



Extension Service Douglas County  
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2009

June 11, 2009

Dear 4-H Leaders,

**This letter and the attached County Fair material is being sent ONLY to you as the 4-H Leader. *It is not being sent to your 4-H'ers.***

We're asking that you, your 4-H members, parents, and co-leaders meet by the end of June to (1) **carefully discuss the contents of this letter**, (2) **complete the pre-registration forms**, and (3) **turn in all the club's entries at the same time before or postmarked by July 1.** Official Medical Release Health Form and Code of Conduct Form will have to be filled out for 4-H'ers who have not submitted one since 9/1/08 or those whose medical information has changed. **NO forms--NO Fair participation!**

**All 4-H exhibits are to be on display for the entire duration of the Fair. 4-H exhibitors who remove exhibits early without the permission of the overall livestock superintendent or the exhibit superintendent will be penalized.**

The following important material is attached for all clubs:

- \*\* General County Fair Information
- \*\* Exhibit Building Entry Information & 4-H Kitchen Meal Ticket Pre-Order Request
- \*\* General Animal Science Information & 4-H Dog Overnight Request
- \*\* Kitchen Help Needed
- \*\* Camper Space Guidelines and Reservation Form (Must be returned with 4-H Leader or FFA Advisor Signature)
- \*\* Herdsmanship Guide
- \*\* Volunteer Help Form
- \*\* Dormitory Registration (Must be returned with 4-H Leader or FFA Advisor Signature)
- \*\* Volunteer Teen Staff Application

**Entry Forms - Please list **ALL** class numbers and complete all sections (ENTRY INSTRUCTIONS ON BACK OF THIS PAGE)**

- \*\* Animal Entry Form
- \*\* Exhibit Building Entry Form & Contest Fair Entry Form

Best wishes as you and your club prepare for Fair. If we can be of assistance, please call.

Sincerely,

Tracy Martz  
4-H Youth Development Agent

Enclosures

Updated 6-2009

# INSTRUCTIONS FOR ENTRY REGISTRATION

Please check the top of the registration form to make sure you have the correct form for the classes the youth are entering. To assist in administration there are 2 form divisions:

- Animal Entry Form (All Animals Species)
- Exhibit Building Entry Form & Contests Entry Form (include all presentations)

It is very important to have all information completed for each club member and on the appropriate form. Be sure to **always include the FAIRBOOK CLASS NUMBER** and the number of animals or articles per class for each member. 4-H Fair class numbers are **9 digits long**. These numbers must be accurate to help with planning. Animal Exhibitors - **please do not overestimate in an attempt to get more tack space or you may be penalized. *List Showmanship Class # for each exhibitor!***

1. Main club leaders will submit exhibit entry registrations for **ALL** members of their club.
2. **Registrations are due to the Extension Office before or postmarked by JULY 1.** If additional forms are needed, the registration form may be photo copied, plain paper may be used or call the 4-H Office for more forms.
3. Use the Douglas County Fairbook for all 4-H Fair class and rules information. **LIST EVERY CLASS EACH MEMBER OF YOUR CLUB WILL BE PARTICIPATING IN ON THE APPROPRIATE ENTRY FORM. Check the Fairbook and this Fairletter closely** for possible changes in requirements and guidelines. Additional Fairbooks are available at the 4-H Office.
4. All animal exhibitors are required to show in **SHOWMANSHIP**. Also be sure to indicate the breed of animal. **List Showmanship Class # for each exhibitor!**
5. **LEADERS PLEASE NOTE: BEFORE** entering a member in a contest that will be run on a schedule--i.e. Fashion Revue, table setting, home decorating contest, mini-meal, food preparation, presentations--**PLEASE** double check with their parent/guardian to be sure that member will be able to participate in the contest. (Schedules will be mailed out prior to Fair to the members and they will need to verify their scheduled time(s).

**FAIR EXHIBITS ARE DUE AT FAIR MONDAY, AUGUST 3, 2009!**  
**Exhibit Building Judging will run from 11 am – 6 pm**

**FOR HELP PHONE: 672-4461 or 1-800-883-7568**  
**(or call the division Superintendent listed in the Fairbook)**

# **NOTE: BE SURE TO READ THE FAIRBOOK!!!**

## **2009 GENERAL 4-H COUNTY FAIR INFORMATION**

### **Entry Bracelets:**

**Members-** On Monday, August 3<sup>rd</sup>, 4-H members are eligible to purchase a fair entry bracelet for \$8.00 **after** complete 4-H records are checked and a current health form is on file.

**Leaders-** Currently enrolled 4-H leaders are eligible to purchase a fair entry bracelet for \$8.00 on Monday, August 3<sup>rd</sup>.

**Paying for Fair Entry Bracelets:** A cashier from the fairgrounds will be available from 8 a.m. to 8 p.m. Monday, August 3<sup>rd</sup> in the Exhibit Building to collect bracelet fees. Clubs that want to pay for all their members/leaders bracelets must present a list to the cashier. Each club member or leader should inform the fairgrounds cashier that his/her bracelet has been paid for.

Member and leader bracelets will be available in the Exhibit Building on entry day at the Douglas County Fairgrounds. If members/leaders are unable to pick up their fair bracelet on Monday, they may do so at the Fairgrounds Business Office.

### **4-H Pre-Registration Forms:**

Instructions are on the back of the white sheet. Refer to the Fairbook for class number and name. Double check all information. Forms are due in the Extension Office or postmarked by **July 1<sup>st</sup>**.

**Presentations:** Any 4-H member may give a public speech, Impromptu Speech or illustrated talk on a subject of his/her choice. Sign up for presentations on the white pre-registration form enclosed with this letter. Be sure to indicate if the presentation will be indoor or outdoor and if it is a team or individual presentation.

**Educational Displays:** These classes are open to all 4-H members and are especially appropriate for those projects which have no project exhibits and for locally developed projects. Enter class numbers onto the yellow Pre-registration form to compete in this category. For complete information, see Fairbook.

### **Leader Badges:**

4-H leader badges will be available for enrolled 4-H leaders to pickup at the Exhibit Building on entry day at Fair. Leaders are asked to return them after Fair.

### **Dormitory/Campers:**

Any 4-H'er planning to stay in the dormitory must pre-register using the Dormitory Registration Form. Families planning to stay in campers must complete the enclosed "Camper Space Registration" form. Forms must be returned to Extension Office **before or postmarked by July 1**. Distance from Fairgrounds is a consideration for these spaces, as long as form is received by July 1<sup>st</sup>. **Carefully review** all guidelines with your members and their parents. **Only six 4-H/FFA members are allowed per camper/trailer unit. A chaperone is required in each unit. Please Use the form provided.**

### **Participation & Behavior Guidelines:**

Outline your expectations for 4-H members' conduct at Fair. Stress the need for cooperation among everyone, not just in your club or project area. The Fair should be a fun learning experience, not a week of polarization. You may refer to the Code of Conduct on the back of 4-H Registration form for topic review. **All 4-H Clubs must have an adult supervisor on the grounds to assist their group throughout Fair.** Any exhibit or exhibitor not following 4-H and Fair policies and guidelines may be released from fair as well as loss of premiums.

### **Meal Tickets:**

4-H Kitchen meal tickets are sold to 4-H & FFA family members at a reduced rate of \$3.25 for breakfast and \$4.25 for lunch and dinner by pre-ordering on the enclosed form, or all day Monday until 5 pm in the 4-H Kitchen. After 5 pm they may be purchased at the Exhibit Building until 8 pm. On Tuesday, meal tickets will be available all day in the Exhibit Building. Encourage families to purchase meal tickets and volunteer time in the kitchen!

### **Code of Practice/Ethics:**

A reminder to all youth, leaders and parents to review the Douglas County Code of Practice/Ethics along with all other guidelines printed in the Premium Fairbook.

### **County Fair Premiums:**

4-H/FFA Lamb Show and County Fair premiums will be available to pick-up during the 2009 County Fair. Premiums may be collected by the 4-H/FFA members. No checks will be issued, no premiums will be mailed. Premiums will be distributed at the Fairgrounds Business Office except on Sunday, August 10<sup>th</sup> where they will be available at the Exhibit Building from 8 a.m. – 2 p.m.

**Premium Pick-up** – Wednesday, August 5<sup>th</sup> through Friday, August 14<sup>th</sup>.

**County Fair Premium Pick-up** - Saturday, August 8<sup>th</sup> from 3 p.m. – 11 p.m., Sunday, August 9<sup>th</sup> from 8 a.m. – 2 p.m., and August 10-14 from 8 a.m. – 5 p.m.

# VOLUNTEER HELP NEEDED!

- 1) **4-H Kitchen** This is the only Leaders Association fund-raising event for the entire year. Leaders are responsible for recruiting help! Shifts are 4 hours. Leaders, Parents, Friends & Youth (16 years and older) are needed for each shift. Proceeds from the kitchen support 4-H directly. The Kitchen Committee will work to accommodate anyone's schedule. We need each and every body to help! Please call or return the club's kitchen help form as soon as possible!
- 2) **Registration - Entry Day** Tables are manned by volunteer help on August 3<sup>rd</sup>; more help means faster processing of entries. Contact the Extension Office with your offer to help out. Everyone is willing to help you learn how to do a job. Jobs are fun and simple -you are needed! (See salmon form to be completed for your club & returned to the 4-H office.)
- 3) **Awards/Recognition** - Exhibit Building Awards will be given on Thursday, August 6<sup>th</sup>, at 7:00 pm prior to 4-H Fashion Revue. All other Fair Awards will be given on Saturday, August 8<sup>th</sup> at 3:30 in the Beef Ring. Look for the announcement. Help setting up is needed.
- 4) **Citizenship Awards:** Any leader, member, superintendent or 4-H Extension Staff may nominate a 4-H member for these awards. Only 4-H members are eligible to win citizenship awards, and nominations should be based on incidents and service at the Fair ONLY. There will be five awards presented. Forms to nominate Citizenship winners will be available in the 4-H Office in the Exhibits Building. Return the completed forms to the office by 9:30 am Saturday, August 8<sup>th</sup>!

**Delivery/Parking Passes:** *There are NO FREE parking permits.* Parking in public lots costs \$4.00 per vehicle and will be assessed each time you park your car. Families are encouraged to use the free bus shuttle service.

Delivery/Parking passes are available for **\$25 per pass**. This pass is both a delivery pass & parking pass for fair week. They allow vehicle entry onto the grounds until 9:00 a.m. each day. Delivery passes are transferable between families. Delivery passes are available for purchase from the Fairgrounds Business Office, July 21<sup>st</sup> through July 24<sup>th</sup>.

## RECORD BOOK REMINDER

**Helpful Hint:** Don't wait until the week before Fair to begin work on records. Start today! Record Book Guidelines are available at the Extension Office to help members learn the correct way to complete and assemble their record books.

4-H records must be assembled in a clean, flat cover. The records must include the following sections and be in the order as listed.

- 1) 4-H Project Book Cover
- 2) Identification Page
- 3) 4-H Permanent Record, 4-H033R
- 4) 4-H Project Records for each project entered at Fair
- 5) 4-H Project Supplemental pages (e.g. Production, Feed & Growth, etc.)
- 6) 4-H Notes, 4-H039R

All 4-H records will be checked and returned to 4-H'ers at the Record Book Table in the Exhibit Building. Incomplete record book will have until 8:00 p.m. on (Monday) Entry Day to be finished. Incomplete records after that time will disqualify the 4-H member from Fair competition. Missing record book pages will be available for purchase on entry day.

## FAIR TICKETS FOR PARENTS, FRIENDS AND NON 4-H'ERS

**Remember, only currently enrolled 4-H leaders and members receive wrist bands for Fair! Parents, relatives and friends do not.** The Fairgrounds has season and discount tickets available for purchase by the public prior to fair. Advanced tickets can be purchased until – July 24<sup>th</sup>, 2009 available online at:

[www.co.douglas.or.us/dcfair/fair](http://www.co.douglas.or.us/dcfair/fair)

### Regular Ticket Sales Admission

July 25 – August 8

Adults (13 & over)	\$9.00
Child (6-12)	\$4.00
Senior (65+)	\$6.00
Season Pass	\$35.00

### Advanced Tickets

Now until July 24 at the Fair Office

Adults (13 & over)	\$7.00
Child (6-12)	\$3.00
Senior (65+)	\$6.00
Season Pass	\$30.00

**Premium books are available at local libraries, banks, the Extension Office and the Fairgrounds.**

# Exhibit Building Information

## Exhibit Building Judging

Judging of static exhibits in the Exhibit Building will take place on fair entry day Monday, August 3<sup>rd</sup>, from **11 am to 6 pm**. This includes judging of Clothing, Crocheting, Knitting, Expressive Arts, Foods, Home Environment, Plant Science, Engineering, Technology, Natural Science, Project Display exhibits, Home Economics and Decorating Contest. Fair Bracelet pick-up and Record Book Check will begin at 8 am and static exhibits may be left at the building for judging. Participation in Interview Judging is strongly encouraged for those entering exhibits.

## Exhibit Explanation Card

The state 4-H office has standardized exhibit explanation cards, required for most static exhibits. The cards are available from the 4-H office after July 1<sup>st</sup> or online at <http://oregon.4h.oregonstate.edu/fair-exhibit-and-contest-materials> and will be available at the fairgrounds on entry day, August 3<sup>rd</sup>. Exhibits which require a completed card include:

- |                               |                    |
|-------------------------------|--------------------|
| * Recipe for Foods Exhibit    | *Child Development |
| * 4-H Art Exhibit             | *Ceramics          |
| * Knitting and Crocheting     | *Leather Craft     |
| * Clothing Exhibit            | *Photography       |
| * Fiber Art Exhibit           | *Food Preservation |
| * Home Environment Exhibit    | *Gardening         |
| * Educational Display Exhibit | *Computer project  |

**Cards and tags will be available from the Extension Office after July 1<sup>st</sup>.**

## Exhibitor Dress Code

Exhibitors must follow dress code when competing in Home Economic or Presentation contests. Exhibitors will dress neat and clean with hair combed (long hair tied back when participating in cooking contests), shirts tucked in; dress walking shorts are acceptable if clean and neat.

## Label Your Entries

All exhibits entered at County Fair must be labeled with Name of Exhibitor, County and Class Number. Clothing and knitting exhibits should have label sewn or ironed on the garment.

## Amendments to Fairbook:

1. A change in policy has been implanted at the State 4-H level. All exhibits entered may follow this new guideline:  
**Eligibility-**  
***A 4-H exhibit must be the work of the 4-H member and completed as part of the current year's project. Work done after county fair but prior to Oct 1 and not previously exhibited may be included in the next project year.***
2. Under Educational displays, Archery and Shooting Sports project and sample targes may be entered under their own class number: 214-090-00\_, (fill in the blank with 1. Junior, 2. Intermediate, 3. Senior, 4. Club).