

FAIR SUPERINTENDENT 4-H DEPARTMENTS

Job Description:

This Agent appointed volunteer position serves as coordinator and supervisor for the assigned 4-H department of the Leavenworth County Fair. All inquiries about Open Class Superintendents should contact the Leavenworth County Fair Board.

How to Apply:

Submit a written request to the County Extension Agent(s) responsible for the department desired. (Please click the "Superintendent" tab on our website for openings.)

Duties:

Prior to fair:

1. Read and be familiar with all general rules and the section of the fair book for the department you are supervising.
2. Attend pre and post fair superintendent meetings when held.
3. Responsible in obtaining sponsors for awards given in department. All monies given for sponsorship of awards must be directly handled by the extension office.
4. For livestock departments, superintendents must be present at both the initial weigh-in/verification dates and the final weigh-in during the fair.
5. On fair set up day or prior to your department judging, prepare display area and judging area for projects. This includes assistance in obtaining any extra items needed in the department to complete the judging or the project display area.

On judging day:

6. Livestock and small animal superintendents will distribute entry tags to exhibitors and check for proper entry of project(s).
Review with judges the rules and guidelines. For department superintendents that have Open classes – they must be familiar with Open class rules also and work with Open Class Superintendent.

During judging:

7. If the judge has questions, then the superintendent will be allowed to approach the judging table. The superintendent is not allowed to sit with the judge. The superintendent will be in charge of maintaining an orderly judging area.
8. Superintendents will be in charge of crowd control. **Parents and bystanders will be allowed close enough to listen to the judge's comments, but will not be permitted to speak to the judge.** The 4-H member needs to learn to speak for themselves.
9. See that **all results are marked on each entry tag imputed into the FairEntry program.** Only in the case of problems with the FairEntry program, results need to be added to the paper form located in the superintendent notebook. **Ensure all results are entered.** Please do not use your own version of a results sheet.
10. The superintendent will help pass out the trophies where used, other awards and stickers and submit final results to the 4-H Fair Extension Office.
11. Return superintendent notebooks to the 4-H Fair Extension Office. Leftover awards/stickers need to be returned as well.
12. Have judges fill out expense sheet and return the sheet to the 4-H Fair Extension Office in a timely manner.
13. Supervise maintenance of projects and displays during the fair.
14. Assist with check out of projects at Exhibit Release Time.
15. Take note of recommendations for fair book and give them to the Extension Office. Also provide any feedback you care to share.