

# Junior Committee Handbook

**Program Overview:** The purpose of this committee is to allow members between the ages of 16-20 years old an opportunity to volunteer and be an integral part of the Heart O' Texas Fair & Rodeo (HOTFR). The goal of the Junior Committee is to encourage volunteerism among the youth in our community. Junior Committee members will gain valuable skills that will help build themselves into young leaders in the community while also being a part of something bigger than themselves.

## **Requirements:**

- 16-20 years old
- Attend a selection interview meeting
- Attend a welcome meeting
- Meet the expectations of the guidelines and rules outlined in this handbook
- Sell a minimum of \$50 in the Jr. Committee Pre-Sale Campaign
- Attend committee meetings
- Fulfill a minimum of 10 volunteer hours at sanctioned Jr. Committee events throughout the year of service.

## **Policies:**

- 1. Meeting Attendance:** Committee members should make every attempt to attend scheduled committee meetings. It is the committee member's responsibility to seek out updates and information delivered at missed meetings.
- 2. Work Shift Attendance:** Committee members are required to work a minimum of 10 hours during sanctioned Jr. Committee events throughout the year of service. Should you be unable to attend an assigned shift, immediately notify the Jr. Committee chair.
- 3. Mentorship:** Adult committee members will serve as mentors to Jr. Committee members. The purpose of these brief mentoring meetings is to foster leadership, growth and understanding about volunteerism, the operation of the fair and rodeo, and provide reflection opportunities about your experience.
- 4. Communication:** The primary method of communication is from the adult Jr. Committee chairman via email and phone/text. It is imperative that you monitor email, voice mail, text messages, smartphone app notifications, etc. and that you return messages/calls in a timely manner.
- 5. Dress Code:** Junior Committee members must wear jeans, closed-toe shoes and a Junior Committee shirt while on duty. A Junior Committee polo shirt will be purchased for you by the Heart O' Texas Fair & Rodeo during your first year on the committee. You will have the opportunity to purchase additional shirts for yourself.
- 6. Age Policy:** Junior Committee members must be between the ages of 16 and 20 years old by August 1st of your application year.

**General Rules:**

1. Absolutely NO drug or alcohol use or possession is permitted by Junior Committeemen at the HOTFR grounds or events associated with the HOTFR. Members must NEVER report to a shift under the influence. Membership will be revoked if such actions occur.
2. Committeemen shall represent themselves in a professional and respectful manner at all times and follow the standards of the conduct and code of ethics when serving as a volunteer of the HOTFR.
3. Failure to show up to your assigned shift to work will result in consultation with the committee chair to determine appropriate course of action. More than one “no show” could result in removal from the committee. The committee chairman and fair staff reserve the right to remove an individual from the program at any time.
4. Junior Committee members must sign in and out at the beginning and end of each shift as instructed.
5. Junior Committee members will work with another junior member or adult member at all times.

**Pre-Sale Campaign Incentives:**

<b>Award Level</b>	<b>Production Value</b>	<b>Cumulative Prize Value</b>
1	\$50	T-Shirt
2	\$500	Heart O' Texas Fair & Rodeo Jacket
3	\$1,000	\$150 VISA Gift Card
4	\$2,000	2 Kalahari All-Day Waterpark Passes

## **Code of Ethics:**

### **Purpose**

The reputation for fairness and excellence depends on the collective commitment of our directors, officers, committeemen and employees 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.

- a. 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.
- b. Each employee or Committeeman must keep the interest of the HOTFR foremost in mind while providing assistance to spectators, performers and participants of the HOTFR.
- c. Each Committeeman must give, to the best of his/her ability, comprehensive and thorough support of the respective committee membership.
- d. Each Committeeman must acknowledge and support the proper and authorized uses of HOTFR equipment and resources.
- e. Each Committeeman must thoroughly understand the needs of the respective committee before proceeding with recommendations.
- f. Each Committeeman must be honest and trustworthy, avoid harm to others, be fair, not discriminate and respect the privacy of others.
- g. Each Committeeman must avoid making financial commitments for the HOTFR without advance approval by HOTFR management.
- h. All statements to the media are to be approved by the President, or appointee of the HOTFR management team.

## **Credential Policy**

- A. Committee credentials shall provide admission to: the Heart O' Texas Fair & Rodeo and the livestock show for the badge holder only.
- B. Committee lanyards shall not provide parking privileges or admission to various restricted areas such as, but not limited to, the Back Porch Club, rodeo chute area, entertainer dressing rooms, judging rings/arenas, etc.

## **General Information and Procedures**

- A. 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 lanyards to other individuals is strictly prohibited.
- B. Any member/individual found to be duplicating or attempting to reproduce lanyards, 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.
- C. Credentials issued which are stolen or lost may be replaced if the lanyard 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 lanyard that has been lost or stolen.

D. Credentials shall be issued only to committee members, staff and individuals approved by members of the Executive Committee or their designee. Such lanyards 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.

E. Credential holder agrees to sign a Liability Release/Indemnity form and a Code of Ethics Acknowledgement form prior to receiving credentials or beginning service as a HOTFR Committeeman.

F. Individuals issued credentials shall adhere to the rules, procedures and guidelines expressed herein. Under no circumstances shall individuals receive more than one (1) committee lanyard except in cases as stated herein. Proven abuse of lanyard privileges shall be considered grounds for forfeiture of the lanyard and possible revocation of HOTFR privileges. Conduct of lanyard 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.

### **Parking Permit**

A. Each committee member will be issued one (1) parking permit. The permit is good for year-round parking at the Extraco Events Center.

B. Each permit allows access to designated parking areas only. The permit will not allow access to restricted areas.

I understand and agree to follow the rules, policies, and expectations outlined in the Junior Committee Handbook

Date: \_\_\_\_\_

Jr. Committee Name (Print): \_\_\_\_\_

Jr. Committee Signature: \_\_\_\_\_

