

County Extension Faculty and Staff Roles at County Fairs Continued from Budget Justification Resources – FAQ

What are appropriate roles for county extension faculty and staff who work with county fairs?

County Extension faculty and staff should focus on educational roles at county fairs. Examples of these educational roles are as follows:

1. Coordinating training for fair board members and superintendents, particularly in the areas of decision-making, leadership and organization.
2. Instructing volunteer leaders in how to conduct a demonstration, prepare an exhibit, improve displays and/or supervise others.
3. Teaching at workshops, demonstrations or exhibits at the county fair.

Providing advice and counsel to fair boards and managers, and advising fair committees to ensure that the educational dimension of the fair is strengthened. It may be appropriate for a member of the county Extension staff to serve as a non-voting liaison to the governing board. These liaison and advisory roles may include:

1. Counseling and instructing on development of job descriptions for paid and volunteer leaders working directly with the fair board;
2. Working with the fair organization and various fair committees on state premium list recommendations;
3. Advising on publicity, promotion and display arrangements; and
4. Advising on selection and scheduling, training and evaluation of judges.

Administrative or organizational roles in connection with county fairs are not appropriate county Extension faculty and staff. Examples of such inappropriate roles include:

1. Serving as fair secretary, manager, or superintendent.
2. Serving as voting members of the fair board.
3. Booking or contracting for carnivals or other entertainment.
4. Scheduling or supervising the maintenance and upkeep of the fairgrounds or its buildings.
5. Handling fair receipts/disbursements or selling tickets at the fair.
6. Employing paid personnel for the fair, including fair judges.