



THE OHIO STATE UNIVERSITY

College of Food, Agriculture & Environmental Sciences

OSU Extension

320 E. Silver St., Lebanon, OH 45036

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Warren.osu.edu

August 2017

Dear Senior 4-H Member:

Enclosed is an application packet for the 2018 Warren County Junior Fair Board. If you are interested in an opportunity to develop leadership and organizational skills and be an active part of planning and organizing the Warren County Fair, I would encourage you to apply for a position on the Junior Fair Board. The Junior Fair Board oversees the Junior fair portion of the Warren County Fair. JFB members solicit award sponsorship, organize the awards and supplies for all youth fair related events (pre-fair week and during), assist in the execution of the various junior fair events and activities, and assist in planning before the fair for facilities, judges, rules, etc. They work in a cooperative effort with the Senior Fair Board, Senior Superintendents, and Advisors.

A Junior Fair Board member must be willing and available to dedicate a tremendous amount of time, energy, and effort. There are monthly meetings October through June, pre-fair workdays and judging events, and fair week itself. The rewards are that Warren County Junior Fair Board is an excellent opportunity for 4-H youth to develop strong leadership and organizational skills. It is a great college resume builder, community service, and OAR building block.

Attached is a Junior Fair Board application packet for you to complete. It is also available on our website, www.warren.osu.edu, and at the Extension office. Do not hesitate to contact me if you have any questions or need more information. Applications are due **Friday, September 29, 2017**, and interviews will be held **Tuesday, October 3rd** and **Thursday, October 5th**. You will need to schedule an interview time when you turn in your application.

Thank you for your time and dedication to the Warren County 4-H program and the Junior Fair!

Sincerely,

Kara L. Colvin
Extension Educator
4-H Youth Development

enclosures

2018 WARREN COUNTY JUNIOR FAIR BOARD APPLICATION

Due: September 29, 2017

***Please include two References with application**

Please Print Legibly in Black Ink. Fill in each item completely.

Name _____ **Age** _____ **Birthdate** ____/____/____
As of Jan. 1, 2018 mo day yr

Address _____

City _____ **State** _____ **Zip Code** _____ **Phone** (____) _____

Cell Phone (____) _____ **E-mail address** _____

School _____ **Grade** _____ **Name of Principal** _____

Organization you Represent _____
(Boy/Girl Scouts, School, Farm Bureau, 4-H, etc.)

1. List Major Leadership positions held within your club:

2. What are your qualifications to be a Junior Fair Board member (as described in the Jr. Fair Board Job Description)?

3. What other activities are you involved in? (ex: school, church, civic organizations, sports, etc...)

4. Why do you want to serve on the Warren County Junior Fair Board?

5. Have you been to the Warren County Fair during the last 3 years? If so, please describe one change or improvement in the Junior Fair area you would like to see.

6. Do you have time to commit to the Junior Fair Board (meetings, work days, project judging days, Fair)

7. What do you believe is the most important part of fair?

8. Which 4-H projects will you most likely take to the 2018 Warren County Fair?

9. Which 4-H projects have you taken most often (eg. sheep, horses, rockets, etc.)?

10. Which Committees would you prefer to serve on? Please rank 1-7 your top 7 choices

_____ Beef _____ Horse _____ Poultry _____ Swine _____ Small Animal/Cat/Dog
_____ Dairy _____ Goats _____ Rabbits _____ General Projects
_____ Llama _____ Sheep _____ King & Queen

By signing this application, I agree to fulfill the requirements as set forth by the attached Junior Fair Board *Volunteer Job Description and Standards of Behavior*.

Applicant Signature

Date

Parent Signature

Date

REFERENCES

***DO NOT include family members as reference sources.
** 1st and 3rd year Applicants Require References **

Junior Fair Board Applicant Name: _____

Reference Name: _____

Reference Address: _____

Street

City

State

Zip

Telephone: (____) _____ -day (____) _____ -evening

Recommendation

This portion should be completed by the applicant's advisor, leader, or teacher from the organization he/she is representing (excluding family members). Please circle the number you believe is most descriptive. The rating scale is 1 to 5, with 5 being the most complimentary.

1.	Works well with others	1	2	3	4	5
2.	Quality of work	1	2	3	4	5
3.	Ability to complete work on time	1	2	3	4	5
4.	Motivation/Enthusiasm	1	2	3	4	5
5.	Overall assessment of individual	1	2	3	4	5
6.	Reliability & Follow-Through	1	2	3	4	5
7.	Commitment to completing responsibilities	1	2	3	4	5

Please indicate the following:

1.) How and in what capacity do you know this applicant?

2.) What do you consider to be this applicant's greatest strengths? Weaknesses?

3.) Why do you believe this applicant would be a good candidate for the Junior Fair Board?

4.) Is there any reason you know why this applicant should not be considered for the Warren County Junior Fair Board?

5.) Other comments:

Please return no later than September 29, 2017 at 4:30 pm to:

REFERENCES

***DO NOT include family members as reference sources.
** 1st and 3rd year Applicants Require References **

Junior Fair Board Applicant Name: _____

Reference Name: _____

Reference Address: _____

Street

City

State

Zip

Telephone: (____) _____ -day (____) _____ -evening

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5.) Other comments:

Please return no later than September 29, 2017 at 4:30 pm to:

OSU Extension Warren County

JUNIOR FAIR BOARD VOLUNTEER JOB DESCRIPTION

General Purpose:

To ensure the smooth operation of the Warren County Junior Fair.

General Requirements:

Must be 14 yrs. old as of January 1, and a member in good standing of a participating organization recognized by the Warren County Fair.

Attendance:

- A minimum of five (5) monthly meetings
- Sub-committee meetings as determined
- Five (5) JFB workdays prior to the Warren County Fair
- (2) - 3 hour workshifts in the JFB office during Fair week
- Post-Fair evaluation meeting
- Assistance with:

Assigned events and activities before/during Fair, including weigh-ins, judgings, sales, project check-in/out, registrations, etc.

Supervision of 4-H Exhibit display

Responsibilities (include but are not limited to):

Solicit award sponsors, organize trophies & ribbons for events and storage, provide assistance at events as needed, provide accurate information to fair-goers and refer questions to appropriate sources. Maintain accurate records of events and inventory of supplies. Assist with sign-in/sign-out at judging events and display set-up/removal for General Projects. Assist with supervision of JFB office and 4-H Exhibit Display area. Attend pre-Fair events/activities as sub-committee representative.

Junior Superintendents:

As head of the designated JFB sub-committee, the Junior Superintendent is required to be present at all events of his/her committee. It is the Junior Superintendent's responsibility to ensure that adequate help is present from his/her committee for each event, and to take leadership in providing support during each event. The Junior Superintendent is to coordinate supplies, and facilitate the records concerning events, prizes, livestock buyer plaques, and awards.

All Junior Fair Board members are to promote the philosophy of education and improvement of skills through fair competition at the Warren County Fair by reading, understanding, and enforcing the general rules, agricultural rules, and specific exhibit rules. All JFB members will be expected to assist Extension Educators, Senior Fair Board members, Senior Superintendents, and other participating youth organization leaders wherever needed.

WARREN COUNTY JUNIOR FAIR BOARD

STANDARDS OF BEHAVIOR

This Standards of Behavior is an agreement accepted by Warren County Junior Fair Board youth volunteer members who commit to the Warren County Junior Fair program. The Standards shall guide their behavior during their involvement in the Junior Fair Board. A volunteer member's involvement with the Junior Fair Board is a privilege, not a right, and carries with it a responsibility to the organization.

The primary purpose of this Standard of Behavior is to insure the smooth operation of the Junior Fair, and to provide clarity as to what is expected of a Board member. All volunteer members are expected to function within the guidelines provided in the Junior Fair Handbook, Constitution, and Job Descriptions. All volunteer members shall be individuals of personal integrity.

Warren County Junior Fair Board volunteer members will:

- Attend a minimum of 5 monthly meetings*, all sub-committee meetings as determined by the committee and the Post-Fair Evaluation meeting.
- Attend a minimum of 5 Junior Fair Board Workdays prior to the Fair.
- Work (2) three-hour shifts in the Junior Fair Board Office during Fair week.
- Be available and attend assigned sub-committee events for Livestock & Equine judging, pre-Fair week judgings (eg. Clothing, Dogs, Aerospace, General Projects, etc.) and weigh-ins, and assigned Fair week events, shows, sales, judgings, etc.
- Promote the philosophy of education and improvement of skills through fair competition at the Warren County Fair by reading, understanding, and enforcing the general rules, agricultural rules, and specific exhibit rules.
- To assume responsibility and leadership in conducting the activities of the Warren County Junior Fair, including the solicitation of award sponsors for the assigned sub-committees.
- To plan ahead of the Fair for facilities, judges, rules, procedures, and policies in conducting department and Board responsibilities. This is a combined effort of Junior Fair Board, Senior Fair Board, and advisors, and as such, will co-operate with adult advisors of the Board and Departments.
- To conduct themselves in a manner appropriate for their position of responsibility.

***As per the Junior Fair Handbook and Constitution, to remain a Junior Fair Board member, all attendance and participation requirements must be met. As a member, if you cannot attend a meeting (including sub-committee meetings and events), you must notify the Extension Office prior to the meeting date. Only (2) unexcused absences are allowed ("unexcused" includes no notification), and (4) absences total will require the member to be dismissed from the Board per the Senior Advisory Committee.**

I have read and understand all expectations as set forth in the above Standards of Behavior.

Name

Date

Please return this form with your application.

JUNIOR FAIRBOARD VOLUNTEER JOB DESCRIPTION

General Purpose: To ensure the smooth operation of the Warren County Junior Fair

General Requirements: Must be 14 years old as of January 1 of the fair year, and a member in good standing of a participating organization recognized by the Warren County Fair.

Attend:

- * A minimum of five (5) monthly meetings Oct. through May
- * Sub-committee meetings as determined
- * Livestock & Equine Judging; Pre-Fair week judgments (eg. Clothing, Dogs, Aerospace, etc.); General Projects judging; Fair Livestock Weigh-ins
- * Seven (7) JFB workdays during the two weeks prior to Fair
- * Two 3-hour JFB Office work shifts during Fair
- * Attend the Post-Fair Evaluation meeting

Assist with:

- * Sub-committee assigned/project-specific events (record keeping, setting up and handing out awards, announcing, etc.) for Fair events in June & July
- * Supervision of 4-H General Projects Exhibit and JFB Office during Fair
- * Pre-Fair special sub-committee events (weigh-ins, tag-ins, etc.)

Responsibilities include (but are not limited to): Solicit trophy award sponsors, organize trophies & ribbons for storage and events, provide assistance at project-specific events as needed, provide accurate information to fair-goers and refer questions to appropriate source. Maintain accurate records of events and inventory of supplies. Assist with sign-in/out procedures at project judging events and display set-up and removal for General Projects. Assist with supervision of JFB office and 4-H Exhibit Hall building. Attend/assist with pre-fair tag-ins, tattooings, weigh-ins, shows, etc. as sub-committee representative.

All Junior Fair Board members are to promote the philosophy of education and improvement of skills through fair competition at the Warren County Fair by reading, understanding, and enforcing the general rules, agricultural rules, and specific exhibit rules. All JFB members will be expected to assist Extension Educators, Senior FairBoard members, Senior Superintendents, and other participating youth organization leaders wherever needed.

JUNIOR SUPERINTENDENT DESIGNATION

As head of the designated JFB sub-committee, the Junior Superintendent is required to be present at all events of his/her committee during Fair. It is the Junior Superintendent's responsibility to ensure adequate help is present from his/her committee, and to take leadership in providing support during each event. The Junior Superintendent is to co-ordinate supplies and facilitate the records concerning events, prizes, and awards.