

*Want to make a difference in the community, meet new people & have fun all at the same time?*

*The Heart O' Texas Fair & Rodeo is looking for someone like you! Join one of our 24 committees and make a difference in Central Texas!*

# COMMITTEEMAN APPLICATION



*Our committeemen are the heart and soul of our events year-round. Their support enables us to continue our mission of providing quality entertainment, giving back to the community through youth scholarships and creating a positive economic impact within Central Texas.*

*Thank you for your interest in becoming a Heart O' Texas Fair & Rodeo Committeeman and we look forward to having you join our family!*

*The mission of the Heart O' Texas Fair & Rodeo is to produce events for education, entertainment and agricultural experiences at the premier multi-use facility while giving back through youth scholarships and a positive economic impact to Central Texas.*

## Committeeman Benefits

Becoming a Committee Member provides certain perks. In return for your hard work, the Fair & Rodeo wants to say thank you for all that you do. As a committee member you will receive a benefit package valued at more than \$500!

### Items include:

- Credentials to the Heart O' Texas Fair & Rodeo
- Year-long parking pass
- First to know about event information
- Committeeman Appreciation Party
- Opportunity to earn cash and prize incentives through the Pre-Sale Campaign

## Agriculture <<<

The Heart O' Texas Livestock Show began in 1953 and continues today with the purpose to promote and maintain education within the livestock and agriculture industry. Students who participate in our livestock show not only learn the value of hard work and discipline but the rewards of raising livestock and participating in projects. In 2017, we had over 5,800 livestock and competitive event entries and awarded \$200,000 in scholarships and premiums to deserving youth during the Heart O' Texas Livestock Show, presented by Brazos Masonry, Inc.

## Education <<<

In an effort to recognize outstanding youth, the Heart O' Texas Fair & Rodeo, presented by H-E-B, offers educational scholarships to students in McLennan County as well as the surrounding area. We give more than \$300,000 in youth scholarships annually. Since the program began, we have given over \$3.0 million in educational scholarships. Additional scholarship opportunities are available for our Sweethearts and Creative Arts exhibitors. We have over 500 dedicated volunteers on 24 active committees who all have one goal - invest in our children, invest in our future!

## Entertainment <<<

The Heart O' Texas Fair & Rodeo is host to the heart-pounding Bud Light Music Stage in the Music Zone. There is great, free musical entertainment, drink specials and giveaways in the Music Zone. There is plenty of shopping in our Wild West Marketplace as well as great food and carnival rides on the Midway. Children will enjoy the petting zoo, pony rides, Mutton Bustin' and much more!

# Our Committees <<<

**Academic Rodeo** - Plan & facilitate Spelling and Math Bee, Art & Photography contest, and Public Service Announcement competitions for middle and high school students. Attend 4-6 meetings, serve at all of the contests and award ceremonies.

**Ambassadors** - Provide a warm meal, smiles, and conversation to the rodeo contestants and their families in the Cowboy Hospitality Room. Work 2 shifts during the Heart O' Texas Fair & Rodeo in the Cowboy Hospitality Room or in the rodeo assisting the VIP's for the night.

**Back Porch Club** - Plan, prepare, and provide hospitality to the members of the Back Porch Club. Work 3-4 shifts during the Heart O' Texas Fair & Rodeo and one shift during the RAM Texas Circuit Finals Rodeo.

**Calf Scramble** - Sell scramble sponsorships during the Pre-Sale Campaign and work with the calf scramble participants during each night of the rodeo. Work every night of the rodeo to inform the kids of the rules, watch them during the Calf Scramble and help maintain their safety.

**Continuing Education** - A year-round committee that raises scholarship money for the youth of Central Texas. This committee produces the Luck of the Draw Fundraiser, takes carnival gate tickets on Sneak-a-Peek night during the Heart O' Texas Fair & Rodeo, organizes the Margarita & Salsa Festival Contests, and sell raffle tickets throughout the year.

**Creative Arts & Education** - Act as managers of the Creative Arts Building during the Fair. Set up projects, host award ceremonies, and take in entries. Attend meetings, work set-up night, process entry forms, and help tear down after the fair.

**Design & Construction** - Design and decorate the various areas of the Extraco Events Center during the Heart O' Texas Fair & Rodeo. Be able to meet one day before the Fair to help decorate and be available the day after the Fair to help tear down.

**Esperanza Committee** - Engages Latinos in volunteerism and promote the Heart O' Texas Fair & Rodeo to the Latino community. Host to T-Bone's Birthday Party. Must attend meetings, participate in promotional events and work one Sunday of the Fair.

**Golf Tournament** - Assist with the Spurs & Spikes Golf Tournament during the Heart O' Texas Fair & Rodeo with the Stars of the Rodeo. Attend meetings, sell sponsorships, and work the golf tournament.

**Hometown Stage** - Provides a venue for local artists to perform in front of fairgoers. Search, contact and schedule the entertainment for the Hometown Stage. Attend meetings and work 3-4 hour shifts during the fair.

**Jr. Committee** - Encourage volunteerism among the youth in our community. Serve as a mentor to Jr. members, focusing on leadership development, and assisting the youth members in understanding the responsibilities and operations of the HOTFR.

**Kids Zone** - Host the Mutton Bustin' preliminary rounds, stick horse pony racing, bouncy horse racing, and kids dance party. Work three 4-hour shifts during the Heart O' Texas Fair & Rodeo.

**Livestock Greeters** - This is the first committee the livestock exhibitors and their families see when they arrive to show their animals. The greeters oversee all of the animals coming in and out of the show barn. Work three 6-hour shifts during the Heart O' Texas Fair & Rodeo.

**Livestock** - Perfect for individuals that have an interest for livestock. These individuals are the ones who put on the Heart O' Texas Fair & Rodeo Livestock Show. Must work one entire species show, including check-in exhibitors, weigh-in, and assist the judge in the show ring.

**Margarita & Salsa Festival** - Produces the HOTTEST concerts in Central Texas. Decorate the grounds, take tickets, hand out t-shirts, assist in the VIP area. Attend meetings, help make decorations, work the week before to set up, work all day of the one-day event in August and clean up.

**Operations** - Works closely with the staff to ensure proper placement of promotional, informational, and sponsorship signs around the grounds of the Heart O' Texas Fair & Rodeo. Be at the mandatory work day(s) before the Fair to hang signs.

**Public Relations** - Promote the Heart O' Texas Fair & Rodeo through giveaways and social media posts. Survey and welcome fairgoers during the Fair & Rodeo. Attend the informational meetings and work two 3-hour shifts during the Heart O' Texas Fair & Rodeo.

**Rodeo Express** - Greets and transports Fairgoers to and from their vehicle during the Heart O' Texas Fair & Rodeo. Attend meeting prior to the fair for Golf Cart Training and work two 3-hour shifts during the fair.

**Rodeo** - Produce the Rodeo during the Heart O' Texas Fair & Rodeo, along with the RAM Texas Circuit Finals Rodeo in December or January. Attend mandatory meetings and work each night of the Rodeo.

**South 40** - Raise money for scholarships by organizing and working the South 40 Outdoor Expo, Shootout Fishing Tournament, BBQ Cook-Off, and the fishing trail stops throughout the year. Work 2 out of the 4 trail stops, attend as many meetings as possible, and work one 6-hour shift during the Expo.

**Special Events** - Cook for the free pancake breakfast early Sunday morning and host Running with the Bulls 1 mile and 5K run. Must be available to work both events and attend organizational meetings beforehand.

**Sweethearts** - A year-round committee that supervises the young ladies that are chose to be Sweethearts and Miss Heart O' Texas Fair & Rodeo at events. Attend monthly meetings and work 3 shifts during the Heart O' Texas Fair & Rodeo.

**Volunteers' Committee** - A committee made up of existing volunteers to help better our volunteer program. Recruit new volunteers and be available to the volunteers who are in need of help. Attend meetings, promotional events, and assist new volunteers.

**Wine & Beer Garden** - Organize, create, and maintain a fun atmosphere, specializing in serving only Texas brewed beer and wine during the Heart O' Texas Fair & Rodeo. Attend meetings, help set up and tear down, must obtain a TABC license before the fair, and work 2 shifts.



*Giving back to the community through youth scholarships.*



# General Committeemen Policies

- Individuals must be at least 21 years old to serve on a committee and receive committeemen credentials.
- Committeemen are required to sell at least \$50 in pre-sale tickets. Board of Directors are required to sell at least \$250.
- Credentials are non-transferable and are for the exclusive use of the individuals to whom they are issued. The act of loaning, giving or selling badges to other individuals is strictly prohibited.
- The term VIP includes: members of the Executive Committee, members of the Board of Directors, Officers, Committee Chairmen, Lifetime Committee Members and Sponsors.
- Any member/individual found to be duplicating or attempting to reproduce badges, parking permits or other similar items without written permission from HOTFR management may be prosecuted to the fullest extent of the law and/or permanently expelled from HOTFR committee membership.
- Credentials issued that are stolen or lost may be replaced if the badge holder submits a written statement to the President/CEO's office documenting the extenuating circumstances. Depending on the circumstances involved, the Fair shall not be obligated to replace a badge that has been lost or stolen.
- Credentials shall be issued only to committee members, staff and individuals approved by members of the Executive Committee or their designee. Such badges shall be issued by the President's office for the expressed purpose of conducting daily duties, responsibilities, public relations endeavors and general promotion of the HOTFR.
- Credential holder agrees to sign a Liability Release/Indemnity form and a Code of Ethics Acknowledgment form prior to receiving badge or beginning service as a HOTFR Committeeman.
- Individuals issued credentials shall adhere to the rules, procedures and guidelines expressed herein. Under no circumstances shall individuals receive more than one (1) committee badge except in cases as stated herein. Proven abuse of badge privileges shall be considered grounds for forfeiture of the badge and possible revocation of HOTFR privileges. Conduct of badge holders should always be positive and consistent with the aims, purposes, character and integrity of the HOTFR as outlined in the Committee Management Program Vision Statement and Code of Ethics.

## Release of Liability

In consideration for being allowed entry into and participation in activities (the "Activities") associated with the Extraco Events Center and the Back Porch Club (collectively, "HOTFR"), the undersigned hereby releases and discharges HOTFR; their insurance carriers, their legal representatives; their present and former corporate parents, subsidiaries, affiliates, predecessors, and successors; their present and former directors, officers, employees, agents, and representatives, and the respective heirs, administrators, executors, successors, and assigns of any of the foregoing (collectively, the "HOTFR Parties") from any and all claims, causes of action, suits, or demands for personal injury, death or property damage accrued or to accrue in the future, known, or unknown relating to or arising out of any negligent, grossly negligent, and/or intentional acts on the part of the undersigned in connection with the undersigned's entry into and participation in the Activities. The undersigned further agrees, on behalf of himself/herself and on behalf of any and all of his/her heirs, successors and assigns, to DEFEND, INDEMNIFY and HOLD HARMLESS the HOTFR Parties from and against all claims, demands, or causes of action for personal injury, death or property damage, including without limitation, all costs, expenses and legal fees incurred in defending the same, made by, or through the undersigned, or on his/her behalf, relating to or arising out of any negligent, grossly negligent and/or intentional acts on the part of the undersigned in connection with the undersigned's entry into and participation in the Activities. The undersigned warrants that he/she has read this Agreement and fully understands it to be a release of all claims, known or unknown, present or future, that he/she has or may have against the HOTFR.

# Code of Ethics

## Purpose

The reputation for fairness and excellence depends on the collective commitment of our directors, officers, committee members and employee family working together in a manner that merits trust and confidence from our customers, communities, and most importantly, the youth we serve. The purpose of this document is to convey those basic principles of conduct.

## Objective

The primary objective of this document is to reinforce accountability for responsible and mature behavior in all who represent our organization.

## Standards of Conduct

- All persons professionally associated with our organization are expected to adhere to the spirit and the letter of all laws, rules and regulations. Illegal or unethical actions are unacceptable, and willful violation of the substance, intent, or implementation of this document will be grounds for appropriate disciplinary action.
- Each committeeman must manage business affairs so as to avoid situations that might lead to conflict, or even suspicion of conflict, between one's self-interest and one's obligation to our organization or its customers. An individual's position must never be used, directly or indirectly, for private gain, to advance personal interests or to obtain favors or benefits for himself or herself or a member of his/her family.
- Each committeeman must keep the interest of the HOTFR foremost in mind while providing assistance to spectators, performers and participants of the HOTFR.
- Each committeeman must give, to the best of his/her ability, comprehensive and thorough support of the respective committee membership.
- Each committeeman must acknowledge and support the proper and authorized uses of HOTFR equipment and resources.
- Each committeeman must thoroughly understand the needs of the respective committee before proceeding with recommendations.
- Each committeeman must be honest and trustworthy, avoid harm to others, be fair and not discriminate and respect the privacy of others.
- Each committeeman must avoid the consumption of alcoholic beverages before coming on duty or while on duty.
- Each committeeman must avoid making financial commitments for the HOTFR without advance approval by HOTFR management.
- All statements to the media are to be approved by the president, or appointee of the HOTFR management team.

## Monitoring the Code of Ethics

Responsibility, with commensurate authority for communicating and assuring compliance of the Code of Ethics, is placed with the President along with the Board of Directors and Committee Chair. The Board of Directors' Executive Committee or Committee Chair shall act as a peer review committee to review any instance of misconduct, impropriety, or the appearance of either.

## Policy Review

No less than annually, this policy shall be reviewed by management with recommended changes presented to the Board of Directors.

# Heart O' Texas Fair & Rodeo Committeeman Application Form



(Please fill out completely)

Full Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: ☐ Male ☐ Female

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Business/Firm Name: \_\_\_\_\_ Your Title/Position: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

Referred by: \_\_\_\_\_ Is

your spouse a volunteer? ☐ Yes ☐ No If yes, who: \_\_\_\_\_

## Committee Selection:

First Committee Choice: \_\_\_\_\_

Second Committee Choice: \_\_\_\_\_

Third Committee Choice: \_\_\_\_\_

## Rules and Regulations (Please initial):

\_\_\_\_\_ I acknowledge that I have reviewed and fully understand the Release of Liability and Indemnity Agreement to be a release of all claims, known or unknown, present or future, that I have or may have against the HOTF&R.

\_\_\_\_\_ I acknowledge that I have reviewed the Code of Ethics Policy and agree to abide by its standards.

\_\_\_\_\_ I understand if accepted as a Committeeman of the HOT Fair that I must abide by all the rules, regulations and policies and promise to do so. I also understand that being a Committeeman is for me, as an individual, and may neither be transferred nor assigned. In accordance with its Code of Ethics the HOT Fair reserves the right to revoke Committeeman status.

**Please note:** Applying as a Committeeman does not guarantee committee appointment.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Recommended for committeeman status by:

Chairman Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Chairman, Vice Chairman or Committeeman)

Chairman Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Chairman, Vice Chairman or Committeeman)

**Please return completed application to the Heart O' Texas Fair & Rodeo Office in person, via mail, email or fax. 4601 Bosque Blvd. Waco, Texas 76710 \* kathy@hotfair.com \* Fax: 254-776-1667**

## FOR OFFICE USE ONLY

Application Received: \_\_\_\_\_ Welcome Packet Sent: \_\_\_\_\_

1st Choice Approval: ☐ Request Sent \_\_\_\_\_ ☐ Approved \_\_\_\_\_ ☐ Denied \_\_\_\_\_

2nd Choice Approval: ☐ Request Sent \_\_\_\_\_ ☐ Approved \_\_\_\_\_ ☐ Denied \_\_\_\_\_

3rd Choice Approval: ☐ Request Sent \_\_\_\_\_ ☐ Approved \_\_\_\_\_ ☐ Denied \_\_\_\_\_