

LEADER AND CLUB INFORMATION

Please review this information, for it will help you understand the procedure for entering and parking at the fair. It also provides information pertaining to club food booth shifts, dunk tank shifts, popcorn shifts, crafts/ game, and trifolds/banners.

Although it is the responsibility of the club leaders to submit these entry forms, the provided guidelines will help all 4-H families understand the process.

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All 4-H families are asked to provide help for the 4-H set up and breakdown portion of the fair. Please review page 6 to see where you family could be of most help.

Club Demonstration

GUIDELINES FOR CLUB DEMONSTRATION:

- 1) A demonstration is a method of physically showing an audience how to do something while explaining how to do it. It features a planned presentation with one or more 4-H members teaching information related to a specific 4-H project. Demonstrations should be viewed as a way of sharing useful information to the fair guests.
- 2) A demonstration is different than a club game or club craft because no prize giveaway or take home craft is included.
- 3) Any Monmouth County 4-H Club or Advisory Group may complete a demonstration.
- 4) A demonstration can be presented by the entire club/group or selected club individuals.
- 5) A club demonstration will not be judged.
- 6) Only appropriate illustrations and/or props will be allowed.
- 7) Demonstrations are welcome in the 4-H Show Tent, in the 4-H Show Ring, or in another 4-H tent (so long as there is accurate space).
- 8) Only a limited number of entries will be accepted due to the amount of time available for presentations. The Fair Chair and Association will make the final decisions and will notify the club leader regarding the scheduled time.
- 9) Clubs are welcome to submit more than one demonstration. The Fair Chair and Association will try their best to accommodate multiple club requests.
- 10) Live animals may be used in your demonstration so long as the Animal Welfare guidelines found on **page 51** are in compliance.
- 11) Demonstrations must be safe (no sharp objects or use of glass, etc.) and must be operated at no threat to the health, safety, and welfare of adults, children, or animals.
- 12) All material used for the demonstration must be supplied by the club.
- 13) The Park System, Fair Chairs, and 4-H Staff are not responsible for any club equipment or supplies left overnight at the Fair. Overnight storage in fair tents is done at the club's own risk.
- 14) All clubs must register using the **Presentation/Demonstration Entry Form found on page 22**. Within this form, clubs have the opportunity to complete a demonstration during a specific time allotted in the 4-H Show Tent Stage, or 4-H Livestock Show Ring. Clubs who would like to complete a demonstration in a location other than the show tent or show ring must indicate this on the entry form.

Why give a club demonstration?

As part of our 4-H duty, we need to share information that we learn with the public. Our current members/volunteers understand the immediate and long-term benefit of participating in 4-H; however, it is important to host a demonstration to directly display how participating in 4-H benefits youth *and* the broader community. When the public knows why our 4-H program is important, they are more likely to help sustain the organization. Through demonstrations, fair guests will get that one-on-one connection to 4-H through the direct teaching of 4-H members. 4-H'ers will, in turn, further develop their communication and public speaking skills— two highly valuable skills to have as a professional.

Presentation/Demonstration Entry Form found on page 22.

Fair Entry Pass and Parking Pass Request

Leader Must Complete:
Only 1 request form per club needs to be submitted

Those that are eligible to get a fair entry pass include:

- A) Adult fair volunteers of a club*
- B) Judge(s) for a specific show
- C) Sponsors of a specific project

Those that are eligible to get a parking pass include:

- A) Adult fair volunteers of a club*
- B) Judge(s) for a specific show
- C) Sponsors of a specific project
- D) 4-H Teen Members with legal drivers license

*Adult Fair Volunteers: The activities for which passes can be issued include:

- Food Booth	-Popcorn
- Dunking Tank	-Overnight Chaperone
-Project Tents Assistance	- Set up & Break down Assistance

Members and Leaders do not need Fair Entry Passes, as their ID cards are their entry pass. For more information, please see page 23

Leader _____

Club _____

TOTAL # of Fair Entry Passes Requested: _____

TOTAL # of Hill Parking Passes Requested: _____

TOTAL # of Coral Parking Passes Requested: _____

**If you are in need of handicapped parking, please request a coral pass*

****Add the names of the fair volunteers, judges, sponsors, etc. to the back of this form****

This form is due by May 31 to the 4-H Office

Requests after the due date may be denied due to the fact that there is a limited number of passes available from the Parks Department.

Fair Entry Pass and Parking Pass Request

Leader Must Complete:

Only 1 request form per club needs to be submitted

Name:	Phone Number:	Date(s):	What type of pass is needed?
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			
15)			
16)			
17)			
18)			
19)			
20)			

This form is due by May 31 to the 4-H Office

Member and Leader ID Card Request

Leader Must Complete:

Only 1 request form per club needs to be submitted

Only members registered on 4HOnline are eligible.

4-H members and leaders use their 4-H ID cards to enter the fairgrounds. These cards do not expire while members and leaders are currently active and therefore do not have to be replaced each year. **Only those who do not possess a card should be listed on this request sheet.** When distributing cards, leaders should remind members to keep cards in a secure place and to protect them with a plastic sleeve.

Leader: _____

Club: _____

NAME(S):

1)	2)
3)	4)
5)	6)
7)	8)
9)	10)
11)	12)
13)	14)
15)	16)
17)	18)
19)	20)

Photos will be taken for Leaders ID at the mandatory meeting on June 24.

This form is due by May 31 to the 4-H Office

Food Booth Guidelines

The 4-H Food Booth is the Monmouth County 4-H Association's major annual fundraiser. Proceeds support the entire county 4-H program in awards, scholarships, camp, national 4-H events, leaders' professional development, etc.

Each club member participating in the fair is expected to help during their clubs Food Booth Shift. If you cannot make the shift your club signed up for, you will help out another club during another shift. A sign up will take place at the Mandatory Fair Meeting.

GUIDELINES:

- 1) Each 4-H club and project advisory (e.g. small animal, SET, etc.) will be responsible for an entire shift. In the case of small clubs or advisories, 2 or more clubs can combine to form one group. **A minimum of 7 volunteers per shift is required.**
- 2) Members must be age 14 or up to work directly where the food is prepared. Younger members can volunteer in the area away from the large equipment and will help with chores such as corn husking, assisting with the order process, and cleaning. All volunteers reporting to the food booth will be used in some capacity.
- 3) Each club should plan ahead of time to appoint adult volunteers to be Grill Masters and Fryers for their food booth shift. These appointed adult volunteers must attend the Food Booth orientation held on **July 23 at 5pm.**
- 4) **It is highly requested that any 4-H leader or volunteer who can help before the fair to assist with grocery shopping and deliveries let the Food Booth Tent Chair know by the Mandatory meeting on June 24.**

SHIFT SUPERVISOR:

- 1) Each club should appoint an adult volunteer as the **Supervisor** for their food booth shift. This person will have the responsibility of assisting and managing the club members with various food booth tasks.
- 2) The shift supervisor will also be responsible for contacting club members should a shift be cancelled or changed. This person will also follow up with club families who are arriving late to the shift time.
- 3) The Club Supervisor differs from other adult volunteers, as they will not be cooking like the Grill Masters or Fryers. They are there to make sure members are preparing food correctly and safely.
- 3) If your club is small and needs to be combined with another club for a shift, it is the shift supervisor's responsibility to coordinate with the food booth chair to ensure a smooth operation of your designated shift.

APPROPRIATE 4-H FOOD BOOTH ATTIRE:

- 1) All food booth volunteers must wash their hands and wear gloves.
- 2) No sandals, open toe shoes, or midriiffs (t-shirt must be worn). 4-H t-shirts suggested.
- 3) T-Shirts must have sleeves.
- 4) All volunteers must wear aprons.
- 5) All volunteers must have their hair pulled back.

APPROPRIATE 4-H FOOD BOOTH BEHAVIOR:

- 1) No item which could be constructed to be as offensive (e.g., photos, language) is permitted in the food booth.
- 2) No personal eating or drinking is permitted inside of the food booth. Jugs of beverages will be available at the back of the food booth for volunteers.
- 3) No alcoholic beverages can be consumed on the fairgrounds.
- 4) No smoking within 10 feet of the Food Booth Tent. This includes E-cigarettes and vapes.

Food Booth Schedule

SCHEDULING YOUR CLUB'S FOOD BOOTH SHIFT:

- 1) All clubs must first submit a Food Booth shift request before signing up for Popcorn or the Dunk Tank.
- 2) Upon submission, a shift supervisor's name is required to be noted.
- 3) The schedule for club shifts will be maintained in the 4-H Office and will be able to be viewed starting on June 24 at the Mandatory Meeting.
- 4) If your club is small and is sharing a shift with another club please indicate that on the Food Booth sign-up form.
- 5) There is a maximum of 15 people inside the Food Booth tent. Larger clubs are encouraged to offer their extra members to help out smaller clubs.
- 6) It is required that clubs arrive 15 minutes before their scheduled shift to ensure an easy shift change.**

Day:	Time:
Wednesday	4:30pm-7:00pm
Wednesday	7:00pm -9:30pm
Wednesday	9:30pm -11:30pm
Thursday	4:30pm-7:00pm
Thursday	7:00pm -9:30pm
Thursday	9:30pm -11:30pm
Friday	4:30pm-7:00pm
Friday	7:00pm -9:30pm
Friday	9:30pm -11:30pm
Saturday	10:30am-1:00pm
Saturday	1:00pm-3:00pm
Saturday	3:00pm-5:00pm
Saturday	5:00pm-7:00pm
Saturday	7:00pm-9:00pm
Saturday	9:00pm-11:30pm
Sunday	10:30am-12:30pm
Sunday	12:30pm-2:30pm
Sunday	2:30pm-4:30pm
Sunday	4:30pm-6:30pm

Food Booth Shift Request Form

Leader Must Complete:

Only 1 request form per club needs to be submitted

Club Name: _____

Leader's Name: _____

Leader's Phone*: _____

Shift Supervisor: _____

Shift Supervisor's Phone*: _____

**please write down a number that can be used to contact you the day of if need be.*

Please circle one or more below if applicable :

1) My club is small and will need to be combined with another club.

Suggested club to be combined with: _____

2) My club is large and can provide _____ (amt) members to help out a smaller club.

3) My club is mostly younger members (<14 yrs. old), and will need assistance. How much help would you need? # of assistants: _____

4) My club is mostly older members (>14 yrs. old) and can provide _____ (amt) members to help out a club with younger members.

Please indicate your 1st, 2nd and 3rd choice preference that works the best for your club below. We will do the best we can to honor your request for your first choice.

****Clubs- please arrive 15 minutes before your shift to ensure an easy shift change.****

Shift Preference #1

Day _____ Time _____

Shift Preference #2

Day _____ Time _____

Shift Preference #3

Day _____ Time _____

To avoid scheduling conflicts, please list the dates/times that your club is exhibiting, showing, or performing below:

This form is due by May 31 to the 4-H Office

Clubs will receive their shift time at the Mandatory Meeting. This is where club members will sign-up for that specific shift. If a club member is unable to help at the shift their club is assigned, they will sign up to help another club.

Popcorn & Dunking Tank Guidelines

GUIDELINES FOR POPCORN AND DUNK TANK:

- 1) All clubs interested in fundraising at the fair must first submit a Food Booth Shift Form to the 4-H Office in order to sign up for popcorn or dunk tank shifts. The amount earned will be split 80% to the club and 20% to the Association. Clubs will receive a check for their earnings (80%) in September.
- 2) A leader or adult (21 & over) must be present at all times during the shift with a minimum of three 4-H'ers.
- 3) Keep area clean - drinks, refreshments, etc. should not be on the table. Personal belongings should be away from the view of the public.
- 4) Report any equipment or other problems to 4-H Staff.
- 5) An apron of \$25 in singles for start-up will be given to the club at the beginning of their shift. The leader should count the money to make sure it is the correct amount. Once the shift is complete, the leader will bring all of the money to the 4-H staff table where it will be counted and a receipt will be issued. Clubs will receive the money they earned at the start up to the new 4-H year.

SHIFT SUPERVISOR:

- 1) Each club should appoint an adult volunteer as the **Supervisor** for their shifts. This person will have the responsibility of assisting and managing the club members.
- 2) The shift supervisor will also be responsible for contacting club members should a shift be cancelled or changed. This person will also follow up with club families who are arriving late to the shift time.

POPCORN MACHINE GUIDELINES:

- 1) Please see the guidelines above and review with your club prior to operation.
- 2) Hands must be **sanitized** prior to use of popcorn machine. The person handling the money should not be the person handling popcorn.
- 3) Popcorn sellers must stay in front of the 4-H Exhibit tent. You may not go into the Show Tent or down the sides of the 4-H Exhibit tent.
- 4) The club with the last shift of the day is responsible for cleaning the machine.

DUNK TANK GUIDELINES:

- 1) Please see the guidelines above and review with your club prior to operation.
- 2) The following safety rules are specific to the Dunking Tank:
 - a. A strict age limit for sitting on the dunking stool will be followed. 4-H members must be 13 years and older to be dunked. Younger members may collect money, return balls, etc. If a club needs a volunteer to be dunked during their shift, the leader is encouraged to contact the 4-H Office for names for potential helpers.
 - b. Appropriate/4-H Attire for the 4-H Dunking Stool must be followed and includes:
 - Shoes must be worn outside of the dunking stool
 - Bathing suits will be worn in the dunking stool
 - If wearing a two piece bathing suit, a cover up must be worn
 - Remember to bring a large beach towel and dry change of clothes.
 - Silly 'dress-ups' are encouraged
 - *All others should be in proper attire - shoes and street clothes over bathing suits.
 - c. In the event of lightning or dangerous weather conditions or malfunction of the equipment, the booth will be closed by the adult supervisor.
 - d. Refill when the water level is below the window to ensure the participant's safety.

Popcorn & Dunking Tank Schedule

POPCORN AND DUNK TANK SHIFTS:

- 1) The schedule below applies to available shifts for both popcorn and dunk tank. Please list your preferences in order from 1-5 (1 being your 1st choice) on the Request Forms. Failure to provide these preferences may result in no shift being available for your club.
- 2) Once you have signed up for one food booth shift, your club may sign up for popcorn and/or dunk tank shifts.
- 3) Clubs are welcome to sign up for a popcorn shift and dunk tank shift at the same time, or clubs are welcome to do these shifts separately.
- 4) Please do not schedule your club's Food Booth shift during your club's Popcorn and Dunk Tank shifts.**
- 5) It is required that clubs arrive 15 minutes before their scheduled shift to ensure an easy shift change.**

Day:	Time:
Wednesday	4:30pm-7:00pm
Wednesday	7:00pm -9:30pm
Wednesday	9:30pm -11:30pm
Thursday	4:30pm-7:00pm
Thursday	7:00pm -9:30pm
Thursday	9:30pm -11:30pm
Friday	4:30pm-7:00pm
Friday	7:00pm -9:30pm
Friday	9:30pm -11:30pm
Saturday	11:00am-1:00pm
Saturday	1:00pm-3:00pm
Saturday	3:00pm-5:00pm
Saturday	5:00pm-7:00pm
Saturday	7:00pm-9:00pm
Saturday	9:00pm-11:30pm
Sunday	10:30am-12:30pm
Sunday	12:30pm-2:30pm
Sunday	2:30pm-4:30pm
Sunday	4:30pm-6:00pm

Popcorn Request Form

Leader Must Complete:

Only 1 request form per club needs to be submitted

Your club must be signed up for one shift in the food booth in order to fundraise at the popcorn machine.

Club Name: _____

Leader's Name: _____

Leader's Phone*: _____

Shift Supervisor: _____

Shift Supervisor's Phone*: _____

**please write down a number that can be used to contact you the day of if need be.*

Make check payable to (Club Bank Account): _____

Please indicate your 1st-5th choice preference that works the best for your club below. We will do the best we can to honor your request for your first choice.

****Clubs- please arrive 15 minutes before your shift to ensure an easy shift change.****

Shift Preference #1

Day _____ Time _____

Shift Preference #2

Day _____ Time _____

Shift Preference #3

Day _____ Time _____

Shift Preference #4

Day _____ Time _____

Shift Preference #5

Day _____ Time _____

To avoid scheduling conflicts, please list the dates/times that your club is exhibiting, showing, or performing below:

Please circle if applicable :

My club would like to complete more than one popcorn shift. # of additional shifts requesting to complete _____

This form is due by May 31 to the 4-H Office

Dunk Tank Request Form

Leader Must Complete:

Only 1 request form per club needs to be submitted

Your club must be signed up for one shift in the food booth in order to fundraise at the dunk tank.

Club Name: _____

Leader's Name: _____

Leader's Phone*: _____

Shift Supervisor: _____

Shift Supervisor's Phone*: _____

**please write down a number that can be used to contact you the day of if need be.*

Make check payable to (Club Bank Account): _____

Please indicate your 1st-5th choice preference that works the best for your club below. We will do the best we can to honor your request for your first choice.

****Clubs- please arrive 15 minutes before your shift to ensure an easy shift change.****

Shift Preference #1

Day _____ Time _____

Shift Preference #2

Day _____ Time _____

Shift Preference #3

Day _____ Time _____

Shift Preference #4

Day _____ Time _____

Shift Preference #5

Day _____ Time _____

To avoid scheduling conflicts, please list the dates/times that your club is exhibiting, showing, or performing below:

Please circle if applicable :

My club would like to complete more than one dunk tank shift.

of additional shifts requesting to complete _____

This form is due by May 31 to the 4-H Office

Club Tri-Fold and Banner Guidelines

GUIDELINES FOR CLUB TRI-FOLD AND BANNER:

- 1) Each club/advisory can create an eye-catching promotional Tri-fold and/or Banner.
- 2) Get your club's/advisory's creative juices flowing! Invite all 4-H'ers to participate with the design and construction. Encourage individual input, new ideas, and ask what best unifies or represents the club as a whole. Adult leaders and parents can give guidance to the 4-H'ers, but the members should be the ones to participate in the construction of the banner and/or tri-fold.
- 3) If 4-H members' names are included, only include 1st name and initial of last name.
- 4) Each club/advisory may enter only one tri-fold and one banner.

CLUB TRI-FOLD:

A club Tri-fold serves as a promotional billboard for each Monmouth County 4-H club or advisory group and will be featured in the 4-H Exhibit Tent.

- 1) Each club/advisory will be assigned a space within the 4-H Exhibit Tent to hang up their tri-fold. Within your space, feel free to add a small display below your tri-fold, such as plants or props. You can also string lights around your tri-fold for a great effect!
- 2) Each Tri-fold must include the three approved emblems. These will be provided to you by the 4-H office.
- 3) Tri-Fold setup will be at **5pm on Tuesday, July 23** in the 4-H Exhibit Tent. All clubs/advisories are responsible for setup and take down of their tri-folds, leaving the area completely cleaned.
- 4) Tri-Folds must be kept intact throughout the fair. Check on them daily. If you have plants, remember to water them.
- 5) On Sunday, tri-folds must be removed by 7:00pm. The Park System, 4-H Staff, or 4-H Association will not be responsible for any items left on the fairgrounds after that time.

BANNER DESIGN:

Banners are displayed within the project specific 4-H tents during the fair. Besides the fair, banners are used to promote a club at events such as parades and expositions. Banners should include the club name, the official 4-H clover, and pictures.

- 1) A club/advisory banner is not a requirement.
- 2) The minimum banner size is 24" by 36".
- 3) Banners should be constructed out of cloth or vinyl.
- 4) There is no official banner setup time. Set up your club's/advisory's banner as a display during specific presentations, shows, or hang it throughout the entire duration of the fair.

**Club Booth/Banner registration form is due to the
4-H Office by May 31**

Club Tri-Fold and Banner Guidelines

Have fun and try to incorporate the following:

- Workmanship and originality (displays craftsmanship and creativity)
- General appearance (neatness, legibility, and clarity)
- Teamwork (involves cooperative effort of club members in its construction)
- Identification of club and project area.
- Make it unique and original!

CLUB TRI-FOLD EXAMPLE:

Tri-Folds should include:

Club name, information, date/time of meetings, recap of the year's activities, the official 4-H clover, the Monmouth County emblem, the Rutgers NJAES logo, and pictures/clip art

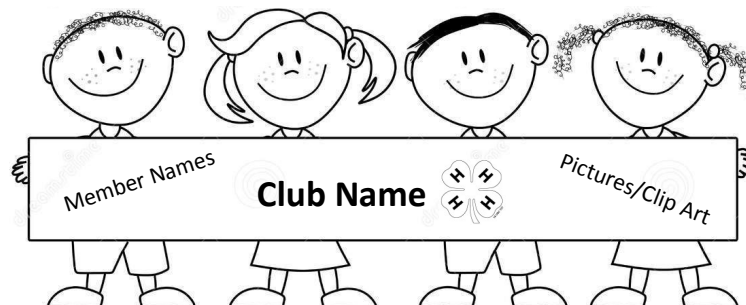


*** 4-H Clubs are responsible for obtaining their own tri-fold. The 4-H office will provide each club with a printout of the 3 required emblems. These print outs will be available by June 1.**

****Protect your board against the weather with plastic so that it will remain fresh throughout the fair and for continued use at other events. A sealed clear shower curtain works well!**

CLUB BANNER EXAMPLE:

Banners should include: Club Name and the official 4-H logo.
Banners may also include: member first names, and/or pictures.



Club Tri-Fold/Banner Registration Form

Leader Must Complete:

Only 1 request form per club needs to be submitted

TRI-FOLDS:

(Will be displayed in the 4-H Exhibit Tent)

Club Name: _____

Leader's Name: _____

Will your Tri-Fold need access to electricity? _____

Will your club have any props/plants below your tri-fold? _____

CLUB BANNER:

(Will be displayed in project specific tents)

Club Name: _____

Leader's Name: _____

What tent will you be displaying in? _____

Will your club banner be displayed in this tent throughout the entire fair?

(Please Circle) Yes No

If no, at what times will it be displayed? _____

This form is due by May 31 to the 4-H Office

Club Game and Craft Guidelines

GUIDELINES FOR CLUB GAME AND CRAFT TABLE:

- 1) Any Monmouth County 4-H Club or Advisory Group may operate a game or craft.
- 2) Only a limited number of entries will be accepted. The Fair Chair and Association will make the final decisions.
- 3) Requests to host a game or craft in any of the 4-H tents must receive approval from that specific tent chair prior to the request submitted. Only one game or craft will be approved for that tent during that specified time slot.
- 4) Each game booth or craft must be supervised by a minimum of one adult leader or parent/legal guardian and 2 club members during game operation.
- 5) Clubs may "cover" for each other and/or assist each other in their game or craft. Arrangements for covering games/crafts will be made between clubs involved, but the Fair Chair has the authority to intervene if the arrangement spreads the workers too thin.
- 6) No adult shall supervise more than one game or craft at a time
- 7) Each Club/Advisory Group will be responsible for handling their own game or craft fees. You will need your own change.
- 8) No live animals may be used in any way unless specifically approved by the 4-H Association.
- 9) Games and crafts must be safe (no sharp objects or use of glass, etc.) and must be operated at no threat to the health, safety, and welfare of adults, children, or animals.
- 10) Fair Chairs/Staff are not responsible for any club equipment or supplies left overnight at the Fair. Overnight storage in fair tents is done at the club's own risk.

CLUB GAME GUIDELINES:

- 1) All clubs must register with the **Club Game/Activity Request Form**.
- 2) Any Monmouth County 4-H Club or Advisory Group may operate a **maximum of 2** game booths for the entirety of the fair.
- 3) All material and prizes for booths must be supplied by the club. It is required by law that a club give something as a "penny prize" to anyone who takes a chance at a game booth. This can be as simple as a hand stamp.
- 4) Each booth will display a sign (on wood or sturdy paper) stating: *club name, name of game, cost to play*.
Example: "The Busy Beavers present...the 4-H Clover Toss...25¢ for three tosses!"
- 5) Clubs may not dispose of game booths in the fair dumpster.

CLUB CRAFT GUIDELINES:

- 1) All clubs must register with the **Club Craft Request Form**.
- 2) Any Monmouth County 4-H Club may operate a **maximum of 2** craft tables for the entirety of the fair.
- 3) All craft items must have some handcrafted or homemade feature, and could be a purchased item decorated or embellished by members.

Club Game Request Form

Leader Must Complete:

Only 1 request form per club needs to be submitted

Any 4-H Club or Advisory Group may operate a maximum of two (2) games for the entirety of the fair.

Club Name: _____

Leader's Name: _____

GAME #1:

Type of Game: _____

Brief Description: _____

Dates/Times the Game will be active: _____

Location (Tent) of game: _____

Amt. Charging for game: _____

Penny Prize: _____

GAME #2:

Type of Game: _____

Brief Description: _____

Dates/Times the Game will be active: _____

Location (Tent) of game: _____

Amt. Charging for game: _____

Penny Prize: _____

This form is due by May 31 to the 4-H Office

*Please Note: Clubs are asked to send a representative to the June 4-H Association meeting for this request to be approved by the Association Officers. A representative is asked to attend this meeting should the officers ask clarifying questions before approval.

Club Craft Request Form

Leader Must Complete:

Only 1 request form per club needs to be submitted

Any 4-H Club or Advisory Group may operate a maximum of two (2) crafts for the entirety of the fair.

Club Name: _____

Leader's Name: _____

CRAFT #1:

Type of Game: _____

Brief Description: _____

Dates/Times the Game will be active: _____

Location (Tent) of craft: _____

CRAFT #2:

Type of Game: _____

Brief Description: _____

Dates/Times the Game will be active: _____

Location (Tent) of craft: _____

This form is due by May 31 to the 4-H Office

*Please Note: Clubs are asked to send a representative to the June 4-H Association meeting for this request to be approved by the Association Officers. A representative is asked to attend this meeting should the officers ask clarifying questions before approval.