

Requirements Timeline

September 1 —Submit fair book changes.

September 1— next year's proposed budget turned into treasurer.

March 1—trophy donors, ribbon count, and ribbon order turned in to fair office.

May 1—Ribbons and Trophy Sponsor List due to Treasurer.

May—Date to be announced—All Superintendent pre-fair meeting at fair office.

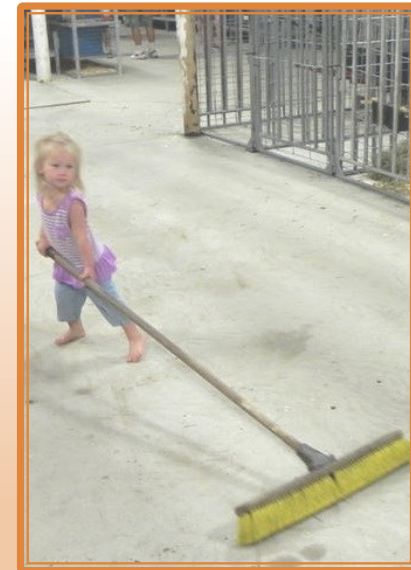
May 15—Judge contacts turned in to Fair Treasurer.

June 1—Judge contracts mailed out.

Week before Fair—Barns sanitized with bleach solution /Pens and Tables set up .

First Monday of the month at 7 pm Executive Board Meeting

Second Monday of the month at 7 pm Board of Directors Meeting



OFFICERS		PHONE	E-MAIL ADDRESS
Matt Kempf	President	(231) 821-0548	matt@newaygocountyfair.org
Charlie McKinley	Vice President	(231) 834-8917	charlie@newaygocountyfair.org
Eric Carson	Trustee		eric@newaygocounttyfair.org
Olivia Mangan	Secretary	(231) 225-5642	olivia@newaygocountyfair.org
Joan Omans	Treasurer		joan@newaygocountyfair.org
Brenda Nelson	Assist. Treas.		brenda@newaygocountyfair.org

815 S. Stewart, Fremont, Michigan 49412

Phone 231-924-4450—www.newaygocountyfair.org

2023 Committee Handbook

Dear Committee Chairperson/Superintendent,

On behalf of the Newaygo County Agricultural Fair Board I want to welcome you to your new adventure. Your acceptance of your position brings with it the thrills and excitement of serving the exhibitors and community.

This also comes with a lot of responsibility. There are reporting requirements, set up and tear down requirements, fundraising, and organizing responsibilities. In this handbook you will find a time-line of important dates, the general duties and responsibilities, and contact information for other committees and the board members.

This time-line has been established to help you know what is required throughout the year. The Fair Association has a responsibility to submit certain state and federal reports during the year and the timeliness of your report helps the association meet those requirements.

The duties and responsibilities of committee chairpersons vary from committee to committee but these general guidelines should help you be successful in your position.

In regards to fundraising, all incomes and expenses have to be reported to the treasurer so that the information is included in the annual report to the IRS. Also be sure to turn in the net income for deposit into your committee fund. There is a Sample Statement of Activity in this guide that will help you in preparing that report.

The Association Board and I look forward to working together with you and your committee to provide the most successful fair possible. Our goal is to increase the success rate each year by building upon the experiences and lessons we've learned each year. If you have any questions or concerns, please don't hesitate to contact one of the board members.

Thank you,

Charlie McKinley, Vice President

BOARD OF DIRECTORS AND CONTACT INFORMATION

Matt Kempf.....	616-318-8934
Charlie McKinley.....	231-519-1940
Eric Carson.....	231-450-0133
Olivia Struble	231-225-5642
Joan Omans.....	231-414-1418
Brenda Nelson.....	231-250-8285
Alice Kempf	231-225-1951
Lynn Boverhof.....	231-245-1604
Chris Cook.....	231-834-8695
Louanne Cook	231-349-1946
Greg Dykema.....	231-262-2881
David Westenfelder.....	231-225-6550
Jim Hines.....	231-349-6304
MarCus Sneller	307-751-6280
Mark Baden	231-519-0613
Amy Muraske.....	231-629-6507
Mark Kukal	231-349-8379
Nancy Boverhof	231-250-7440
Paul Folkema.....	231-924-3030
Todd Gilliland.....	231-206-8180
Dan Shue.....	231-303-2091
Kim Sytsma.....	616-889-5393
Katelynn Sytsma.....	231-450-2533
Laurie Platte-Breza.....	231-924-0500

YOUTH MEMBERS CONTACT INFORMATION

Kaitlyn Jordan.....	231-724-1318
Jayla Simila	231-769-7019
Natalie Taylor	231-578-3221
Landyn Slominski.....	231-402-1965
Lindsey Westveld.....	616-265-0181

Department Superintendents

Antiques.....	Dan Shue
Arts, Crafts & Hobbies - Adult	Gem Schubert
Arts, Crafts & Hobbies - Youth.....	Joyce Vincent & Jennifer Bogen
Beef (Market) - Youth	Gary & Beth Hoppa
Beef Breeding - Open.....	Sara Kempf
Culinary Arts - Youth	Kathy Alford
Culinary Arts - Adult.....	Roni Powers
Dairy - Youth.....	Chris Cook
Dogs – Youth.....	Mary Rottier
Entomology - Youth.....	Alice Carson
Floriculture - Adult	Angie Pummel & Jane Porter
Floriculture, Youth	Kayla Dunbar
Goats - Youth	Colleen Hines & Katelynn Sytsma
Grand Slam - Large Animal.....	Elise Kempf
Grand Slam - Small Animal.....	Jessica Meyer
Horse - Youth.....	Travis & Leah Kempf
Horse, Draft - Youth & Open.....	Jocelyn Ponce
Horse Pull.....	Gary Delong
Horticulture - Open.....	Reise Bogen
Horticulture - Youth.....	Abi Moon
Inanimate - Open.....	Marlene Vincent & Aariah Dunbar
Inanimate - Youth.....	Joyce Vincent
Inanimate, Photography - Youth	Melissa & Emily Bouerhof
Inanimate, Sewing & Needlework - Adult	Jill Aune
Inanimate, Sewing & Needlework - Youth.....	Karen Struble
Inanimate, Science & Technology - Youth.....	Alice Carson
Llamas & Alpacas.....	EXHIBITION ONLY – Call Fair Office
Market Livestock	Gary Hoppa
Natural Resources - Youth.....	Alice Carson
Poultry - Youth & Open.....	Amy Gerwig & Mikayla Gerwig
Rabbits - Youth	Melissa DeHaan
Sheep - Youth	Jodi Robeck
Swine - Youth.....	Mark Kukal
Tractor & Truck - Pull, Dirt.....	Ben Wolfsen
Tractor Operators.....	Craig Dunning & Jason Dunning
Youth Ag. Exhibits.....	Ed Cregg Jr.

Fair Entry Registration

We use FairEntry.com as our registration medium because they also manage 4H Online and share resources. In theory, this simplifies the process of registration for 4H members, however, there are occasional glitches in the system.

If you are having difficulty logging in to FairEntry with 4H Online, please try logging in to 4H Online first. If you are not able to log in, please contact the 4H extension office for assistance. If you can log in to 4H Online, please contact Charlie or Colleen and ask them to refresh the 4H Online integration. It is possible that the last refresh was done before you paid your 4H dues.

The address to register is, <https://newaygo.fairentry.com>

Email Charlie at charlie@newaygocountyfair.org, phone number 231-834-8917 or Colleen at colleen@newaygocountyfair.org

Superintendents and Committee Chairpersons can also have access to their departments. Please contact Charlie or Colleen if you are interested in obtaining that access. We can also sit down with you to give you some training on how to use it. Fair Entry has developed a helpdesk at <https://fairentry.zendesk.com>

The Fair Book is available online at <https://newaygocountyfair.org/fair/fairbook/>

General Rules—Superintendents

1. Call meeting dates and inform your committee and Fair Board Vice President, all committees should have at least 3 meetings per year.
2. All departments/committees must have a minimum of 3 individuals serving in their areas.
3. Appoint a committee secretary to take minutes and send a copy to the Fair Board Secretary as soon as possible. Note: Minutes should include attendance list!
4. All committees should submit a budget, even if you do not have a line item. Your budget should be submitted to the fair board by September 1. NOTE: This is to help with budget planning for the year.
5. Review fair book and submit changes to fair office by September 1.
6. Responsible for the department to which he/she is assigned - Reserve stalls, pens and placement of exhibits, special awards, class sponsorships and all other department-related activities.
7. Keep fair book rules for each department down to 10 rules. Barn rules can be referred to in the fair book and be posted in your barn.
8. Responsible for set-up and clean-up in their project/exhibit area.
9. A superintendent must be present when exhibits are entered, judged and when released. Enlist volunteers to assist as needed during fair week.
10. Uphold established exhibit arrival and release times.
11. Communicate effectively to resolve disagreements within your project/exhibit area. If unable, report incident to the Fair Board.
12. Be responsible for calling of classes for judging in accordance with the printed program as practical. Ribbons, trophies, judging tablets, and judge's paycheck can be picked up in the fair office the morning of the show. Superintendent is responsible for all judges books and reports for their project area and making sure the judges books are signed by the judge and superintendent for awards. NOTE: All classes must be listed on entry forms where forms are used. Return the judges books, tab-lets, and leftover ribbons/trophies into the Fair office by 8:00 p.m. the day of your show.
13. Work willingly with group leaders, parents, committees and other superintendents to review and recommend changes which are then presented to the Fair Board for approval.
14. Work with appropriate committees to select judges and clerks in their project area.
15. Livestock committees will recruit volunteers to set-up and tear down show and sale areas.
16. Check project area for needs or repairs and present a list to the Fair Board in a timely manner. Include on the list an estimated dollar amount for repairs.
17. All project area improvements and changes must be presented and approved by the Fair Board!
18. A superintendent is responsible to uphold all general rules of the Fair.
19. All such duties shall be performed under the direction of the Fair Board.

NCAFA Grounds Usage Agreement (non-rental)

Usage of Grounds is based on availability and requires a Board Member or Superintendent signature. The day of the event a board member or superintendent (or delegate) must be present for said event.

Name of Person or Group: _____

Person in charge: _____

Address: _____

Phone: _____

Event Description: _____

Event Date (include start/end time): _____

The above person/group agrees to the following terms and conditions:

- Dates and times on this agreement are not subject to change. Any changes will be considered a new request and must be submitted to the Board for approval.
- Persons using the grounds assume financial responsibility for any damage as a result of their event.
- Persons using the grounds are responsible for clean up. *Animal Groups- All manure/hay must be removed.*
- Persons using the grounds have a 24 hour time frame to have the grounds cleaned back up. Any group found that has NOT cleaned up within the 24 hours will not be allowed to use the grounds for a 12 month period, unless there is a superintendent change in that area.
- Trailers are to be parked on the gravel areas by the livestock show barn. No parking by the barns.
- Any signage used must be approved by the board in advance.
- If the event is a fundraiser or paid event for the fair or any entity of the fair, all event proceeds must be turned into the fair office the day of the event. The person in charge must coordinate a time to turn proceeds into the fair office with a board member.

Requested by:

Printed Name Signature Date

Superintendent or Board Member:

Printed Name Signature Date

Approved by:

Printed Name Signature Date

Incident Reporting Form

Use this form to report any workplace accident, injury, incident, close call or illness.

Return completed form to the Operations Supervisor, or Management.

This is documenting an: Circle one

Injury First Aid Incident Close Call Observation

Details of person injured or involved (to be filled in by person injured / involved if possible)

Person Completing Report: _____ Date: _____

Person(s) Involved: _____

Equipment or Truck ID: _____

Event Details

Date of Event: _____ Location of Event: _____

Time of Event: _____ Witnesses: _____

Description of Events (Describe tasks being performed and sequence of events):

*If more space is required please use the back of this sheet

Was event / injury caused by an unsafe act (activity or movement) or an unsafe condition (machinery or weather)? Please explain:

Reporting Person: _____ Date: _____

Signature of Reporting Person: _____

20. It is expected that all superintendents and or a representative from their committee attend Fair Board meetings on second Monday of every month. NOTE: This is to establish a strong working relationship between the board and the project committees as well as clear-cut communications.

21. Committee support requests from other areas should be received in writing at least 3 weeks in advance. The requests are to be sent to the committee you are re-requesting from and also to the Fair Board.

22. A week before fair, the animal barns must be sanitized with a solution of 32 parts of water to 1 part bleach. No animals are allowed in the barns until fair week when animals are brought in.

23. All stalls and barns must be clean before you leave on the last Saturday of the fair. Any tear down must be completed within one week of the end of fair so we are ready for winter storage.

24. Find some creative ways to help fund upkeep and improvements for your barn/project areas.

25. It is the committee's responsibilities to find sponsors for ribbons and trophies for fair. List is to be turned into the fair office by May 1st in order for the treasure to bill these people/organizations. Any committee coming in late with sponsors must collect the money from that sponsor and bring it to the office. There will be no late billing.

26. The superintendent will pick out and order trophies (within their budget) (formula for that is: 1/2 of any sponsorship goes toward the trophy and 1/2 goes into ribbons. If your committee does specialty ribbons, the cost of ribbons goes up substantially, and the formula is 1/3 to trophies and 2/3 to ribbons)

27. Superintendent is responsible for finding their judge and getting information to the treasurer so contracts can be sent out by June 1st (earlier is better). We need to stay as close as we can to what was paid last year. Any mileage and/or hotel cost must be covered or taken out of the departments line item. The request must include the following items:

- Name of Judge
- Address of Judge
- Phone and cell phone # of Judge and email address
- Amount paid to judge
- Date of show
- Time of show
- Name of superintendent
- Phone # of superintendent
- Email of superintendent

Sample Meeting Minutes Format

Newaygo County Agricultural Fair

____ Committee

Meeting Minutes

Date _____

Call to order

Facilitator Name called to order the meeting of the _____ Committee at *time* on *date* at *location*.

Attending

The following persons were present: *attendee names*

Absent

The following persons were absent: *absent names*

Old Business

Open issue/summary of discussion

Open issue/summary of discussion

Open issue/summary of discussion

New business

New business/summary of discussion

New business/summary of discussion

New business/summary of discussion

Adjournment

Meeting adjourned at *time*.

Minutes submitted by: *Name*

Please forward a copy of your minutes to
secretary@newaygocountyfair.org within 24 hours of your meeting.

Sample Statement of Activity

Revenue

Income _____

Donations _____

Total Revenue

Expenses

Supplies _____

Cost of Goods _____

Advertising _____

Total Expenses

Net Profit

(Total Revenue minus
Total Expenses)

Please forward a copy of your report to
treasurer@newaygocountyfair.org within 24 hours of closing the event.