

## CASS COUNTY FAIR SUPERINTENDENT

**QUALIFICATIONS:** Superintendent appointments shall be made by the Fair Board. Appointments will not be for a specific time limitation or term, but instead will be evaluated on an ongoing basis based on the requirements and needs of the participants in the program. 4-H staff recommendations will be considered.

### **RESPONSIBILITIES:**

1. The Superintendent will recommend assistant superintendent(s) and committee members to the Fair Board.
2. Appoint persons to assist you with check-in, monitoring area throughout week, clerking and show day activities, auction day, Ag Olympics, showmanship sweepstakes and load out. Work with 4-H staff to secure a judge(s) and provide the judge's name, address and telephone number to the 4-H staff no later than ninety (90) days before the Fair.
3. Attend Superintendent related meetings.
4. Evaluate your project area and make recommendations to Fair Board for improvements, repairs, etc.
5. Be sure barn space is adequate and project display is set up properly for Fair week. See that exhibitors keep area clean and attractive.
6. Arrange for and perform livestock validation, if applicable.
7. Be available to participants during Fair to answer questions and assist when needed. Participate with 4-H Office to assure timely completion of all requirements and solutions to problems as they arise.
8. Check in all animals of species; collect necessary paperwork (exhibitor information, required health certificates, vet check-in cards, etc.) on entry day of Fair. Work with Auction Office to see that all necessary information for show and sale day is gathered, entered, processed and delivered. Assign cages, pens or stalls for Fair week. Make recommendations to Fair Board committee to remove sick livestock from grounds before or during the Fair.
9. Work with Auction Office on show details; number of animals to be shown per flight or group, order of show.
10. Set up and clean up for show. See that all ribbons and trophies are awarded and that the completed records are turned back into the 4-H Office when required.
11. Pick up your judge's check at the Fair Office and deliver when job is completed.
12. Prior to and throughout the auction, Superintendents and others should be available to prepare and take down required fencing, signs, tables, etc., assist photographer with auction photos and line-up exhibitors according to sale order, assist and encourage participants in finding and appreciating buyers. Superintendents will work closely with Auction Office personnel. Meet and discuss with other Superintendents the dinner/ breakfast arrangements and arrange for food and help.
13. Select a team of exhibitors to participate in Ag Olympics. (Post a sign-up sheet, draw names, deliver appropriate paperwork to exhibitor or parent, return paperwork to 4-H Office, and deliver t-shirts to exhibitors on Friday.)
14. Arrange for eight (8) exhibitors to prepare their animals to be exhibited in Showmanship Sweepstakes, and assist in lineup and be present during prescribed time for species.
15. See that load out and removal of all animals is complete. Animals should not leave Fairgrounds before stated times.
16. See that exhibitors clean pens/stalls after show and when animals are removed.
17. Attend post evaluation meetings.
18. Provide written notes and instructions on specific species requirements and practices to the Fair Board for inclusion in the Procedures Manual.

**Presence required:** Clean up days and Fair week. Must be available for pre-Fair Superintendent meeting, show day(s) and part of each day during the Fair. This varies according to area. During Fair someone should be on the grounds at all times who can handle emergencies, answer questions. It is the Superintendent's responsibility to select assistants and committee members so that the project area is adequately staffed.

**Desirable skills:** Knowledge of livestock and judging procedures as well as the 4-H guidelines required for the project area.

**Strongly recommend:** All Superintendents are encouraged to work with 4-H staff to arrange or present educational workshops and opportunities for 4-H members or leaders in their project area each year.

CASS COUNTY FAIR ASSOCIATION  
P.O. BOX 56  
CASSOPOLIS, MI 49031  
PHONE: 269-445-8265 (seasonal)

**SUPERINTENDENT APPLICATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Project Area you are applying for: \_\_\_\_\_

Are you currently a 4-H Leader? \_\_\_\_\_ Club Name: \_\_\_\_\_

*We want to get to know you. Please take a moment to comment on the following topics.  
Applications will be reviewed and interviews conducted by the Association Directors.*

*Please describe your 4-H and Fair experience:*

*Describe your experience working with youth:*

*List your qualifications for coordinating this project area:*

***What do you have in mind for your first year as superintendent of this project (changes, additions, subtractions, etc)?***

***Who would you suggest to work with you in this project area (assistants and/or committee members)?***

***Would you be interested in assisting with other project areas in need of a Superintendent? What areas are you interested in?***

***List two references.***