

SGV 4-H Fair

Proposal For Change - Draft 7 - 9/6/13

for the Reconstruction of San Gabriel Valley (SGV) 4-H Fair

Prepared and submitted
by the Summer SGV 4-H Fair Reconstruction Committee
(See Appendix Z – Summer SGV 4-H Fair Reconstruction Committee)

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 (followed by the agendas and minutes of the committee
 meetings)**

This document consists of the Proposal For Change plan description followed by several appendices which offer further details about portions of the plan. The document was meant to serve several purposes. It provides the *SGV 4-H Fair* concepts and plans that were required by the 4-H Office for the fair evaluation. Its appendices are useful as references and for training on specific topics. The details provided were meant to give direction and help eliminate confusion during the transition to the new fair leadership, revised Policies and Procedures Manual and revised Fair Handbook. The redundancy that exists in some of the appendices is meant to hold the documents together while allowing the appendices to be stand-alone documents for reference.

This Proposal draft should be reviewed for its content. Uniform formatting of the document still needs to be done.

SAN GABRIEL VALLEY 4-H FAIR

The San Gabriel Valley (SGV) 4-H Fair is managed by the SGV 4-H Fair Board and the 4-H Cooperative Extension. The SGV 4-H Fair is planned and executed by the North San Gabriel (NSG) and South San Gabriel (SSG) districts of the Los Angeles County 4-H program for its district members. The fair board may invite other 4-H districts and/or counties to participate in the fair.

SGV 4-H Fair Vision Statement

To Make the Best Better one step at a time through a complete 4-H fair experience.

SGV 4-H Fair Mission Statement

To provide a safe, caring, 4-H fair environment for our entire 4-H community of members, leaders, volunteers, families and guests to learn, grow and have fun together.

SGV 4-H Fair Purpose

In support of the fair vision, the fair mission and the 4-H basic core values, the SGV 4-H Fair will:

- 1) Provide a safe place to exhibit individual and group 4-H achievement
- 2) Empower youth to plan and direct a large, successful event
- 3) Forge healthy youth and adult (Y-A) partnerships
- 4) Move youth toward reaching their full potentials
- 5) Showcase, promote and celebrate the 4-H program
- 6) Provide a fun, educational, 4-H fair experience for all involved
- 7) Develop life skills including critical thinking, problem solving and decision making
- 8) Foster good character, which includes:

TRUSTWORTHINESS	FAIRNESS
Observes enrollment and entry deadlines Develops original, creative project exhibits Works independently with Y-A guidance Follows through on accepted tasks	Gracefully accepts winning and losing Follows 4-H rules and regulations Shows integrity in work and projects Enters their own work
RESPECT	CARING
Listens to advice of peers, leaders and staff Helps and encourages others Works effectively in a team	Assists and shares knowledge with others Shows kindness and concern for others
RESPONSIBILITY	CITIZENSHIP
Plans and completes project goals Plans and completes fair tasks Cleans up when done Participates in fairgrounds clean up	Seeks opportunities to volunteer and help others Models good sportsmanship Develops and practices leadership skills Models good citizenship

See Appendix M for more information about 4-H Basic Core Values

SGV 4-H Fair Educational Goals and Objectives

The SGV-4-H Fair strives to be a fun, educational experience for all involved. What is learned, appreciated, experienced, savored and remembered will vary by person. See Appendix C for Fair Educational Goals and Objectives.

2014 SGV 4-H Fair Plan

1) The fair board and fair will operate under the rules and regulations as stated in the fair-board-approved *SGV 4-H Fair Policies and Procedures Manual*, the *SGV 4-H Fair Handbook* and the current SGV 4-H Fair Fly Sheet.

2) The fair will be planned and directed with youth and adult partnerships in a safe environment. The youth and adult fair directors are the voting members of the fair board. If a NSG or SSG district club does not have a club member as a youth fair director, the club can designate a club youth representative as a voting member of the fair board. Likewise, if a NSG or SSG district club does not have a club adult as an adult fair director, then the club can designate a club adult representative as a voting member of the fair board. A club youth and/or adult club voting representative must be designated by the club community leader by the November fair board meeting. A fair chairperson may be designated as a club voting representative. The leadership structure for the Fair is described in Appendix A – Fair Leadership Structure. For more information about Youth and Adult Partnerships, see Appendix B. For more information about having a safe environment, see Appendix D.

3) The fair directors (youth and adults working as partners) organize their fair department and decide what chair and assistant positions are needed for the activities approved by the fair board for their department that year. The Policies and Procedures Manual offers suggestions for fair department organization. The department organization will be initially set by the end of October 2013, so available positions can be posted on the fair website before the elections at the November fair board meeting. Department chair positions are filled by election by the fair board through the November fair board meeting. Following, the fair directors can appoint needed division chairs and assistants for their areas.

4) Job descriptions and training, including tasks and responsibilities, will be made available for all fair positions.

5) The fair board committee meetings will be listed in the LA County 4-H Calendar. The fair board will set the dates of the fair board committee meetings for the next 4-H program year by the April fair board meeting.

6) The fair board meetings will be announced with an Agenda at least one week before the scheduled meeting date. The meeting agenda will be posted on the fair website.

7) At the first fair board committee meeting of the year, Ground Rules for the meetings will be agreed upon, displayed and reviewed at each following fair board committee meeting. For further details, see Appendix D – Fair Safe and Thriving Environment.

8) The fair committee meetings will be run with Robert's Rules of Order with minutes taken for the meeting. It is recommended that a draft of the meeting minutes be available to committee members on the fair website within ten days following the meeting. Meeting minutes will be reviewed, corrected and approved at the next fair board committee meeting. The approved meeting minutes will be posted on the fair website. See Appendix N for Robert's Rules of Order.

9) **Quorum:** A quorum at regular and special meetings of the SGV 4-H Fair Board will consist of those fair directors and designated club representatives who are present at the meeting, provided the meeting has been properly called, that directors from both districts (NSG and SSG) are present, that at least 7 directors are present including at least two youth directors and that a majority of clubs of each district are represented. (For example, if a district has 2 clubs, then at least one of those clubs must be represented by a director or a voting club representative at the meeting. If a district has 3 or 4 clubs, then at least two of those clubs must be represented, etc.). No meetings or business shall be transacted without a quorum.

10) Ground Rules for the SGV 4-H Fair will be displayed at the fair. Procedures will be established to handle situations when the Fair Ground Rules are violated. For further details, see Appendix D – Fair Safe and Thriving Environment.

11) Grievance Procedures will be established for the fair board committee and for the fair. For further details, see Appendix D – Fair Safe and Thriving Environment.

12) General procedures will be established so that all departments process entry forms, judging, judging forms and awards in the same manner. Training will be held on the procedures for these activities by the March fair board meeting.

13) Effective leadership is required for the success of the fair. If needed, training and handouts will be done on such topics as youth and adult partnerships, creating a thriving environment, communication, conflict resolution, meeting etiquette, marketing 4-H and specific procedures for running the fair. Mentoring is encouraged.

14) Effective communication is required for the success of the fair. The fair website and email will be the means of communication for fair matters. If a fair committee member does not have access to a computer, it is the responsibility of the committee member to make arrangements with another fair committee member for the exchange of information.

15) The fair will be a fun, learning experience for youth and adults. Time will be allocated for those running the fair to also enjoy participating in the fair. Schedules will be set up with breaks for volunteers, so they can also enjoy the fair.

16) The fair experience will be positive and safe. Respect will be shown to all who participate.

17) The specific activities for planning the fair may vary depending upon what the Fair Board decides to do at the fair that year. For a timeline suggested for the 2014 SGV 4-H Fair, see Appendix F. For a timeline suggested for future SGV 4-H fairs, see Appendix L.

18) The fair will be planned and executed with a fair-board-approved budget. The fair budget should be approved by the Fair Board by the November Fair Board meeting. A Treasurer's Report will be presented at each board meeting. Detailed financial records will be kept for the accountability of income and expenses. All bills for the fair will be presented for payment by June 20th of the fair year. Fair Budget proposed for 2014, see Appendix G.

19) *SGV 4-H Fair Policies and Procedures Manual*. Much of the current "2013" Policies and Procedures Manual contains good information. At the start of the fair year, it is recommended to change only the first part of the "2013" Manual that deals with the fair vision, mission, purpose and leadership structure. This revised "2013" Manual will be called the *2014 SGV 4-H Fair Policies and Procedures Manual* with a note that further revisions for 2014 will be coming. During the fall, the entire 2014 Manual will be reviewed and updated with revisions to be completed by the February Fair Board meeting. A special committee will be created at the first fair board meeting to work on these revisions. The proposed revisions will be approved by the fair board. A procedure will be created to keep the Manual reviewed and updated. For recommended changes to the Manual, see Appendix I.

20) *SGV 4-H Fair Handbook*. Much of the current Fair Handbook contains good information. At the start of the fair year, it is recommended to change only the first part of the Fair Handbook that deals with the fair vision, mission, purpose and leadership structure.

During the fall, the entire *SGV 4-H Fair Handbook* will be reviewed and updated with revisions to be completed by the February Fair Board meeting. A special committee will be created at the first fair board meeting to work on these revisions. The proposed revisions will be approved by the fair board. A procedure will be created to keep the Fair Handbook reviewed and updated. For recommended changes to the Handbook, see Appendix J.

21) The SGV 4-H Fair website is the means of communication for fair matters. At the start of the fair year, the 4-H-Office-approved SGV 4-H Fair Proposal For Change will be available on the fair website. During the fall, the fair website will be reviewed and updated with revisions to be completed by the February Fair Board meeting. The fair website is under the management of the Fair Administrative Directors. For suggested changes to the fair website, see Appendix K.

22) The 2014 SGV 4-H Fair will be evaluated after the fair. The evaluation form will be made available on the fair website for anyone who wants to participate in the fair evaluation. Evaluation forms will also be available at the fair. Announcements will be made before, during and after the fair that fair evaluation forms are available as well as where and when to turn them in. A procedure to carefully collect and summarize the evaluations will be established by the April fair board meeting. The evaluations can be discussed at the May fair board meeting. The evaluation form is under the responsibility of the Administrative Directors and needs to be approved at the April fair board meeting.

23) Fair awards are approved by the Fair Board and are listed in the Fair Handbook. Most fair awards are presented during the fair. In some cases, special awards need to be engraved and are presented after the fair. All Fair awards, including those that need to be engraved, will be given out by the May fair board meeting if possible. If not by then, the awards will be given out within the month following the May fair board meeting so that awards are received before the end of the 4-H program year, June 30th.

24) Some of the above dates may change for the 2015 fair and beyond, because the 2014 fair setup has to wait for the 4-H Office approval for the SGV 4-H Fair Proposal For Change.

Transition Plan for the leadership of the 2014 SGV 4-H Fair

The current 2013 SGV 4-H Fair Board remains in position under the 2014 SGV 4-H Fair Board is elected at the October fair board meeting. See Appendix H for details of a Transition Plan for the leadership of the 2014 SGV 4-H Fair.

End of Proposal

See the following Appendices for more details.