



- PART 1 -

WHAT'S INSIDE	<ul style="list-style-type: none"> ● Goals of the Fair ● Competition vs Exhibition ● Responsibilities of: <ul style="list-style-type: none"> ○ Members ○ Parents ○ Leaders ○ Division Chairs ○ Tent Superintendents
----------------------	--

Getting Started

The Somerset County 4-H Association Welcomes you to the Somerset County 4-H Fair!

Through the cooperation and tireless efforts of 4-H leaders, 4-H Association Committees, members, parents, volunteers and Staff, the Fair successfully showcases the project work of 4-H members. We are glad you can continue the tradition and join us in committing to ***“Make The Best Better”***.

Goals of the Somerset County 4-H Fair

1. Recognize the accomplishments of 4-H members during the past 4-H year.
2. Serve as a showcase for the public to observe a wide variety of 4-H projects in action.
3. Present an accurate, contemporary image of 4-H as a relevant, year-round informal educational program for youth of all backgrounds and interests.
4. Attract new 4-H members and adult 4-H volunteers to become involved in the 4-H program.
5. To educate the public about selected subject matter and issues, particularly those related to the expertise of the Rutgers Cooperative Extension 4-H Youth Development Program.
6. Allow 4-H volunteers to develop and demonstrate their leadership abilities by planning and conducting the Fair.

7. Provide a means for government agencies and community organizations to connect with the public.

8. Provide Free Family Fun as a service to the community.



Competition vs. Exhibition

What is the difference between competition and exhibition at the Fair?

- **Competition** is participating in a judged activity or show where there will be winner and placings for first, second, third, etc. Winners may receive trophies, rosettes, ribbons, or other prizes.
- **Exhibition** is entering an activity or show where the participant will receive judges' comments but will not be judged or receive placement prizes.
- **4-H Prep/Cloverbud** members in grades K-3 may participate and exhibit but cannot be judged or allowed to compete for placings. In 4-H, there is no competition at this level.

Requirements to Compete in the Somerset County 4-H Fair

Members must meet **all** the following requirements to compete in any type of show or activity. If a member does not meet any one of these requirements, they are still eligible to exhibit. Please check with your leader or division chair about rules specific to your project.

All 4-H members, grades 4-13, wishing to compete in the Somerset County 4-H Fair must:

REQUIREMENTS	STATUS
<i>Be officially registered in a Somerset County 4-H Club by December 31</i>	<input type="checkbox"/>
<i>Have attended 70% of the meetings of their 4-H Club</i>	<input type="checkbox"/>
<i>Have given a formal or informal presentation</i>	<input type="checkbox"/>
<i>Have participated in a 4-H community service activity in the past year</i>	<input type="checkbox"/>
<i>Have completed a record book for their 4-H project and submitted this record book to Club Leader.</i>	<input type="checkbox"/>
<i>Have completed any other club-designated requirements</i>	<input type="checkbox"/>

The 4-H year is **September through August**. The following divisions pertain to most, but not all projects.

- Junior Divisions - completed 4th-8th grade (new grade starting in September)
- Senior Divisions - completed 9th-13th grade (new grade starting in September)

If a member joined Somerset County 4-H after January 1, but has met the other requirements, that member may exhibit, but not compete or be judged at the Fair.

What are your responsibilities?

4-H Members

THROUGHOUT THE YEAR

- Participate in your club meetings and activities throughout the year. Attend at least 70% of these meetings.
- Have fun and meet new friends.
- Learn about your project.
- Give a presentation either within the club, county, state, or national 4-H program.
- Complete a record book.

DURING FAIR WEEK (SATURDAY BEFORE FAIR THROUGH SATURDAY AFTER FAIR)

- Help with setting up the tent and club's display starting the weekend before the Fair.
- Help set up the Tuesday (usually night) before the Fair.
- Participate in all required shows and activities.
- Help with tent duty – sitting in the tent during required times to share information about the club and project with fairgoers.
- Raise and lower tent flaps as needed.
- Help with Fair cleanup Friday night after 10pm AND Saturday after the Fair.
- If you are 8th grade and older, consider becoming an **Overnight Herdsman** – staying overnight at the Fair to take care of projects.
- Have fun and meet new friends.

4-H Parents

THROUGHOUT THE YEAR

- Participate in your child's club meetings and activities throughout the year. Make sure your child can successfully attend and be involved.
- Make sure all appropriate forms are completed in a timely fashion.
- Make sure your child/family is enrolled in 4Honline.
- Have fun and meet new parent friends.
- Learn alongside your child. 4-H is all about family.
- Help the 4-H volunteer leaders whenever possible.
- Consider becoming a registered volunteer.

DURING FAIR WEEK (SATURDAY BEFORE FAIR THROUGH SATURDAY AFTER FAIR)

- Help with setting up the tent and club's display starting the weekend before the Fair.
- Help set up the Tuesday (usually night) before the Fair.
- Help with tent duty – sitting in the tent during required times to share information about the club and project with fairgoers.
- Help with Fairgrounds cleanup Friday night after 10pm AND Saturday until midday.
- Have fun and meet new parent friends.

4-H Division Chairs

A Division is made up of multiple clubs in the same project area. For example, if there are 2 dog clubs, they would make up the dog division. If there are four robotic clubs, they would be the robotics division. The Division Chairs are one or more of the volunteers from those project clubs that work together to coordinate Fair activities for the entire division. If there is only one club in that project area, then that club is also the division and therefore, one or more of the club leaders are also the Division Chair(s).

BEFORE THE FAIR

- Know what clubs are in your division. Check with the office if you are unsure.
- Work with the club leaders to determine and coordinate the needs of the division for the Fair.
- Communicate Fair expectations to all club leaders within the division.
- Coordinate roles and responsibilities of club leaders within the division.
- Obtain member show/exhibit registration information from all club leaders.
- Obtain judges as necessary.
- If there is no parking on the fairgrounds, make other arrangements for judges.
- Submit division schedules to the office.
- Order and pick up ribbons and rosettes from the office.

DURING FAIR WEEK (SATURDAY BEFORE FAIR THROUGH SATURDAY AFTER FAIR)

- Coordinate tent set up and clubs' displays starting the weekend before the Fair.
- Coordinate set up the Tuesday (usually night) before the Fair.
- Work with club leaders to assign tent duty to members and parents. These are shifts for sitting in the tent during required times to share information about the club and project with fairgoers.
- Keep an emergency contact list of all members/parents in the tent.
- Learn, understand, and communicate all emergency procedures to club leaders.
- Organize and oversee any competitions/activities that take place within the division.
- Help coordinate the volunteers from your division for Fairgrounds cleanup Friday night after 10pm AND Saturday until midday.

4-H Tent Superintendents

These volunteers oversee a tent at the Fair. They can be a club leader or a different volunteer within the divisions in that tent.

BEFORE THE FAIR

- Know what clubs and divisions are in your tent. Check with the office if you are unsure.
- Determine and coordinate the needs of the tent for the Fair.
- Work with division chairs to design the layout of the tent, including electrical and other needs, and submit to the office by the deadline.
- Coordinate with division chairs the schedule of events in the tent. Send this schedule to the office.

DURING FAIR WEEK (SATURDAY BEFORE FAIR THROUGH SATURDAY AFTER FAIR)

- Check your supplies in the pole barn. Contact the Fair Managers if there are any concerns.
- Oversee set up and take down of everything inside the tent starting the weekend before the Fair.
- Oversee the events in the tent.
- Review the Superintendent Packet that you will receive during Fair set up. Make sure all division chairs and club leaders are aware of the contents.
- Post the emergency procedures from the packet in the tent so everyone can see them.
- Learn, understand, and communicate the emergency procedures to all division chairs.
- Oversee that herdsman items are kept neat and out of the public's view.
- Coordinate with division chairs the setting up the tent starting the weekend before the Fair.
- Coordinate set up the Tuesday (usually night) before the Fair.
- Help division chairs the tent superintendent coordinate volunteers for Fairgrounds cleanup Friday night after 10pm AND Saturday until midday.
- Oversee and coordinate pallet packing Friday night.

