



School Class/Club Educational Displays Information

(Class/Club Entries, not individual)

How can school classes & clubs exhibit at the Fair?

The Dane County Fair offers an opportunity for school classes and clubs to participate as a whole in the competitive exhibits Department 35 - Educational and School Exhibits at the Fair each year. **Fair entries are open to classes and clubs associated with a grade school, middle school, and high school under adult leadership that has an education program appropriate to that school (art class, shop class, media/audio visual club, computer club, STEM club, etc.).** Teachers of a school class or club need to complete the enclosed form each year for approval by the Fair prior to May 1st of the current Fair year in order for their youth members to exhibit at the Fair.



Department 35 information and terms

Departments: All school class/club entries will be placed in Department 35 - Educational and School Exhibits. The department is further divided into two Classes depending on if the entry was a School Class or School Club.

Premium Book & Entries: The Dane County Fair Premium Book lists all rules and regulations for entering to be an Exhibitor at the Fair for all Departments. It also includes contact information for Chairs & Superintendents in each Department. You may contact Chairs/Superintendents or the Fair if you have any questions on a Department (which department should you enter a project, which class/lot, etc.). The Premium Book is released on the Fair website (www.danecountyfair.com) by March.

The Premium Book is very helpful when submitting entries that open in April and close the first week in June each year. The Fair uses FairEntry as our entries system, and our staff is available to assist with any questions on how to set up an account, submit entries, etc. when the time comes.

Chairs/Superintendents: Volunteers with knowledge in a Department that assist the Fair with rules and regulations for the department as well as on-site project check-in, judge assistance, display layout, and project check-out.

Judging: Department 35 is judged Danish style. Danish Judging for Department 35 will be per Class and the top four classes and clubs in each Class will be placed in order (1st, 2nd, 3rd, and 4th). There is no interaction with the judge. Each student will receive a participation ribbon and the top four school classes/clubs will receive placing ribbons.

Awards & Premiums: The top four school classes and clubs in each Class will be awarded a Premium. Premium money is given by check and can be picked up at project check-out on Sunday of Fair Week or mailed to the school class/club after the Fair.

Entry Fee & Admission Special: There is no entry fee for the school class/club to participate in Department 35. All youth who participate in the school class/club entry will receive one complimentary admission day pass for the Dane County Fair.

STEPS TO EXHIBIT IN DEPARTMENT 35

1. **School Class/Club Approval** - School Class/Club (art class, shop class, STEM club, computer club, etc.) must submit the enclosed **School Class/Club Application** to the Fair Office by May 1 for their class/club to be approved and participate in the Fair.

2. **Offer Education** - Provide educational opportunities to your students to create projects to exhibit at the Fair based on the rules and regulations for Department 35 - Educational and School Exhibits listed in the Dane County Fair Premium Book.

3. **Project Entry Process** - Submit project entries (must be created from August of the year prior to the week of Fair) once entries open in mid-April through the first week in June. The system used for entries is called FairEntry and a link will be posted to the Fair website under the "Youth Exhibitors" tab once it opens in April. Fair staff will send instructions and tips to all school classes/clubs who complete the application on how to enter their class/club projects for the Fair. Each school class/club will need to create an account in FairEntry before submitting their entries. The Fair will offer online Zoom calls with school classes/clubs upon request to review the entry process. Fair staff is also available to call or email with questions. It is recommended to contact the Fair office before entries close if you have any entries questions.

There is NO entry fee for school classes/clubs. All youth who participate in the school class/club will receive a complimentary admission day pass to attend the Fair and see their project displayed within the school class/club display in Department 35.

4. **Entry Packets Pick-up** - School Class/Club entry packets will be available for pick up at the end of June by the school class/club teacher. The packets will include Fair information, entry tags, daily admission passes, and any other items requested by the school class/club. The School Class/Club will be responsible for bringing their entry tag and projects to project check-in on-site during Fair Week.

5. **Project Check-in & Judging** - On-site at the Fair, teachers will bring their class/club projects for check-in and judging on Tuesday between 1:00pm-7:00pm for Department 35. Danish judging is performed on-site after check-in and teachers do not need to be on-site for judging. After judging, all projects are placed on display in Department 35 for attendees to view during the Fair (Thursday-Sunday).

6. **Project Displays** - During the Fair, we encourage ALL school classes/clubs to visit the Fair with their complimentary admission day pass to view their project(s) on display.

7. **Awards Ceremony & Project Pick-up** - On Sunday of Fair Week, project check-out occurs from 4:30pm-6:30pm. At project check-out, teachers will collect their projects and premium checks (if applicable) for Department 35. If projects are not collected at project check-out or other arrangements are not requested prior to the Fair, they will be discarded that evening and the premium checks (if applicable) will be mailed to the school class/club directly after the Fair.

8. **Results** for all departments will be posted to the Fair website as judging concludes.

If you have any questions, contact the Fair Office at entries.danecountyfair@gmail.com.

SCHOOL CLASS/CLUB APPLICATION

The purpose of the Dane County Fair is to showcase the educational programs of Dane County's youth through exhibits. The county fair experience helps reinforce youth education and provides an opportunity for reflection through interaction with judges, peers, and the public.

Eligibility Requirements:

All grade school, middle school, and high school classes and clubs must be located in Dane County and under adult leadership with an education program appropriate to Department 35 - Educational and School Exhibits. All school classes/clubs must be approved by the Dane County Fair Association.



Resources Supporting Requirements:

WI Legislative Code: Chapter ATCP 160:

https://docs.legis.wisconsin.gov/code/admin_code/atcp/140/160/Title

Dane County Fair Premium Book:

<https://www.danecountyfair.com/p/youth-exhibitors/premium-book>

This form is due annually from all participating organizations by May 1 of the current fair year. This application must be submitted by the Adult Teacher who oversees approving adult leadership for the school class/club.

Submit the completed application to the Dane County Fair, PO Box 930385, Verona, WI 53593, or email it to entries.danecountyfair@gmail.com. If you have any questions, contact the Fair Office.



SCHOOL CLASS/CLUB APPLICATION FORM

Name of School: _____

Mailing Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Website: _____ Social Media Channels: _____

Adult Teacher/Primary Contact Person of School/Class/Club (Must be at least 21 years old)

Name: _____ Role: _____

Mailing Address: _____

Phone: _____ Email: _____

Secondary Contact Person of Organization

Name: _____ Role: _____

Mailing Address: _____

Phone: _____ Email: _____

Number of Members in Organization: Adult _____ Youth _____

For Office Use

Date Received: _____ Recorded: _____

Approved or Not: _____ Listed on Website: _____

Notification Sent: _____

School/Class/Club Purpose

(You may provide a website link, attach a brochure, or write a description below)

1. Please describe the mission, goals, or objectives of your school/class/club:
2. List of Classes/Clubs at your school that may exhibit at the Dane County Fair:
3. Describe the educational program for each Class/Club as it relates to the exhibited Fair projects:

The DCFA Board of Directors may ask for additional documentation of your organizational structure and activities to help determine alignment with the purpose of the County Fair and its Departments.

Diversity, Equity & Inclusion

The Dane County Fair Association (DCFA) is committed to providing an outstanding event experience with a welcoming and inclusive environment for all community members. The DCFA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff, selection of volunteers, partners, vendors, entertainers, event management, and provision of services. Every effort is made to accommodate employees, partners, participants, and customers with special needs. Contact the DCFA at info@danecountyfair.com for information or accommodation requests.

All School Classes/Clubs participating in the Dane County Fair must abide by federal nondiscrimination and civil rights laws in hiring, volunteer recruitment, membership approval, and programming.

Fair Entry for School Classes/Clubs

School class/club teachers or representative will sign up for their specific fair entries in Department 35 in the spring using the DCFA's online FairEntry system. FairEntry system training will be provided upon request.

All school classes/clubs and their students must abide by the rules set forth by the State of Wisconsin and the Dane County Fair when participating in the Dane County Fair. The DCFA Board is the governing authority of the Dane County Fair and reserves the right to interpret rules and resolve disputes after consulting with all concerned parties. All decisions of the DCFA Board of Directors are final. Please contact us with any questions or concerns before submitting your organization's application.

_____ I have reviewed the ATCP160 rules from the State of Wisconsin.

_____ I have read and understand the DCFA Rules in the Dane County Fair Premium Book.

_____ I agree to support the DCFA in enforcing all Fair rules with participants, families, and leaders from my group.

School/Class/Club Primary Contact

Signature: _____ Date: _____

DCFA Representative

Signature: _____ Date: _____

**Please submit the completed application to the Dane County Fair
by mail (PO Box 930385, Verona, WI 53593), or email entries.danecountyfair@gmail.com**