

# HARTFORD INDEPENDENT FAIR JUNIOR FAIR BOARD



- Member Application Packet -  
Junior Agricultural Society By-Laws  
Board Member Responsibilities  
2024 Calendar of Events  
Board Application

Return Application by November 15, 2023 to:

Lisa D. McCutcheon  
Licking County 4-H Youth Development Educator  
771 East Main Street, Suite #103  
Newark, Ohio 43055  
[mccutcheon.46@osu.edu](mailto:mccutcheon.46@osu.edu)



TO: Hartford Fair – Junior Fair Participants

FROM: Lisa D. McCutcheon, Extension Educator – 4-H Youth Development  
& Hartford Junior Fair Board Advisor

DATE: October 2023

RE: 2024 Hartford Junior Fair Board Application Materials

Although the Hartford Fair has been over for a matter of weeks, we are already in the beginning stages of preparing for the 2024 Junior Fair. The first step in doing so is to select the young leaders that will compose the 2024 Hartford Junior Fair Board. For this reason, you will find an application to serve on the Junior Fair Board enclosed for your consideration. All applications are due by no later than November 15<sup>th</sup>.

Current Junior Fair Board members may serve additional terms, but must complete the application process each year, providing that the member will be a junior exhibitor during the year that they serve. Members of the 2023 Junior Fair Board will be considered based upon the quality of their application and their demonstrated board performance. Additionally, they may be asked to schedule an interview (Saturday, December 2<sup>nd</sup>), should it be warranted. Former board members may serve a fourth/fifth year as a designated Junior Advisor (if they remain to be age-eligible) at the discretion of the advisory committee and must interview for this position. All potential JFB members must be at least 14 years of age as of January 1, 2024.

Interviews will be conducted at the Licking County Extension office on **Saturday, December 2<sup>nd</sup>** beginning at 9:00 a.m. and will be scheduled every 10 minutes throughout the day. It is your responsibility to contact the Extension Office (740.670.5315) to schedule an interview. All interview times should be confirmed prior to November 15<sup>th</sup>. Note that the application requires that a **photo** be attached.

Should you have questions or concerns, please feel free to contact me ([mccutcheon.46@osu.edu](mailto:mccutcheon.46@osu.edu)) at your convenience. I will look forward to your application arriving.

Enc. 2024 Junior Fair Board Application  
cc: Senior Fair Board Junior Fair Committee

# Hartford Independent Fair Junior Agricultural Society By-Laws

## Article I - Title

Section I - This Society shall be known as the Hartford Independent Junior Agricultural Society, or Hartford Junior Fair Board.

## Article II - Objective

Section I - The mission of this Society shall be to promote and encourage improvement of agriculture, youth development, and family and consumer sciences, to promote general community improvement, with all other educational interests of youth in the District. This will be done through the support of junior fair and open class programming held during the Hartford Fair.

## Article III - Membership

Section I - Membership in the Society is open to members between 14 and 19 years of age (as of January 1<sup>st</sup> of the current year) of 4-H, FFA, FCLA, Boy / Girl Scouts and any other youth serving agency included in the Junior Fair program, living or attending school in Licking County or the Hartford Fair District including Delaware County (Harlem, Trenton, Porter, Berkshire Townships) and Knox County (Milford, Hilliar, Miller Townships).

## Article IV - Board Members

Section I - The Board shall consist of a any number of members who may represent any or all of the youth-serving agencies listed in Article III, Section I. Board Members shall be active members of the organizations which they represent during their year(s) of service. Board Members must be a junior fair exhibitor during their year(s) of service.

Section II - Board Members shall be selected by application and interview for a term of one year and a maximum of 3 years. A Board Member may serve additional terms after completing the application and selection process. Interviews are not required for Board Members unless requested by either party. An annual Junior Fair evaluation will be completed by the SFB Junior Fair Committee and Junior Fair Board immediately after the fair. Former Directors may serve a 4<sup>th</sup> year at the discretion of the advisory committee, as long as they continue to be age-eligible to exhibit in the junior fair.

## Article V - Election

Section I - Nominations for Board Members shall be made in writing by November 15<sup>th</sup> to the Licking County 4-H Youth Development Educator. Representatives shall be selected by an interview team consisting of 4-H Educator and representatives of the Senior Fair Board no later than December 31<sup>st</sup> of the year preceding their term of office.

Section II - Annual election of officers shall be at the January meeting.

Section III - The term of office of the retiring Directors shall expire and that of the elected begin December 15<sup>th</sup>.

Section IV - Board Members who fail to perform their duties in a responsible and orderly fashion may be removed from the Junior Fair Board by the 4-H Youth Development Educator in their respective county or by the advisor of the organization they represent. Junior Fair Board members may also be removed from office for inappropriate personal conduct.

## Article VI - Organizations and Meetings

Section I - The Board shall elect a President, Vice President, Secretary, Senior Fair Board Liaisons, and other officers as may be deemed proper. The officers shall serve a one-year term and until their successors are elected and qualified. A majority vote of a quorum of Directors must be present to transact business.

Section II - All officers shall be elected or appointed from the membership of the Board.

Section III - If any member of the Board is absent from two meetings per year, for an un-excused reason, the member will forfeit his/her membership on the Board.

Section IV - Board meetings / activities shall be held in January, February, March, April, May, June, July, and August. Additional Board events may be held, with the location, time, and date to be determined by the Junior Fair Board Advisor. Members shall receive at least two weeks' notice. Board members will also be expected to attend their respective departmental meetings throughout the year.

Section V – Those serving as an advisory capacity to the Board may include: Extension Educators, FCCLA and FFA Chapter Advisors, 4-H Advisors in the Fair District and Senior Fair Board Members on the Junior Fair Committee. These individuals may be asked to serve as an advisor to department and/or activities of the Junior Fair. Those individuals serving in an advisory capacity are invited to attend all Board meetings.

Rev. 09|2022

*NOTE: The Hartford Fair's Junior Fair Board was opened up to those who are age 14 beginning with the 2022 application process (November 2021). This pilot period went well and it was decided that we continue to allow those who are ages 14-19 to serve on the board for the foreseeable future.*

# Hartford Independent Fair Junior Fair Board

## - Member Responsibilities -

### **Uphold Purpose:**

1. To conduct judging and exhibition activities which educate the exhibitors and audience alike in ethical, safe, and efficient management practices.
2. To provide an opportunity for youth to demonstrate skills learned through their organization's project work.
3. To provide an opportunity for the public to see and be aware of organization's and individual member's achievements.
4. To conduct fair, equitable, and safe competition for exhibitors and their projects.
5. To provide appropriate recognition for exhibitors who have demonstrated respective levels of knowledge and skills developed.
6. To provide opportunities for member organizations to promote the purposes, methods, and values of their respective organizations.
7. To promote youth involvement in cooperating organizations.

### **Fulfill General Responsibilities...**

1. Attend all regular and special meetings of the Board and Department Committees. If unable to attend, member must notify Extension office prior to meeting.
2. Obtain a three-ring binder notebook for Junior Fair Board information and handout materials. Bring notebook to each and every meeting or event.
3. Maintain active membership in the organization you are representing on the Board.
4. Maintain the Junior Fair Board as an active, productive organization by:
  - Knowing all Board members and being willing to assist them as needed
  - Conducting meetings in a fashion so as to accomplish needed business
  - Electing officers based on ability, attitude and experience
  - Providing orientation and assistance for new members
  - Involving all youth organizations and having all youth actively involved
  - Being objective in making decisions that affect the overall quality of the Junior Fair program
5. Be responsible and mature leaders at all times. During business meetings members are expected to:
  - Give input and voice opinion
  - Be objective in making decisions
  - Serve as a role model and example

6. Develop and conduct programs to involve more youth in Junior Fair programming.
7. Preside over departmental meetings in which you are assigned and perform those department responsibilities as needed.
8. Work closely with Senior Fair Board by sharing in the planning and conducting of departmental and Junior Fair activities.
9. Assist in contacting potential livestock buyers as needed by respective departments.
10. Attend, and assist with, a minimum of one scheduled Quality Assurance program held in Licking County.
11. Read, understand, and enforce the general rules, agricultural rules, and any specific rules applying to your department(s).
12. Support the decisions, policies, and activities, first, of the Board and, second, of your respective department.
13. Take full responsibility for planning and conducting your department's activities and assist whenever needed in all events that are part of the Junior Fair.
14. Maintain appropriate records concerning judging, events, prizes, and awards.
15. Assist in operating the Junior Fair Board office facilities as needed. Serve a minimum of four hours in this capacity during the duration of the Fair.
16. Assist Extension staff, Agricultural Education and FFA instructors, FCCLA instructors, and other youth organization instructors as needed.
17. Assist Senior Fair Board as needed.
18. Participate in an evaluation process at the conclusion of each year's fair.
19. Promote the philosophy of education and improvement of skills through fair competition.
20. Assist during sales by serving as clerk, runner, photographer, etc.
21. Take responsibility for maintaining cleanliness of barns and facilities during Fair. Work with exhibitors to put forth a good image to public visiting the Fair. This may require walking through your respective facilities multiple times daily. Assist with any barn cleanings that are held following the conclusion of the Fair.
22. Maintain a positive and appropriate image in any social media usage or communications. Inappropriate posts, portraying you, the Board, or the fair in a negative light can be grounds for dismissal.
23. Take full advantage of this opportunity and learn from it. Above all else, make new friends, grow as a person, and have fun!

# Hartford Independent Junior Fair Board

## 2024 Calendar of Events

(as of October 5, 2023)

- November 15, 2023 (Wednesday)** ..... Junior Fair Board Applications Due / Interviews Must be Scheduled (call 740.670.5315 to schedule)
- December 2, 2023 (Saturday)** ..... 9:00 a.m. – 2:00 p.m.  
Junior Fair Board Member Interviews (by appointment only) @ Licking County Extension Office
- December 18, 2023 (Monday)** ..... 5:30 – 7:00 p.m.  
Junior Fair Board Member Orientation Session @ Babcock Building, Fairgrounds (online)
- January 6, 2024 (Saturday)** ..... 7:00 a.m. - 4:30 p.m.  
Ohio Junior Fair Conference @ Hyatt Regency – Downtown Columbus
- January 15, 2024 (Monday)** ..... 5:30 - 7:00 p.m.  
Junior Fair Board Meeting @ Babcock Building, Fairgrounds (or online)
- February 19, 2024 (Monday)** ..... 5:30 – 7:00 p.m.  
Junior Fair Board Meeting @ Babcock Building, Fairgrounds (or online)
- March 1-3, 2024 (Friday / Saturday / Sunday)** ..... 5:30 - 7:00 p.m.  
Teen Leader Winter Retreat @ 4-H Camp Ohio (optional)
- March 18, 2024 (Monday)** ..... 5:30 - 7:00 p.m.  
Junior Fair Board Committee Chair Training (5:00 p.m.), Meeting and Committee Meetings @ Babcock Building, Fairgrounds
- April 15, 2024 (Monday)** ..... 5:30 - 7:00 p.m.  
Junior Fair Board Meeting and Committee Meetings @ Babcock Building, Fairgrounds
- May, 20, 2024 (Monday)** ..... 5:00 p.m. – 10:00 p.m.  
Junior Fair Board Meeting and Committee Meetings @ Babcock Building, Fairgrounds
- June 28, 2024 (Friday)** ..... 5:00 p.m. – 9:00 p.m.  
Junior Fair Board Fun Night @ Babcock Building, Fairgrounds
- July 15, 2024 (Monday)**.....  
9:00 a.m. – 12:00 p.m. Departmental Awards Check-In (by appointment)  
1:00 p.m. – 5:00 p.m. On-The-Job Training (radios / golf carts / sale duties / shows / announcing / media / etc.)  
5:30 p.m. – 7:00 p.m. Junior Fair Board Meeting
- July 16, 2024 (Tuesday)**.....  
9:00 a.m. – 12:00 p.m. Departmental Awards Check-In (by appointment) IF NEEDED!
- July 31 – August 2, 2024 (Wednesday/Thursday / Friday)**.....  
Junior Fair Board Work Days (minimum of 4 hour time commitment) / Junior Fair Board Office, Fairgrounds
- August 3-10, 2023 - Hartford Independent Fair**.....  
Minimum of 4-6 hour time commitment per day expected / Junior Fair Board Office, Fairgrounds
- Daily Junior Fair Board Meetings (Sunday – Saturday @ 8:00 a.m.)
  - Committee events / responsibilities
  - Junior Fair Board Office support
  - Grandstands cleanings
  - Livestock sale shifts (Thursday / Saturday)
  - General support of Junior Fair programming
- August 12, 2024 (Monday)**..... 6:00-8:00 p.m.  
Junior Fair Board Evaluation Meeting & Ice Cream Social @ Babcock Building, Fairgrounds

# HARTFORD JUNIOR FAIR BOARD MEMBER APPLICATION - 2024 -



*Applications must be postmarked by no later than November 15, 2023 in order to be considered for selection. Please type, or use BLACK ink, to complete application.*

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

Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Grade: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

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

School: \_\_\_\_\_

Prior Years on JFB: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

Polo Shirt Style: Mens / Womens

Size: \_\_\_\_\_

1. Please list organizations in which you are a member that participate in the Hartford Fair, your years involved and any offices held (4-H / FFA / Scouts / etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please list any school-affiliated organizations to which you belong. List years involved and any offices held (Clubs / Sports / Honor Society / etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please list any community service projects and /or organizations with which you have been involved, years involved, and any offices held: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What qualities, strengths or personal attributes do you possess that would benefit the Junior Fair Board?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What benefits or experiences do you expect to gain by being a member of the Junior Fair Board? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



7. Please list Junior Fair Departments that you have been involved with or assisted as an exhibitor (volunteered) in previous years:

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8. List individuals which would recommend your candidacy (their letters of support should be attached to your application):

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9. If selected to be a member of the JFB, rank your top five committee preferences of which you would choose to be a part:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 4-H Center                     | <input type="checkbox"/> Ag. Science / FFA                                     | <input type="checkbox"/> Breeding Beef / Market Steer |
| <input type="checkbox"/> Dairy Cattle / Judging Contest | <input type="checkbox"/> Dairy Feeder Steer                                    | <input type="checkbox"/> Dogs                         |
| <input type="checkbox"/> Equine (Horse & Pony)          | <input type="checkbox"/> General Livestock Judging Contest / Super Showmanship |   |
| <input type="checkbox"/> Goats                          | <input type="checkbox"/> Jr. Fair Exhibitor Activities                         | <input type="checkbox"/> Poultry                      |
| <input type="checkbox"/> Rabbit                         | <input type="checkbox"/> Sheep   | <input type="checkbox"/> Steer Pool                   |
| <input type="checkbox"/> Swine                          |  |   |

Junior Advisor (4<sup>th</sup> / 5<sup>th</sup> year members only) – Candidates must interview for this position.

10. **RETURNING MEMBERS:** In what areas / tasks do you feel that you excelled during your 2023 term on the Junior Fair Board:

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11. **RETURNING MEMBERS:** In what areas do you feel that you could have improved during your 2023 term on the Junior Fair Board:

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12. **RETURNING MEMBERS:** In what way(s) do you feel that you are more prepared to serve as Fair Board Member in 2024?

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11. **RETURNING MEMBERS:** What will you do different during 2024, to make you more successful or the fair run more smoothly:

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Criteria by which your application will be evaluated...

For NEW and RETURNING applicants...

Application Criteria

Neatness  
Quality of responses provided  
Activities reported  
Letters of support (REQUIRED for NEW APPLICANTS)  
Experience in working with organizations

Interview Criteria (NEW only)

Poise  
Quality of response  
Evidence of experience  
Ability to communicate effectively  
Maturity to deal with difficult situations

For RETURNING applicants...

(Interviews may be requested on a case-by-case basis / REQUIRED for Junior Advisors)  
Past performance on (as indicated by observation, personal time logs and evaluation forms)  
Interaction with SFB members, fellow JFB members, exhibitors and volunteers  
Ability to meet expectations / fulfill responsibilities assigned  
Ability to be actively engaged and participate in all scheduled events and activities

*PLEASE NOTE: All JFB members must be enrolled in 4-H / FFA / Steer Pool during the 2023-24 year and exhibit a project during the 2024 Hartford Fair in order to be eligible to serve as a Junior Fair Board member.*

I certify that the above provided information is correct and accurately reflects the applicant's ability and performance.

\_\_\_\_\_  
Signature of Applicant (REQUIRED)

\_\_\_\_\_  
Signature of Parent / Guardian (REQUIRED)

**Return by November 15, 2023 to:**

Lisa D. McCutcheon  
Licking County 4-H Youth Development Educator  
771 E. Main Street, Suite #103  
Newark, Ohio 43055