

## **2023 Page County Fair Partnership Agreement**

**Between:**

**Page County Agricultural EXTENSION Council  
Page County FAIR BOARD  
Page County 4-H Youth Advisory Committee  
Clarinda Community Schools  
Brokaw Chapter FFA – Clarinda, Iowa  
Shenandoah Community Schools  
Davis-Rodgers FFA – Shenandoah, Iowa\***

**Page County, Iowa**

\*The parties to this agreement acknowledge there may be exhibitors at the Page County Fair from FFA Chapters in School Districts that are not direct partners in this agreement, however the schools listed are the ones located in Page County, Iowa with FFA Chapters that they directly sponsor and who are parties to this agreement.

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Clarinda Community Schools  
Brokaw Chapter FFA – Clarinda, Iowa  
Shenandoah Community Schools  
Davis-Rodgers FFA – Shenandoah, Iowa  
South Page Community Schools**

Now, on this 21st day of November, 2022 this Partnership Agreement (Hereafter "AGREEMENT") is entered into between Page County Agricultural EXTENSION Council (hereafter "EXTENSION COUNCIL"), Page County FAIR BOARD (hereafter "FAIR BOARD"), 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.

### **I. 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.

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.

- B.** 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.

**C.** 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.

**D.** PAGE COUNTY YOUTH ADVISORY COMMITTEE serves as volunteer representatives of the Page County 4-H Program, making recommendations regarding the 4-H Program, as outline in the organizations by-laws (available upon request). They are ultimately advisors to EXTENSION COUNCIL.

**E.** SCHOOL BOARD includes Clarinda Community Schools, Essex Community Schools, Shenandoah Community Schools, and South Page Community Schools. These are the only schools with FFA Chapters within Page County.

**F.** The Iowa Future Farmers of America (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 a Memorandum of Understanding 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."

## **II. AGREEMENT**

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

- 1.** 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.
- 2.** 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.
- 3.** 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.

4. 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.
5. 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 representatives.
6. Joint meetings will be held at least bi-annually, once during the first Quarter of the year for the purpose of evaluating this partnership and to establish groundwork for County Fair, and once during the third Quarter of the year, 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.
7. 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 2<sup>nd</sup> Wednesday of every month at 7:30pm at the Page County 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.
8. 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 2<sup>nd</sup> Monday of the month. Items must be placed on the agenda to be actionable. Agendas must be posted publicly at least 24 hours prior to meeting.
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.

**B. EXTENSION shall have responsibilities that include but are not limited to:**

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. EXTENSION will set the schedule of events involving 4-H and 4-H members for the Page County Fair in coordination with FAIR BOARD and named Superintendents.
3. EXTENSION will establish and maintain a 4-H Youth Advisory Committee, whose purpose is to advise Page County 4-H with regard to Programming for Page County Youth, holding 4-H events, fundraising for 4-H and bringing new ideas to strengthen the 4-H program in Page County. This committee will consist of current 4-H members, 4-H Leaders and citizens of Page County who are deemed to have the "Heart Of Youth" and are selected by Page County 4-H to serve. Some of these members will serve on the Selection Committee\* (See Superintendent section **III. E**)
4. 4-H DATA SECURITY STATEMENT – Page County Extension will share certain 4-H member data with the Page County Fairboard, with the understanding that this data will be:
  - a. Kept on file in a secure location, not accessible to the public.
  - b. Only used for Page County Fair events, 4-H Sale and risk management purposes.
  - c. No 4-H Data will used for marketing, shared or sold with other entities.
  - d. Page County EXTENSION Staff will openly assist Page County Fair Board staff with contacting 4-H members and 4-H families upon request.
5. 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.
6. All rules and guidelines must comply with the overall Iowa 4-H exhibiting rules and guidelines.
7. Responsibility for the following:
  - Creation, implementation, and enforcement of rules related to all 4-H events
  - Provide comprehensive and complete 4-H event rules to the FAIR BOARD and coordinate with Fair Book Committee to submit changes by a specified, agreed upon date and time (see Fair Book section **III. B.**)
  - 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 **III. E.**)

- 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 exhibitors, 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 p.21. N - Livestock Sale)
- Conducting the Annual 4-H Cherry Pie and Clover Kid 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.

**C. FAIR BOARD responsibilities include but are not limited to:**

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 and setting schedule of events that do not include 4-H and 4-H members. FAIR BOARD will coordinate with EXTENSION and named Superintendents to schedule 4-H events.
- 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 p.18. O – 4-H Awards).
- Pay for the printing of the Fair Book, edit (with good faith and cooperation with EXTENSION) and distribute the Fair Book.
- Handle stall reservations and collection of stall fees.
- Handle the Fair Livestock Sale, including recruiting buyers, advertising, collecting sale proceeds and distributing sale premiums to 4-H/FFA members.

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. FAIR BOARD shall coordinate with EXTENSION to provide emergency management plans for County Fair, including emergency contact lists, on-site EMT services, and evacuation plans. Emergency plans will be distributed to FAIR BOARD members, EXTENSION staff, Superintendents and kept in the FAIR BOARD office for easy reference.

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 on p. 15. III. Specific Page County Fair Structure by Topic & Process, H. Fundraising & Food section 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.

6. FAIR BOARD will provide EXTENSION with final Fair Book electronically as a pdf. EXTENSION will then post this to [www.extension.iastate.edu/page](http://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.

7. FAIR BOARD will add: "The printed Fair Book is the official rule book and takes precedence over any other copies." to the printed Fair Book and included in the electronic version, made un-editable for posting on EXTENSION's website.

**D. 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.)

1. SCHOOL BOARD responsibilities include, but are not limited to:

- 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

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.

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

4. All FFA fundraising activities (including food booths and petting zoo and activities) will be covered under SCHOOL BOARD liability insurance that is already in place. FFA Chapters will provide proof of insurance to EXTENSION. A copy of these certificates will be made available to FAIR BOARD.

**E. DISPUTE RESOLUTION POLICY: Only named parties to this agreement (EXTENSION, FAIR BOARD, SCHOOL BOARDS, FFA CHAPTERS)** may bring up violations of this agreement and its associated tasks (see Appendix B). 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. [This should not be confused with the Grievance Committee Process, which is for individuals to file a grievance as a result of an incident at a 4-H/FFA event.]

### **III. SPECIFIC PAGE COUNTY FAIR STRUCTURE BY TOPIC & PROCESS**

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.

#### **A. FAIR DATES & SCHEDULE**

1. FAIR BOARD will set the dates of the Page County Fair and communicate these dates early to all entities.
2. 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.
3. FAIR BOARD will set the schedule of Fair Board events for the Page County Fair.

#### **B. FAIR BOOKS**

1. FAIR BOARD will convene a Fair Book Committee for the purpose of updating the Page County Fair Book. This Committee will coordinate with EXTENSION Staff to receive and make changes specified by EXTENSION to the 4-H schedule of events and 4-H Rules sections of the Fair Book by an agreed-upon date, so that these changes can be implemented in the 2023 Page County Fair Book prior to going to print. This shall occur during the first quarter of the year.
2. EXTENSION Staff will be provided with a copy of the revised fair book from the Fair Board Fair Book Committee and have one week to proof and submit final edits to the Fair Book Committee by an agreed-upon date, so that these changes can be implemented in the Page County Fair Book prior to going to print. This shall occur during the first quarter of the year.
3. FAIR BOARD will print and distribute the books at the expense of the FAIR BOARD.
4. FAIR BOARD will provide enough Fair Books for all 4-H Club Leaders, Youth Advisory Committee members, Pre-Fair Superintendents and ample copies for EXTENSION Council and Staff.
5. FAIR BOARD will provide EXTENSION with final Fair Book electronically as a pdf. EXTENSION will then post this to [www.extension.iastate.edu/page](http://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.

6. "The printed Fair Book is the official rule book and takes precedence over any other copies." This statement will be added to the printed Fair Book and included in the electronic version, made un-editable for posting on EXTENSION's website.

### **C. FAIR GROUNDS**

1. Fairgrounds clean-up, both before and after the fair, will be led by the FAIR BOARD, with the understanding that the Fair Board will coordinate with the CYC to schedule 4-H Clubs and FFA clubs at appropriate times for cleaning. Adult members of the YOUTH ADVISORY COMMITTEE will be scheduled to assist in the cleanup as deemed necessary by the Static Superintendent with regard to static exhibit areas and the 4-H Food Stand Kitchen.
2. FAIR BOARD agrees to allow CYC and other EXTENSION personnel to utilize the South end of the Fair Office on the fairgrounds for the duration of the Page County Fair, providing access to electrical outlets and allowing the space to be locked when not in use.
3. FAIR BOARD will be responsible for providing equipment, facilities, and entertainment for the fair that it determines appropriate.
4. FAIR BOARD will have appropriate pens, cages and stalls and tie-outs for exhibits registered by the deadline. See p.11. III. Specific Page County Fair Structure by Topic & Process, D. Fair Entries, section e.
5. FAIR BOARD will be responsible for waste disposal during the County Fair.
6. FAIR BOARD will be responsible for any recycling efforts during the County Fair

### **D. FAIR ENTRIES**

1. EXTENSION will receive, approve and process all 4-H Fair Entries.
2. May 15<sup>th</sup> 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.
3. Page County Fair Event Deadlines are set by May 1 by each organization responsible and communicated clearly to all parties to this agreement: 4-H Event deadlines for Fair are as follows:
  - a. EXTENSION
    - i. Pre-Fair Event Entries: Cake Boss, Milk Made Magic, Awardrobe, Communications Events, Table Setting, Cook This!, Little Mr & Miss

- ii. Livestock & Animal Event Entries: Dogs, Cats & Pets, Goats, Rabbits, Poultry, Horse, Sheep, Swine, Beef
    - iii. Static Event Entries: Science, Agriculture, Horticulture, Family & Consumer Sciences, Personal Development
  - b. FAIR BOARD
    - i. Stall Sign-ups and Fees for Livestock Entries
    - ii. Page County Fair Queen
    - iii. Bucket/Bottle Calf/Lamb/Goat
    - iv. Baby Contest
    - v. Open Class Exhibits
4. Appeals for missed deadlines will be referred to respective organization in charge of that event.
5. Process for exhibitors to enter the Page County Fair:
- a. 4-H members will register, select project areas, and enter animal ID information into 4-H Online no later than **May 15**.
  - b. 4-H members showing livestock must have participated in weigh-ins (if required for species) prior to the **May 15<sup>th</sup>** deadline (consult CYC)
  - c. 4-H and FFA members must register for events and classes in Fair Entry no later than **July 1**. It is strongly suggested that exhibitors contact EXTENSION to verify that entries are complete and correct.
  - d. 4-H and FFA members must provide documentation to EXTENSION of YQCA certification to EXTENSION, if they did not attend face-to-face YQCA training with CYC.
  - e. Exhibitors showing livestock must go to FAIR BOARD office in order to register for pens/stalls. FAIR BOARD will collect Stall Forms, stall and insurance fees. **THE DEADLINE FOR THIS IS JULY 1.**
  - f. EXTENSION Staff and FAIR BOARD personnel will confer at least weekly beginning June 1 and continuing through July 1 to ensure all exhibitors are entered in Fair Entry and have paid for stalls by July 1. Both organizations will compare exhibitor information and contact 4-H families to ensure exhibitors comply.
  - g. Farm Credit Services provides Stall Cards (not to be confused with Stall Forms) 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.

#### **E. 4-H SUPERINTENDENTS**

1. A Selection Committee will be established for the management of 4-H Fair Superintendents and Assistant Superintendents. This committee shall be presided over by the EXTENSION County Youth Coordinator (CYC) and shall consist of three FAIR BOARD representatives (3 votes) and three EXTENSION representatives (1 4-H Youth Advisory Committee member and two Extension Council members = 3 votes) and 2 FFA representatives (1 vote). Recommendations from this committee will be determined by the majority of 7 votes from this committee. Extension Council will then vote on recommendations from this committee.
2. Duties for the Selection 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, 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.
3. 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 and FAIR BOARD) and a background screening authorization at the beginning of each three-year term, and adhere to the 4-H Code of Conduct. 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.
4. Superintendents are considered 4-H volunteers, and once fully vetted, will be covered under 4-H liability insurance.
5. Superintendents will have reporting responsibilities to EXTENSION/the CYC and the FAIR BOARD.
6. 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 President for attendance.
7. Superintendents will be required to attend 4-H Volunteer Training and an annual Superintendent meeting.
8. Superintendents are responsible for selecting their own Assistant Superintendents (these names will be provided to Selection Committee and will be background checked and voted on by EXTENSION), Junior Superintendents (CYC will provide a list of Senior 4-H members and Senior FFA members who 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.

9. 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.

10. 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.

11. Superintendents are responsible for reviewing existing rules for their events, proposing rule changes by October 15 to EXTENSION, specifically Page County 4-H. (Please see outline of full rules change process in section **III. F.**)

12. 4-H Fair Superintendents will arrange for help in the ring and unpaid announcers for each show.

13. 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. A copy of the event results, once verified with the Superintendent, will be given to the Fair Board Office.

#### **F. 4-H EVENT RULES CHANGES PROCESS AND TIMELINE**

Changing of 4-H event rules takes time, and the involvement of many people.

Superintendents are responsible for reviewing existing rules for their events, proposing rule changes by October 15 to EXTENSION, specifically Page County 4-H.

Suggestions for Rules Changes made be made by other parties (4-H members, 4-H parents, 4-H Youth Advisory Committee) but should be taken to Page County 4-H for consideration by the County Youth Coordinator and the Superintendent involved in the event in question, which could prompt the rest of this procedure.

After this date, 4-H rules changes will be made at the discretion of EXTENSION/Page County 4-H and may include, but are not limited to those based on emerging environmental/public safety issues brought to light by Federal, State and Local Authorities, Iowa 4-H or Iowa State University. (An example would be changes to events based on the threat of a health pandemic, such as COVID-19, a prolific livestock disease, such as Avian Influenza, or acts of terrorism or war, or threats of the same).

Here is an approximate timeline for making rules changes for the 2023 Page County Fair:

1. September, 2022: Superintendents will meet with EXTENSION/Page County 4-H and FAIRBOARD representatives.

2. October, 2022: Superintendents must submit Proposed Rule Change Form to EXTENSION, specifically Page County 4-H by October 15, 2022.

3. November, 2022: Proposed rule change will then be forwarded to FAIR BOARD and Youth Advisory Committee to discuss. Superintendent is asked to attend both meetings to discuss and defend reasons for Rules Change Request.

Both FAIR BOARD and Youth Advisory Committee will then issue recommendations regarding the proposed rule change, which will be submitted in writing (via meeting notes) to EXTENSION for vote by Extension Council.

4. December, 2022: Superintendent will be asked to present the Proposed Rule Change to the Extension Council for vote. Results of this vote will be forwarded to FAIR BOARD and Youth Advisory Committee.

5. January/February, 2023: If the rule change is adopted, the updated rule will be submitted to FAIR BOARD Fair Book Committee with updated 4-H Rules section to be printed in the 2023 Page County Fair Book (actual date to be defined in section III. A.- pg.9 annually).

6. March, 2023: Fair Book with changes goes to printer.

7. May, 2023: Fair Books are received from printer.

8. June/July, 2023: Fair Books are distributed.

9. July, 2023: Page County Fair is held.

#### **G. EMERGENCY MANAGEMENT**

1. FAIR BOARD and EXTENSION 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.

2. EXTENSION will print and distribute the Full Emergency Management Plan to FAIR BOARD (to be kept in Fair Board Office), to Superintendents at Superintendent Meetings and in their event bins, and EXTENSION STAFF.

#### **H. FUNDRAISING & FOOD**

1. 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 (exception is FAIR BOARD pop stand).

**2.** 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 Cherry Pie/Cupcake auction.
- EXTENSION will recruit buyers for the Cherry Pie/Cupcake 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 at the Cherry Pie/Cupcake Auction.
- EXTENSION will encourage participants to write thank-you notes to their buyers for the Cherry Pie/Cupcake Auction.
- EXTENSION will arrange for special event insurance to cover these activities through Iowa State University's vendor insurance company LMC.

**3.** 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 Chapter activity is covered under their respective School Board's liability insurance. This will 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.

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

Carnival proceeds will be split between 4-H Clubs (75%) and FAIR BOARD (25%). FAIR BOARD will pay out checks to 4-H Clubs in a timely fashion after receiving receipts for expenses.

**4.** 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.

5. 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.

**I. 4-H LIVESTOCK EVENTS**

1. 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).

2. EXTENSION and SCHOOL BOARD will ensure that all animal exhibitors have completed required training, specifically Youth for the Quality Care of Animals (YQCA) training.

3. Superintendents will make arrangements with a vet for necessary vet checks for livestock for their events. Superintendents should inform FAIR BOARD and EXTENSION regarding confirmed vet of choice no later than June 30. If emergency changes to the vet assignment are made, this must be communicated to EXTENSION and FAIR BOARD as soon as possible. It is recommended that each Superintendent name a backup Veterinarian, in the event that the designated Veterinarian is sick or becomes unavailable.

4. FAIR BOARD Sales Committee, in cooperation with appropriate 4-H Superintendents, will arrange for market animals to be hauled to an appropriate meat processor.

5. 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.

6. 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.

**J. 4-H JUDGES**

1. 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.

2. 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.

#### **K.     ***PHOTOS AT 4-H EVENTS*****

1. EXTENSION will arrange for photographs to be taken throughout the County Fair and especially of trophy and plaque winners for 4-H, and FFA contests. [Photos must be taken at the conclusion of each and every show, with a list of the photos taken in order.]
2. 4-H members have or have not authorized use of their photographs. These authorizations are held in the 4-H Online system. A photo authorization will also be added to Fair Entry as a custom field, and the list of 4-H members WITHOUT authorizations will be provided to FAIR BOARD prior to the start of Fair week. It is important to check for authorizations prior to publicizing photos.
3. All parties to this agreement are encouraged to share Page County Extension and Page County 4-H Social Media posts.

#### **L.     ***PUBLICITY*****

1. 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.
2. EXTENSION may, at their discretion, also publicize County Fair schedule, events and activities and thank various entities for County Fair involvement, via social media.
3. 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
4. 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.

5. 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.

**M. RESULTS OF 4-H 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.

**N. LIVESTOCK SALE**

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

- Superintendents 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 individual 4-H members. Checks will then be mailed to individual exhibitors.

**O. 4-H AWARDS**

1. 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.
2. EXTENSION will provide official premium listing by 4-H/FFA member upon final results publication, as soon as they are available
3. FAIR BOARD will award and distribute ribbon premiums according to its budget and based on EXTENSION'S Official records of ribbons earned by each exhibitor. Premium checks will be issued by the FAIR BOARD in the name of each 4-H/FFA member. Checks will then be turned over to the EXTENSION Office organized by 4-H Club/FFA Chapter for distribution to exhibitors by September 30 (FAIRBOARD Fiscal Year End).

**P. 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.

## **Q. 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.

## **R. 4-H/FFA & FAIR RULES VIOLATIONS**

\*Rules violations will first be referred to both of these:

- County Youth Coordinator
- Event Superintendent
- The Page County Fair Book, Iowa Youth Code of Ethics, Iowa 4-H Rules will be consulted to see if there is clear language concerning the alleged violation.
- If there is lack of clarity, or if the parties are not in agreement, the Page County Extension Director and Page County Fair President may be asked to consult. They may involve Iowa 4-H Representatives for further clarification.
- All decisions will be made in the based on: Reasonableness, Safety and Positive Youth Development.

## **S. APPEAL/GRIEVANCE PROCESS**

### **Purpose**

The Page County 4-H/FFA Appeals/Grievance process provides a vehicle by which to respond to 4-H/FFA member's concerns relating to all Page County Fair 4-H/FFA events.

### **What may and may not be appealed/grieved:**

An appeals/grievance committee **may be convened\*** for the following situations:

- Alleged wrongdoing.
- Rule violations.

### **A grievance committee will not be convened for the following situations:**

- Decisions made by officials (Extension staff, judges, fair veterinarian, etc.) which are final. (Refer to section III. R. regarding 4-H/FFA & Fair Rules Violations.)
- Issues related to deadlines for membership enrollment, livestock identification, and/or county fair pre-registration; due process will be provided by Extension staff.
- Code of Conduct-related violations, which will be addressed by staff according to the established process.

### **Who may appeal/grieve an issue**

Any Page County 4-H or FFA member and his/her parent/guardian directly affected by the incident being reported.

### **Who responds to the appeal/grievance**

The appeal/grievance committee of 5 members selected from the following based on availability and with no connection to the parties involved in the incident. There should only be one individual from any of the following categories:

- Extension Council Member
- Fair Board Executive Board Member
- 4-H Superintendent but not for the project area in question
- Youth Program Specialist from ISU Extension and Outreach
- School/FFA employed adult representative from a Page County FFA Chapter – not from a Chapter that the involved parties are members of
- Regional Director from ISU Extension and Outreach
- County Council Member (must be 9<sup>th</sup> grade or higher and not directly involved in the incident or from the same 4-H Club or Chapter as any of the involved parties)
- Youth Advisory Committee member with no involvement with the parties involved or their clubs/chapters.

### **Process for filing a grievance**

- During the county/state fair, grievances must be filed within 24 hours (1 day) of the incident. These must be turned into Extension personnel.
- The Page County Extension 4-H/FFA Grievance Form must be filled out and signed by the 4-H/FFA member(s) and their parent(s)/guardian(s) filing the grievance. There is no limit to the number of people signing the grievance, but they must be directly impacted by or involved in the situation.
- The grievance form must be submitted with \$25 cash or money order only. The money will be returned if the decision is ruled in favor of the person(s) filing the grievance.
- If there are testing costs associated with the grievance, the individual(s) filing the grievance are responsible for paying the testing costs.

### **At the appeal/grievance hearing**

- The appeal/grievance committee will address the written appeal/grievance via a face-to-face meeting or by utilizing technology. It is the choice of the individual(s) filing the appeal/grievance whether or not they are present at the meeting. Only those individual(s) directly impacted by or involved in the situation being appealed/grieved may speak at the hearing.
- Participants in the appeal/grievance hearing are expected to act in a civil manner. Use of profanity or other inappropriate behavior by either party will not be tolerated and may result in termination of the hearing.
- All parties are expected to provide documentation/evidence at the hearing. If individuals are uncooperative and refuse to provide/bring requested information, the appeal/grievance committee may terminate the appeal/grievance process or the appeal/grievance may not be determined in favor of the uncooperative party.
- After all relevant information is presented, the committee will meet privately to discuss the issue and come to a decision. Decisions will be based on a majority rule. Committee members are expected to keep discussions confidential.
- Once a decision has been determined, the individual(s) filing the appeal/grievance will be notified of the decision of the appeal/grievance committee by Extension staff. Decisions made by the committee will be final.



- The resolution of the issue will be filed in writing and kept as a permanent record of the hearing at the Extension Office.

**Role of the County Extension office staff**

County Extension staff members will forward appeals/grievances to the committee promptly and will convene all meetings at which grievances are heard to ensure that all sides are heard and all options/ alternatives are considered. Extension Office staff will facilitate the meeting but will not have a vote in the final decision. Extension staff will notify the individual(s) filing the grievance of the decision.

**Appeal/Grievance Form located in Appendix B**

#### IV. ORGANIZATIONAL CONTACTS:

**ISU Extension and Outreach, Page County** Email: [deedino@iastate.edu](mailto:deedino@iastate.edu)

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

**Page County Fair Board**

Email: [shacks@windstream.net](mailto:shacks@windstream.net)

Tony Shackelford, President  
2117 Clark Crawford Dr  
Clarinda, IA 51632  
712-303-0147

**Clarinda Community School District**

Email: [dasunderman@clarindacsd.org](mailto:dasunderman@clarindacsd.org)

Darin Sunderman, President  
423 East Nodaway  
Clarinda, IA 51632  
712-542-5165

**Brokaw Chapter FFA - Clarinda**

Email: [ajohnson@clarindacsd.org](mailto:ajohnson@clarindacsd.org)

Andy Johnson  
Emma Cutler  
Logan Henry  
423 East Nodaway  
Clarinda, IA 51632  
712-542-5165

Email: [ecutler@clarindacsd.org](mailto:ecutler@clarindacsd.org)

Email: [lhenry@clarindacsd.org](mailto:lhenry@clarindacsd.org)

**Shenandoah Community School District**

Email: [fichterj@shenandoah.k12.ia.us](mailto:fichterj@shenandoah.k12.ia.us)

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

**Davis-Rodgers Chapter FFA - Shenandoah**

Email: [martinsf@shenandoah.k12.ia.us](mailto:martinsf@shenandoah.k12.ia.us)

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

V. SIGNATURE PAGE

PAGE COUNTY FAIR PARTNERSHIP AGREEMENT 2023

**Page County Agricultural EXTENSION Council Chair**

<u>David Stephens</u>	<u>David Stephens</u>	<u>11/21/22</u>
Written Full Name	Signature	Date

**Page County FAIR BOARD President**

<u>Tony SHACKELFORD</u>	<u>Tony Shackelford</u>	<u>11/21/22</u>
Written Full Name	Signature	Date

**Clarinda Community School District Board President**

_____	_____	_____
Written Full Name	Signature	Date

**Brokaw Chapter FFA – Clarinda**

_____	_____	_____
Written Full Name	Signature	Date

**Shenandoah Community School District Board President**

_____	_____	_____
Written Full Name	Signature	Date

**Davis-Rodgers Chapter FFA – Shenandoah**

_____	_____	_____
Written Full Name	Signature	Date

Appendix A:

**CODES OF CONDUCT**

1. 4-H Code of Conduct – Adult and Youth
2. 4-H Code of Conduct for Volunteers



## Iowa State University Extension & Outreach 4-H Youth Development Code of Conduct for Iowa 4-H Youth and Families

The Iowa 4-H Code of Conduct applies and will be enforced with 4-H youth, 4-H parents/guardians, and 4-H families.

- While participating in or attending a 4-H sponsored program (e.g. club meeting, project meeting, activity, event, learning opportunity).
- While participating in or attending a 4-H event or while on premises used for 4-H purposes (e.g. County Fair, State Fair, show ring, exhibit building, barn, food stand).
- While representing Iowa 4-H to the public
- Additional programs, events, or opportunities may have additional rules and expectations.
- At all times throughout a 4-H youth's participation when behavior outside of the Iowa 4-H puts youth at risk or has the potential to put youth at risk.

The opportunity to participate in and/or volunteer with Iowa 4-H is a privilege and honor, not a right. All youth participants and parents/guardians supporting their child's participation in 4-H are expected to review and agree to abide by the Iowa 4-H Code of Conduct before becoming involved with Iowa 4-H.

1. I understand that the Iowa 4-H Youth Development program is a non-formal education program in which I have a choice to participate. I accept my responsibility to engage in program activities and to excuse myself from this program if it does not meet my personal learning objectives. I recognize the organization has the responsibility and authority to remove youth who are disruptive to the 4-H Youth Development program, violate the Iowa 4-H Code of Conduct, the standards of the 4-H Pledge and Motto or federal, state or local laws.
2. I accept my responsibility to represent the Iowa State University Extension and Outreach 4-H Youth Development program by holding myself to the standards of the 4-H pledge and motto. I will refrain from behavior that negatively represents myself, my family, my community, 4-H or Iowa State University. I will act in a respectful and responsible manner during all 4-H programs.
3. I acknowledge that the 4-H program utilizes competition related to project work as a tool for learning. I will ensure that my project exhibits are appropriate and respectful. I will demonstrate good sportsmanship, encourage this behavior in others, and not allow this behavior to detract from the learning experience. I will not let my personal desire to win overshadow the needs of the group.
4. I accept my personal responsibility to be informed and follow the policies, rules, and deadlines established by Iowa 4-H. I will not cheat, lie, knowingly furnish false information, deceive, or otherwise engage in dishonest, unethical or illegal behaviors. I will not encourage others to disregard or intentionally violate conditions of Iowa 4-H participation.
5. I will comply with directions of 4-H officials acting in the performance of their duties. I will not obstruct or disrupt any 4-H program or encourage others to engage in such conduct. I understand that a judge's decision is final.
6. I will strive to be a positive role model. I will treat youth, parents, volunteers, extension and outreach staff, judges and others with respect, courtesy and consideration.

7. I will communicate (oral, written and electronic) in an open, honest, respectful manner in all situations involving the 4-H program. I will refrain from communication that is negative, offensive, destructive or hurtful to others. I will refrain from sharing private matters in a public group setting.
8. I will promote a spirit of inclusion and welcome participation of individuals from all backgrounds. I will not engage in or tolerate harassment in any form, (For example bullying, slander, put-downs, insults, taunting, name calling, yelling, profane language, sexual innuendos and other comments or hostile behaviors likely to offend, hurt or set a bad example.)
9. I will ensure a safe environment for myself and others by not carelessly or intentionally harming youth or adults in any way: emotionally, mentally, physically, socially, verbally or non-verbally.
10. I will not possess, offer, or use tobacco, alcohol or illegal substances. I will not attend 4-H programs under the influence of alcohol or any illegal substance.
11. I will respect the property of others. I will not use, abuse, or take another individual's personal belongings. I will not damage facilities.

Infractions to the Iowa 4-H Code of Conduct will be addressed by the Iowa 4-H Program, the local County Extension District, or their appointed representatives. Infractions to the Iowa 4-H Code of conduct will result in consequences. The consequences may range from a verbal warning to the loss of privileges (e.g. participation at the event or future events, forfeiture of awards or other forms of recognition, forfeiture of positions of leadership, limitation on volunteer responsibilities) to full removal from the Iowa 4-H Program.

County: \_\_\_\_\_

Signature of Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## IOWA STATE UNIVERSITY

### Extension and Outreach

and justice for all . . .

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# IOWA 4-H CODE OF CONDUCT FOR VOLUNTEERS

The Iowa 4-H Code of Conduct applies and will be enforced with 4-H volunteers as follows:

- While participating in or attending a 4-H sponsored program (e.g., club meeting, project meeting, activity, event, learning opportunity).
  - While participating in or attending a 4-H event, while on premises used for 4-H purposes (e.g., County Fair, State Fair, show ring, exhibit building, barn, food stand).
  - While representing Iowa 4-H to the public.
  - While having responsibility for youth involved in the 4-H Youth Development program.
  - At all times throughout a volunteer's service when behavior outside of the Iowa 4-H puts youth at risk or has the potential to put youth at risk.
  - The opportunity to participate in and/or volunteer with Iowa 4-H is a privilege and honor, not a right. All volunteers are expected to review and agree to abide by the Iowa 4-H Code of Conduct before becoming involved with Iowa 4-H.
1. I understand that the Iowa 4-H Youth Development program is a non-formal, experiential education program in which I have a choice to volunteer. I accept my responsibility to engage in program activities and to excuse myself from this volunteer assignment if it does not meet my volunteer objectives. I will not use the volunteer position for private, personal, or commercial financial gain. I recognize the organization has the responsibility and authority to remove individuals who are serving as volunteers who are disruptive to the 4-H Youth Development program, violate the Iowa 4-H Code of Conduct, the standards of the 4-H Pledge and Motto or federal, state, or local laws—or for any other reason the 4-H Youth Development program deems appropriate. I will act in a respectful and responsible manner during all 4-H programs.
  2. I accept my responsibility to represent the Iowa State University Extension and Outreach 4-H Youth Development program by holding myself to the standards of the 4-H pledge and motto. I will refrain from behavior that negatively represents myself, my family, my community, 4-H, or Iowa State University.
  3. I will work with staff and volunteers to create quality learning environments. I will practice youth-adult partnerships.
  4. I acknowledge that the 4-H program utilizes competition related to project work as a tool for learning. I will demonstrate good sportsmanship, encourage this behavior in program participants and other volunteers, and not allow this behavior to detract from the learning experience. I will not let my personal desire to win overshadow the needs of the group or violate positive youth development principles.
  5. I accept my personal responsibility to be informed and follow the policies, rules, and deadlines established by Iowa 4-H. I will participate in required and optional training as per my role description and accept guidelines and support from Iowa State University Extension & Outreach staff and other volunteers. I will not cheat, lie, knowingly furnish false information, deceive, or otherwise engage in dishonest, unethical, or illegal behaviors. I will not encourage others to disregard or intentionally violate conditions of Iowa 4-H participation.

6. I will comply with directions of 4-H officials acting in the performance of their duties. I will not obstruct or disrupt any 4-H program or encourage others to engage in such conduct. I understand that a judge's decision is final.
7. I will strive to be a positive role model. I will treat youth, parents, volunteers, extension and outreach staff, judges, and others with respect, courtesy, and consideration.
8. I will communicate (oral, written, and electronic) in an open, honest, respectful manner in all situations involving the 4-H program. I will refrain from communication that is negative, offensive, destructive, or hurtful to others. I will refrain from sharing private matters in a public group setting.
9. I will promote a spirit of inclusion and welcome participation of individuals from all backgrounds. I will not engage in or tolerate harassment in any form (for example, bullying, slander, put-downs, insults, taunting, name calling, yelling, profane language, sexual innuendos, and other comments or hostile behaviors likely to offend, hurt, or set a bad example). I will not participate in behaviors that discriminate against other people.
10. I will ensure a safe environment for myself and others by not carelessly or intentionally harming youth or adults in any way emotionally, mentally, physically, socially, verbally, or non-verbally. I will access and operate machinery, vehicles, and other equipment in compliance with laws, rules of the 4-H program, and general safety practices.
11. I will not offer alcohol, tobacco products, electronic smoking devices (including but not limited to e- cigs, vapes, juuls), or illegal substances to youth. I will not possess or use illegal substances. I will not use alcohol, tobacco products, or electronic smoking devices (including but not limited to e-cigs, vapes, juuls), during a 4-H program. I will not attend 4-H programs under the influence of alcohol or any illegal substance.
12. I will not have sexual contact or a sexual relationship with a member or youth program participant.
13. I will respect property of individuals. I will not use, abuse, or take another individual's personal belongings. I will not damage facilities.
14. I will expect youth and adults participating in the programs I lead as a 4-H volunteer to follow the Iowa 4-H Code of Conduct.
15. If behaviors contrary to the Iowa 4-H Code of Conduct are demonstrated during a 4-H program, I will address the situation. I will follow any county or university policies on reporting of infractions and or incidents.

Infractions to the Iowa 4-H Code of Conduct will be addressed by the Iowa 4-H Program, the local County Extension District, or their appointed representatives. Infractions of the Iowa 4-H Code of Conduct WILL result in consequences. The consequences may range from a verbal warning to the loss of privileges (e.g., limitation on volunteer responsibilities) to full removal from the Iowa 4-H program.

## IOWA STATE UNIVERSITY

### Extension and Outreach

Iowa State University Extension and Outreach does not discriminate on the basis of age, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, color, religion, sex, sexual orientation, socioeconomic status, or status as a U.S. veteran, or other protected classes. (Not all prohibited bases apply to all programs.) Inquiries regarding non-discrimination policies may be directed to the Diversity Advisor, 2150 Beardshear Hall, 515 Morrill Road, Ames, Iowa 50011, 515-294-1482, [extdiversity@iastate.edu](mailto:extdiversity@iastate.edu). All other inquiries may be directed to 800-262-3804.

**Appendix B:**

**GREIVANCE PROCESS FORMS**

**1. Page County 4-H Grievance Filing Form**



# Page County 4-H Grievance Filing Form

**THIS FORM MUST BE FILLED OUT BY THE 4-H/FFA MEMBER DIRECTLY AFFECTED BY THE ISSUE FOR WHICH THE GRIEVANCE IS BEING FILED. This form must be filed with Page County Extension personnel within 24 hours of the incident prompting the grievance and must accompany a payment of \$25. Money will be refunded if incident reviewers rule in your favor.**

First & Last Name of 4-H/FFA Member Filing Grievance:	
Time & Date of Incident:	
Names of 4-H/FFA Members/other persons involved:	<div></div> <div></div> <div></div> <div></div>
<u>Description of Incident:</u> <div></div>	

Please use back of sheet or attach additional sheets only if needed.

Signature of 4-H/FFA Member Filing Grievance:	
Date & Time Grievance Signed:	

\*\*\*\*\*

**THIS SECTION FOR EXTENSION PERSONNEL TO FILL IN ONLY:**

Extension Staff Member Receiving Grievance:	
Date & Time Grievance Received:	
Type of Payment Received:	<input type="checkbox"/> Check#_____ <input type="checkbox"/> Cash
Date & Time Committee Convened:	
Incident Reviewed By (List All):	
DECISION OF REVIEWERS:	
Payment Returned to Filer??	<input type="checkbox"/> No – ruled against <input type="checkbox"/> Yes on date_____

*This form was adapted from one developed in 2013 by University of Minnesota Extension.*

## **Appendix C:**

### **DISPUTE RESOLUTION PROCESS**

- 1. Formal Dispute Resolution Procedures**
- 2. Formal Dispute Report**

## **Appendix C: FORMAL DISPUTE RESOLUTION PROCEDURES**

### **a) When filing an organization dispute (i.e. a dispute between the named parties to this agreement) 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...**

### **c) DISTRIBUTION LIST FOR FILING DISPUTE**

You must file with ALL entities (See p.21. IV – Organizational Contacts) to have your dispute heard. Keep record of date dispute report was sent. This group will make every effort to hear dispute within 2 weeks of date filed.

### **d) DISPUTE COMMITTEE PROCEDURE**

- All parties agree that a committee of 5 will then be assembled, within 3 weeks of the dispute 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 dispute, may call additional witnesses, and will then rule as to the outcome recommended by the committee. Failure of the party filing the dispute to appear at this hearing will nullify the dispute. 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 dispute.
- This dispute 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.

**PAGE COUNTY FAIR PARTNERSHIP AGREEMENT FORMAL DISPUTE REPORT**

DATE: \_\_\_\_\_

We are hereby filing a dispute regarding a violation of the 2023 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 filling 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 dispute, 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:*** \_\_\_\_\_