

Date: _____

2021 Page County Fair Partnership Agreement

Between:

Page County Agricultural EXTENSION Council
Page County FAIR BOARD
Page County YOUTH ADVISORY COMMITTEE
Clarinda Community Schools
Essex Community Schools
Shenandoah Community Schools
South Page Community Schools
Brokaw Chapter FFA – Clarinda, Iowa
Davis-Rodgers FFA – Shenandoah, Iowa

Now, on this ____ day of _____, 2021 this Partnership Agreement (Hereafter "AGREEMENT") is entered into between Page County Agricultural EXTENSION Council (hereafter "EXTENSION COUNCIL"), Page County FAIR BOARD (hereafter "FAIR BOARD"), Page County YOUTH ADVISORY COMMITTEE, Clarinda Community Schools, Essex Community Schools, Shenandoah Community Schools, and South Page Community Schools (hereafter SCHOOL BOARD), Brokaw Chapter FFA and Davis-Rodgers FFA (hereafter FFA) for the purpose of coordinating the relationship, events, activities and responsibilities of the parties, including the presentation of the Page County Fair (hereafter "COUNTY FAIR"). This agreement shall be reviewed annually.

Background

A. EXTENSION COUNCIL is the elected officials that make up the County Agricultural EXTENSION District and has the authority and responsibility under Iowa Code, Section 176A.8 to prepare for educational programming including 4-H, in cooperation with IOWA STATE UNIVERSITY EXTENSION AND OUTREACH. EXTENSION Council oversees the staff it employs.

B. FAIR BOARD is the Board of Directors of the corporate organization that has the authority and responsibility under Iowa Code, Section 174.3, to manage county fair events and the county fairgrounds.

C. PAGE COUNTY YOUTH ADVISORY COMMITTEE serves as volunteer representatives of the Page County 4-H Program, making decisions and recommendations regarding the 4-H Program, as is outlined in the by-laws. They are advisors to the EXTENSION COUNCIL.

D. ISU EXTENSION AND OUTREACH, part of Iowa State University, has the authority and responsibility under Iowa Code, Sections 266.4 and 266.5, to organize and conduct agricultural and human sciences EXTENSION work, including 4-H Club youth development activities, and under Federal law, 7 U.S.C. 3410349, 18 U.S.C. 707 and 7CFR Part 8 has the responsibility to manage the events and activities involving 4-H Clubs, 4-H Volunteers and the use of the 4-H Name and Emblem.

E. The Iowa FFA Association is supported, in part, by the Iowa FFA Foundation and the Iowa Department of Education. IOWA STATE UNIVERSITY EXTENSION AND OUTREACH on behalf of the Iowa 4-H Program and IOWA DEPARTMENT OF EDUCATION (on behalf of FFA) also have an MOU in place stating the cooperation between 4-H and FFA for the purposes of shows. It states, "When young people are members of both 4-H and FFA, they shall plan and manage separate projects, and/or supervised agricultural experience (SAE) programs. Individuals may have the same area of experience in 4-H and FFA/SAE; however, individuals shall not identify or nominate, manage, keep records on, or exhibit the same plants or animals, etc. in both organizations. Contests should be conducted as to avoid competition between 4-H and FFA as organizations or as individuals. Fair and show officials, Extension staff, and FFA personnel should cooperatively determine whether to conduct separate divisions or a junior division. When conducting collaborative activities, both the 4-H and FFA organizations should be represented through emblems and information on all signs, print materials and awards. Show supervision is to be provided by representatives of both 4-H and FFA."

F. PAGE COUNTY AGRICULTURAL EXTENSION COUNCIL and IOWA STATE UNIVERSITY EXTENSION AND OUTREACH have entered into a separate Memorandum of Understanding that provides for the cooperative maintenance, support, operation and administration of EXTENSION efforts in Page County. Based on that separate MOU, the two entities cooperate as one entity for their responsibilities related to the presentation of the County Fair. For purposes of this current agreement, PAGE COUNTY AGRICULTURAL EXTENSION COUNCIL, ISU EXTENSION AND OUTREACH, shall be referred to simply as EXTENSION.

G. The Parties recognize that this current agreement is important to define the relationship of EXTENSION and the FAIR BOARD and understand the responsibility of each party as they must work together to cooperate and coordinate the management of event and activities that are jointly provided in Page County, Iowa.

H. The Parties recognize that one of the most important events they present together is the County Fair and one of the purposes for this current agreement is to maximize the positive experience for all fair exhibitors, participants and the public who participate.

THEREFORE, EXTENSION, the FAIR BOARD, SCHOOL BOARDS and FFA express their mutual understanding that:

1.0 County Fairs are important to rural communities and honor Iowa's agricultural heritage and culture. This agreement addresses youth educational and exhibition activities that are important to developing confidence, leadership and integrity.

1.1 Each party to this agreement must work closely with the others to maximize the resources available from each entity to present a quality County Fair.

1.2 Permanent representatives will be appointed from/by EXTENSION, FAIR BOARD and FFA for the purpose of maintaining open communication. These positions will give some continuity to organizations who elect new leadership annually. Each organization will have authority over naming their own representative.

- 1.3 Joint meetings will be held at least bi-annually, once in Mid to Late May for the purpose of evaluating this partnership and to establish groundwork for County Fair, and once in Mid to Late August, to evaluate County Fair and address any issues arising from that event. Additional meetings may be called by the leadership of the represented parties but cannot occur without some representation by all parties present.
- 1.4 All Parties place a high premium on the value of youth development programming. For this reason, and to ensure a high level of cooperation is achieved during County Fair planning, the Page County Youth Coordinator (CYC) will be allowed to attend FAIR BOARD meetings, following this process: CYC will send a request at the beginning of each calendar year, to be placed permanently on the Fair Board Meeting Agenda, and will attend Fair Board Meetings as liaison to EXTENSION, ISU and the Page County 4-H Program, but will have no formal vote. As a courtesy, the CYC will notify the Fair Board as confirmation that he/she will be attending that month's meeting, and will give a report from EXTENSION/PAGE COUNTY 4-H. The CYC will not be permitted to invite others to attend FAIR BOARD meetings, without prior approval from the Fair Board. Page County FAIR BOARD meets the 2nd Wednesday of every month at 7:30pm at Wibholm Hall on the Fairgrounds. The CYC will leave the meeting following their report to the Fair Board and ensuing discussion, and prior to Fair Board business items being discussed.
- 1.5 EXTENSION meetings by law are open to the public. Page County Extension meets on the third Monday of each month, at 7pm. Agendas are posted on the door of the Page County Extension Office, visible from the outside. If any of the parties to this agreement would like to have agenda items added to an EXTENSION Council meeting, please submit them to EXTENSION no later to the 2nd Monday of the month.
- 1.6 A 4-H Superintendent Selection Committee will be established for the management of 4-H Fair Superintendents and Assistant Superintendents. This committee shall consist of the EXTENSION County Youth Coordinator (CYC), three members of FAIR BOARD and three members of the YOUTH ADVISORY COMMITTEE, of which none are serving as 4-H Fair Superintendents. Duties for this committee include recruiting new 4-H Superintendents and assisting Superintendents with selecting Assistant Superintendents as needed, making disciplinary recommendations (including termination) to the EXTENSION COUNCIL, and enforcing Superintendent requirements of completing a background screening, attending an annual 4-H Volunteer training, and participating in an annual Superintendent meeting. All selected Superintendents and Assistant Superintendents must complete background screening and shall be approved by EXTENSION and FAIR BOARD prior to County Fair. *Superintendents will be selected for three-year terms. This timeframe coincides with the term of validity for background screenings. Superintendents will be asked to sign a contract (agreed upon by EXTENSION, FAIR BOARD and the YOUTH ADVISORY COMMITTEE) and a background screening authorization at the beginning of each three-year term. These documents will be kept on file with the EXTENSION office. Superintendents will be responsible for establishing a clear line of succession

in the event they become incapacitated or unavailable for the day of show. This plan will be submitted to both EXTENSION and FAIR BOARD during pre-fair Superintendent meeting.

- 1.7 Appropriately selected Superintendents (see 1.5) will be responsible for selecting their own Junior Superintendents from Intermediate and Senior 4-H and FFA members who have submitted applications to EXTENSION.
- 1.8 EXTENSION has access to a State database of qualified judges. This list will be shared with Superintendents to aid in judge selection. Superintendents are responsible for selecting judges and submitting their information to EXTENSION for record-keeping and FAIR BOARD for payment. (See also Appendix A – Judges)
- 1.9 Each party shall take seriously their role in risk management including preventive steps, such as volunteer registration and background screening, appropriate insurance coverage, training and review, emergency management and evacuation plans during the fair. It is understood that each Party to this agreement is responsible for obtaining and maintaining appropriate insurance or self-insurance to protect it and its officers, employees or agents against liabilities that may arrive from the Party's involvement in the activities or events that are the subject of this agreement.

2.0 EXTENSION shall have responsibilities that include:

- 2.1 EXTENSION having ultimate authority and jurisdiction over the Page County 4-H Program, will have final decision making authority over rules and guidelines pertaining to all 4-H events and activities, including 4-H involvement in the County Fair, Similarly, exhibitors must comply with FAIR BOARD deadlines, fees, insurance and rules as laid out in the Page County Fair Book.
- 2.2 4-H DATA SECURITY STATEMENT – “Mailing lists comprise a system of records established to assist in carrying out the various programs of Cooperative Extension. These Mailing lists are for the sole use of Extension personnel and shall not be furnished directly or indirectly to any other person, firm, Association or Federal Government agency. The release of these lists could adversely affect the credibility of Cooperative Extension within the community. Mailing lists are not Federal records and, therefore, not covered by the Federal Freedom of Information of Privacy Acts that pertain to Federal records...Local Extension Service mailing lists comprised of 4-H members, their parents, and volunteers with the Extension Program are not to be released.” [Iowa 4-H Handbook for Extension Staff – Section 6] That being said, EXTENSION will assist FAIR BOARD and other members of this agreement in contacting 4-H'ers and 4-H families with information provided by these partner organizations, but will not provide mailing or contact lists.
- 2.3 All Livestock weigh-ins will be accomplished according to the state 4-H guidelines as outlined in the publications 4-H 202 (Iowa Animal and Poultry

Identification, Weighing and Exhibiting Requirements for County, State and Interstate Shows), 4-H 106 a-f (Livestock Identification Forms) and the 4-H/FFA Code of Ethics.

2.4 All rules and guidelines must comply with the overall Iowa 4-H exhibiting rules and guidelines.

2.5 Responsibility for the following:

- Creation, implementation, and enforcement of rules related to all 4-H events
- Supervision of all necessary activities concerning the 4-H Program
- Determining eligibility of 4-H members and projects
- Background Screening and training of volunteers who work with the 4-H Program or 4-H members (Includes Superintendents and Assistant Superintendents who are selected by the Selection Committee under 1.5 and Junior Superintendents selected under 1.6)
- Taking 4-H/FFA event entries via FairEntry data system, issuing Exhibitor tag numbers, compilation, publication and distribution of all event programs, ring sheets, and official event results.
- Providing frequent and timely reporting to FAIR BOARD for purposes of comparing numbers of animals and stall needs.
- Providing timely reporting of event results to FAIR BOARD for purposes of sale docket preparation and premium payments to 4-H members (See Appendix A Livestock Sale)

2.6 Page County 4-H conducts its Annual Cherry Pie and Cupcake Auction fundraiser at the Kick-Off BBQ of the Page County Fair. These proceeds fund the Clover Kids program, and provide additional programming for 4-H members throughout the year. EXTENSION is responsible for all activities involved in executing this event, including recruiting buyers, arranging for auctioneers, and collecting all proceeds from this event, providing receipts to buyers, and invoicing buyers when necessary.

2.7 All 4-H fundraising activities (including food booths and games) require special event insurance through Iowa State University's vendor insurance company LMC. EXTENSION will ensure policies are purchased for club booths, 4-H Food Stand and Cherry Pie and Cupcake Auctions, and that these policies are in place for County Fair. EXTENSION will provide proof of insurance to FAIR BOARD for these activities.

3.0 FAIR BOARD responsibilities include:

3.1 Providing resources for infrastructure that help to make the County Fair possible. FAIR BOARD will: (source Iowa Code 174.13)

- Determine the dates of the County Fair
- Provide appropriate facilities for the County Fair
- Maintain and upkeep the county fairgrounds
- Provide security during all fair-related activities

- Pay premiums to exhibitors as outlined in Fair Book [See Appendix A – Awards 14.c.)
- Pay for the printing of the Fair Book
- Handle the Fair Livestock Sale, including recruiting buyers, advertising, collecting sale proceeds and distributing sale premiums to 4-H members by 4-H Club (See Appendix A Awards)

3.2 FAIR BOARD shall provide for indemnification of FAIR BOARD members by policy or by its by-laws. Service of ISU EXTENSION employees, PAGE COUNTY EXTENSION COUNCIL members or their appointees shall be contingent upon FAIR BOARD providing evidence of Director's and Officer's Insurance protecting such persons from liability when acting on behalf of the FAIR BOARD.

3.3 FAIR BOARD shall provide emergency management plans for County Fair, including emergency contact lists, on-site EMT services, and evacuation plans. Emergency plans will be published in the Page County Fair Book and discussed with Superintendents at Superintendent meeting.

3.4 FAIR BOARD manages fundraising opportunities conducted during County Fair, with the exception of the Annual Cherry Pie and Cupcake Auction. Past practice has given priority to the Page County 4-H program, and food vendors have been limited to 4-H groups. 4-H Clubs will abide by procedures spelled out in Appendix A – Fundraising 7.c.

3.5 FAIR BOARD will manage outside vendors wishing to participate in the fair. FAIR BOARD also assumes responsibility for public demonstrations, and disruptions that occur at the Page County Fair.

4.0 SCHOOL BOARD, having ultimate authority and jurisdiction over local FFA chapters, will have final decision making authority over rules and guidelines pertaining to all FFA events and activities, including FFA involvement in the County Fair. (Also refer to Background E above.)

4.1 SCHOOL BOARD responsibilities include:

- Creation, implementation and enforcement of rules related to all FFA events
- Supervision of all necessary activities concerning the FFA Program
- Determining eligibility of FFA members and projects
- Approval and training of volunteers who work with the FFA Program or FFA members

4.2 All Livestock weigh-ins will be accomplished according to the state FFA guidelines as outlined in FFA 202 Animal Identification, Weighing and Exhibition Requirements County, State and Interstate Shows, and the 4-H/FFA Code of Ethics.

4.3 All rules and guidelines must comply with the overall Iowa FFA exhibiting rules and guidelines.

4.4 All FFA fundraising activities (including food booths and petting zoo and activities) require special event insurance. FFA Chapters will provide proof of insurance to EXTENSION and FAIR BOARD.

5.0 Dispute resolution policy: Only named parties to this agreement (EXTENSION, FAIR BOARD, YOUTH ADVISORY COMMITTEE, SCHOOL BOARDS, FFA CHAPTERS) may bring up violations of this agreement and its associated tasks (see Appendix A). Grievances should be made in writing (can be email) utilizing the format in Appendix B and distributed to ALL parties of this agreement utilizing the attached contact list (see Appendix B). All parties agree that a committee comprised of one appointed representative from each party will then be assembled (each party can appoint their representative as they so choose), within 3 weeks of the grievance being filed. This committee will briefly hear the grievance, may call additional witnesses, and will then rule as to the outcome recommended by the committee. Failure of the party filing the grievance to appear at this hearing will nullify the grievance. All parties agree that the assembled committee ruling will be binding.

6.0 The Parties have determined responsibility for other activities as provided in the attached document entitled "Appendix A: Other Fair Related Tasks."

SIGNATURE PAGE

PAGE COUNTY FAIR PARTNERSHIP AGREEMENT

Page County Agricultural EXTENSION Council Chair

_____	_____	_____
Written Full Name	Signature	Date

Page County FAIR BOARD President

_____	_____	_____
Written Full Name	Signature	Date

Page County 4-H YOUTH ADVISORY COMMITTEE Chair

_____	_____	_____
Written Full Name	Signature	Date

Brokaw Chapter FFA – Clarinda

_____	_____	_____
Written Full Name	Signature	Date

Clarinda Community School District Board President

_____	_____	_____
Written Full Name	Signature	Date

South Page Community School District Board President

_____	_____	_____
Written Full Name	Signature	Date

Davis-Rodgers Chapter FFA – Shenandoah

_____	_____	_____
Written Full Name	Signature	Date

Shenandoah Community School District Board President

_____	_____	_____
Written Full Name	Signature	Date

Essex Community School District Board President

_____	_____	_____
Written Full Name	Signature	Date

2021 Page County Fair Partnership Agreement
Appendix A: OTHER FAIR RELATED TASKS & DETAILS

Date: _____

To state that a task is the responsibility of one entity does not release other entities from contributing to the successful completion of said task. Since all parties involved share responsibility for the success of the County Fair, all must work cooperatively to complete necessary tasks.

It is imperative that all entities recognize the authority of each entity over their assigned tasks.

1. FAIR DATES & SCHEDULE

- a) FAIR BOARD will set the dates of the Page County Fair and communicate these dates early to all entities.
- b) EXTENSION will set the schedule of events involving 4-H and 4-H'ers for the Page County Fair, in coordination with FAIR BOARD and named Superintendents.
- c) FAIR BOARD will set the schedule of Fair Board events for the Page County Fair.

2. FAIR BOOKS

- a) FAIR BOARD will make necessary updates to the County Fair Book, including updates provided by EXTENSION pertaining to 4-H classes and rules, by the deadline agreed upon between EXTENSION and FAIR BOARD, giving consideration to printer requirements. FAIR BOARD will print and FAIR BOARD will distribute the books at the expense of the FAIR BOARD.
- b) EXTENSION will be provided with enough Fairbooks for all 4-H Club Leaders, FFA Leaders, Superintendents and ample copies for Extension Staff.
- c) FAIR BOARD will provide EXTENSION with final Fair Book electronically as a pdf. EXTENSION will then post this to www.extension.iastate.edu/page and provide the exact link back to FAIR BOARD to publish on social media. This process will take place as soon as Fair Book is in its final format for the printer.

3. PUBLICITY

- a) FAIR BOARD will perform pre-fair publicity that may include brochures mailed to Page County postal addresses, flyers displayed in local businesses, radio advertising, and/ or the use of social media or their websites. Advertising will be at the expense of the FAIR BOARD.
- b) EXTENSION may, at their discretion, also publicize County Fair schedule, events and activities and thank various entities for County Fair involvement, via social media.
- c) Interviews with the media will be conducted based on subject matter by the entities specified:

4-H events/shows/results/winners/clubs/members:	EXTENSION PERSONNEL
Fair Board events and activities/fairgrounds:	FAIR BOARD
Livestock Sale:	FAIR BOARD

- d) During all interview opportunities, subjects being interviewed should thank all entities (EXTENSION, FAIR BOARD, 4-H Clubs, FFA) for cooperating for a successful County Fair.
- e) EXTENSION will write and submit news releases to local media outlets featuring fair results for 4-H FFA and FAIR BOARD will do so for FAIR BOARD contests.

4. FAIR GROUNDS

- a) Fairgrounds clean-up, both before and after the fair, will be led by the FAIR BOARD, with the understanding that the Superintendents will coordinate with the CYC to schedule 4-H Clubs and FFA clubs at appropriate times for cleaning. The YOUTH ADVISORY COMMITTEE is assist Static Superintendent with static exhibit areas and the 4-H Food Stand Kitchen.
- b) FAIR BOARD agrees to allow CYC and other EXTENSION personnel to utilize the North table/chair storage room in Wibholm Hall as a workspace during fair week, providing access to electrical outlets and allowing the space to be locked when not in use. This space is also utilized by Superintendents and Judges for breaks and meals.
- c) FAIR BOARD will be responsible for providing equipment, facilities, and entertainment for the fair that it determines appropriate.
- d) FAIR BOARD will have appropriate pens, cages and stalls and tie-outs for exhibits. See Appendix A – Fair Entries 6.
- e) EXTENSION's County Youth Coordinator will coordinate with 4-H Clubs and FAIR BOARD Manager to schedule Fairgrounds cleanup activities.
- f) FAIR BOARD will be responsible for waste disposal during the County Fair.
- g) FAIR BOARD will be responsible for any recycling efforts during the County Fair

5. EMERGENCY MANAGEMENT

FAIR BOARD will develop an emergency plan to be utilized in cases of inclement weather, including tornadoes, terroristic threats, public intoxication, the presence of firearms, elevated conflict, etc. FAIR BOARD will brief Superintendents on these procedures at FAIR BOARD meetings and will print emergency plans in Fair Book.

6. FAIR ENTRIES

- a) EXTENSION will receive, approve and process all 4-H Fair Entries.

b) May 15th is the State deadline for project and animal entries in 4-H Online. All 4-H Exhibitors must have indicated participation in project areas by this deadline, along with animal identification, in order to be eligible to exhibit at the Page County (or any County) Fair. This deadline is absolute. Appeals may be considered by Page County Extension Council, but only with mitigating circumstances.

c) 4-H Event deadlines are as follows:

Prefair Events	EXTENSION	July 1, 2021
Animal Entries	Fair Entry (EXTENSION)	July 1, 2021
Stall Fees	FAIR BOARD at Fair Office)	July 1, 2021
Static Entries	Fair Entry (EXTENSION)	July 15, 2021

d) Deadlines for open events are as follows:

Little Miss/Mr	EXTENSION	July 1, 2021
Page County Fair Queen	FAIR BOARD	July 2, 2021
Bucket/Bottle Calf/Lamb Goat	FAIR BOARD	May 15, 2021
Baby Contest	FAIR BOARD	at event (?)
Open Class Exhibits	FAIR BOARD	July 21, 2021

e) Appeals for missed deadlines will be referred to respective organization in charge of that event.

f) Process for exhibitors to enter the Page County Fair:

- i. 4-H members will register, select project areas, and enter animal ID information into 4-H Online no later than **May 15, 2021**.
- ii. 4-H members showing livestock must have participated in weigh-ins (if required for species) prior to the **May 15th** deadline (consult CYC)
- iii. 4-H and FFA members must register for events and classes in Fair Entry no later than **July 1, 2021**. It is strongly suggested that exhibitors contact EXTENSION to verify that entries are complete and correct.
- iv. 4-H and FFA members must provide documentation to EXTENSION of YQCA certification, if they did not attend face-to-face YQCA training with CYC.
- v. 4-H and FFA members will print out "invoice" provided on Fair Entry system, showing all events and classes entered by exhibitor. Exhibitor may stop by EXTENSION office to obtain a print-out.
- vi. Exhibitors showing livestock must go to FAIR BOARD office with print out from Fair Entry to register for pens/stalls. FAIR BOARD will collect pen forms, stall and insurance fees. **THE DEADLINE FOR THIS IS JULY 1, 2021.**
- vii. EXTENSION will send reports on entries to FAIR BOARD weekly beginning June 1, and on July 1. FAIR BOARD will copy pen forms and provide a

copy to EXTENSION on this same schedule. This allows both organizations to compare exhibitor information and make corrections.

- viii. Farm Credit Services provides Stall Cards for exhibitors to use at the fair. CYC and FAIR BOARD office personnel will coordinate with Farm Credit Services in May of each year to report 4-H/exhibitor numbers and order Stall Cards. FAIR BOARD will work with Superintendents to provide these Stall Cards to exhibitors.

7. FUNDRAISING

- a) 14. EXTENSION, specifically the 4-H YOUTH ADVISORY COMMITTEE, will provide a licensed food stand during scheduled fair events from which patrons can purchase food and drinks at reasonable prices. All supplies for the 4-H Food Stand will be purchased through EXTENSION. One hundred percent of proceeds will be collected and deposited by EXTENSION. Proceeds will be used to offset food stand costs, and any proceeds will be used to support 4-H programming in Page County. The FAIR BOARD will not allow other entities to sell food and drink without the consent of EXTENSION (exception is FAIR BOARD pop stand). EXTENSION will be responsible for liability insurance for the 4-H Food Stand. EXTENSION will arrange for special event insurance to cover this activity through Iowa State University's vendor insurance company LMC.
- b) EXTENSION, specifically Page County 4-H, will conduct the Annual Cherry Pie and Cupcake Auction at the Kick-Off BBQ of the Page County Fair for the purpose of raising funds for travel with Citizenship Washington Focus (CWF) and to fund the Page County Clover Kids Program and other programming. Specific responsibilities are as follows:
 - EXTENSION will arrange for volunteer auctioneers and clerks to conduct the auction.
 - EXTENSION will recruit buyers for the auction.
 - FAIR BOARD will provide appropriate facilities, including a working sound system, for the Annual Cherry Pie and Cupcake Auction.
 - EXTENSION will collect auction proceeds to deposit in 4-H Cherry Pie and Cupcake accounts.
 - EXTENSION will provide receipts to buyers and will invoice buyers when necessary.
 - EXTENSION will encourage participants to write thank-you notes to their buyers.
 - EXTENSION will arrange for special event insurance to cover these activities through Iowa State University's vendor insurance company LMC.
- c) 4-H Clubs and FFA Chapters will be allowed to have Fair Booths to fundraise at the Page County Fair.
 - 4-H Clubs and FFA Chapters will work with FAIR BOARD to arrange location and services needed (electricity, water, etc.).
 - 4-H Club Leaders will coordinate with EXTENSION to apply for necessary liability insurance riders to cover food service and activities at club booths.

- FFA Chapters will arrange for special events insurance to cover food service and activities at FFA booths.
- FAIR BOARD will appoint a CARNIVAL CHAIRPERSON to coordinate nightly handing over of proceeds from 4-H carnival booths and schedule this with 4-H Clubs. Receipts will be handled as follows:

4-H Club Leaders will turn over to Carnival Chairperson:

- ALL MONIES received that day from booth sales (with no expenses deducted)
- ALL TICKETS collected during booth operation
- ALL RECEIPTS for Club Expenses related to booth operation

4-H Clubs will receive back from Carnival Chairperson a written receipt showing these calculations:

Booth Proceeds for Day:		
	-	(minus)
Club Booth Expenses for Day:		
TOTAL BOOTH PROFIT for Day:		
x 75% - Club Profit for Day		
x 25% - Fair Board Profit/Day		

- 4-H Club Leaders will turn in this written receipt to EXTENSION office (not required for FFA Chapters).
 - FAIR BOARD will process payment for the 75% calculated, to the Club as a check within 60 days of the end of the Page County Fair.
 - The Clubs will then deposit these checks in a timely fashion with EXTENSION to be placed in the Club account.
- d) Page County 4-H Council will conduct a silent auction in Wibholm Hall in order to raise funds for Page County 4-H County Council and Page County 4-H Programming. Items for the silent auction will be provided by County Council members who solicit donations. All proceeds will be collected and deposited by EXTENSION in County Council's account. EXTENSION will provide receipts to buyers and will invoice buyers when necessary.
- e) FAIR BOARD will hold fundraising activities besides those involving Page County 4-H, including but not limited to: Pop Stand, evening events, open events, etc.

8. LIVESTOCK

- a) EXTENSION, in cooperation with appropriate 4-H Superintendents, will conduct weigh-in of market animals and ensure required identification rules have been followed, as outlined in 4-H 202 (Iowa 4-H Animal and Poultry Identification, Weighing and Exhibiting Requirements for County, State and Interstate Shows) and FFA 202 (Animal Identification, Weighing and Exhibition Requirements County, State and Interstate Shows).

- b) EXTENSION and SCHOOL BOARD will ensure that all animal exhibitors have completed required training, specifically Youth for the Quality Care of Animals (YQCA) training.
- c) Superintendents will make arrangements with a vet for necessary vet checks for livestock for their events. Superintendents should inform FAIR BOARD and EXTENSION regarding vet of choice.
- d) EXTENSION, in cooperation with appropriate 4-H Superintendents, will arrange for market animals to be hauled to an appropriate meat processor.
- e) EXTENSION will be responsible for calculating and distributing Official Rate of Gain results which will be used by Superintendents and Judges to determine awards and sale order.

9. FAIR EXHIBITOR SHOWS

- a) EXTENSION, in cooperation with Superintendents will produce show programs and ring sheets and will process results. EXTENSION will distribute timely results to FAIR BOARD officials, and will provide online results through Fair Entry.
- b) Each show will be attended by the appropriate 4-H Fair Superintendent, a FAIR BOARD member, a 4-H YOUTH ADVISORY COMMITTEE member and/or an EXTENSION staff or COUNCIL member.
- c) 4-H Fair Superintendents (EXTENSION) will arrange for help in the ring and unpaid announcers for each show. [4-H Endowment Volunteers will help as needed.]

10. SUPERINTENDENTS

- a) Superintendent selection, background screening and contract terms are detailed in the 2021 Page County Fair Partnership Agreement under Background section 1.5.
- b) Superintendents are considered 4-H volunteers, and once fully vetted, will be covered under 4-H liability insurance.
- c) Superintendents will have reporting responsibilities to EXTENSION/the CYC and the FAIR BOARD.
- d) Any meetings called by EXTENSION or FAIR BOARD specifically for Superintendents will include notification to the organization not calling the meeting, and an invitation to the CYC and FAIR BOARD manager for attendance.
- e) Superintendents will be required to attend 4-H Volunteer Training and an annual Superintendent meeting.
- f) Superintendents are responsible for selecting their own Assistant Superintendents (these names will be provided to the Selection Committee and will be

background checked and voted on by EXTENSION), Junior Superintendents (CYC will provide a list of youth that have applied) and Judges (CYC will provide state resources). These selections will be reported by the Superintendent back to both EXTENSION and the FAIR BOARD.

- g) Superintendents will be responsible for establishing a clear line of succession in the event they become incapacitated or unavailable for the day of show. This plan will be submitted to both EXTENSION and FAIR BOARD during pre-fair Superintendent meeting.
- h) Superintendents will be added to Fair Entry by EXTENSION. Superintendents will be provided training on Fair Entry as requested. Superintendents will be provided with support to create ring sheets and programs, calculate rate of gain and run reports using Fair Entry.
- i) Superintendents are responsible for reviewing existing rules for their events, proposing rule changes and taking those proposed changes to EXTENSION for voting/passage and FAIR BOARD for publication once passed.
- j) Superintendents are responsible for handing over judges results to EXTENSION personnel immediately after events, for processing. EXTENSION will process results and run reports which will be given back to Superintendents to review for accuracy prior to publication.
- k) Superintendents will work with CYC to schedule 4-H Leaders for fairgrounds cleanup (See Appendix A – Fairgrounds 4.a.)

11. JUDGES

- a) EXTENSION has access to a State database of qualified judges. This list will be shared with Superintendents to aid in judge selection. Superintendents are responsible for selecting judges and submitting their information to EXTENSION for record-keeping and FAIR BOARD for payment. (See also Appendix A – Judges)
- b) Specific responsibilities are as follows:
 - EXTENSION will estimate how many judges are needed and make recommendations to the SUPERINTENDENTS.
 - FAIR BOARD will set a budget for paying judges and will report this amount to EXTENSION.
 - EXTENSION will gather recommendations on judges and consult State database.
 - Superintendents are responsible for selecting judges and submitting their information to FAIR BOARD who will contact them through a series of at least three contacts via telephone, mail and/or email. Superintendents will also notify EXTENSION of their judge selection prior to fair.
 - FAIR BOARD will provide EXTENSION with billing slips for pre-fair judges to complete. EXTENSION will then submit these to FAIR BOARD in a timely fashion. FAIR BOARD will then make payment to pre-fair judges within 60 days.
 - FAIR BOARD will submit payment to judges within 60 days of the event.

12. PHOTOS

- a) EXTENSION will arrange for photographs to be taken throughout the County Fair and especially of trophy and plaque winners for 4-H, FFA and Open Class contests. [Photos must be taken at the conclusion of each and every show, with a list of the photos taken in order.]
- b) EXTENSION will also arrange for a photographer to be present for the awards ceremony at the conclusion of the County Fair.
- c) 4-H members have or have not authorized use of their photographs. This information is in 4-H Online. EXTENSION is responsible for checking photos against member authorizations prior to publicizing photos. FAIR BOARD and other entities are discouraged from posting photos of 4-H members on Social Media as they will not have access to these authorizations.
- d) All parties to this agreement are encouraged to share Page County Extension and Page County 4-H Social Media posts.

13. RESULTS OF SHOWS/EVENTS

Results of each show/event will be handled, produced and publicized by EXTENSION staff. EXTENSION will provide runners to take judges sheets for processing and distribution of official results. Results will be distributed to Superintendents for a final check by EXTENSION and then Official results will be distributed to FAIR BOARD, FFA and media in a timely fashion. Results will also be made available publicly online through Fair Entry.

14. LIVESTOCK SALE

FAIR BOARD will conduct a Premium Sale for the financial gain of 4-H Livestock Exhibitors. Specific responsibilities are as follows:

- EXTENSION will provide Official Sale Order lists to FAIR BOARD sale clerk as soon as available.
- FAIR BOARD will arrange for auctioneers and clerks to conduct the auction.
- FAIR BOARD will arrange for buyers for the auction.
- FAIR BOARD will develop, print and distribute auction program at the expense of the FAIR BOARD.
- FAIR BOARD will provide the appropriate facilities, including a working sound system for the Premium Sale.
- FAIR BOARD will provide personnel and volunteers to help during the auction.
- FAIR BOARD will provide buyer's cards used to recognize contributors.
- FAIR BOARD will collect auction proceeds and will cut checks to 4-H members. Checks will then be turned over to EXTENSION by Club for distribution through 4-H Club Leaders within 60 days after end of auction.
- FAIR BOARD will provide full sale report and premium list to EXTENSION upon conclusion of County Fair.
- EXTENSION will encourage exhibitors to write thank-you notes to their buyers.

15. AWARDS

- a) FAIR BOARD will collect donations, and order trophies, plaques, ribbons and other prizes according to its budget. EXTENSION will encourage recipients to issue thank-you notes to donors.
- b) EXTENSION will provide official premium listing by 4-H/FFA member upon final results publication, as soon as they are available
- c) FAIR BOARD will award and distribute ribbon premiums according to its budget and base on EXTENSION'S Official records of ribbons earned by each exhibitor. Premium checks will be issued by the FAIR BOARD to each 4-H/FFA member. Checks will then be turned over to EXTENSION by Club/FFA Chapter for distribution through 4-H Club Leaders/FFA Instructors. Distribution will occur within 60 days of the close of the Page County Fair.

16. SHOW OF GOOD FAITH

ALL PARTIES will work cooperatively and in concert to ensure a safe and positive youth development experience during the Page County Fair.

17. OPEN COMMUNICATION

All parties to this agreement are encouraged, as much as possible to communicate often, openly, and respectfully. Trust and productivity are built when open communication is maintained. Each party initiating communication is encouraged to copy their designated representative, and others in their reporting structure to keep all parties informed and on the same page. This is with the understanding that much communication will be between EXTENSION's County Youth Coordinator and FAIR BOARD's Secretary and Manager.

18. ORGANIZATIONAL CONTACTS:

Page County Agricultural Extension Council

Dan Brockman, Council Member
32588 230th Street
Clarinda, IA 51632
712-542-0633

Email: dbrockman@iowatelecom.net

ISU Extension and Outreach, Page County

Dee Dino, Director
ISU Extension and Outreach, Page County
311 E Washington Street
Clarinda, IA 51632
712-542-5171 Office 660-853-9137 Cell

Email: deedino@iastate.edu

Page County Fair Board

Dr. Darla McCrary, Representative
Twin Oaks Veterinary Clinic
920 South 12th Street
Clarinda, IA 51632
605-366-4071

Email: darlabonneau@yahoo.com

Page County 4-H YOUTH ADVISORY COMMITTEE

Jennifer Comer, Chair
311 East Washington Street
Clarinda, IA 51632
712-542-5171

Email: jennifercomer71@gmail.com

Brokaw Chapter FFA - Clarinda

Andy Johnson
423 East Nodaway
Clarinda, IA 51632
712-542-5165

Email: ajohnson@clarindacsd.org

Clarinda Community School District

Greg Jones, President
423 East Nodaway
Clarinda, IA 51632
712-542-5165

Email: gjones@clarindacsd.org

South Page Community School District

Ron Peterman, President
606 Iowa Avenue
PO Box 98
College Springs, IA 51637
712-582-3212

Email: rpeterman@southpageschools.com

Davis-Rodgers Chapter FFA - Shenandoah

Sarah Martin
304 West Nishna Road
Shenandoah, IA 51601
712-246-1581

Email: martinsf@shenandoah.k12.ia.us

Shenandoah Community School District

Jean Fichter, President
304 West Nishna Road
Shenandoah, IA 51601
712-246-1581

Email: fichterj@shenandoah.k12.ia.us

Essex Community School District

Brian Johnson, President
111 Forbes Street
Essex, IA 51638
712-379-3114

Email: johnsonbrian@essex.k12.ia.us

19. Appendix B: DISPUTE RESOLUTION PROCEDURES

a) When filing grievances, please consider the following:

- *Can this be resolved with a short, personal conversation without formal action?*
- *Please use professional, non-offensive language.*
- *Please be clear and concise in your descriptions.*
- *Please fill in all information – grievances with no name or section will not be considered.*

b) DISPUTE FORMAT – Next page...

FORMAL DISPUTE REPORT

DATE: _____

We are hereby filing a grievance regarding a violation of the 2021 Page County Fair Agreement – Memorandum of Understanding.

Please state which section of the MOU or its appendices is in question:

Please state which party to the MOU you are filing the grievance against:

Name _____

Title/Position/Organization _____

Please briefly describe the issue precipitating grievance (what happened):

Please use more space, if needed.

I understand that by filing this grievance, I am agreeing to have the matter heard by a committee of the members of the Page County Fair Agreement and be bound by their decision.

Filed by: _____
First Name **Last Name**

Representing Organization: _____

Signed: _____

c) DISTRIBUTION LIST FOR FILING GRIEVANCE

You must file with ALL entities (See Appendix A – 18. Organizational Contacts) to have your grievance heard. Keep record of date grievance was sent. This group will make every effort to hear grievances within 2 weeks of date filed.

d) GRIEVANCE COMMITTEE PROCEDURE

- All parties agree that a committee of 5 will then be assembled, within 3 weeks of the grievance being filed. This committee will be made up of 1 member of EXTENSION, 1 member of FAIR BOARD, 1 member of YOUTH ADVISORY COMMITTEE, 1 member of each FFA Chapter. Representatives will be chosen by whatever process each organization chooses. This committee will briefly hear the grievance, may call additional witnesses, and will then rule as to the outcome recommended by the committee. Failure of the party filing the grievance to appear at this hearing will nullify the grievance. All parties agree that the committee ruling will be binding.
- In order to move the process along, EXTENSION will provide personnel to assemble a list of committee members by contacting each entity and asking for a representative to be appointed by that group as a representation of the entity.
- Meetings will take place in the Page County Extension Office at a time agreeable to the majority of the representatives offered to serve on the Committee.
- Every effort will be made to set a meeting time agreeable to all, within 3 weeks of the original filed grievance.
- This grievance proceeding should remain confidential until such time as it is decided by Committee vote. Entities can discuss the issue within their own organization's formal meetings, but discussion outside of these formal meetings should not take place, and entities should not discuss with other entities outside of the formal hearing process.
- By providing their signature on the Page County Fair Agreement and providing their contact information, entities have agreed to this process, and to abide by Committee decision.
- Committee decision will remain on file with each organization and placed with signed MOU. This may be discussed when MOU is re-negotiated for clarity.