

## 2009 WISCONSIN VALLEY FAIR ENTRY CHECKLIST for 4-H Clubs and FFA Chapters participating in the fair.

### DUE JUNE 11<sup>th</sup>!

1. \_\_\_\_\_ Fair Entry Forms contain all required information and are readable. No changes will be made at the fair. All entries must correspond to the projects that are shown on the form. Premise ID is required to show animals in Departments 1 – 7.
2. \_\_\_\_\_ Every member must have a signed Code of Conduct Agreement. STAPLE CODE OF CONDUCT TO THE BACK OF ENTRY FORM.
3. \_\_\_\_\_ Every member must have a completed Education Log. STAPLE the Log to the back of the entry form and code of conduct.
4. \_\_\_\_\_ Copies: If you wish to make copies of the form, do so before turning it in to the office. (They are forwarded on to an outside person for data entry. We will not have access to them before the fair.)
5. \_\_\_\_\_ \$3.00 per exhibitor 13 years and older as of January 1<sup>st</sup>, is enclosed. (Do Not Staple Money to Entry Forms)
6. \_\_\_\_\_ \$3.00 per leader wristband fee, is enclosed. Number is based on leader wristbands requested on the Fair Materials request form. 4-H Leaders must have been screened and certified. Members of the Agricultural Society will not receive wristbands.
7. \_\_\_\_\_ Wisconsin Valley Fair Material Sign-Up sheet is completed and enclosed. Indicate if your club wishes to enter an educational or Horticultural Booth on the back of this form.
8. \_\_\_\_\_ A Volunteer Assistance Form is completed for each person willing to help out at the fair.

### DUE JULY 8<sup>th</sup> from the club leader!

9. \_\_\_\_\_ Complete Older Youth Food Booth Sign-Up form for all interested persons. Clubs can sign up for group slots, by contacting Shirley Hein at 715-687-3180 or 'heinfam@tznet.com'. If a 4-H member participated in an activity that the 4-H Leaders' Federation helped fund, they are required to work in the Food Booth or pay back the total amount of assistance received.)
10. \_\_\_\_\_ Animal Reservation Form is completed using actual counts of animals the exhibitors intend to bring. (This is an updated count...not a tabulation of the information in original forms...please contact exhibitors to get an accurate number of animals!)
11. \_\_\_\_\_ Horse Stall Reservation Form is completed using actual Horse Exhibitor information.

The following are due July 8<sup>th</sup> (individuals & families should mail them)

12. \_\_\_\_\_ Potato Booth Forms returned to Shirley Hein (see information on sheet.)
13. \_\_\_\_\_ Fair Residence Camp forms returned to 4-H Office (see information on sheet.)
14. \_\_\_\_\_ Meal Ticket Order Form returned to 4-H Office, families can pick up tickets at Junior Fair office (see information on sheet.)