

2023-
2024



**UConn Extension
Tolland County
4-H Fair Association Handbook**

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THE TOLLAND COUNTY 4-H FAIR ASSOCIATION,
INCORPORATED

Constitution

Article I

Name

The name of the association shall be the “Tolland County 4-H Fair Association, Incorporated”.

Article II

Purpose

The purpose of this organization shall be to sponsor and operate an annual county 4-H fair. The organization and operation shall be carried out by the 4-H members, 4-H alumni and adult 4-H volunteers for the purpose of developing leadership ability among enrolled youth of Tolland County.

Article III

Place of Business

The principle place of business shall be in the Town of Vernon, but the Directors may, from time to time designate any other town in Tolland County as the place of business.

By-laws

Article I

Membership

Section 1 – The members of the Fair Association shall be all those who are enrolled 4-H members in Tolland County.

Section 2 – Each member as designated above, is entitled to one vote at the Annual Meeting or any special membership meeting called during the year.

Section 3 – Membership in the 4-H Fair Association is open to all youth, regardless of race, color, sex, religion or national origin.

Article II

Directors, Officers, and Advisors

Section 1 – The Board of Directors shall consist of ≤ 30 members and shall have the general management of the affairs and business of the Fair Association in consultation with Adult Fair Advisors. Each 4-H Club is requested to send one member to the Board of Directors meeting.

Section 2 – The Board of Directors shall be elected for three-year terms in such a manner that the terms of one-third of the Directors expire each year. The nominating committee will present a slate of up to ten (10) new three-year directors which will be voted on by the membership at the Annual Meeting. The nominating committee will also present a slate to fill the vacancies in the non-expired terms of one and two year directors which will also be voted on at the Annual Meeting. Nominations may also be accepted from the floor.

Section 3 – The officers of the Fair Association shall consist of a President, three Vice Presidents and three Assistant Vice Presidents, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer. There shall be up to twelve (12) Committee Chair positions and shall consist of some or all of the following: Activities Building Committee, Dog Show Committee, Entries and Tallies Committee, Fair Book/Sponsorship Committee, Grounds and Safety Committee, Horse Show Committee, Judges, Stewards and Superintendents Committee, Kitchen and Food Service Committee, Program Committee, Publicity Committee, Ribbons and Trophies Committee and Special Projects Committee. Officers and Committee Chairs shall be elected

from the Board of Directors at the November board of Directors Meeting following the Annual Meeting and will assume their positions immediately.

Section 4 - Fair Officers and Committee Chairpersons shall work directly with an Adult Fair Advisor in the planning and implementation of their work. They will also involve other Fair Board Directors and/or 4-H members as necessary to carry out their work.

Section 5 - The Executive Committee shall consist of the President, 3 Vice-Presidents, Secretary and Treasurer and last year's president and two advisors selected by the Board and Ex-Officio, the 4-H Educator.

Section 6 – The Executive Committee shall appoint a nominating committee, which will be responsible for nominating new fair board members and presenting the nominations at the Annual Meeting.

Section 7 – There shall be ten (10) to twelve (12) Adult Advisor (over 21 years of age as of January 1 of the 4-H program year for which they serve) and up to six (6) Junior Adult Advisors (adults who would be considered to have aged out as 4-H members but are under 21 years of age, as of January 1 of the 4-H program year for which they serve) serving as Adult Fair Advisors to work with the Board of Directors in promoting the 4-H Fair. The Adult Fair Advisors shall be elected for three-year terms in such a manner that the terms of one-third of the advisors expire each year. The Adult Fair Advisors shall be elected by the Board of Directors at the Board of Directors meeting in October and they will take their positions immediately following the election. Replacements to the Advisory Board shall be made by the Board of Directors when vacancies occur.

Article III

DUTIES

Section 1 – Duties of the Board of Directors

- a. The Board of Directors shall elect the officers of the 4-H Fair Association at the first meeting following the Annual Meeting.
- b. The Board of Directors will be the committee directly in charge of the Fair. They shall set the date, premium list, make all rules and regulations concerning the Fair, and shall appoint and direct all committees and superintendents and judges necessary for the proper conduct of the Fair.
- c. The Board of Directors shall place the Treasurer and Assistant Treasurer under such bonds as it sees fit.
- d. The Board of Directors shall be the Court of Final Appeal in all cases of dispute.

Section 2 – Duties of Officers and Chairpersons

a. **President:** The President shall preside at all meetings of the Fair Association and the Executive Committee.

He or she shall act as General Manager of the Fair and as such is responsible for the planning, organizing and operation of the Fair.

He or she shall assign (additional) duties or give instructions to other fair officers and department stewards and superintendents as is necessary.

b. Vice Presidents

There will be three Vice Presidents elected annually, one with experience in Livestock and one with experience in the Activities Building. The third Vice President will be responsible for the grounds, safety and concession at the 4-H Fair._

In a three-year rotation, beginning with the Activity Building Vice President, followed by the Grounds and Safety Vice President, and then the Livestock Vice President, the first, second and third Vice Presidents will rotate respectively each year.

The **First Vice President** will preside at meetings in the absence of the President. He or she will also act as Assistant General Manager in working with the Fair President in directing and carrying out the work of the Fair Association.

The **Second Vice President** shall preside at meetings in the absence of the President and First Vice President.

The **Third Vice President** shall preside at meetings in the absence of the President & 1st & 2nd Vice Presidents.

c. **Recording Secretary:** Shall keep accurate records of the Association's business, including attendance of Directors and Advisors.

The Secretary shall file a report with the Fair Treasurer to the State Department of Agriculture for each annual fair and exhibit prior to December 15, if necessary, as determined by state law.

d. **Corresponding Secretary:** Shall have charge of correspondence of the Association and shall, at the request of the President or members, call all meetings of the Association and Executive Committee.

e. **Treasurer:** Shall have charge of all money received by and paid out by the Fair Association.

All bills shall be brought before the Fair Association for approval and authorization of payment except when not feasible. In such cases, the Treasurer shall seek authorization for payment from the President and a Fair Advisor.

He or she shall keep an accurate record of such receipts and expenditures and shall submit a financial statement of the Association's business to the membership at the monthly meeting.

He or she shall prepare at the beginning of the year, the budget for the Fair Association and an annual report of the Fair Association's business for the Annual Meeting and submit all books and records to a disinterested, qualified person selected by the Executive Committee for an annual audit on or before December 15 of that calendar year.

The Treasurer and his or her assistants shall collect the final premium records, prepare a master premium record and pay exhibitors in so far as possible, all cash premium awards at the Annual Meeting of the Fair Association.

f. **Assistant Treasurer:** Shall assume the duties of treasurer in his or her absence. The Assistant Treasurer shall assist the Treasurer in any way possible especially during the Fair and with the paying of premiums.

g. **Activities Building Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

h. **Dog Show Committee Chairperson** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

i. **Entries and Tallies Committee Chairperson** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

j. **Fair Book/Sponsorship Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

k. **Grounds and Safety Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

l. **Horse Show Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

m. **Judges, Stewards and Superintendents Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

- n. **Kitchen and Food Service Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.
- o. **Program Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.
- p. **Publicity Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.
- q. **Ribbons and Trophies Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.
- r. **Special Projects Committee Chairperson:** shall be responsible for leading the committee meetings, in order to fulfill obligations as outlined in the Fair Board Handbook and reporting on the activities of the committee at the Fair Board business meetings.

Section 3 – Duties of the Executive Committee

The Executive Committee shall meet between regular Board of Directors meetings in the case of urgent business, as called by any officer. In addition, the Executive Committee will appoint a Nominating Committee prior to the Annual Meeting.

Article IV

Meetings

Section 1 – The Annual Meeting will be held in October on the Saturday following Columbus Day.

Section 2 – Special meetings of the Fair Association may be called by the President or by a majority of the Board of Directors.

Section 3 – Board of Directors meetings may be called by the President or by a majority of the Board of Directors.

Article V

Quorum

Section 1 – At least thirty (30) members shall be required for a quorum for all membership meetings of the Association.

Section 2 – At least 2/3 of the members of the Board of Directors shall be required for a quorum at all meetings of the Board.

Section 3 – At least three members of the Executive Committee shall be required for a quorum at all meetings of the Executive Committee.

Article VI

Amendments

Section 1 – This Constitution and by-laws may be amended by a majority vote of the qualified voters present at any regular or special meeting of the membership called for that purpose, provided that written notices of such amendment shall have been mailed to Fair Association members prior to the meeting. The Constitution and by-laws may also be amended by a majority vote of the qualified voters by mail ballot.

Amendment 1

Absence from Board of Directors Meetings

Section 1 – Any Directors or Advisors who miss three Board of Directors' meetings will be automatically dismissed from the Board. The Executive Committee may decide to reinstate the dismissed member. Directors and Advisors that find it necessary to miss a meeting must contact the Fair President or the 4-H office prior to 4 PM on the day of the meeting.

Amendment 2

Article of Dissolution

Section 1 – In the event of dissolution of this corporation, all of the assets thereof shall be permanently and irrevocably devoted to educational purposes exclusively and, after payment of all debts of the corporation, the remaining assets shall be transferred to such other corporation or corporations organized and carried on exclusively for the purposes of education and not for profit, which corporation or corporations shall have provisions permanently devoting the assets thereof and the income therefrom to educational purposes.

Section 2 – In selecting the corporation or corporations to which the assets of the Tolland County 4-H Fair Association, Incorporated might be transferred in the event of dissolution, first consideration shall be given to qualified corporations located in and working for the advancement of agriculture and/or homemaking in Tolland County, Connecticut. If no qualified organization exists in Tolland County, Connecticut, assets of this corporation may be transferred to other Connecticut corporation or corporations meeting the requirements specified in Section 1 of this Article in such proportions and amounts as the Board of Directors of the Corporation shall determine, and none of such assets shall be distributed to, or divided among, any of the directors of the Corporation.

Adopted and Approved by the Tolland County 4-H Fair Association on the 14th day of October 2017.

Article V section 2: Amended 3/10/21

-Policies and Procedures-

Tolland County 4-H Fair Association Officers Job Descriptions

President: - oversees the organization and operation of the Tolland County 4-H Fair.

- Works with the Fairboard Recording Secretary, the Extension Educator and Support Staff to prepare the monthly meeting agendas and fulfill all duties assigned.
- Post the monthly agenda to all Fairboard Directors and Adult Advisors
- Run all Fairboard business meetings
- Checks on the progress of and assists all of the Fair Committees to carry out the business of the Fair Association.
- Communicates through newsletters, e-mails, in-person etc. with 4-H clubs to keep them informed and focused on the 4-H Fair.
- Responsible for coordinating with committees and volunteers to establish and manage all work schedules and staffing for the fair including directors' booth, kitchen, cash register, parking booth, and during the fair.
- Conducts closing meetings during the fair.
- Responsible for overseeing compliance of all USDA and CFA rules and regulation
- Responsible for creating the Emergency Action Plan (EAP) and setting up first aid protocols, procedures and reports.
 - Communicates this plan with the Vice Presidents, their Committees, and the Board of Directors
 - Provides a copy in every building

Livestock Vice President -(1st Vice President in a three-year rotation):

- Is chairperson of the Judges, Stewards Committee
- Coordinates and works with Fairboard President, Extension Educator and Support Staff to carry out duties.
- Communicate and work with Ribbons and Trophies Committee to help have ribbon order inventoried by January Fairboard business meeting.
- Coordinates with the Fair Book and Entries and Tallies Committees to ensure information is ready for the fair book by the May Fairboard meeting.
- Prepare and deliver Steward training.
- Organizes and maintains the livestock barns for the safety of exhibitors, the public and the animals.
 - Communicates and works with the Grounds and Safety committees as well as the Head Steward to this end.
- Develops a set-up plan for the Livestock Buildings based on numbers of entries per species
 - Works with Grounds and Safety Committee to manage risk in design and implementation
 - Supervise the Barns on Fair Set-up Day.
- Manages the Herdsmanship contest and works at the judges table for the premiere showmanship contests
 - Records these winners for the Entries and Tallies Committee
 - Announces results of the herdsmanhip contest at the close of the fair.

- Works with and assigns jobs to the Assistant Livestock Vice President.
 - Assistant Livestock Vice President also serves on the Judges, Stewards and Superintendents Committee and assumes Vice President role in their absence

Activities Building Vice President -(1st Vice President in a three-year rotation):

- Is chairperson of the Gold Building/Activities Committee
 - Assistant Activities Building Vice President also serves on the Gold Building/Activities Committee and assumes Vice President role in their absence
- November meeting: Send out an e-mail/USPS mail to ask all volunteers from last year if they can help this year
- Communicates and works as needed with Ribbons and Trophies Committee
 - to help have ribbon order inventoried by January Fairboard business meeting
 - to provide list of Best in Show for Awards Night
- Communicates with the Fair Book Committee to ensure information for the fair book is ready by the May Fairboard business meeting.
- Coordinates and works with Fairboard President, Extension Educator and Support Staff to carry out duties.
- Plans for providing refreshments for the all the Gold Building Fair and Record Book judges. That is one group of refreshments for Thursday evening and another Friday during the day
- Communicates and works with the Grounds and Safety committees to organizes and maintains the Gold Building for the safety of exhibitors and the public
- Plans for, supervise and work to ensure the Gold Building is set-up on Fair Set-up Day.
- Supervises the contests and other judging times and records winners for Entries and Tallies for the following competitions
 - Record Books
 - Family and Consumer Science Award (formerly Homemaker of the Year)
 - Outstanding Artesian Award
 - Baking Contests- and award Association of CT Fairs' Ribbons
 - Public Speaking
 - Best in Show in all categories in the Activity Building
- Works with and delegate jobs as needed to the Assistant Building Vice President.

Grounds and Safety Vice President: -(1st Vice President in a three-year rotation)

- Is chairperson of the Grounds and Safety Committee.
- Communicates with the Programs Committee to ensure everything is ready by the May Fairboard meeting
- Coordinates and works with Fairboard President, Extension Educator and Support Staff to carry out duties.
- Responsible for setting up the plan for the following

- 4-H fairgrounds
- Fences
- Parking and parking booth
- Trash and trash removal
- Tents
- Responsible to the Horse Show Committee and Dog Show Stewards for the following
 - Setting up show rings and speaker systems
 - Ensure everything is ready for the shows
- Responsible to organize Fair Set-up Day
- Responsible to organize Fair clean-up process at the end of the Fair including but not limited to
 - Cleaning out barns
 - Removal of manure
 - Ensuring TAC building and grounds are restored to pre-Fair conditions
- Work with Fair President on the EAP and first aid protocols
- Works with and assigns jobs to the Assistant Grounds and Safety Vice President. Assistant Grounds and Safety Vice President also serves on the Grounds and Safety Committee and assumes Vice President role in their absence

Recording Secretary:

- Responsible for taking minutes at each Fairboard meeting
 - Sending or e-mailing a copy of the minutes to the Extension Educator/Agent and Fairboard President
- Works with the Fairboard President to be sure that old business is followed up at the next meeting
- Reads the previous meeting minutes at each Fairboard meeting and notes any corrections in the new minutes
- Responsible for taking attendance at each meeting
 - Notifies Fairboard President and Extension Educator when a member has missed three meetings
- Takes minutes at the annual 4-H Fair meeting
 - Prepares the minutes for the next annual meeting
- Keeps a Fairboard Secretary's notebook with the following
 - Name, addresses, phone numbers, and Director position
 - Current year Agendas
 - Current year Minutes
 - Current year Attendance lists
- Has secretary's notebook at each meeting
- Files yearly agendas and minutes in Fairboard notebook at the end of each respected year

Corresponding Secretary:

- Writes letters throughout the year to inform and thank people as directed by the Fair Association
- Collects names and addresses from each committee and officer for people to thank following the Fair (except for the judges who are thanked by the Judges Committee)
- Coordinates and works with Fairboard President, Extension Educator and Support Staff to carry out duties Especially important before Fundraising events and the 4-H Fair
- Reports on activities completed at fair board meetings
Email monthly updates to entire association

Treasurer:

- Work with adult advisor to monitor all income and expenses
- Prepare and read reports for the Fairboard meetings
- Work with Committees and Extension Educator/Agent to develop annual budgets for the October Annual Meeting
- In the month of March- attend the Ad Campaign Turn In.
 - Create a spreadsheet (if not already created) to record incoming funds from Ad Campaign
 - Collect money from Campaign
 - Deposit money
- Order cash and set up cash boxes for the 4-H Fair, Horse Show and dances/socials
- Collect, count, record and deposit money during and after the Fair
- In the month of September: Prepare fair commissions and premium checks
- Assist Treasury Advisor filing tax forms yearly and arranging annual audit
- Work with and assign jobs to the Assistant Treasurer
- Update rules and procedures of the Director's Booth, Kitchen, Parking Booth, T-Shirt Booth or any booth that requires money and change to function during the fair

Junior Advisors:

- Assist advisors with committees as needed or assigned
- Coordinate special/social events (barn dance, ad campaign kickoff, annual dinner)
- Coordinate fundraising events as needed
- Reports to President and 4-H county extension educator

Committee Responsibilities

Awards, Ribbons and Trophies:

- Prepare a budget and have it approved by the Fair Board of Directors
- Order ribbons and trophies for all 4-H fair classes
 - Give Treasurer invoices and/or receipts for payment
- Select and purchase special awards including but not limited to
 - Premier and Reserve showmanship
 - Awards and Recognition Awards Dinner
 - Contact individuals who sponsor special awards (Record Book, Tractor Pull, Dog Show, Home Grown Beef, Family and Consumer Science, Outstanding Artesian) and invite them to annual dinner to present awards
- Maintain the wall plaques in the Extension Center and update annually
- Count and maintain ribbon and award inventory

Publicity:

- Prepare a budget and have it approved by the Fair Board of Directors
- Publicizes the 4-H fair through some of the following
 - Newspaper ads
 - Special interest stories
 - Other media outlets – cable, radio, social media etc.
 - Conduct contests through the media
 - Print bookmarks for libraries and preschools
- Prepare newspaper stories during the year to highlight fair activities and fundraising events
- Writes a follow-up article after the fair with names of 4-H winners
- Orders lawn signs with the fair date annually
 - Create spreadsheet to distribute lawn signs
 - Organizes distribution of lawn signs
 - Organizes removal of lawn signs
 - Manages any permits needed to place sign
- Prepares program flyer for distribution at the fair
- Takes annual inventory of t-shirts
- Creates new t-shirt designs and orders new shirts as needed
- Orders and distributes new fairboard t-shirts annually
- Works with grounds & safety to secure gazebo for t-shirt sales at the fair
- Secures person to operate booth during the fair (Friday through Sunday)
- Manages and runs the t-shirt booth at the fair

Fair book and Ad Campaign:

- Prepare a budget and have it approved by the Fair Board of Directors
- Plans and executes the fair book sponsorship campaign
 - Set date and specifics for kick off dinner
 - Update and prepare forms
 - Coordinate with the ad entertainment committee for the members' tutorial
 - Conducts and runs fair book cover contest along with Sponsorship Ad Campaign
 - Set date and specifics for turn in event
 - Coordinates with Treasurer, Assistant Treasurer and Advisor to secure their attendance at the turn in event
- Set up of the 4-H fair book
 - Work with other committees, fair officers, Extension educator and Extension secretaries to collect information for the Fair book
 - Programs and entertainment
 - President's message
 - Names of stewards
 - Photos and dedications
 - Set up the Fair book for printing including arrangement of ads
 - Work with the 4-H office to label and mail the Fair Book by June 30th
- Order large banners for major sponsors at fair
- Provide commission tallies from ad campaign to treasurer two weeks prior to annual awards program

Entries and Tallies:

- Prepare a budget and have it approved by the Fair Board of Directors
- Review and copy all verification forms turned into the 4H office. Contact individuals to correct any missing or incorrect information
- Collect fair entries and registrations
- Use computer program to compile entry lists
- Works with Judges and Steward Committee to prepare steward books for each fair class
- Provide exhibitor numbers for the classes that need them
- Be in Activities Building Wednesday night of fair to enter exhibits turned in
- Collect the information after the judging of each class to ensure all information is correctly recorded for the annual awards program
- Provide the premium tallies for the treasurer at least 4 weeks prior to the annual awards program

Judges and Stewards:

- Prepare a budget and have it approved by the Fair Board of Directors
- Review annually and update the judges and stewards list
 - Update current addresses and contact information
 - Contact other people for suggestions when needed
 - Contact adult leaders or other volunteers to provide leadership and serve as stewards (must be 21 years or older)
- Have all steward information for the April Fairboard meeting
- In June contact all potential judges by phone or e-mail
 - Be sure to have judges for herdsmanship, fair theme contests, etc.
 - Provide follow-up letter with all necessary information
 - Provide a list of all judges, including address, e-mail and phone to the Extension educator and Fair president
 - A copy will also be kept in the director's booth
 - Prepare judges envelopes
 - Work with Extension educator, activities and livestock vice president to provide judges orientation
 - In livestock buildings, work with livestock vice president to ensure that judges understand the dual judging system
 - Write thank you notes to each judge after the fair
 - Work with activities building vice president to train all 4-H members working in the activities building that they understand their jobs
 - Work with Entries and Tally's Committee to set up Steward binders
 - Coordinate Livestock Barn set-up on set-up day
 - Coordinate Steward training
 - Coordinate with Publicity Committee to order and distribute t-shirts to Stewards

Programs:

- Prepare a budget and have it approved by the Fair Board of Directors
- Review and update the show schedule as needed
- Include any new classes- coordinate with entries and tallies committee for uniformity of computer program
- Provide information to judges committee for proper times for the judges
- Update contracts and vendor forms as needed
- Contract vendors and work with acts, groups, individuals etc. to provide the entertainment for the Fair
- Apply for necessary permits from town and health department
- Create list of times and acts in the program
- Provide all information to the Fair Book committee by the May Fairboard meeting
- Coordinate and work with Grounds and Safety Committee
- Coordinate Child Care event
- Plan opening and closing ceremonies
- Coordinate Junior & Senior Olympics

Grounds and Safety:

- Prepare a budget and have it approved by the Fair Board of Directors
- Coordinate with Extension staff to secure insurance as needed
- Sets up plan of 4-H Fairgrounds, fences, parking, parking booth, trash collection and removal, tents, show rings, manure collection and disposal speaker system, and portable stages
- Coordinates with Tolland Agricultural Center Board as needed
- Organizes Fair set-up and clean-up
 - Involve all 4-H fair exhibitors
 - Oversee set-up and clean-up
- Work with Fair President for emergency and First Aid protocols
- Contact town and businesses for show mobile, parking booth etc.
- Coordinate with volunteers
 - to work the parking booth during the Fair
 - for games and contests for the public
- Coordinate and work with the Programs committee laying out fairgrounds for vendors and club booths

Food Service Committee:

- Prepare a budget and have it approved by the Fair Board of Directors
- Set up the menu for the food booth
- Train 4-H Fairboard and 4-H members and volunteers
 - to work the food booth as needed
 - to run the register
- Print menu and order sheets
- Maintain inventory of paper supplies
- Apply for necessary permits from the health department
- Keep working logs
- Secure refrigeration for food supplies
- Arrange for pick-up or delivery of all supplies
- Establish a cleanup day for the kitchen before and after the Fair
- Run the kitchen during the fair
- Coordinate with the chicken bar-b-q volunteers as needed

Fair Sleepover Policy and Procedure Guidelines:

The UConn 4-H Tolland County Educator, Head Chaperon and Barn Chaperon will coordinate with Grounds and Safety Committee to determine each barns' needs.

Fair Sleepover is for the safety of the animals. Some barns will require adults to be in the barn overnight but not all barns will need an on-site person every year. The opportunity for 4-H youth members and fairboard directors to participate in Fair Sleepover is not guaranteed.

- UConn 4-H Tolland County Educator will:
 - Update sleepover forms as needed
 - Secures Day Lead and Night Lead, see below for requirements and duties.
 - Work with Day Lead, Night Lead and Grounds and Safety Committee to determine each barns' needs.
 - If youth are present the following are minimum requirements for each barn:
 - Red Barn
 - Minimum of 2 adult chaperones if youth are present
 - Appropriate adult to youth ratios when youth are present
 - Red Barn not to exceed 8 youth 4-H members.
 - Green Barn requires
 - Minimum of 2 adult chaperones if youth are present
 - Appropriate adult to youth ratios when youth are present
 - Green Barn not to exceed 10 youth 4-H members.
 - White Barn
 - Minimum of 2 adult chaperones if youth are present
 - Appropriate adult to youth ratios when youth are present
 - White Barn not to exceed 6 youth 4-H members.
 - Creates sleepover list of youth and adult and invites applicants based on several protocols (including but not limited to)
 - Age (oldest to youngest): minimum age to sleepover is 13
 - Fairboard Director: must be a Director to sleep over
 - Parental Permission
 - Contacts 4-H members and their parent/guardian to inform them of selection no later than 1 week before the fair
 - Email rules/expectations to members chosen for sleepover and includes a list of what to bring
 - Creates binder with sleepover list plus health forms and emergency plan and contact numbers
 - Coordinates and run mandatory orientation meeting
 - Meeting is Thursday evening of the fair to review rules/expectations and safety
 - Any youth not able to attend this meeting will not sleep over
No exceptions

Day Lead responsibilities:

Day Lead - must be an approved 4-H volunteer (with custodial care) and Fairboard Advisor with at least 2 years of experience. Same responsibilities as barn chaperon below plus:

- Carries binder with list of members, health forms, emergency plan and contact numbers
- Carries keys to buildings
- Does final count of members and chaperones each night at 10pm
- Locks and secures all barns on grounds
- Reports all issues or incidents to the UConn 4-H Tolland County Educator

Night Lead responsibilities: Night Lead- must be an approved 4-H volunteer (with custodial care) and Fairboard Advisor with at least 2 years of experience and at least 21 years old

- Attends orientation meeting Thursday evening of the fair
- Remains on fairgrounds overnight (10pm-7am)
- Maintains safe environment in and out of the barns
- Be willing and able to handle animals in barn if necessary
- Enforce rules/expectations of 4-H members
 - Animal checks before lights out
 - Doors closed after final head count done at 10pm
 - Lights out at 11pm
 - Members use “buddy system” when leaving barn for any reason after informing chaperon
 - Area neat/clean with barns opened by 8am
- Reports all issues or incidents to the UConn 4-H Tolland County Educator

CALENDAR of FAIRBOARD EVENTS

This is a **guide** to use when planning your year and can be altered as needed
Each Committee also has a calendar guideline found in the Committee Outline

October:

Awards dinner and Annual meeting: Saturday after Columbus Day

- Vote in New Board Directors and Advisors
- Presentation and Recognition of outgoing year's Advisors
- Present Budget for upcoming year

Before the November Fairboard meeting:

Orientation/ Fair Board Professional Development and Team Building Activity

- Food provided - (differs year to year- decided at wrap-up meeting by previous fairboard)
- Introductions and Ice Breaker
- Pledges
- Fair Board Handbook
 - Explanation of Constitution and By-laws
 - Explanation of opportunities, duties and responsibilities of Officers
 - Explanation of opportunities, duties and responsibilities of Committees
 - Explanation of opportunities, duties and responsibilities of Advisors
- Other Activities
- Reflection
- Adjourn

November:

- Roll Call
- Nomination and Election of Officers
- Review Duties and Responsibilities for Committees and Number of Slots
 - Some officers are automatically on certain committees
 - Officers serve as Chairs of their designated committee
- Pick Committees
- Pick Advisors for Executive Committee
- Decide on Holiday Party: who brings what – if there is a present swap and amount to spend on gift
- E-mail and Phone List for Directors, Advisors and Educator
 - Importance of Effective Communication
 - Facebook – Fairboard Facebook page

December:

- Roll Call
- First Committee Meeting and Reports
 - All Committees meet briefly to
 - review responsibilities
 - discuss communication
 - plan their calendars- committees often meet on extra planning days outside of the monthly Fairboard business meeting
- Homework- Think of Fair Theme
- Holiday Party

January:

- Roll Call
- Vote on Fair Theme
- Committee Reports
 - Kick-off dinner skit committee selected
 - Create Skit or video explaining how-to of selling ads and sponsorships
- Discuss fundraisers for the year and set dates- select fundraising committee

February:

- Roll Call
- Committee Reports

March:

- Roll Call
- Committee Reports
- Pick Fair book dedication

April:

- Roll Call
- Committee Reports
- Vote on fair book cover contest
- Remind everyone of Fairboard picture next meeting

May:

- Roll Call
- Committee Reports
- Take Fairboard picture

June:

- Roll Call
- Committee Reports
- Plan July meeting BBQ (2 meetings in July)
- Pick barn dance committee
- Sleep-over Application Committee chosen

- Dates for Orange Fence and goat set-up set

First meeting (2nd Wednesday of month) is BBQ/party

July:

- Roll Call
- Committee Reports-finalizing plans

Second meeting (4th Wednesday of month)

- Roll Call
- Committee Reports
- Kitchen clean up
- Emergency Plan review with Fairboard

August:

4-H Fair

Applications for Directors and Advisors

Set Dates for year and reserve TAC rooms, buildings and grounds as needed:

(as with many dates in this calendar- this is a guide-some event dates can be left on the table):

- Sponsorship Kick off Dinner (same day as public speaking)
- Turn-in Date (last Saturday in March)
- Barn Dance (Friday before set-up)
- Fair set-up the Saturday morning before the Fair
- Fair Check-in the Wednesday evening before the Fair
- Steward Orientation

September:

- Roll Call
- Committee reports and wrap up
- Board to vote on fair spirit, advisors vote on outstanding director and officer
- Budget
- Plan annual fairboard orientation
- Dinner and Slide show committee picked for Awards Dinner
- Nominating Committee (voted on by Executive Committee) meets to review nominations- ongoing

An EEO/AA employer, University of Connecticut-Extension provides equal opportunities in employment and Program provider.

*Don't forget to thank all the
volunteers, leaders, parents,
guardians, families, friends, staff,
stakeholders, and supporters for
all they do to help the
Tolland County 4-H
Fair Association to
Make the Best Better.*



**Talent is everywhere,
but opportunity is not.
Make every kid's potential count.**

Appendix:



Tolland County 4-H Fair

EMERGENCY PLAN

VET ON CALL
FENTON RIVER
VETERINARY HOSPITAL
9F FIELDSTONE COMMONS
TOLLAND CT 06084
1-860-870-8701

Emergency Contacts

**Emergency
Dial 911**

—

**Vernon Police
Non-
Emergency
(860) 872-9126**

—

**Fire
Department
Non-
Emergency
(860) 871-7468**

—

**Health
Department
(860) 872-1501**

Site Address

Tolland County 4H
24 Hyde Ave.
(Rt. 30)
Vernon, CT 06066

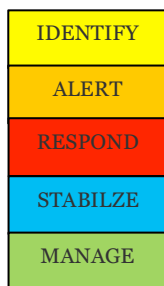
Director's

Booth

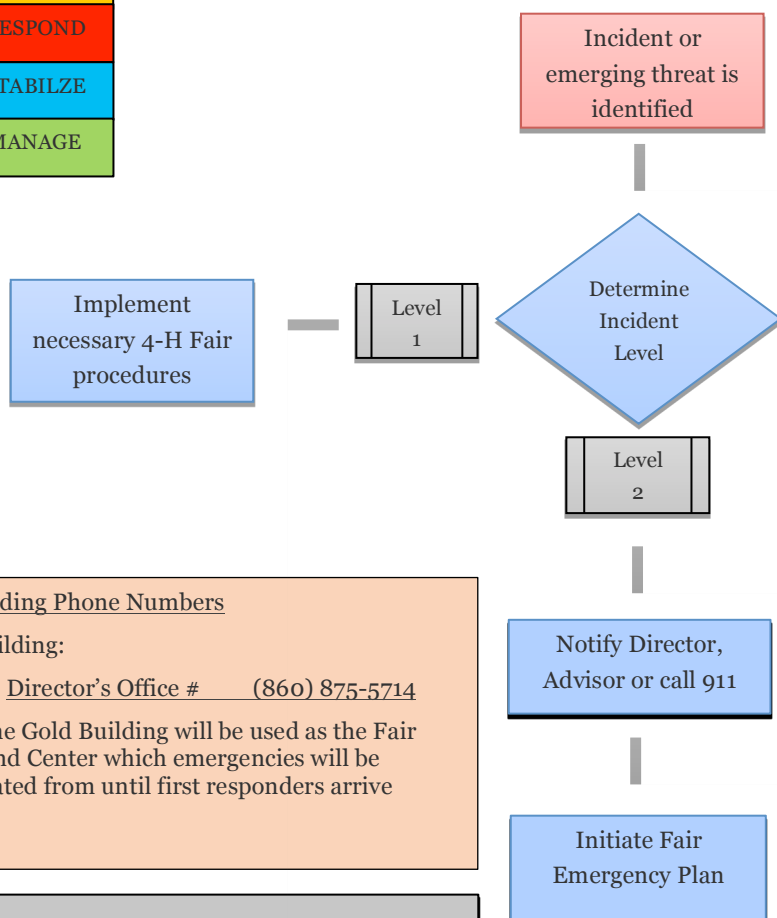
(860) 875-5714

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Emergency Actions



Emergency Action Quick Reference Guide



Key Building Phone Numbers

Gold Building:

Director's Office # (860) 875-5714

Note: The Gold Building will be used as the Fair Command Center which emergencies will be coordinated from until first responders arrive onsite.

Executive Committee / Fair Advisors

Contact Info

	Cell Phone
Fair President	(860) XXX-XXXX
Maryann FuscoRollins (UConn)	(860) XXX-XXXX
Day Lead	(860) XXX-XXXX
Night Lead	(860) XXX-XXXX
Grounds and Safety	(860) XXX-XXXX
Medical Personal	(860) XXX-XXXX
Vet on call	(860) XXX-XXXX
Other	(860) XXX-XXXX

Incident Levels

Level 1 - Incident:

- Minor situation with no safety threat to 4-H Fair community
- Capable of being manage within normal Fair operations.

Example: Minor injury, missing child <15 min., etc.

Level 2 – Emergency:

- Serious event that poses moderate/high threat to Fair community
- Required immediate notification to local first responders; and / or
- Requires implementing protective action on site (site/ bldg. evacuation or shelter).

Example: Severe Weather, Fire, Hostile/threatening individual, suspicious package

Initial Emergency Response Actions

- ☐ Call 911 / Notify 4-H Director or Fair Advisor
- ☐ 4-H Director or delegate will evaluate situation and determine if emergency protective action is required (evacuation or shelter)
- ☐ If protective actions are necessary- implement
- ☐ Notify / communicate "Code Alert" protective actions to Advisors, Building Stewards, Fair Board Team
- ☐ Ensure Coordination with first responders (Police, Fire, EMS)

Plan Distribution

Copies of this plan will be available in the Director's booth, and also provided to:

- Fair Director / Advisors
- Building Steward (maintained in each building)
- Fair Board Members as needed

Plan Maintenance Requirement

This plan will be reviewed and signed off annually by the Fairboard President prior to the annual Fair Event.

- The Fairboard President has overall responsibility of ensuring plan is updated, maintained and executable.
- The Fair Board President is responsible for ensuring plan updates are completed and plan is submitted to Board of Directors for annual training.
- The Vice President of Grounds and Safety will be required to complete plan training.

Plan Update Schedule			
	Frequency	When	Responsibility
VP Grounds & Safety	Annually	By first July meeting	Ensure contacts, roles & responsibilities and training needs are completed
President	Annually	By first July meeting	Review plan information with UConn 4-H Extension Educator/Program Coordinator and updates as needed
Board of Directors	Annually	By second July meeting	Review plan information to ensure training & awareness

Plan Updates / Changes

Date	By	Summary
7/31/year	Extension Educator	Added Fairboard President contact info page 3
		Updated Veterinarian and Ferrier
		Update Safe Buildings
		Add Medical Personal to contacts

Plan Approval

This plan was reviewed and approved by the Tolland County 4H Executive Committee.

The Executive Committee has confirmed Fair Board Committee members are aware of plan, plan locations, and conducted an Emergency Plan briefing prior to annual fair.

Date Reviewed/Confirmed

4-H Fair President

Date

SECTION 1: INTRODUCTION

PURPOSE

This plan provides the Tolland County 4-H Board of Directors and Fair Board with guidance and general procedures to effectively manage emergencies or situations during the annual 4-H Fair to ensure the following:

- Safety and protection of staff, participants and visitors
- Proper notification and coordination with local First Responders
- Coordination and communication with Fair:
 - ✓ Directors
 - ✓ Advisors
 - ✓ Fairboard
 - Animal Safety

SCOPE

This plan applies to the Tolland County Annual 4-H Fair and Shows during normal hours of operations.

Hazard / Threat Analysis

Below is a list of potential hazardous or threats:

1. Severe Weather (Severe Thunderstorm, Tornado, Lightning, etc.)
2. Medical Emergency
3. Loss Child
4. Fire
5. Suspicious Package or person
6. Act/Threat of Violence

PLAN OBJECTIVES

- Ensure fair participants, visitors and animals are safe and secure
- Establish clearly defined actions in case of an emergency
- Develop guidelines on when and how to communicate emergency situations
- Define roles and responsibilities for staff during emergency situations
- Identify unique considerations during emergencies to coordinate with first responders (i.e., emergency vehicles with flashing lights and sirens may create significant risk for animals and participants)

Section 2: Emergency Coordination

Code System

The 4-H Fair uses a “Code” system to alert personnel of a situation requiring immediate attention of all staff. The “Code” system uses staff handheld radios to announce code alerts to Fair Staff.

There are two Code References:

1. **Code 100 (Emergency)** - Used to signify critical situation or emergency requiring immediate radio silence and all personnel to implement emergency actions.

- “Code 100” announcer must provide very specific information for fair staff to enact appropriate protective / response actions for their area.

“Code 100” Call: “We have a Code 100, this is ___” **announcer name** ___ identify emergency situation ___ **we have a missing child** ___ and specific action required by personnel ___ **designated team members respond to designated response zones** ___ provide specific info on situation “___ **child was last seen near Gold Building wearing red shirt, blue shorts and green hat** ___”

“Code 100” Situations (examples):

- Missing Child
- Medical Emergency
- Significant Weather Threat
- Active Threat
- Fire

2. **Code (Incident/Issue)** – A normal “Code” is used to signify a minor situation capable of being managed by Fair staff. This should be used to gain attention of the staff to ensure appropriate personnel can assist as needed.

“Code” Examples:

- Animal loose
- Minor medical need or injury

“Code” Call: “**We have a Code, there’s an animal loose between the red barn and green barn** ___” ...

Emergency Procedures

Missing Child (Code 100 Situation)

If a child is reported missing, the following actions must occur:

- ÿ Notification must be immediately made to the Gold Building Director's booth and Extension Coordinator/Advisor(s)
- ÿ Upon Extension Coordinator's / Advisor direction, a "Code 100" will be announced over PA and/or to handheld radios
- ÿ The 4-H Extension Office Coordinator or delegate shall immediately notify parking lot booth and advisor of the missing child and request No Vehicles Leave the parking lot
- ÿ If vehicle driver does not heed request to remain onsite the booth advisor / attendant will not engage driver but capture the following:
 - Vehicle license plate #, type, color and direction traveled
 - Vehicle information must be immediately reported to Law Enforcement
- ÿ The 4-H Extension Office Coordinator will initiate a search party using 4H Advisors, Fairboard members and adult volunteers.
- ÿ Search teams should have communications and an accurate description of the missing child, including:
 - Height, weight, hair/eye color, etc.
 - Clothing style, color, etc.

****In the event the search time exceeds 15 minutes and the child is not located, the Extension Coordinator or delegate must immediately call 911 and report Missing child.**

- ÿ Once local authorities arrive onsite, Extension Coordinator must provide an update, situation status, and ensure Fair staff follow any direction or guidance provided by the local authorities

Severe Weather (Code 100)

(Thunderstorms, Tornado Watch/Warning, Severe Winds/Hail)

In the event severe weather is forecasted during the Fair Event the Extension Coordinator must ensure the following:

- ÿ Assign an individual(s) to monitor weather forecast and emerging weather threats
 - Monitor Weather Service-issued (NWS) thunderstorm watches and warnings as well as the signs of thunderstorms developing nearby. A watch means conditions are favorable for severe weather to develop in an area; a warning means that weather has been reported in an area and for everyone to take proper precautions.
- ☐ Ensure NOAA Weather Radio is on and being monitored for weather alerts in the Directors booth and team is trained on when to alert Extension Coordinator or delegate of threat escalation:
 - Consider signing up for local TV weather Alerts (WFSB, etc.)
- ÿ When a severe weather warning is issued, the 4-H Extension Office Coordinator shall issue, when appropriate, advance warning to all 4-H Advisors and Fairboard members first of the need to take shelter
- ÿ Advisors and Fairboard members will prepare to provide direction to Fair participants and visitors of the need to shelter and direction on shelter options

****Important Note: A timely decision to shelter is crucial to provide adequate time for Fair participants to effectively shelter and secure animals.**

- ÿ Shelter locations include the following buildings (should be reviewed with local Fire Department/Marshal:

Red Barn	Pig Barn
White Barn	Elliot Building
Green Barn	Gold Building

- With very few onsite buildings available to withstand a Severe Weather event, consideration should be made for participants and visitors to shelter in personal vehicles
 - Vehicle may provide greater protection from severe wind, lightening or flying debris than Fair buildings and minimizing a large concentration of individuals

Severe Weather:

- A SEVERE THUNDERSTORM is defined as a storm that produces wind gusts of 58 mph or greater, and/or hail $\frac{3}{4}$ of an inch or larger in diameter.
- A SEVERE THUNDERSTORM WATCH is issued when conditions are favorable for severe weather to develop.
- A SEVERE THUNDERSTORM WARNING is issued when severe weather is imminent.

Lightning Guidance:

- During the summer and fall lightning is the most consistent and significant weather hazard that may affect an event or show/event.
- The probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area. Following proper safety precautions will help minimize risk.
- The flash-to-bang method is the easiest and most convenient way to estimate how far away lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment, and its distance from the observer.
- Lightning awareness should be increased with the first flash of lightning or the first clap of thunder, no matter how far away. The most important aspect to monitor is how far away the lightning is occurring, and how fast the storm is approaching, relative to the distance and time to effectively shelter participants and visitors.

Safe structure or location is defined as:

- Any building normally occupied or frequently used by people, i.e. a building with plumbing and/or electrical wiring that acts to electrically ground the structure.
- Avoid using shower facilities for safe shelter and do not use the showers or plumbing facilities during a thunderstorm.
- In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**

Lightning guidelines

- For lightning, as a minimum, by the time the Extension Coordinator or delegate obtains a flash-to-bang count of 30 seconds, all individuals should have left the show/event or event site and reached a safe structure or location.
- The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.

Suspension of event/show:

- In case of severe weather, the Fair may be stopped. In that event:
 - Animals and participants leave the show ring/event area immediately.
 - Animals/Horses are placed in stalls or pens and participants or adults should not stay with their animals
 - Visitors will be instructed to move to a safe area predetermined by the show/event committee and Grounds and Safety team personnel.

Resumption of event/show:

- When considering resumption of a show/event or event, it's recommended everyone should ideally wait at least 30 minutes after severe weather incident before returning to the show/event or activity.

Medical Emergency (Code or Code 100)

(Minor injuries to significant injuries requiring medical intervention)

- A first aid kit, and fire extinguisher should be located in the Director's Booth in the Gold Building.
- Any medical injury or issue requiring greater intervention than a basic first aid kit requires notification / call to 911

Building Evacuation

Assessment of impacts from certain situations like fire or other emergencies by the 4-H Extension Office Coordinator may result in determining the situation poses a risk to occupants requiring an immediate evacuation of the building affected as follows:

- ☐ The Steward of the building will issue instructions to the general public occupying the building to evacuate at a safe distance away from the building-recommended minimum of 100' or direction provided from local authorities once onsite
- ☐ Occupants will not be allowed back into building until local authorities give an all clear and building can be re-occupied.



Incident/ Accident Report

All Reports to be given to 4-H Extension Office Coordinator: Maryanne Fusco Rollins

Names: _____

If person is a MINOR (under age 18) were Parents contacted (circle) YES NO

Emergency Contact Person Called? (circle) YES NO

If YES to above; name of person contacted: _____

Date of Incident / Accident: _____ Date Report Completed: _____

Reporting Fairboard name(s) _____

Area Incident / Accident Occurred: _____

Equipment / Livestock Involved: _____

Description of Incident / Accident: _____

CODE Called? (circle) YES NO If YES: which CODE?

Treatment Provided: _____

First Aid Supplies Used: _____

From which "Barn Box" were the supplies taken? (circle) GOLD BUILDING GREEN BARN
WHITE BARN RED BARN DIRECTORS BOOTH

Directors Signature: _____

Date: _____

UConn 4-H Fact Sheet

4-H County Fairs

The purpose of the county 4-H fairs in Connecticut is as follows:

1. To provide a way to have each 4-H member present their project for the year, have it evaluated and receive recognition.
2. To provide opportunities for youth to learn and practice leadership skills by planning, conducting and evaluating the “county” 4-H Fair under the guidance of trained volunteer adult mentors and UConn 4-H Extension staff members.
3. To provide a showcase of the 4-H program for the general public.

Other fair related points of note:

- County 4-H fairs in Connecticut are open to any properly enrolled UConn 4-H youth. For animal projects, youth must have also submitted animal project verification forms for their projects by the required due dates for their species in their county of enrollment.
- Project animals are not required to be purebred and/or registered in a breed organization.
- Sanctioned shows of any purebred species are not allowed to be held at any county 4-H fair held in Connecticut.
- Ages for Juniors will be 7 - 12 years and Seniors will be 13 - 18 years. (as of January 1 of that year)
- Explorers (youth ages 5 - 6 years) are encouraged to enter in the Explorer display categories only.
- Adult intervention during the fair is not allowed for handling, fitting, or working directly with animals. However, adults are allowed to supervise project animals for safety of both youth and animals.
- All projects entered and submitted at the fair will be evaluated using the Danish system of awarding ribbons. In this system, the judge does not evaluate one person’s work by comparing it to another’s. The evaluation is judged against a standard. The judge looks to determine if contest requirements were met. Often a score sheet is used, available from the county 4-H office. If the work meets a high standard, it receives an excellent rating and blue ribbon (score 90-100 points). A red ribbon is awarded for very good (score 80-89 points). A white ribbon signifies work meets standards well enough to be shown, but is only of fair quality (score of 79 or lower). One advantage of this system is that everyone whose work fulfills the minimum qualifications can receive a ribbon. If all entries are judged to be of the highest quality, all exhibitors in that group would re-

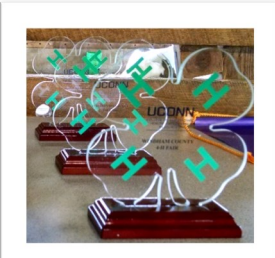
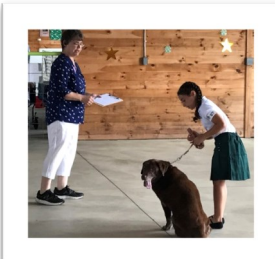
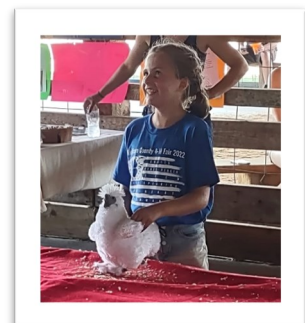
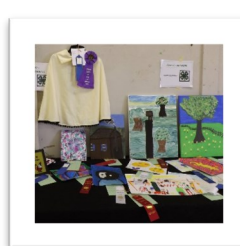
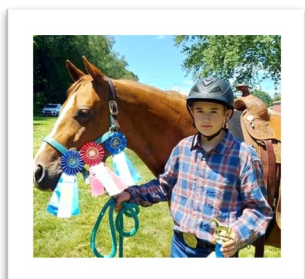


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ceive blue ribbons. The purpose of using the Danish judging system is to give every 4-H member the recognition deserved for the work they completed. It also helps the youth to recognize the ways in which they can improve over time to expand their skill level to “make the best better”.

- 4-H members are expected to enter and exhibit their projects in the primary county in which they are enrolled. However, if the primary county fair does not offer a show for their project, they are allowed to enter and exhibit their project at another county fair with permission from the UConn 4-H Coordinator without penalty.
- If a member is not able to attend and exhibit at their county fair, they can request permission from both county educators to show in another county. However, they would not be eligible for any championship or be allowed to participate in the premier showmanship contest of the out of county 4-H fair.
- A project may only be exhibited at the county 4-H fair that the project is registered in, unless another county’s 4-H fair class is open to UConn 4-H members statewide, and the project meets that fair’s requirements.
- All 4-H animal exhibits must adhere to the CT Department of Agriculture Animal Health and Rabies Advisory Guidelines. UConn 4-H does not exempt low risk for rabies transmission species. UConn 4-H reserves the right to be more stringent in the event of animal health outbreaks.



ABOUT UConn 4-H

UConn 4-H Youth Development serves more than 20,000 Connecticut young people, aged 5 to 19, each year as the youth education program of UConn Extension. 4-H provides non-formal, out of and in-school community-based learning to all 169 cities and towns in the state. Programs are made accessible to youth through the leadership and support of adult volunteers. These volunteers offer learning opportunities that are age-appropriate, experiential/hands-on, and are focused on developing life-skills and open to all youth regardless of geography, ethnicity and ability.

PUBLIC PRIVATE PARTNERSHIP

4-H is led by a unique public-private partnership of the Cooperative Extension System, land-grant universities, federal, state and local government agencies, and foundations. 4-H National Headquarters NIFA provides national program leadership to identify, develop and manage high quality youth development programs, through the extension land-grant system for 4-H. NIFA helps Cooperative Extension System and land-grant universities take research-based knowledge and expertise to identify and address current issues/problems facing youth in rural, suburban and urban communities. National 4-H Council is the private sector, non-profit partner of 4-H at all levels – national, state and local. National 4-H Council works to build stronger 4-H Programs through national fundraising support, marketing and brand management. For information on how to support 4-H contact:

Nancy Wilhelm
Program Coordinator
State 4-H Office
UConn Extension
1376 Storrs Road

Storrs, CT 06269-4134

Phone: 860-486-4127

FAX: 860-486-0264

Email: nancy.wilhelm@uconn.edu

Web: s.uconn.edu/4-h

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Use of the 4-H Emblem – Quick Reference

Complete official Emblem rules available online at

http://www.national4-hheadquarters.gov/emblem/4h_name.htm.

The 4-H Name & Emblem belong to the 4-H Youth Development Program, under the authority of USDA and anyone wishing to use it must obtain permission prior to use.

Requirements

- Clover has four leaves and an “H” on each leaf.
- The numeral “4” separated from a capital “H” with a hyphen (not a dash, slash, or space).
- Clover’s stem **must** point to the right as you look at the image.
- Emblem should appear in specific colors and in its entirety.
- The statement “18 USC 707” **must** legibly appear either to the right of the base of the stem or below the lower right leaf of the clover.
- The Emblem should be kept upright.
- The “18 USC 707” should be the same color as the leaves.
- Clover may be outlined, green outline for white clover or white outline for green clover.

Colors of Emblem

- Clover is 100% PMS 347 green, H’s reversed out to the color of the paper on which the emblem is printed. *This is the official and preferred color of the Emblem.*
- Clover can be green and H’s can be white, metallic gold, or black.
- Clover can be black and H’s can be white or black.
- Clover can be white and H’s can be white, green, or black.
- Clover can be metallic gold and H’s can be white or black.
- **One color printing** – green or black only accepted colors

Do NOT

- Flip, rotate, or turn image on its side
- Place over or obscure the emblem with a photo, drawing, symbol, word or other figure or object.
- Place text over on top of Emblem
- Superimpose an image over the top of one or more of the leaves
- Use to imply endorsement of any product or material



Appropriate Use



Appropriate Use



Inappropriate Use



Inappropriate Use

