

FAIR VISITATIONS

“Instructions to PSACF Directors”

VISITATION PROCESS

1. Visit the specific fairs each year as assigned to you by your Zone Chairperson.
2. If you are unable to make an assigned visit, it is your responsibility to contact another Director in your zone to cover that visit.
3. Each Fair Visit must be done with the official PSACF Fair Visitation Report as last revised 10/2010. This is a 3-part form: **Top Copy** = Fair; **2nd Copy** = PSACF Secretary; **3rd Copy** = Zone Chairperson
4. Fair Visitation routines will vary with each PSACF Director; however, it is recommended that you establish contact with the Fair President or a key Fair Official at some point during your visit. It is best to set up a meeting time after you have completed your tour to review the Visitation Form with these fair officials. It is optional whether you complete the fairgrounds visit on your own, or allow a Fair official to walk around with you. Some PSACF Directors combine both escorted and non-escorted time during a fair visitation.
5. Make sure to visit all aspects of the fair. Use the Form as a guideline.
6. Most fairs appreciate the written comments made on the Visitation Forms; try and include as many as possible in addition to the ratings you choose.

PAPERWORK PROCEDURE

1. Remember to write hard enough on the form so that all 3 copies are legible. Use a pen and a hard surface in order to apply enough pressure to go through all 3 pages.
2. Once the form is completed, reviewed and signed by both the Fair and the PSACF Director, separate and distribute as follows:
 - a. **Top Copy to Fair** Give to fair at the end of your visit, for their records.
 - b. **2nd Copy to PSACF Secretary** Staple all Fair Visitation Report *2nd copies* to one PSACF Mileage Expense Report. Submit this entire package to the PSACF Secretary before September 30, the fiscal year end. *[NOTE: if you visit Fairs after September 30, those expenses will go into the next fiscal period.]*
 - c. **3rd Copy to Zone Chairman** Submit all Fair Visitation Report *3rd copies* in one package. Zone Chairman will use these to look for common problems, issues or questions that occurred during that year's fair visitations.

Fairs look forward to PSACF Directors visiting them. So while you are there, remember to . . .

Support

Mentor

Inform

Listen and

Encourage