Fair Education Committee & Subcommittee Duties

As of 1/10/25

1. **Fair Education Committee**:
    a. Members
        i. Chair (DCFA BOD Member) – Jamie Morris
        ii. 4H Lead – Lisa Curley
        iii. FFA Advisors – Jamie Morris & Pam Allen
        iv. Department Subcommittee Representatives – TBD
        v. Other Committee Members – Rachael Gierhart, Pam VanderSanden, Ron Russell, Jennifer Kramer
        vi. Non-Voting Member (DCF General Manager) – Danielle Ziegler

    b. Members are selected/appointed by the Fair Education Committee Chair, Fair Board of Directors, and Fair Office

    c. Duties of the Fair Education Committee
        i. Attend monthly meetings based on needs (in-person or via Zoom)
        ii. Review Fair Department Premium Book rules and regulations change requests each year
            1. All changes must be reviewed, and recommendations made to approve or not approve changes in order to be changed in the Premium Book
            2. Final recommendations from the committee must be approved by the Fair Board of Directors each year at their meeting following the Fair Education Committee meeting
        iii. Chair/Fair Office to collect education being offered by 4-H Education Committees, FFA Advisors, and other youth organizations
        iv. Review and approve all education submitted by 4-H Education Committees, FFA Advisors curriculum for the calendar year, and other youth organizations curriculum. If needed, Department Subcommittee may be called upon if the committee has any questions on certain items.
            1. All education for each youth group is organized and hosted by the appropriate youth group. The Fair Education Committee only determines whether or not it is approved for the Fair. The Fair does not currently offer education.
        v. Chair to create a master list of approved Fair Education (submitted per iv.) for each Department
            1. Chair to send final approved list to Fair Office to post on the website
        vi. Oversee the Fair Education Requirements Submission Process with Fair Office
            1. Fair Office will post all approved education on the Fair website
            2. Fair Office (with committee approval) will create education cards each year
            3. Fair will manage the online portal to submit education requirements
            4. All online submissions will be sent directly to the Fair Office
            5. Fair Office will email Fair Education Subcommittees and cc Fair Education Committee Chair one-week prior to the deadline date with any youth who have not completed their submissions for the subcommittee's follow up
            6. Fair Office will email Subcommittees one day after the deadline date the final education requirement submission list for their appropriate department for their review
            7. Subcommittees will have one-week to review submissions and then the Representative must inform the Fair Office of any youth who are not approved for the Fair
            8. Fair Office will inform the youth and 4-H Coordinator or FFA Advisor if they are not approved to show at the Fair
            9. Fair Office will communicate with Fair Department Chairs and Meat Animal Sale Chair if any youth are not approved to show at the Fair
            10. Any conflicts reported to the Fair Office will be communicated with the Fair Education Committee and possibly the Fair Board of Directors if needed
        vii. Resolve any conflict if needed related to Fair Education Requirements. Fair Board of Directors makes the final decision if the Fair Education Committee cannot resolve a conflict.

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2. **Fair Education Subcommittees**:
    a. Need members (4H, FFA, and other youth organizations) for each Department and 1 representative for each Department to sit on the Fair Education Committee:
        i. Dairy
        ii. Beef
        iii. Swine
        iv. Sheep
        v. Goats (Dairy and Meat)
        vi. Horse & Pony
        vii. Poultry
        viii. Rabbit & Cavy

b. Members are selected by the Fair Education Committee Chair and Fair Office through an application process:
    i. Terms are one-year and must apply/confirm renewal each year
    ii. Consist of only <u>one</u> member from each youth organizations (4H, FFA, etc.)
    iii. Subcommittee Representative will be selected by Fair Education Chair and Fair Office

c. <u>Duties of the Department Education Subcommittees</u>
    i. Attend about 1-2 meetings per year based on needs (via phone or Zoom)
    ii. Follow up with Fair youth exhibitors who have not submitted their education requirements through the portal one-week prior to the deadline date by phone and email
        1. List will be sent to Subcommittee by Fair Office one-week prior to deadline date
        2. All members of the subcommittee divide up the list for their department and contact youth regardless of their youth organization and remind them about the deadline date
        3. Contact Fair Office if youth have any questions on submissions
    iii. Review <u>all</u> Fair education requirement submissions for 4H, FFA, and other youth organizations via Zoom, Phone, or Email – one week time limit
        1. Final list will be sent to Subcommittee from Fair Office
        2. List can be divided up by members or reviewed by the Representative only
    iv. Representative will inform the Fair Office of all approved and not approved youth exhibitors via email within one-week of receiving the list
        1. Fair Office will communicate with youth exhibitors who have not met requirements and cc 4-H Coordinator or FFA Advisor associated with that youth
        2. Fair Office will communicate Fair Department Chairs and Meat Animal Sale Chair if any youth did not meet the requirements

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3. **Fair Education Department Subcommittee Representative** – one member from each subcommittee to represent their Department on the Fair Education Committee
    a. <u>Preference</u> (if possible):
        i. Not a Fair Chair/Superintendent
        ii. Not a Fair BOD member
        iii. Not a Youth Exhibitor
        iv. Involved with Fair Education for more than 1 year
        v. Also based on application responses

    b. Representative is selected by the Fair Education Committee Chair and Fair Office through an application process
        i. Terms are one-year and must apply/confirm renewal each year

    c. <u>Duties of the Department Education Subcommittee Representative</u>
        i. Attend monthly meetings based on needs (in-person or via Zoom)
            1. Attend Fair Education Committee meetings
            2. Attend Department Subcommittee meetings
        ii. Oversee the Department Subcommittee and coordinate the Fair education requirement review process every June
        iii. After education requirements are reviewed, communicate all approved and not approved youth exhibitors to the Fair Office
            1. Fair Office will communicate with youth exhibitors who have not met requirements and cc 4-H Coordinator or FFA Advisor associated with that youth
            2. Fair Office will communication Fair Department Chairs and Meat Animal Sale Chair if any youth did not meet the requirements.

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4. **Application Form** – form for potential subcommittee members to complete if they are interested in joining the Department Subcommittee. Includes an area to select whether or not they are interested in being the Department Subcommittee Representative. The deadline for form submission is December 1. Forms are reviewed, and members are selected by the Fair Office and Fair Education Committee Chair. All applicants are contacted by the Fair Office/Chair with their status about two weeks following submission deadline.