



**10-A District Agricultural Association**

P.O. Box 866 ♦ Tulelake, CA 96134  
Office 530-667-5312 ♦ Fax 530-667-3944  
[tulefair@cot.net](mailto:tulefair@cot.net) ♦ [www.tbvfair.com](http://www.tbvfair.com)

♦ **Fair Staff** ♦

Fair Manager/CEO  
Nancy Sites

Office Assistant  
Beckie Alvarez

Maintenance Supervisor  
Dave Kandra

♦ **Board of Directors** ♦

Greg Herman, President  
Tracey Struble, V. President  
Venancio Hernandez  
Renee Misso  
Kathleen Luscombe  
Laura Schaad  
Crystal Fine

♦ **Mission Statement** ♦

To be the hub of our rural, agricultural community showcasing the best of the people we serve and pursuing excellence as we provide for social, educational and historical needs!

Dear Junior Fair Board Applicant,

Thank you so much for your interest in being part of the Tulelake-Butte Valley Fair Junior Fair Board. We here at the fair are very excited about expanding the involvement of our youth in the planning, preparation and presentation of the annual Tulelake-Butte Valley Fair. Candidates must be active 4-H, FFA or Independent members from the Butte Valley or Tulelake areas (10-A District), must be in the sixth grade by fair-time and have a GPA of 2.0 or above to be eligible for this very special program.

**Applications must be submitted to the fair office by January 31<sup>st</sup>, 2018.**

The purpose of the Junior Fair Board is to provide young adults with an opportunity to develop leadership skills, perform community service, and become aware of the business and operations of the 10-A District Agricultural Association. Board member duties will include providing outreach in the members' communities and schools as well as providing input to the fair staff and Fair Board as to what their age groups would like to see at the fair. The Junior Fair Board's efforts will also include pre-fair set up in all departments of the fair and involvement in all of the pre-fair activities, including market animal pre-weigh-ins and fair advertising duties. During the fair, board members will assist with the official market animal weigh-in, setup of livestock photo backdrop, daily show-ring preparations, peewee showmanship, help coordinate and conduct the awards ceremony, assist fair staff and Rotary members during the Jr. Livestock Auction, and any other duties that may be required to ensure a successful fair each year.

The Junior Fair Board will be under the direction of one Fair Board Member. Each Junior Fair Board member will serve a term of one year and you may reapply each year if you wish. Meetings will be scheduled as needed throughout the year.

This is an incredible opportunity to expose a select group of individuals to a very unique and exciting industry and put you in touch with your fair in a way that would be hard to do any other way. Attached please find an application and list of Junior Fair Board activities. If you have any questions about the program, please call me at the fair office at 667-5312

Sincerely,

Nancy Sites  
Fair Manager

# OR FAIR BOARD APPLICATION

Application Due Date: April 1, 2012



## 2018 Junior Fair Board Application

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Grade Level: \_\_\_\_\_ School: \_\_\_\_\_ Current GPA: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street/ P.O. Box                      City                      Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please answer the following questions on a separate sheet of paper, giving your thoughts, ideas and opinions. Questions should be typed and answered in complete sentences.

1. List your clubs, sports and community activities:
2. Why is community involvement and leadership important to you?
3. How would your friends describe you?
4. How would planning, organizing and supervising a community activity benefit your personal growth?
5. What skills are you hoping to learn/build on as a member of the Junior Fair Board?
6. If you are a past Junior Fair Board member, please list your strengths and weaknesses as a board member, what you learned from being a board member and identify any skills that you will attempt to improve upon if selected to serve on the board again this year.

Please attach a signed letter of recommendation from one of your advisors (i.e. teacher, counselor, coach, etc.).

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Applicant Signature

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Parent Signature

**Return by January 31, 2018 to the Tulelake-Butte Valley Fair, P.O. Box 866 Tulelake, CA 96134**



**2018  
Junior Fair Board Activities**

**Pre-Fair Activities**

- 1) Attend all Junior Fair Board meetings
- 2) Assist with Friends of the Fair Annual Benefit Dinner
- 3) Assist with pre-weigh ins
- 4) Organize Pre-Fair
- 5) Assist fair staff with distribution of fair advertising materials
- 6) Record fair ads with radio stations

**Fair-Time Activities**

- 1) Assist with exhibit receiving and release
- 2) Assist with official weigh-in
  - a. Assist with record keeping and control of animals
- 3) Serve as clerks when scheduling permits for the livestock shows
  - a. Assist livestock office staff with ribbon placement and record keeping if/when your schedule allows
  - b. Assist in beef and swine classes as a ring assistant to maintain a safe environment for exhibitors
- 4) Set-up & maintain Livestock Photo Backdrop(Sheep/Swine Barn)
  - a. Set-up flowers/shrubs for display
  - b. Maintain cleanliness of area
- 5) Maintain livestock show rings
  - a. Clean show ring of debris prior to each show
  - b. Apply water to shavings prior to each show
- 6) Assist fair staff in set-up and clean-up of Farmers & Ranchers Dinner
- 7) Assist fair staff with Replacement Heifer Sale
- 8) Assist with special contests on stages and /or in departments
- 9) Help organize & conduct /judge Pee-Wee Showmanship
  - a. Judge the Pee Wee Showmanship Class
  - b. Provide Show ring assistance for youth
- 10) Assist with the Jr. Livestock Auction
  - a. Assist fair staff with Auction ring set-up, flower display, water down shavings
  - b. Maintain/check for adequate bottled water supply for buyers

- 11) Organize and help conduct the Award Ceremony
- 12) Actively recruit membership
- 13) Provide general assistance as needed
- 14) Assist with load out of market animals



## **2018 Junior Fair Board Officers**

### **President:**

- Must be a returning member to the Junior Fair Board
- Presides over all meetings of the Junior Fair Board and develops the agenda with appropriate consultation with Senior Advisors
- Represents the Junior Fair Board
- Is the first point of contact between the Senior Advisors and the Junior Fair Board
- Serves as the Junior Fair Board liaison to the Fair Board
- Must attend all Fair Board meetings

### **Vice President:**

- Must be a returning member to the Junior Fair Board
- Presides over meetings in the absence of the President
- Assists the President in maintaining order

### **Secretary/Treasurer:**

- Keeps minutes and maintains an accurate record of all meetings
- Records and distributes all minutes and agendas and keeps a copy of each for the Junior Fair Board's, and Fair Board's permanent files
- Monitors and reports on the Junior Fair Board general account balance at each meeting

### **Historian:**

- Maintains archives of current and past events. Responsible for clipping all newspaper articles and associated materials printed about the Junior Fair Board
- Takes pictures and maintains a scrapbook of all Junior Fair Board activities
- Works with the Reporter to design and construct the Junior Fair Board window during the annual fair
- This position may be filled by up to two members

### **Reporter:**

- Serves as the Junior Fair Board publicity coordinator
- Handles all press releases regarding Junior Fair Board activities



**2018  
Junior Fair Board Agreement**

**PARTICIPANT AGREEMENT**

As a member of the Junior Fair Board of Directors, your attendance is required at each meeting of the Jr. Fair Board. The board will meet the fourth Wednesday of each month unless otherwise noted.

Attached to this agreement is a list of pre-fair and fair-time activities that will be required of the Junior Fair Board. The completion of these activities as a Jr. Fair Board is very important to the success of the program. By signing this agreement, you acknowledge that you agree to participate fully in the activities of the board and are fully aware of meeting obligations. In so doing, you also accept an invitation to serve as a member of the 2018 Tulelake-Butte Valley Fair Junior Fair Board of Directors.

I acknowledge that I have received the attached list of activities and understand that in accepting an invitation to participate on the Junior Fair Board my attendance will be required at each meeting.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Applications must be submitted to the fair office by January 31<sup>st</sup>, 2018.**

