Claire County Fair Committee as a non-voting member. The Fair Committee is a subcommittee of the Extension Education Committee. The Extension Education Committee plays a supportive role to the Fair Committee and acts as a liaison between the Fair Committee and the Eau Claire County Board.

The financials of the Fair are provided and reviewed by the State of Wisconsin, DATCP in a required, yearly report. This report is also provided for review to the Friends of the Fair, Eau Claire County Fair Committee and Eau Claire County Extension Education Committee.

Date	Fair Coordinator	Eau Claire County Fair Committee	Friends of the Fair	Extension Eau Claire County
	<p>Role: Coordinates, sets up, and runs the operations of the fair. Reports to Friends of the Fair and provides updates to Fair Committee. Processes payments in coordination with FOF treasurer. Not a voting member of FOF or Fair Committee. Prepares financial reports for the state, FOF and county. Responsible for keeping Fair website updated.</p>	<p>Role: Sets Eau Claire County Fair policy and schedule, approves updates to the fair book. Oversees planning and execution of departments covered in the Fair book. Reports monthly to Extension Education meeting. Supports Livestock Project education and coordinate project events that are include in Fair book and take place at the Fair. Approves contracts on behalf of the fair for submission to FOF for payment.</p>	<p>Role: The financial support for the Eau Claire County Fair. Handles all finances and pursues sponsorships for the Fair. Promotes the Fair. Coordinates the special activities and events not covered by the Fair book.</p>	<p>Role: Leads and supports the 4-H Youth Development program, promotes the 4-H program and partners with the fair for educational opportunities. Extension shares Fair related updates that pertain to 4-H members and families.</p>
September	<ul style="list-style-type: none"> ● Share Fair Committee & FOF contact lists ● State paperwork ● Announce dates for next year's Fair ● Post next year's fair dates on WAF homepage 	<ul style="list-style-type: none"> ● Election of officers ● Update Fair Committee contact list 	<ul style="list-style-type: none"> ● Update FOF Committee contact list ● FOF Meeting 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities
October	<ul style="list-style-type: none"> ● Fair Book changes ● Face-to-face judging ● Provide FOF & Extension Education Committee with Fair financial report 	<ul style="list-style-type: none"> ● Review Fair Book changes ● Assign Fair Committee assignments ● Activities & Entertainment 	<ul style="list-style-type: none"> ● FOF fiscal year ● Plan for the following years fair activities and entertainment 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities

<p>November</p>	<ul style="list-style-type: none"> ● Contact Expo for next year's Fair Contract ● Update Open and Jr. Class Fair book ● Work with FOF to update sponsorship letters and tracking spreadsheets ● Review stalling & entry fees 	<ul style="list-style-type: none"> ● Finalize Updates for Open and Jr. Class Fair book ● Review stalling and entry fees ● Committee assignment updates ● Activities & Entertainment Updates 	<ul style="list-style-type: none"> ● FOF Annual Meeting ● Election of Officers & Board of Directors ● Activities & Entertainment ● Raffle Coordinator start collecting donations ● Approve updated sponsorship letter/ mailing labels from FOF ● Update sponsorship letter ● Update mailing labels ● Confirm sponsorship & recognition levels 	<ul style="list-style-type: none"> ● Brainstorm educational projects/roles for fair in conjunction with Fair Committee ● Plan & organize Educational opportunities
<p>December</p>	<ul style="list-style-type: none"> ● Contact contract companies ● Secure tents ● Entertainment & Activities 	<ul style="list-style-type: none"> ● Approve Fair Book ● Committee assignment updates ● Activities & Entertainment Updates ● Discuss Judges Pay & Mileage 	<ul style="list-style-type: none"> ● Research new donors ● Print letters and labels for sponsorship ● Set advertising budget 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities
<p>January</p>	<ul style="list-style-type: none"> ● Recruit judges for fair ● Arrange for Activities & Entertainment ● Secure manure hauling for livestock ● Secure hotel for judges ● Contact Master Gardeners ● Contact Dog Superintendent for judging schedule ● Secure superintendents ● Develop fair schedule ● WAF Convention 	<ul style="list-style-type: none"> ● Committee assignment updates ● Activities & Entertainment Updates ● Comments on Fair Schedule 	<ul style="list-style-type: none"> ● Stuff and mail the sponsorship letters ● Contact Pedal Pull contract ● Confirm Beer and Wine Open Class Judging Event ● Research new donors 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities ● Food Revue
<p>February</p>	<ul style="list-style-type: none"> ● Recruit Judges ● Order ribbons through Blue Ribbon by 2/15 ● Get DATCP regulations for Fair book ● Contact food vendors 	<ul style="list-style-type: none"> ● Committee assignment updates ● Finalize Fair Schedule ● Activities & Entertainment Updates 	<ul style="list-style-type: none"> ● Distribution Raffle tickets ● Activities & Entertainment ● FOF Meeting 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities

	<ul style="list-style-type: none"> ●Send out sponsorship Thank you letters for those received ●Update FairEntry 			
March	<ul style="list-style-type: none"> ● Recruit Judges ● Confirm there are enough Thank you notes and envelopes for the fair ● Cookie recipe for contest ● Send out sponsor thank you notes 	<ul style="list-style-type: none"> ● Committee assignment updates ● Activities & Entertainment Updates ● Policies & procedures for the check -in gate 	<ul style="list-style-type: none"> ● FOF Raffle ● Activities& Entertainment ● Update advertising 	<ul style="list-style-type: none"> ●Plan & organize Educational opportunities
April	<ul style="list-style-type: none"> ●Recruit judges for fair ●Secure night watchman, garbage, & security ●Send out reminder e-mail for Managerial Papers ●Contact WAF to request Fairest of the Fair appearance ●Send thank you notes for sponsorships received 	<ul style="list-style-type: none"> ●Contact County to post open committee positions ●Committee assignment updates ●Activities & Entertainment Updates ●Decide the Distinguished Service and Partner in Fair Award Recipients: order plates and plaque (plates go to the extension office) 	<ul style="list-style-type: none"> ●Update advertising ●Activities & Entertainment ●Organize special events ●Silent Auction Items ●Secure Volunteer Help ●FOF Meeting 	<ul style="list-style-type: none"> ●Plan & organize Educational opportunities
May	<ul style="list-style-type: none"> ●Launch FairEntry on May 1 ●Answer FairEntry questions ●Order Distinguished Service & Partner in Fair Awards ●Order Trophies/Awards ●Organize judge's paperwork ●Meal tickets 	<ul style="list-style-type: none"> ●Committee assignment updates ●Activities & Entertainment Updates ●Plan Fair Set-up ● 	<ul style="list-style-type: none"> ●Fair promotional materials ●Organize special events ●Coordinate volunteer help 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities ●Older Youth Council participation in the fair

<p>June</p>	<ul style="list-style-type: none"> ● Recruit/arrange Fair office staffing ● Send map of grounds to food vendors ● Clarify which departments can send to state fair and what projects are accepted ● Collect insurance certificates ● Plan Superintendent training ● Organize Facebook Live volunteers ● Organize photo volunteers ● Print exhibitor tags and Mutual Respect to put in envelopes ● Secure water donations ● Secure paper product donations ● Raffle permit ● Plan awards program ● Send out reminder stalling form ● Coordinate Expo Set-up Committee Meeting ● HotSpots for Expo 	<ul style="list-style-type: none"> ● Committee assignment updates ● Activities & Entertainment FINAL ● Plan awards program ● Meet with Expo Set-up Group ● Coordinate volunteer help ● Send out invitations to County Board, Extension Education, & Civic organization members to attend Fair 	<ul style="list-style-type: none"> ● Collect Raffle tickets ● Organize special events ● Meet with Expo Set-up Committee ● FOF Meeting 	<ul style="list-style-type: none"> ● Plan & organize Educational opportunities ● Older Youth Council participation in the air ● Recruit volunteers for educational opportunities
<p>July</p>	<ul style="list-style-type: none"> ● Re-do state fair exhibit invitation cards (include description, change age/grade order) ● Make state fair chosen cards ● Arrange for printer/copier/computer for fair office ● Set up Expo Pre Fair walk thru ● Call Digger's Hotline 1.5 weeks before Fair starts ● Apply for tent permit ● Golf cart/vehicle waivers ● Send Expo/Livestock Award lists to Extension and the Livestock Secretary 	<ul style="list-style-type: none"> ● Committee assignments updates ● Set the next year's fair dates ● Finalize map 	<ul style="list-style-type: none"> ● Coordinate Volunteer Help ● Advertising Material Distribution ● FOF Meeting 	<ul style="list-style-type: none"> ● Coordinate with Fair Coordinator to make state fair exhibit "you've been chosen" ● Plan & organize Educational opportunities ● Older youth council plan participation for the fair. ● Create 4-H promotion for fair ● Order supplies

	<ul style="list-style-type: none"> ● Print labels for thank you notes and attach to appropriate trophies ● Arrange trophies/awards for all shows with thank you notes ● Arrange for the backdrop for Fair pictures ● Finalize Map for the fair and send to vendors ahead of time ● Organize Stalling information forms for superintendents ● Superintendent meeting ● Equipment double check run thru 			
<p>Week before Fair</p>	<ul style="list-style-type: none"> ● Create department-specific trophy list from master awards list ● Make superintendent packets (judging instructions, department list, judging worksheet, trophy list, state fair/alternate cards where applicable, Ribbons) ● Create check-in/check-out system for judges and superintendents ● Print name tags for superintendents & judges ● Create set up and take down checklists (sign inventory?) ● Cleanup checklists for Expo, grounds, & barns ● Obtain cleaning supplies (mop, rags, ice cream buckets, Lysol, dish soap, Disinfect, & masks, etc.) 	<ul style="list-style-type: none"> ● Fair Committee – Double check assignment list to ensure your duties are completed. IF something is not done secure help to finalize list 	<ul style="list-style-type: none"> ● Confirm Volunteers 	<ul style="list-style-type: none"> ● Prepare educational exhibits ● Order supplies

	<ul style="list-style-type: none"> ●Golf cart signs “must be 21 years old to drive” ●Double check with night watchman/security/garbage 			
Week of Fair	<ul style="list-style-type: none"> ●Organize “fair office” supplies ●Shelves for storage ●Golf cart signs ●Collect all paperwork for the state, health certificates, coggins test, & pullorum testing in binder. ●Post photos on Facebook page and fair website 	<ul style="list-style-type: none"> ●Bleachers to EXPO (stored at Scot Zimmerman’s) ●Fair Set up 	<ul style="list-style-type: none"> ●Fair Set up 	<ul style="list-style-type: none"> ● Attend/Support Fair ● 4-H Educational Activities ● 4-H Promotional Activities
Week after Fair	<ul style="list-style-type: none"> ●Compile and total judge payment sheets ●Collect fair judging results and put into report form from state and then submit 	<ul style="list-style-type: none"> ●Committee Members Fair Grounds walk through ●Barn floors power washed 		
August	<ul style="list-style-type: none"> ●Pay judges ●Make sure all paperwork is cleared with the state ●File all Animal Health paperwork ●Send in all state paperwork within 30 days ●Sign/notarize affidavit paperwork for the fair to send into the state ●Fair Checks sent to exhibitors ●Put together Thank You for the Fair Ad ●Send out survey to exhibitors 	<ul style="list-style-type: none"> ●Evaluate Fair ●Brainstorm changes for next year ●Announce next year’s Fair Dates 		<ul style="list-style-type: none"> ● Evaluate fair programing ● Help with Fair Satisfaction Survey with Fair Coordinator

Eau Claire County Friends of the Fair

Fair Coordinator

**Board of
Directors:
Fair committee
and FOF officers**

Voting Members

Department Superintendents

Junior and Open class Exhibitors

Partners:

**UW-Extension Agents
and 4-H Program
Coordinator**

FFA

4-H

Scouts

Other Youth organizations

**Livestock Committee/Leadership,
Auction Coordinator**