

Clatsop County Fair Preparation Guide

This is a quick overview with links to get you the information needed to be successful at the Clatsop County Fair. No specific dates will be in this publication since it will be used year after year. Most information can be found on our website.

Our 4-H Website is: <https://extension.oregonstate.edu/4h/clatsop/fair>

This booklet is broken down into 3 sections: Pre-Fair, Fair, and Post Fair information.

PRE-FAIR

Important Dates to know-The yearly 4-H schedule can be found in the inside cover of the Newsletter which you all receive either by mail or email bi-monthly. The Fair schedule can be found on the inside cover of the Fair Exhibitor Guide or the Fair Info Packet.

October 1	4-H year begins and 4-H registration opens
October	Club Charter Renewal Form is due (or after your first meeting)
Jan 31	Deadline to sign up for 4-H and show at fair (for returning 4-H members)
Feb.	Beef weigh-in (for market auction steers only). You will get a health record at weigh-in. Update as needed throughout the year. You will need to bring this to fair.
April 30	Deadline for new members to enroll and show at fair. Deadline to add projects (art, photography, etc.) to take to fair. Horse declarations and animal leases due.
Early May	Sheep, Swine, Goat Weigh-in (Market animals). You will get a market health record at weigh-in. Update as needed throughout the year. You will need to bring this to fair.
May	Fair registration and record book check off due for shotgun and rifle . Usually, County competition is in May.
End of June	Fair Registrations due and Record Books need to be checked by leaders (or 4-H office) and the Record Book Check form turned into the Extension Office.

4-H Records- Learning to keep records is an essential life skill. There are two sections of records required for fair, the 4-H Resume and the Project Records.

- 4-H Resume-Each member needs to complete one of each of the 4 or any combination of 6 of these: 1 presentation, 1 community service, 1 Leadership role, and 1 4-H activity outside of club meetings. These will be written in their 4-H Resume and the leader will look at this and check off that they completed. We like these requirements to be completed in 4-H, but they can be done in other organizations (school, scouts, etc.).
- Project Records-Every project area (Art, Swine for example) will have a project record. This project record needs to be filled out and/or turned in to their leader or the Extension Office by the June registration dated. There is one record per project area, not per item/animal (except for horse).

- The 4-H Resume and Project records need to be turned in by deadline date in order to show at fair.
- All project record book forms can be found on the website under Record Books.

Animal Weigh-Ins-The market livestock that will be going through the auction (beef, sheep, swine, goat) need to go through a pre-fair weigh-in in order to participate in the auction. Small animals (poultry and rabbits) arrive at fair and attend only the weigh-in there. At fair, the livestock youth will fill out a Rate of Gain sheet and use the pre-fair weight in their calculations. For all Market Animals, you will turn in the Market Animal Health Forms to the scale attendants as you cross the scale at fair.

Fair Registration-Each child will need to tell us what they are bringing to fair. They do this by filling out a "County Fair Entry Form" They will use the 4-H Exhibitor Guide to find the number to the class they wish to enter and write it on the entry form. These can be found on our website or at the Extension Office. Please note that some Static/Hall classes have a blank line at the end. You will fill this in with the division (age of child). Juniors will use a 1, Intermediates a 2, Seniors a 3. This refers to their age as of Sept. 1, the beginning of the 4-H year. For the animal classes, the youth will need to know the breed/age to find their class numbers. These forms need to be turned into the Extension office by the deadline date in order to show at fair.

Fair Schedule-This can be found in the front of the Exhibitor Guide, Fair Information Packet, or at our website. All will be on the website mid May.

Fair Info Guide-This is a book that answers most of your questions about fair. It has things like: What is new this year? Judging Contest and Flower Arranging Contest info, Animal info, camping applications, Record Book Overview sheet and more. Find this on the website or at the Extension Office.

Exhibitor Guide-This is the booklet that will have all the fair rules and classes available at the 4-H County Fair. It gives you information on:

- Registration
- General Fair Rules
- Dress Codes
- Adults' Role at fair
- Rules for each project area
- Animal Science Rules
- Animal Herdsmanship (keeping their area clean)
- Showing an Animal
- Animal Market Sale Rules
- Animal Ethical Standards
- How to file a complaint if needed

Be sure to look at the project areas you are entering in. At the beginning of each project, it gives specific info for that project that you need to know. Be sure to read through the general rules for all exhibitors and those for your projects so they do not get disqualified.

Videos to help you figure out fair—We have constructed some videos to help answer some questions. These are also generic with no dates to be used year after year. You can find them on our Clatsop County 4-H website under FAIR. Topics include:

- Livestock Judging Contest, 2024
- Cloverbud Fair Info
- Static/Hall Items Being Entered at Fair
- General Fair (Registration, Requirements, Record Books
- I've registered for hall/static 4-H exhibits, now what?
- Record Books for Fair and Competition
- Home Ec Skills Contest (Foods)

Pen Set Up-2 weeks prior to fair on a Sunday, all youth bringing livestock/small animals projects to fair are expected to come and help set up the arena and small animal barn at the fairgrounds. The more hands the better, so parents are also encouraged to attend and help. This takes about 2-3 hours depending on the amount of help. Bring gloves.

Getting your wristband-You can get this from the office from mid July till part of the week prior to fair. After that, they will be available Sunday of Fair at Check-In by the hall area, the Monday Night All Exhibitor meeting, or at the Fair 4-H Office (behind the Chicken Coop). Wrist bands are available to all 4-H members and volunteers. Each member and leader will get 1 band for the week to get them into fair all week long.

Hall/Static Item Tags and Animal Show Numbers-If you enter any static item like photography or art, you will need a some paperwork to put with your exhibit. QR Exhibit Tag-This is a tag that will identify the member and club and will be attached to the item. Explanation card is a card where the youth explain what they did to make their project and will be attached to the items. After registration, we will get a packet together for each child based on what the member registered for. These can be picked up at the Extension Office mid July with your wristbands. You will need to have these attached to your item prior to entry day.

Pen and Stall Requests-Those members bringing animals will need to tell their leaders what animals they are bringing to fair, and how many stalls/pens they will be needing to house those animals. Some might be able to share a pen, so mark that and only request 1 pen for those animals. Do not add tack into this count please. These forms are due at registration deadline. These are on the website under Fair. These are turned in by the leaders only.

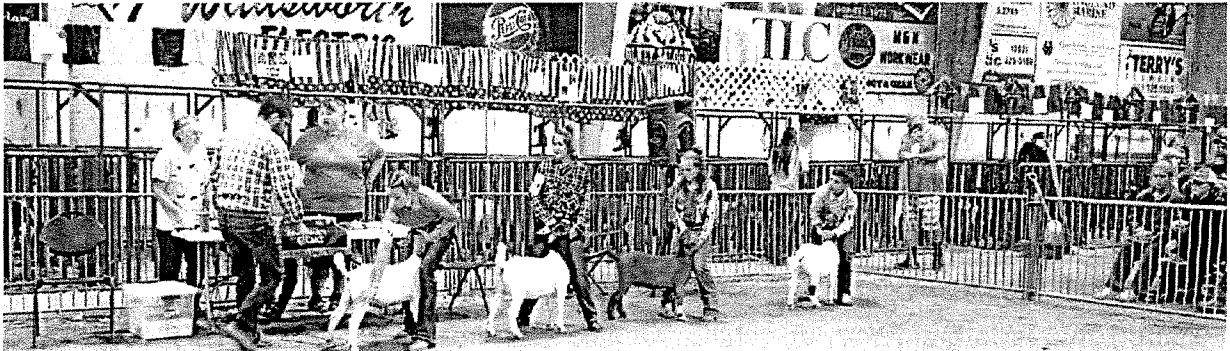
Barn Decorations at Fair

There are no set rules for decorating. Keep in mind if your animal is an "eater of everything" you will want all decorations out of reach (goats and rabbits). Livestock, Small Animal, and horse all have some sort of club decorations to help identify a club's space. Some people follow the yearly fair theme, some clubs use the same decorations year after year. Anything is fine. These can generally be put of Saturday prior to fair.

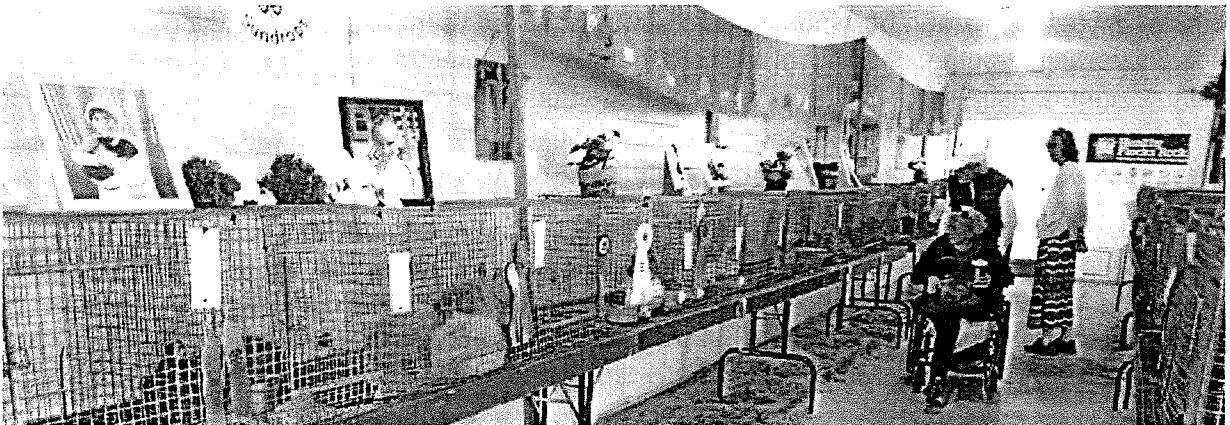
- **Livestock Area** -At pen set up, there are usually some 2" x 2" posts that can be attached to the pen and nailed on top to twist wire down to feed a curtain through or hang decorations from. Some clubs make curtains out of material (12" to 18" long or so, depending on the species). Others hang lattice to decorate on or hang pictures from wire. Your decorations need to be able to withstand a light breeze. Stall cards need to be hung over the pen of the correct animal amidst decorations. (You will need wire,

hammer & nail, wire cutters, short step ladder). Livestock cards MUST be in place by the time the animal arrives.

- **Small animals**-There will be 2" x 2" posts on each end for wire to be strung to above the



cages. Decorations can hang off the wire. Remember to keep them short so the rabbits cannot eat the material. Anything is fine, you just want something that designates your space. (You will need wire, hammer & Nail, wire cutters, short step ladder). (Turkeys are now in the horse barn area. You will be decorating the back wall behind the animals cages. Any type of decoration is fine as long as it designates your space. (You will need stapler for sure).



- **Horse**- You will be decorating the space your club horses are in (stalls and doors). Almost any type of decoration is fine as long as it designates your space. Some clubs do photos of each of their members. (You will need stapler for sure and maybe wire cutters and wire).

Show Clothes-Prior to fair, you will want to think about what you need for show clothes. Remember, you are representing 4-H. In the Exhibitor Guide there is a section on this, so be sure to read it. You will want to make sure whatever you choose covers your skin areas that might be a distraction (front and back). Practice bending and squatting. If anything is hanging out, it needs to be covered up, or pick another shirt. There are special clothes for dairy, dairy goats, poultry, and shooting sports, all in the Exhibitor Guide. We also have a "Clothes Closet" at fair with some items that can be borrowed if needed. In general, Livestock members wear a button-down shirt or nice shirt and jeans, Dog members wear nice slacks, a dress/skirt, or suit, Poultry and rabbit members should not wear shiny items and need long sleeves, Horse members wear approved headgear, nice shirt and jeans, or English riding attire.

Tagging Animals-The following animals need some sort of ID to be on the premises during Fair.

- Poultry: Leg band or wing band
 - Market animals will be tagged as they cross the weigh-in scale at fair
- Rabbits: Ear tattoo or Permanent Marker (member chooses number)
- Swine: Ear tag or Ear Notching (done as a piglet)
 - Market animals are tagged at first weigh in
- Cattle: Ear Tag or Tattoo or Brand
 - Market animals are tagged at first weigh in
- Sheep: Ear Tag or Tattoo
 - Market animals are tagged at first weigh in
- Goats: Tattoo (preferred) or ear tag (dairy goats should be tattooed)
 - Market animals are tagged at first weigh in
- Horse: Brand, tattoo, or identifying markings

Camping at Fair-The Fairgrounds handles this. You will register on-line at the fairgrounds link. For questions, contact the Clatsop County Fairgrounds.

Market Animal Weights-Make sure you check the Market Auction rules (that you will get at the beef and spring weigh-ins). They are also listed in the Exhibitor Guide book. Be sure to look for over and underweights.

Help moving the fair office the week prior-We can always use help moving our fair office out to the fairgrounds the week prior to fair. Please let us know if you have time and would like to help.

Market Animal members-Buyer Letters-It is a good idea prior to fair to go to local businesses and give them a letter with information about your 4-H work and about you and why they should come to the auction and purchase YOUR animal. This is a great way to get buyers to come check your animal out at fair or get some additional "add on" dollars to your project. *People can donate money to the auction member by using an "Add On" form.*

FAIR

Bringing animals into fair-This is done on Sunday of fair week or by Monday by 7:30am.

Fair Entry Day for hall/static (i.e. art, photography, etc.) items-Sunday before fair is when you will bring your items to the west side of the fairgrounds. You will have your QR tag and Explanation tags attached (or you can get them there and attach them), go see the superintendent for your projects, and have the opportunity to talk with/interview with a judge about your project (optional but encouraged.) The items will stay on display all week and you will pick them on Sat. pm or Sunday am (see schedule).

Member Responsibilities for Animals at fair: This is your project, and you need to be doing the work. This includes things like: sweeping, moving animals to wash racks, fitting and clipping, cleaning out pens, moving wheel barrows, scooping poop, etc. Parents can only help for safety issues. Older/experienced youth should help the newer members if needed, even if

from another club. You should be **HELPING** the youth and not **DOING** the work. If youth get into the Master Showmanship class, older/experienced youth can help them study/prepare for projects they might not be very familiar with.

Older/More Experienced Youth Helping -If youth need help with something, they need to ask an older/experienced youth. Members should help out anyone who asks, even if they are not from their club. The great thing about 4-H is youth can learn and then share their knowledge. If an older/experienced youth is helping clip an animal, the younger child should also be helping. It is not for the older child to **DO** the work. They should be teaching the member. So what does that look like? Maybe they both hold the clippers with the older youth doing the guiding, but the younger member is also doing it and learning.

Rules at Fair-When you get to fair, it would be a good time to review the rules in the Exhibitor Guide one more time to refresh your memory.

Monday Evening All Exhibitor Meeting-This is a fair kick-off meeting for parents, members, and leaders. This is a meeting you will not want to miss. Most topics revolve around youth showing animals. All graduating seniors will get a senior award at the meeting. Senior Scholarships are given out this evening.

Morning Meetings-Each morning there will be an animal exhibitor meeting in the large arena. All are expected to attend.

4-H Fair Office-Is located behind the Chicken Coop (the 4-H Food Booth) with day-time hours.

Tuesday is Contest Day! Throughout the day we have multiple contests for youth to test their knowledge. Most of them are judging contests which test the knowledge the youth have learned on their project area. These are open to youth or adults. See the Fair schedule for contest times and events. Basically, if you are in the project area and there is a competition for it, you should join.

Chicken Coop- This is the 4-H Food Booth located on the west side of the fairgrounds. It is the biggest fundraiser of the year for 4-H. We have two managers and everyone else who works there is a volunteer and youth. So, each club is required to work in the booth. Parents, Leaders and youth are welcome. A sign-up will be available closer to fair. Please take a shift or two (3 hour shifts). Wear clean clothes and have your hair pulled back. It is helpful for adults to have food handling certification, but not required.

Dress for your Shows-Follow the dress attire section of the Fair Exhibitor Guide. Also, check yourself at home, lean over in front of a mirror and make sure nothing bare is showing front or back.

Stall Cards-This is a card that has the child and animal information available to the public. A Stall card will need to be in place for every animal you bring. It needs to be in place when the animal is first housed in pen or stall. You get these from your club leader or at the fair. The fair staff needs to know what animal belongs to which member.

What to bring to fair if you are bringing an animal-You are going to want to come prepared with what you need to make fair as less stressful as possible and to keep you animal(s) safe and contained (for example, the swine project needs boards to keep the chips in the pen). On our website, you will find information for each animal species. (Fair Animal Help Guide.)

Hersdmanship-What is it? This is keeping the barn clean. The barn is the members and animals "Home" during fair and the members are the ones who keep the house clean this week. We have a judge that comes through twice daily and judges the animal space and the barn space around them. Each club is judged, and the scores are tallied and given a ribbon for the day. These will be posted. After 2 white ribbons for the week, there will be a warning. If there is a third white ribbon, the entire club will lose its premiums for the species. See the Exhibitor Guide for judging rules and expectations. Parents cannot help clean.

Ribbons -4-H judges by the Danish Merit System which is based on a standard. We hire judges for each project area. Every judge is unique, and every day is a new day. Members will get Blue, Red and White ribbons. Those exceptional in their class will get Champion or Reserve Champion.

Honoring the Judging Process-The 4-H Office hires judges who are experts in their field. It is one person's opinion on the day of the show. During the judging, the judge will announce on the microphone why the animal was placed where they were. This is a learning time for the youth and the audience. If you still question the placement, you may politely speak with the judge after for more reasons for the placement. This is an educational time. Does everyone always agree with the judge's decision? No, but it is that judge's opinion on that day and their placement needs to be respected.

State Fair Sign up-If you wish to go to State Fair, you will need to sign up by Saturday night or at the latest, Sunday am of tear down day. There is a book in the 4-H office you can look through for classes and a sheet to fill out.

- Hall/Static Items-these will be marked with a Selected for State sticker. Some project areas have limits on how many items can go to state fair. You will decide this when you pick up your items to go home. The Extension office will transport the items to and from State Fair. You will need to package them for safe transport. The Cloverbud member projects are not eligible for state fair.
- Animal projects-The child (must be an Intermediate or Senior member) will physically go to Salem to show their animal. Transportation/housing is on the family. There is a limit of how many can attend. Typically, those receiving a blue or better are eligible to attend, unless we meet the county quota.

Fair Premiums -The County Extension office pays a small amount of money to the members for their ribbons of Blue, Red, and White. The value is determined after fair.

Rate of Gain-This is a contest you can enter to receive a Rate of Gain award. You will take your Winter/Spring weigh in number and your final weigh-in number and calculate the rate of growth for your market animal, fill out a Rate of Gain form and return it to the 4-H office.

Special Fair Awards-On Saturday, there is an awards event for youth who received highest honors. The list of awards and how to achieve them is on the website under Fair. (Clatsop County Fair Awards Book). Often the youth do not know they are getting an award.

Keeping a Good Attitude-Fair is a tiring, long week. Please practice good sportsmanship in and out of the ring and model a good attitude. It is a time for you to make new friends, gain confidence, and grow as a person.

Auction Info-The Market Auction is not a 4-H event. It is put on by a separate entity with a different committee. Here is some info on how the auction works.

- Early June, at the Extension office, we will have Add On Slips (for buyers to give you extra money) and the Auction Brochure (that informs the buyer of their options.) Both of these can be added to your buyer letters.
- Weigh-In-market animals must be in place at the fair by Monday am. Paperwork needs to be ready and the members waiting at their pen at appropriate time.
- Buyer's gifts-Once you sell your animal at the auction on Saturday, you will want to acknowledge the buyer of your animal somehow. A nice handshake or home-made card is enough or a small gift. A gift less than \$25.00 is appropriate. They are not purchasing your animal for a large gift.
- Finding buyers in the stands-The auction moves fast! You will want to have someone watching for you to see who buys your animal so you can take them your gift or go shake their hand.
- Parents bidding-See the rules in the Exhibitor Guide under "Market Sale".

What Parents Can Do at Fair?

County fairs can be stressful and emotional for families. Parents can help make it a positive experience for the child by leading by example.

"To Make the Best Better" is the 4-H motto, and supporting their child through their efforts helps them succeed. Parents should keep the purpose of the 4-H project in perspective. The project is simply a teaching tool and a method for involving the youth in a worthwhile activity and building life skills. Above all, the child is more important than the 4-H project.

The most important goal of 4-H is personal growth of the child. The child will learn from their mistakes. An adult might be able to do a job better, faster, and with less mess, but 4-H is about Learning by Doing.

It's also important to not let the desire to win overpower your child's ability to learn. Remember, the 4-H experience should be an educational one. Some of the parents were in 4-H, and it is easy to want to relive your 4-H experiences through your child, but let them find their own 4-H experiences.

At fair, parents/adults cannot do the work for the member. This includes things like: sweeping, moving animals to wash racks, fitting/grooming, cleaning out pens, moving wheel barrows, scooping poop, etc. They can only help for safety issues. This is the child's project. During the Monday Fair meeting, the parents are told to "sit on their hands" and this is really hard! The parent's role at fair is to support their child's efforts, encourage them, and help them have a positive experience. You can help the youth keep in mind, every day is a new day at fair!

Post Fair

Animal Pen clean up-Sunday morning is the day to get your stall cleaned out and help get the pens/panels/showring/holding pens taken down. Look at the schedule for times. Everyone is tired, and your help to be there on time and do your part is necessary.

Hall Pick up-Static/Hall items need to be picked up by the designated time (often sometime Saturday pm or on Sunday morning from 6am to 10am (when you get your animals). You will get your judge's comment sheets and your state fair letter at this time. If you are unavailable to get them, please assign this to someone else to do. Everything is moved back to the office that day.

State Fair-All items/animals going to state fair need to be designated to go by Sunday am. 4-H Staff will return to the office, get things entered for state fair.

- **HALL**-The state office will generate new QR tags for the hall items, but if your Exhibit Tags are still good, you can use those. You can make any changes the judge suggested. You will change out the tags and bring your items back to the Extension office mid August for the staff to transport to Salem and bring back after Labor Day.
- **ANIMALS**-When you fill out your state fair info, you will put down what pens you need and what size T-shirt you want if the 4-H Assoc. is providing these. There is often a meeting for new members who have not gone before. You will need to provide your transportation and lodging. You and a chaperone will get passes to get into State Fair for free.

Record Book Judging and Award Nominations—This happens after fair in August/Sept. See below for more info:

- **Record Books**-In the August Newsletter, youth will have the opportunity to enter their record books for competition for awards and medals. There will be an application in the Aug. newsletter and the books are due for judging at the end of September. Call the office for info on what is needed. We are always looking for parents, leaders and teens to help judge these. Turning these in is optional. <https://extension.oregonstate.edu/4h/clatsop/record-books>
- **Awards and Recognition**-In August, we begin looking for award nominations for community businesses, members, leaders, and clubs. Help us recognize those that made a difference! The list of awards can be found at: <https://extension.oregonstate.edu/4h/clatsop/member-opportunities-scholarships> These are due by the end of September and are given out at the Nov. recognition night.

Financial Forms-All clubs need to fill out a financial form and get it turned into the Extension office by August 15 even if you have no money. You will also turn in an inventory sheet (if you have equipment purchased with 4-H funds and if you have no

equipment-put N/A on it). A dollar value of the equipment needs to be estimated for reporting purposes.

You should keep a copy of the form you turn in for reference for the following year. You will need those numbers for your beginning balance for the following year. If clubs would like last year's forms and bank statements emailed to them that can be arranged.

Market Animal Auction Checks-These are done by the Market Auction and usually are ready to be picked up at a bank at the end of August. You will be contacted when they are ready.

Fair Premium Check-You will get a little money from the Extension Office for each Blue, Red, and White ribbon you get at fair. This money will be available about mid-September.