# 2025

# Clay County 4-H Supplement Book


2025

CLAY COUNTY 4-H

TOGETHER WE CAN DO SO MUCH!

DESIGNED BY ADRIENNE WALSH

Clay County 4-H
515 High St.
Vermillion SD 57069
clay.county@sdstate.edu
605-677-7111

Dear 4-H Members and Parents

In this supplement you will find general 4-H and county fair information as well as the 4-H Center club assignments. Please check to see when your club is assigned to work during the fair.

**► ALL COUNTY FAIR REGISTRATIONS WILL TAKE PLACE ON *FAIR ENTRY*.**

**Each member (or parent) will complete their own registrations on *Fair Entry* for all entries – static, Youth in Action and livestock. The entry sheets on page 3 and 4 are only for your own use to keep track of exhibits entered. Please go to: http://claysd.fairentry.com to register.**

*** * * Registration for County Fair opened on April 22 and will close on July 28 at 11:59 pm.*****

**►STATE FAIR REGISTRATION**

**Any ribbon placing is eligible to go to the State Fair. State Fair registration is open and can be found at https://fairentry.com/Fair/SignIn/21615 State Fair registration closes on August 12, 2025! This is after our County Fair!!!**

*** * NO changes after August 12 as Fair Entry will lock at 11:59 pm.****

**►NOTES**

**We will be using the same type of exhibit entry forms as the last several year. Members (not parents) are expected to complete their own exhibit entry sheets.** You have the choice of completing the exhibit forms by hand or a fillable form can be emailed to you. You can also find it on the website. As last year, the entry forms will be **used only for projects that do not already have a specific entry form.** For example, clothing, food preservation and photography have specific forms, so you would not use the general entry form. (The common forms can be found at the back of this book, you can always email and ask us if there is a specific one for that project area or look at https://extension.sdstate.edu/state-fair )

**Visual Arts, Home Environment, and horticulture do not have specific forms, so in this case, the general entry form would be used.**

* Herdsmanship for beef, sheep, swine and goat will be back again this year( **As long as two or more clubs have livestock in that species**!!). **Newly added poultry and rabbit will also be added to the herdsmanship competition!** (**As long as two or more clubs have livestock in that species**!!) Winning clubs will be announced during Recognition Event in November. Be thinking of creative ways to win for your club!

If you have any questions, please do not hesitate to call (605)677-7111, email, or stop by the office.

*Laurie*

Laurie Fritsch
4-H Youth Educator
laurie.fritsch@sdstate.edu

*Rali*

Rali Sykes
4-H Administrative Assistant
clay.county@sdstate.edu

# Table of Contents

# Clay County Fair

VERMILLION, SD

## August 7-9, 2025

### Thursday, August 7

| | |
|---|---|
| 10:30 am | 4-H Companion Animal Show |
| 10:30 am | 4-H Poultry Showmanship |
| 11-6 pm | Clay County Veterans Outreach |
| 11-9 pm | Exhibit Building Open |
| 12 pm | 4-H Poultry Show |
| 12-10 pm | Inflatables |
| 1-3 pm | Tahiti Joe performs |
| 1-3 pm | 4-H Ambassador Petting Zoo (Covered Arena) |
| 1-3 pm | Mayhem & Mini Nets: The Ultimate Kid Court Mashup |
| 1-5 pm | Sanford Health Activities |
| 1-7 pm | Honey Bee Demonstration (Exhibit Building) |
| 1-8 pm | Vendor Booths Open |
| 1-8 pm | Robotics Challenge by Robotics of Vermillion |
| 1-8 pm | Cub Scout Pine Wood Lego Car Races |
| 3-6 pm | USD Herpetology (Exhibit Building) |
| 3-11 pm | Beer Garden Tent Open |
| 4:30-6:30 pm | Local Fare at the Fair hosted by Farmers Market |
| 5 pm | Mayhem & Mini Nets: Registration |
| 5 pm | Free Community BBQ |
| 5 pm | 4-H Swine Show |
| 5:48 pm | Mayhem & Mini Nets: Adult Tournament Madness |
| 5-6 pm | Heartland Humane Society w/ Pets Available for Adoption |
| 5-7 pm | Vermillion Fire & EMS Demonstrations |
| 5-8 pm | Craft Beer Sampling with XIX Brewing Company & Ben's Brewing Company |
| 5-9 pm | Jetley Park Performs |
| 5:30 pm | Thursday at the Platz |
| 6 pm | Arena Gates and Beer Garden Open |
| 7 pm | Bulls on the Bluff presented by Raise 'em Rank |

**Inflatables** $10 day pass

**Bull Riding Admission** Adult $20 Youth $10

### Friday, August 8

| | |
|---|---|
| 8:30 am | 4-H Goat and Sheep Show |
| 9-9 pm | Exhibit Building Open |
| 10 am | Storytime w/ Vermillion Public Library (Tent) |
| 10-5 pm | Ag Day Activities |
| 10-5 pm | Clay-Union Electric Member & Community Appreciation Day |
| 11-1 pm | Elaine Peacock Band Performs |
| 11-6 pm | Clay County Veterans Outreach |
| 12-10 pm | Inflatables |
| 1-5 pm | Sanford Health Activities |
| 1-5 pm | Boys and Girls Club Activities (Clover Hall) |
| 1-7 pm | Honey Bee Demonstration |
| 1-8 pm | Vendor Booths Open |
| 1-8 pm | Robotics Challenge by Robotics of Vermillion |
| 1-8 pm | Cub Scout Pine Wood Lego Car Races |
| 2 pm | 4-H Rabbit Show (Jensen Hall) |
| 3 pm | Animal Costume Contest (Covered Arena) |
| 3-6 pm | USD Herpetology |
| 3-12 am | Beer Garden Tent Open |
| 3:30 pm | Barnyard Olympics Sign Up |
| 4:30 pm | Barnyard Olympics |
| 5 pm | Ice Cream Social |
| 5 pm | Arena Gates and Beer Garden Open |
| 5-8 pm | Craft Beer Sampling with XIX Brewing Company & Ben's Brewing Company |
| 6 pm | Great Plains Tractor Pull |
| 8-12 am | Free Street Dance featuring Kenny K and the Dead Cowboys |

**Tractor Pull Admission** Adult $15 Youth $10

### Saturday, August 9

| | |
|---|---|
| 8 am | Morning Workout with Recharge Training |
| 9-7 pm | Exhibit Building Open |
| 9 am | 4-H Beef Show |
| 9 am | Cornhole Registration (asphalt parking lot) |
| 9 am | Pedal Pull Sign Up (between vendor buildings) |
| 10 am | Cornhole Tournament |
| 10 am | Kids Pedal Pull |
| 10-5 pm | Robotics Challenge by Robotics of Vermillion |
| 10-6 pm | Cub Scout Pine Wood Lego Car Races |
| 10-6 pm | Vendor Booths Open |
| 10-10 pm | Inflatables |
| 11-12 pm | Open Class Pie, Cupcake & Cookie Entry |
| 11-1 pm | Blue Rune Performs |
| 11-3 pm | Car, Truck & Tractor Show |
| 11-6 pm | Sioux Falls VA Health Care |
| 12 pm | 4-H Round Robin Contest |
| 12-7 pm | Beer Garden Tent Open |
| 1-7 pm | Honey Bee Demonstration |
| 1:30 pm | The Buddy Show (Covered Arena) |
| 3 pm | 4-H Fashion Revue |
| 3-4 pm | Salsa Competition hosted by Farmers Market |
| 3-5 pm | Balloon Twister |
| 3-5 pm | Great Plains Zoo Mobile |
| 4 pm | Pie Auction |
| 4:30 pm | Chasing the 4 of Clubs Grand Finale |
| 5 pm | Salsa Competition Awards |
| 5 pm | Watermelon Feed |
| 5 pm | Arena Gates and Beer Garden Open |
| 7 pm | Demolition Derby |

**Derby Admission** Adult $15 Youth $10

*Schedule subject to change*

**For a complete schedule and more information about events, please visit www.claycountyfair.net**

# News and Notes from the Fair Board

## **Schedule for 4-H Events**

- **Livestock Entry Wednesday 6-8:30 pm & Thursday 7-10 am**
  - Overnight security will be provided Wednesday-Saturday
- **Companion Animal Show** Thursday @ 10:30 am Jensen Hall
- **Poultry Showmanship** (Beginner and Junior) @ 10:30
  - More information to come
- **Poultry Show** Thursday @ noon Jensen Hall
- **Swine Show** Thursday @ 5 pm Covered Arena
- **Goat Show** Friday @ 8:30 am Covered Arena
- **Sheep Show** Immediately following Goat Show
- **Rabbit Show** Friday @ 2 pm Jensen Hall
- **Beef Show** Saturday @ 9 am Covered Arena
- **Round Robin Contest** Saturday @ Noon Covered Arena
- **Buddy Show** Saturday @ 1:30 pm Covered Arena
  - Mentors check in @ 1 pm
- **Fashion Revue** Saturday @ 3 pm Main Stage

*For a complete fair schedule, visit www.claycountyfair.net*

**Wood Chips will be provided during the fair courtesy of Tractor Supply Company and Runnings.

****Buckets provided by Runnings and Wyffels. Pick up Thursday AM**

**Open Class Book is available at the Extension Office and at claycountyfair.net

****2025 Photo Contest theme is Barns. Awards for both Open Class and 4-H Divisions.**

** 3 Day inflatable wristbands will be available for $10 during exhibit check-in on Wednesday evening and livestock check-in Thursday morning only!!

**** Pre-orders will be available to pick up on Wednesday evening during Static entry.**

# 2025 Food Stand Shift Schedule

**Thursday, August 7**

| | |
|---|---|
| 10:00 am – 1:30 pm | Burbank Feeders |
| 8:30 am prep | Food Stand Committee member: Rebecca Kruse |
| 1:00 pm – 6:00 pm | Clay County Flyers |
| | Food Stand Committee member: Stacey O'Connor |
| 5:30 pm – until arena event ends | Jolly JJs |
| | Food Stand Committee member: Brittany Schultz |

**Friday, August 8**

| | |
|---|---|
| 7:30 am – 1:30 pm | Clay County Flyers |
| | Food Stand Committee member: Stacey O'Connor |
| 1:00 pm – 5:30 pm | Meckling Livestock |
| | Food Stand Committee member: Julie Fallan |
| 5:00 pm – until arena event ends | Clay County Cubs |
| | Food Stand Committee member: Amanda Lynch |

**Saturday, August 9**

| | |
|---|---|
| 7:30 am – 1:30 pm | POW, Dog, Member at Large |
| | Food Stand Committee member: Renae Kimball/VOLUNTEER NEEDED |
| 1:00 pm – 4:30 pm | Lucky Trailblazers |
| | Food Stand Committee member: Nikki Bohnsack |
| 5:30 pm – until arena event ends | 4-H Parents / Jr Ambassadors |
| | Food Stand Committee member inside: VOLUNTEER NEEDED |
| | Food Stand Committee member outside: Stacey O'Connor |

---

*The Food Stand can use fresh produce for the Food Stand menu. If you have an abundance of tomatoes, onions, green peppers, cucumbers, etc. during fair time, consider donating to the food stand.*

All Club Shifts will be signed up for using Sign Up Genius. Please see the links below. Links will be open for each club to fill until August 6. After August 6, anyone may sign up for any shift they are available to work.

Note: shifts will initially be assigned by club. 1 week before Fair, specific jobs will be assigned to each individual. All job descriptions can be found in the pages in this guide!

Thursday, August 7: https://www.signupgenius.com/go/10C044EABAD2BA3F94-56575744-2025#/
Friday, August 8: https://www.signupgenius.com/go/10C044EABAD2BA3F94-57001078-2025#/
Saturday (Derby) Night: https://www.signupgenius.com/go/10C044EABAD2BA3F94-57023283-2025#/

**All Clubs will need to provide the following number of workers for the Derby:**

**Burbank Feeders: 2 workers**
**Clay County Cubs: 2 workers**
**Dog/Lucky Trailblazers: 3 workers**
**Jolly JJ's: 2 workers**
**Pride of Wakonda: 2 workers**
**Meckling Livestock: 3 workers**
**Clay County Flyers: 2 workers**

**INCENTIVE: if you are willing to help out and sign up to work more than 1 shift you will have a chance at winning $50!!! Each extra shift you work will put your name into a hat where we will draw 2 winners to receive $50, curtesy of the Leaders Association. Use the links above to sign up where clubs are needing some help.**

***NOTE* one of the requirements to receive Fair Premium Money in 2025 is that the member works a minimum of one (1) Food Stand shift.**

# 4-H Center Club Schedule

Please have 1-2 adults (leaders or parents) in the b building during your club's scheduled shift.

## THURSDAY, AUGUST 7

| | |
|---|---|
| 11:00 am – 3:00 pm | Meckling Livestock |
| 3:00 pm – 6:00 pm | Open Class Committee |
| 6:00 pm – 9:00 pm | Lucky Trailblazers |

## FRIDAY, AUGUST 8

| | |
|---|---|
| 9:00 am – 12 Noon | Pride of Wakonda |
| 12 Noon – 3:00 pm | Dog |
| 3:00 pm – 6:00 pm | Burbank Feeders |
| 6:00 pm – 9:00 pm | Jolly JJ's |

## SATURDAY, AUGUST 9

| | |
|---|---|
| 9:00 am – 12 Noon | Fair Board |
| 12 Noon – 3:00 pm | Clay County Flyers |
| 3:00 pm – 6:00 pm | Clay County Cubs |
| 6:00 pm – 9:00 pm | Fair Board |

# COUNTY FAIR SET-UP AND CLEAN-UP

The Clay County Fair Board works year round to keep up with Fairground maintenance and improvements. The Clay County Fair belongs to everyone, so we are asking your cooperation in helping set up for the fair and clean up the grounds after it is over.

We are asking that **ALL CLUBS AND ALL MEMBERS** assist with both set-up and clean-up according to the schedule below:

****Each building will receive a list of set tasks to be completed for set-up & clean-up****

## Set-up

**Date TBD ask Club Leader – Clay County Flyers** Help Set-Up Exhibit Building with Missy (Fair Board)

**Monday, August 4th at 6:30 pm – ALL CLUBS** Need to bring: pick-ups, hand tools, pails, rags

*Each club is assigned to a specific building or area for set-up and clean up – see the list below. If you finish setting up your area, consider helping a club that is still working on their area.*

- Swine Barn and Covered Arena – Meckling Livestock
- Beef Barn – Clay County Cubs, Burbank Feeders
- Goat, Poultry, Rabbit Barn, Jensen Hall south end – Pride of Wakonda
- Food Stand and Eating Area (tables/trash cans) – Dog, Lucky Trailblazers, Jolly JJs
- Miscellaneous Tasks – dunk tank, mini golf, photo backdrop for livestock pictures, power wash arena bleachers, trash cans

## Clean-up

**Sunday, August 11 at 8:00 am – ALL clubs**

*– if you finish cleaning your area, there is always garbage pick-up or garbage cans to be emptied*

◊ Livestock buildings -Clay County Cubs, Meckling Livestock, POW

◊ 4-H Center – Clay County Flyers, Jolly JJ's

◊ Fairgrounds/Open Arena – Burbank Feeders, Dog, Lucky Trailblazers

◊ Food stand – Food Stand Committee

◊ Miscellaneous Tasks – dunk tank, mini golf, photo backdrop for livestock pictures, power wash arena bleachers, trash cans

**Note**: 4-H display exhibits and Open Class exhibits will be released between 10am & 12noon

**IF ALL CLEAN-UP OUTSIDE HAS BEEN COMPLETED**

# 2025 CLAY COUNTY 4-H ACHIEVEMEN DAYS
# STATIC (DISPLAY) EXHIBITS

ALL REGISTRATIONS ARE ENTERED IN FAIR ENTRY

**Feel free to use this form for YOUR OWN USE to keep track of all of your exhibits.**

4-H Member_____ Cloverbud Beg. Jr. Sr.

Cloverbud 6-8 years as of 01-01-25

Beginner Division: 8-10 years as of 01-01-25

Junior Division: 11-13 years as of 01-01-25

Senior Division: 14 years and older as of 01-01-25

| Project Area | Class Description | Item Description | Ribbon Placing |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

# 2025 CLAY COUNTY 4-H ACHIEVEMENT DAYS
# LIVESTOCK EXHIBITS

LIVESTOCK: Beef, Sheep, Swine, Goats, Rabbit, Poultry, Dog, Companion Animal

ALL REGISTRATIONS ARE ON FAIR ENTRY

**Feel free to use this form for YOUR OWN USE.**

| Project Area | Description | Ear Tag | Scrapie Tag | Leg Band or Tattoo |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

# Dress Code for Clay County Fair

# LIVESTOCK EXHIBITORS

Beef, Sheep, Swine, Goat, Rabbit, Poultry, Dog, Companion Animal and Round Robin

## 4-H t-shirt (2025 preferred) and long, dark colored jeans or pants – closed-toe shoes

***ALL** SHIRTS **MUST** HAVE SLEEVES AND BE TUCKED IN.*

*See page 18 of the Sate Fair Book for dress code.*

# LIVESTOCK COMMITTEES

## Superintendent of Livestock – Evan Peterson; Assistant – Nick Heine

- **HORSE SHOW COMMITTEE** – Tuesday, June 24, 9 am – Donnelly's Arena

  Nikki Bohnsack Chairperson; Assistant Amy Schweinle,

- **DOG SHOW COMMITTEE** – Thursday, June 17, 6 pm - 4-H Center

  Margaret Williams, Chairperson; Jen Law, Nikki Bohnsack

- **COMPANION ANIMAL SHOW COMMITTEE** – Thursday, August 7, 10:30 am – Jensen Hall

  Amy Schweinle, Chairperson; Jackie Stelling, Assistant; Marie Dahlhoff

- **POULTRY SHOW COMMITTEE**– Thursday, August 7, noon – Jensen Hall

  *Beginner & Junior Showmanship* Thursday August 7, 10:30

  Katie Heine, Chairperson; Angela Anderson, Assistant; Nadeen Peterson

- **SWINE SHOW COMMITTEE –** Thursday, August 7, 5 pm – Covered Arena

  Evan Peterson, Chairperson; Nick Heine, Assistant; Ross Mockler, Nick Peterson, Trey Law

- **SHEEP SHOW COMMITTEE** – Friday, August 8, 9:00 am – Covered Arena

  Mike Seiner, Chairperson; Nick Heine, Assistant; Luke Heine, Stephanie Taylor

- **GOAT SHOW COMMITTEE** – Friday, August 8, 8:30 am – Covered Arena

  Aimee Sorensen, Chairperson; Melissa Shefl, Assistant; Lynlie Shefl

- **RABBIT SHOW COMMITTEE** – Friday, August 8, 2 pm – Jensen Hall

  Katie Carter, Chairperson; Melissa Shefl, Assistant; Brynn Shefl

- **BEEF SHOW COMMITTEE** – Saturday, August 9, 9 am - Covered Arena

  Brad Steeneck, Chairperson; Dustin Carter, Assistant; TJ Jansen, Pat Gosse

- **ROUND ROBIN COMMITTEE** - Saturday, August 9, 12 pm – Covered Arena

Brad Steeneck– Beef  Evan Peterson – Swine  Aimee Sorensen – Goat
James Bohnsack – Horse  Luke Heine – Sheep

Other Volunteers Garret Davis, Adam Nelson

# STATIC EXHIBIT COMMITTEES

**Committees are necessary for a successful Achievement Days. If you cannot fulfill your assignment, please find a replacement. Thank you for all your hard work!**

## ALL PROJECT AREAS ARE INTERVIEW JUDGED

### ► RUNNERS (CONSERVATION OF NATURAL RESOURCES, AEROSPACE & ROCKETRY, CONSUMER EDUCATION, SHOOTING SPORTS, ROCKS/MINERALS/FOSSILS (GEOLOGY), WILDLIFE & FISHERIES, HORSE & PONY EDUCATION, WELDING SCIENCE, WOOL, COMPUTERS & TECHNOLOGY, GRAPHIC DESIGN)

Wednesday, August 6 – 4:45 pm – finish

- Superintendent – Brittany Shultz  Assistant – Marina Sereda
  - Committee: Help judges, record placings and display exhibits

    Ashley Steeneck, VOLUNTEER NEEDED

### ► CLOTHING & TEXTILES

Wednesday, August 6 - 4:45 pm - finish

- Superintendent – Amanda Lynch  Assistant – Amber Margheim
  - Committee: Helps judges, record placings and display exhibits

    TWO VOLUNTEERS NEEDED

### ► HOBBIES & COLLECTION

Wednesday, August 6 – 4:45 pm – finish

- Superintendent – VOLUNTEER NEEDED  Assistant – VOLUNTEER NEEDED
  - Committee: Helps judges, record placings and display exhibit

    VOLUNTEER NEEDED

### ► FOODS (Foods & Nutrition, Breads, Food Preservation)

Wednesday, August 6 – 4:45 pm – finish

- Superintendent – Angela Anderson  Assistant – Sarah Miller
  - Committee: Helps judges, record placings and display exhibits

    Anna Nelson, VOLUNTEER NEEDED

### ► WOOD SCIENCE

Wednesday, August 6 – 4:45 pm – finish

- Superintendent – Marie Dahlhoff  Assistant – VOLUNTEER NEEDED
  - Committee: Helps judges, record placings and displays exhibits

    VOLUNTEER NEEDED

## ▸ HOME ENVIRONMENT

Wednesday, August 6 – 4:45 pm – finish

- Superintendent – Stephanie Taylor  Assistant – Becca Kruse
- Committee: Helps judges, record placings and display exhibits

TWO VOLUNTEERS NEEDED

## ▸ FIRST AID, HEALTH & SAFETY, FITNESS & SPORTS

Wednesday, August 6 – 4:45 pm – finish

- Superintendent – Amy Schweinle  Assistant – VOLUNTEER NEEDED
- Committee: Helps judges, record placings and displays exhibits

VOLUNTEER NEEDED

## ▸ HORTICULTURE, PLANT SCIENCE, CROP PRODUCTION, WEEDS

Wednesday, August 6 – 4:45 pm - finish

- Superintendent – Linda Hawley  Assistant – Tessa Hubert
- Committee: Helps judges, record placings and display exhibits

TWO VOLUNTEERS NEEDED

## ▸ PHOTOGRAPHY

Wednesday, August 6 – 4:45 pm – finish

- Superintendent – Patty Waage  Assistant – Jackie Stelling
- Committee: Helps judges, record placings and display exhibits

Renae Kimball, Kaitlin Holoch

## CHILD DEVELOPMENT, EDUCATIONAL DISPLAYS, 4-H CURRICULUM

Wednesday, August 6 – 4:45 pm – finish

- Superintendent – Katie Letsche-Hansen  Assistant – VOLUNTEER NEEDED
- Committee: Helps judges, record placings and display exhibits

VOLUNTEER NEEDED

## ▸ CLOVERBUDS

Wednesday, August 6 – 4:45 pm - finish

- Superintendent – Kelsy Jansen  Assistant – Lacy Donnelly
- Committee: Helps judges, record placings and display exhibits

VOLUNTEER NEEDED

## ▸ EDUCATIONAL DISPLAYS, 4-H CURRICULUM

Wednesday, August 6 – 4:45 pm – finish

- Superintendent – Lacy Donnelly  Assistant – Jen Law
- Committee: Helps judges, record placings and display exhibits

  Marissa Mockler

## ▸ VISUAL ARTS

Wednesday, August 6 – 4:45 pm - finish

- Superintendent – Jessica Puckett  Assistant – VOLUNTEER NEEDED
- Committee: Helps judges, record placings and display exhibits

  VOLUNTEER NEEDED

## ▸ FASHION REVUE

Saturday, August 9 – 8:00 am & 2:00 pm - finish

- Superintendent – Aimee Sorensen  Assistant – Tabitha Likness
- Committee: Fashion Revue Script, stage decoration, and coordination.

  SEVEN VOLUNTEERS NEEDED

## ▸ FINAL ARRANGEMENT COMMITTEE *and* EXHIBIT SORTING FOR CHECK-OUT

Thursday, August 8 – 9:00 am to finish  Sunday, August 11 – 8:30 am to finish

- Laurie Fritsch, Rali Sykes - Sharron Jensen, Open Class members

If you are on the final arrangement committee, you are also expected to be here on Sunday morning to help sort exhibits.

Volunteers welcome!

## ▸ EXHIBIT ENTRY & RELEASE COMMITTEE

Wednesday, August 6, 5:00 – 7:00 pm **AND** Sunday, August 11 - 10 am – 12 Noon

- Nikki Bohnsack, Julie Fallan, Jamie Heine, Jenny VanKekerix, Katie Carter

## ▸ 4-H FOOD STAND COMMITTEE

Wednesday, August 6 – Sunday, August 10

- Superintendent—Britanny Schultz  Assistant — NEED VOLUNTEER
- Julie Fallan, Nikki Bohnsack, Katie Carter, Amanda Lynch, Nadeen Peterson,

  Becca Kruse, Renae Kimball

See Food Stand Handbook for food stand work shifts. Please read before your shift begins!

# EXHIBIT ENTRY INFORMATION

**We will be following the 2025 State Fair Book, except for a few areas as noted in this supplement.**

**STATIC & LIVESTOCK REGISTRATION— you need to register all exhibits in *Fair Entry* between June 1 and July 24.** If you are unsure of what lot for a project, please call the Extension Office. *The registration forms in this booklet are for your use only.* We will have exhibit entry cards & exhibitor t-shirts ready for you to pick up on Monday, August 4, 2025. If they are ready before you will get an email from the office.

**ENTRY TIMES**

**Static** - all exhibits will be entered from 5pm to finish on Wednesday, August 6, 2025. ***Please do not bring entries into the Extension Office. Put your entries on the west side of the building and stay with them until the doors open. We do not have room inside with all the judges in the office area waiting to get started.***

**Livestock -** *Small animals* (rabbit & poultry) will check in on Wednesday August 6, 2025 from 6pm to 8:30pm. *Large livestock* will check in on Thursday, August 9 from 7 am to 10am.

All large livestock is welcome to a stall or pen on Wednesday evening but *no livestock will be allowed to unload without first presenting health papers to the committee /person in charge* ***[ALL LIVESTOCK!]***

**ENTRY PROCEDURES—** 4-H members will enter their exhibits by entering through the black single door on the west end of the 4-H Center. Ehibits will be entered at the table showing their club sign on entry night, Wednesday, August 6 between 5pm and 7pm. You will present the projects you completed and bring all drop cards to the front desk for check in. After checking in, you will take your exhibits that will need to be interview judged, out the double doors and re-enter through the south door.

*Keep in mind getting entered and interview judging takes time so please try to arrive before the 7pm deadline.*

**EXHIBIT INTERVIEW JUDGING— ALL project areas are interview judged. Each member will choose a MAXIMUM of six (6) exhibits to interview judge—no more than one (1) from each project area.** All other exhibits will be given to the exhibit entry committee when you arrive.

**EXHIBIT LIMITS—** We will not have any exhibit limits for any project area or species for the Clay County Fair but do note, that some may have limits for the South Dakota State Fair. Please read the **State Fair Book** to find these limit numbers. Each youth is limited to 6 display exhibits. Each State Fair livestock species sets their own limits.

**EXHIBIT LABELING—** All display exhibits must be labeled with a separate tag stating member's name. Tags may be made from masking tape or mailing labels and attached securely to the bottom or back of the article. This is in addition to the 4-H exhibit entry form and barcode tag. This is done so we can identify the exhibit's owner if the entry form is removed for some reason.

**EXHIBIT FORMS—** A exhibit card with a bar code will be printed by the office for each display exhibit entered into *FairEntry* these cards will be available for pickup at the office on August 4, 2025 during set up with your exhibitor t-shirt. (The office will communicate if these are ready sooner).

—

**EXHIBIT FORMS—**Most project areas will use the general display exhibit entry form. The following projects areas have their own specific entry form that must be attached to your exhibit: (Clothing, Computers, Food Preservation, Quilts, Photography, and Videography) All of these forms can be found on the State Fair page of the extension.sdstate.edu website or paper copy's in the kitchen at the Extension Office. **ALL EXHIBITS MUST HAVE 1 Display Exhibit Entry form connected.**

**CLOTHING EXHIBITS—** Entries should be prepared for exhibit as stated in the 2025 Fair Book. Constructed clothing exhibits need the specific 4-H exhibit form. Selected outfits in the clothing project area also need a specific exhibit booklet. All clothing must be on hangers. Photographs and receipts are required for some clothing lots (check Fair Book). All clothing exhibits should be covered with clear plastic bags. Shoes should not be displayed with garments; instead, a picture of the shoes is to be included. Some lots require special forms, which are available at the Clay County Extension Office.

**FOOD EXHIBITS—** Please bring exhibit on an 8-9" paper plate or foil covered or enclosed in a ziploc-style plastic bag. Do not use plastic wrap to cover food items. Staple entry form to the plate – not to the plastic bag. This helps avoid mix-ups when the exhibits are being unwrapped for judging. Remember – some lots require recipes and/or special forms. Recipes should be enclosed in a smaller plastic bag so that they remain clean and legible.

**HORTICULTURE—** Entries are to be brought in on a paper plate. Do not wrap entries with plastic wrap before entering. If two (2) exhibits are entered in any one class, they must be of different varieties. IMPORTANT – read page 77 and 81-82 of the 2025 State Fair Book - the name of the variety must be listed on the entry form, except for dried storage onions, which may be identified by type – white, yellow or red. Failure to do so will result in a lower award. Judges reserve the right to cut specimens for examination if they suspect spoiled or decaying specimens.

**FOOD PRESERVATION—** A food preservation entry form must be included with regular entry tag on each jar in a Food Preservation exhibit. Forms are available at the Extension Office. Jars must be standard jars, with clean screw bands. Colored jars are not allowed. Food must be processed by boiling water bath or pressure canner. Please use processing times as shown on the website links on the Food Preservation page 71 in the current State Fair book. Jams, jellies, and preserves should be processed in boiling water bath and will be opened for tasting by the judge. Dried foods exhibit scorecards are available at the Extension Office.

# GENERAL INFORMATION

**INSURANCE—** All County 4-H members and registered 4-H volunteers actively enrolled are covered by a group insurance policy plan provided by the 4-H Leaders Association. The Fair Board will not be responsible for personal injuries or property losses.

**CHECK-OUT PROCEDURE—** Members should pick up all exhibits on Sunday, August 10, 2025 from 10am to 12noon. Remove your ribbons and scoresheets, complete the State Fair entry form by recording all items going to State Fair and take these exhibits to the designated State Fair entry table. Remember entries are due AFTER our County Fair this year, for more information about State Fair Registration see page 8.

**T-SHIRTS—** All exhibitors will be given a t-shirt. These shirts must be worn during all animal shows and animal Youth-In-Action events. 4-H shirts from previous years may be worn if the exhibitor shows on multiple days. T-Shirts will behanded out on set-up night or when entry cards are done.

**FAMILY CHARGE ACCOUNTS—** 4-H families, that are in good standing, are allowed to have a charge account with the 4-H Leaders Association. The accounts are monitored by Rali, in the office, with the main charge being the Food Stand at the County Fair, others charges can include t-shirts, tags, photo board, leftovers per the Clay County 4-H Leaders Association.

*" All 4-H families are permitted to charge a balance to the Clay County 4-H Leaders Association for reasonable and expected costs associated with membership, at the discretion of the Leaders. All 4-H families are also permitted to charge a balance to the 4-H Food Stand during the Clay County Fair. It is expected that any balance due is paid in full within 30 days of receipt of the bill from the 4-H office acting on behalf of the Leaders. One reminder will be sent following 30 days past due. Should balances not be paid in full by November 1 of each club year, 100% of any awards, premium money, fruit sale rebate, or other participation incentives will be withheld from all enrolled members of that family until the balance is settled. Should unforeseen financial circumstances prohibit a 4-H family from settling its balance owed, they must contact the 4-H office as soon as possible to identify a solution to reconcile the balance."*

**GRIEVANCE POLICY— Per the State Fair book—** This policy is applicable to any protest or grievance related to application of 4-H rules, including by way of example but not exclusion, to State Fair protest and 4-H Code of Conduct violation allegations. This policy is not applicable to challenge a judges' integrity, decisions, placements or other evaluations absent a rule violation

Local Determinations: The 4-H Youth Program Advisor, State 4-H Office, current county committee and/or project leader are responsible for initial rule interpretations and decisions. An individual should first notify the appropriate Area Chair of the grievance of a decision, protest of a rule, or policy infraction within seven (7) calendar days of notice of the incident. If the concern is not satisfied by local initial action or non-action within seven (7) calendar days of notification to the local decision maker, a written request is needed to initiate a formal protest or grievance.

# LIVESTOCK INFORMATION

## General Livestock Information

**Note we will follow the State Fair Books guidelines for class lots, sub-lots, breakdowns, rules, etc. Click here for the link to the 2025 State Fair Book.**

**HEALTH CERTIFICATES** are required for all livestock entered at the County Fair. **The health certificate must be dated by a licensed veterinarian within 30 days of the Clay County Fair and Achievement Days.** Any question regarding health of an animal will be based on the animal's condition as it is presented on entry day. This determination is at the discretion of the entry committee and the attending veterinarian. Poultry need a certificate proving they are from a NPIP (National Poultry Improvement Plan) flock or the paperwork proving that the birds are Pullorum Typhoid Free. If you don't have either of these papers, you will need to get the bird Pullorum Typhoid tested by a certified tester. Your vet will need one of these papers in order to issue a health certificate. You only need to bring the health certificate to the fair. Health certificates must be turned in to a committee worker before you unload your livestock. **Health certificates will be kept on file.** Be checking your animals now for warts, pink eye, ringworm, lump jaw, etc.

**You cannot show an animal if it is showing visible signs of contagious disease.**

**LIVESTOCK SANITARY REGULATIONS—** The sanitary regulations for the Clay County Fair and Achievement Days are the same as for the State Fair. Take special note of the sanitary regulations in each division from the current State Fair Book. All animals must be free from any evidence of contagious diseases such as ringworm, pink eye, lump jaw or warts. If warts are removed surgically, the scars must be healed by show time.

**LIVESTOCK EXHIBITOR DRESS CODE—** See page 18 of the 2025 SD State Fair Book. **Please review.**

**LIVESTOCK EXHIBITS OVERNIGHT—** Security personnel will be on duty Wednesday through Saturday night.

**LIVESTOCK CHAMPIONSHIPS—** Champion and Reserve Champions will be selected in all livestock shows with rosettes awarded to Grand and Reserve Champions in each division. The selection will be made following the regular judging of the classes as determined by the committees for each species.

**SHOWMANSHIP—** Showmanship is now mandatory at county fair for each livestock species in all age divisions. Youth must sign up for their appropriate age division showmanship class in *FairEntry.* Rosette will be awarded to Grand and Reserve Showmen in each division at the county show. Winners in each division will be recognized at Recognition Event held in November. **Showman who do not do showmanship will forfeit all premium points won in that species.** Showmanship judging will be done following the regular judging of the livestock contest. Senior Grand Champion showmen will be eligible to compete in Round Robin competition if they have not previously won Round Robin.

**GRAND CHAMPION SHOWMANSHIP (ROUND ROBIN)—** the Grand Champion Showmanship contest will be held Saturday, August 10 following the 4-H Beef Show. Senior Grand Champion Showmanship winners in sheep, swine, beef, horse and goat will be competing in the Round Robin contest. Each species winner may show his or her own animal. Round Robin Livestock committee will provide animals for the other showmen to use. All competitors will be showing the same species at the same time. Showmen may compete as many times as they win showmanship but may win Round Robin Showmanship only once. The 4-H Beef Show judge will judge this event.

**HERDSMANSHIP—** There will be a Herdsmanship Contest between clubs. Any species (beef, sheep, goat, swine, [NEW: Poultry & Rabbit]) With 2 or more clubs with youth showing livestock are eligible to compete for that species herdsmanship award. The contest will consider courtesy to Clay County Fair visitors, condition of stalls and alley ways, fitting of livestock, and 4-H promotion. See the score rubric and information on P.20-21 of this book.

**LIVESTOCK BEDDING—** Wood chips will be provided courtesy of Tractor Supply Company and Runnings. All members with livestock will be responsible for cleaning out their own stall or pen. Areas should be kept clean and presentable at all times. **Individuals that do not clean out their own pen as directed by the committee chairman following County Fair will forfeit their livestock premium money**.

# General Livestock Information Continued

**REGISTRATION PAPERS—** All livestock will be A copy of breed registration papers or purebred animals must be uploaded in *FairEntry* by July 28th. Registration papers must reflect ownership as of June 1 if purchased. It is recommended that exhibitors have the original copy of the registrations paper in hand during check in at State Fair. For State Fair, registration papers must be in the members name, farm name, family name, or sibling name.

**LIVESTOCK RELEASE—** All livestock will be released Saturday night during the demolition derby. The exact time will be determined by the office and the Livestock Superintendent.

**SCHEDULE—**

- Wednesday – Check in Poultry and Rabbits from 6pm – 8:30pm (All livestock can pen/stall)
- Thursday – Large livestock check in from 7am – 10am
- Companion Animal Show – Thursday morning at 10:30am
- Beginner & Junior Showmanship – Thursday at 10:30am
- Poultry Show – Thursday at noon
- Swine Show — Thursday at 5pm
- Goat Show – Friday at 8:30am immediately followed by Sheep Show (around 9am)
- Rabbit Show – Friday at 2pm
- Beef Show – Saturday 9am
- Round Robin – Saturday at noon
- Buddy Show – Saturday at 1:30pm
- Fashion Revue – Saturday at 3pm

**DECLARED WEIGHTS—** When checking in market livestock (and crossbred gilts/heifers) all weights will now be declared weights. Meaning you tell your weights to the committee chair in charge of check-in. The scales will be open and available for anyone to use Wednesday evening or Thursday morning.

**CHECK IN—** All poultry and rabbits should check in with their superintendent on Wednesday August 6, 2025 from 6pm – 8:30pm in the Poultry ad Rabbit barn. All other livestock will check in Friday August 7th morning from 7am – 10am in their respective barns. If large livestock choose to come stall Wednesday night, overnight security will be here, but you will still need to find your superintendent Friday morning to ensure you're checked in.

## Beef

* Market beef animals must have been born on or after January 1, 2024 to be entered.
* Market steers will be split in four or more equal classes according to weight.
* Market heifers will be split into weight classes.

Remember – livestock going to the State Fair must meet weight requirements listed in current State Fair Book. Minimum weight for steers is 1000 pounds; heifers 900 pounds;

### BABY BEEF / COW/CALF PAIR – County Project Only

The criteria for entry includes:

Baby Beef must have been born after January 1 of the current year.

Calves must have been in the exhibitor's ownership prior to July 1 of the current year.

Calves will be shown similar to other beef classes – in the show ring at halter.

Pairs and Calves must have a valid and proper health certificate to be shown.

Pairs and Calves will be assigned to show classes on the basis of size, if necessary.

Baby beef exhibitors must participate in showmanship to be eligible for premium money

## Swine

* Market Swine- please note, from page 52 of the 2025 Fair Book: **"Pigs weighing less than 230 pounds or over 300 pounds will be allowed to exhibit, however, they are ineligible to receive a purple ribbon and compete for any champion award."**
* Breeding gilts must be born on or after November 1, 2024.

## Rabbit

* All 4-H showmen are required to wear a long-sleeved shirt with the shirttails tucked into long, dark colored jeans or pants, and closed-toed shoes. The Rabbit Showmanship score card can be found on extension.sdstate.edu.

## Poultry

* 4-H Dress Code is expected at the Poultry Show Long sleeved shirts must be worn under 4-H t-shirts

## Sheep

* Market lambs no minimum but must be born after January 1 of the current year.
* It is recommended that market lambs are fresh shorn before arriving at State Fair to help the State Veterinarian detect Club Lamb Fungus.
* While in the show ring, lambs front feet must be on the floor while showing. Front feet can be picked up to set the animal and then placed back down on the floor. Exhibitors will be given one warning then excused from the class. Excused exhibitors will not be eligible for awards in the class they are excused form. Decisions will be made at the Judge/Staffs discretion.
* Counties have the option to not split classes by breed type at their 4-H Achievement Days, especially if numbers within that breed type do not merit a class. Youth will show their market sheep by breed type at the South Dakota State Fair.

## Goat

* Market Goats weighing less than 45 lbs. are not eligible in the 4-H Market Goat Show. Animals that do not meet the minimum weight requirement may be left in the exhibit area or taken home (exhibitor's choice), but they cannot be exhibited in the 4-H Market Goat Show.
* All 4-H market meat goats should be slick shorn with 3/8 inch of hair or less. Hair may be left on the legs up to the hocks and knees only.
* While in the show ring, exhibitors must not excessively slap their goat. Goats' front feet must be on the floor while showing. Front feet can be picked up to set the animal and then placed back down on the floor. Exhibitors will be given one warning then excused from the class. Excused exhibitors will not be eligible for awards in the class that they are excused from. Decisions will be at the committee's discretion.

## CLAY COUNTY 4-H HERDSMANSHIP

All livestock and small animal exhibitors are automatically entered into the Herdsmanship contest as a club. It is vital that the 4-H program put their best foot forward and demonstrates the care that we give to our animals and the hard work that we as a 4-H program put into our projects as well as how we work as a team. This is not an individual contest.

### Judging

There will be a separate award for each species; Beef, Sheep, Goats, Swine, Poultry and Rabbit. A species with 2 or more clubs with youth showing livestock are eligible to compete for that species herdsmanship award. A committee independent of 4-H and the fair board will be selected to judge. Those committee members will not be disclosed to the members.

### Responsibility

Herdsmanship duties are the responsibility of all exhibitors and club members rather than leaders, advisors or parents. If an exhibitor is going to be gone for any reason, it is their responsibility to ask another club member to water, feed and care for their animals.

### Time of Judging

Herdsmanship will be checked up to twice each day for the duration of the fair with no designated time of day each day. Each species will be exempt during the times of their respective shows.

### Award

The winning club will have their name displayed on the plaque in the 4-H Office. Winners are announced at Recognition Event in November.

Herdsmanship Scoring

| | Points Possible | Score | | Comments |
|---|---|---|---|---|
| Care of Exhibit | 45 | | • Animals: Clean, groomed, comfortable, or penned appropriately<br>• Animals: have feed/water as appropriate<br>• Bedding: Kept clean & odor free<br>• Aisles: Clean & neat; without tripping hazards and with adequate space for walking<br>• Tack area: Feed & equipment stored & well kept | |
| Courtesy to Fair Visitors & Fellow 4-H Members | 15 | | • Knowledge & Courtesy: Friendly; able to answer questions from Fair visitors2<br>• Exhibitor's Appearance: Clothes & person are neat & clean; appropriately dressed<br>• Is helpful to other 4-H Members, respectful, encouraging, etc. A team player. | |
| County Display | 20 | | • Decorations: Attractive and appropriate for weather conditions<br>• Signs: Each animal, exhibitor, and/or club identified & readable | |
| County Display (Educational Component) | 20 | | • Display provides information for the public about the project area | |
| TOTAL | 100 | | | |

# Awards

The Clay County Fair Board and the Clay County 4-H Leaders Association will provide ribbons and premium awards for all eligible entries. Premium money will be pro-rated to the members based on ribbon placing using the following point system:

All Grand and Reserve Champion Livestock Awards points will be given out using this system:

| **Display Exhibits** | Points | | | | | |
|---|---|---|---|---|---|---|
| Purple | 4 | | | | | |
| Blue | 3 | | | | | |
| Red | 2 | | | | | |
| White | 1 | | | | | |
| | | | | | | |
| Best in Show | 10 | | | | | |
| | | | | | | |
| **Livestock** | Points | Ribbon | | | Awards | |
| Sheep/Goat/Swine/Beef | P-20 | B-15 | R-10 | W-5 | G-20 | R-15 |
| Showmanship | G-20 | R-15 | P-10 | | | |
| **Poultry/Rabbit/CA/Baby Beef** | P-10 | B-7 | R-5 | W-3 | G-10 | R-7 |
| Showmanship | G-10 | R-7 | P-5 | | | |
| | | | | | | |
| **Shooting Sports** | P-10 | B-7 | R-5 | W-3 | | |
| | | | | | | |
| **Youth in Action** | Points | Ribbon | | | | |
| CDM,Hort, Livestock Judging | P-10 | B-7 | R-5 | W-3 | G-10 | |
| SF, FR, PP | P-10 | B-7 | R-5 | W-3 | G-10 | |
| | | | | | | |
| **Horse** | Points | Ribbon | | | | |
| Showmanship | G-20 | R-15 | P-10 | B-7 | | |
| Classes | P-10 | B-7 | R-5 | W-3 | | |
| | | | | | | |
| **Dog** | P-10 | B-7 | R-5 | W-3 | G-10 | R-7 |

# STATE FAIR INFORMATION

**STATE FAIR EXHIBITS** - entries awarded any color ribbon at the Clay County Fair are eligible for the 2024 State Fair. **All exhibits must be singed up for State Fair in FairEntry by Tuesday August 12th at 11:59pm.** NOTE: this is **after** our county fair! All members sending exhibits to State Fair should remove ribbons and scoresheets from their entry tags on Sunday, August 10, 20205 at checkout time. We encourage members to leave their non-perishable static exhibits at the Extension Office unless they need to make some minor improvements.

The Extension Office will provide transportation for all non-livestock exhibits going to State Fair. All breakable exhibits will be packed for traveling by office staff we will do our best to ensure safe transportation and special protection during transportation for the exhibits.

**All static exhibits, including Foods, going to State fair must be at the Extension office by 5pm on Monday August 25th.**

**LIVESTOCK EXHIBITS** - livestock exhibits must meet the minimum and maximum requirements per their species rules (see State Fair Book). Health papers must be with the livestock going to State Fair you can find the process of turning them in on page 17 of the State Fair Book.

**HERDSMANSHIP AT STATE FAIR** - In an effort to effectively promote projects and the industry to the public, the care and presentation of exhibits must be maintained with high standards at all times during the Fair. Animal Exhibitors must keep assigned stall spaces neat and attractive. Stalls must be cleaned before 9:00 am each day and refuse matter disposed in places designated by State Fair Management. 4-H makes stall checks on a regular basis throughout the Fair. The County (or Counties) whose stalls, livestock, and attendants present the best appearance during the week receive special recognition. 4-H Livestock Herdsmanship is judged from Saturday through Monday for Beef, Goats, Sheep and Swine. The following score card is used:

| | | |
|---|---|---|
| 50% | Care of Exhibit | Animals: Clean, comfortable, or penned appropriately<br>Bedding: Kept clean and odor free<br>Aisles: Clean and neat; without tripping hazards and with adequate space for walking<br>Tack area: Feed and equipment stored and well kept |
| 25% | Courtesy to State Fair Visitors | Knowledge & Courtesy: Friendly; able to answer questions from Fair visitors Exhibitor's Appearance: Clothes and person are neat and clean; appropriately dressed |
| 25% | County Display | Decorations: Attractive and appropriate for weather conditions<br>Signs: Each animal or exhibitor identified and readable<br>Educational Component: Display provides information for the public about the project area |

**Pick-up of State Fair Exhibits** - State Fair exhibits will be ready to be picked up at the 4-H Center on Thursday, September 4, 2025. All exhibits *must* be picked up by Friday, September 12, 2025.

SOUTH DAKOTA STATE UNIVERSITY EXTENSION

# DISPLAY EXHIBIT – Entry Form

Name: _____ County: _____ Project Area: _____

4-H Age: _____ Years in Project Area: _____ Project Description: _____

1. **Why did you select this project? What interested you about it?**

2. **List 2-3 goals you set for this project.**

3. **List the major steps you used to accomplish this project. (Please be specific so the judge understands how the project was completed.)**

4. **Describe your favorite moment, unique feature, or point of pride about this project.**

5. **Describe the biggest challenge you faced and the step(s) you took to overcome the challenge.**

6. **What skills and/or knowledge have you learned in the project area this year? How will this help you in the future?**

7. **Write any additional information that is required for this exhibit as described in the Fair Book. (i.e. horticulture varieties, child development ages, etc.)**

*If a class requires an entry form other than this one, exhibitors are not required to complete this form.

SOUTH DAKOTA STATE UNIVERSITY EXTENSION

# PHOTOGRAPHY EXHIBIT – Entry Label

Name: _____ County: _____ Class #: _____

Years in Photography: _____ Years in Lot: _____ Project Description: _____

Make & Model of Camera Used: _____ Number of megapixels: _____

Type of printer used: ❑Home ❑Photo Kiosk ❑Mail Order ❑Store developed
❑Other _____

**What inspired this photo?**

**What are the most important things the judges need to know about your exhibit – special techniques used, challenges encountered, etc.?**

**What knowledge and/or skills have you learned in this project area this year?**



02-03-02-05

SOUTH DAKOTA STATE UNIVERSITY EXTENSION

PHOTOGRAPHY EXHIBIT – Entry Label

Name: _____ County: _____ Class #: _____

Years in Photography: _____ Years in Lot: _____ Project Description: _____

Make & Model of Camera Used: _____ Number of megapixels: _____

Type of printer used: ❑Home ❑Photo Kiosk ❑Mail Order ❑Store developed
❑Other _____

**What inspired this photo?**

**What are the most important things the judges need to know about your exhibit – special techniques used, challenges encountered, etc.?**

**What knowledge and/or skills have you learned in this project area this year?**

SDSU Extension is an equal opportunity provider and employer in accordance with the nondiscrimination policies of South Dakota State University, the South Dakota Board of Regents and the United States Department of Agriculture.

Learn more at extension.sdstate.edu.

© 2022, South Dakota Board of Regents

02-03-02-05

# Clay County

# 4-H Food Stand Handbook

## NOTE FOR KEY LEADERS & CLUB SHIFT LEADERS:

All workers should read their job description before the County Fair & before working in the Food Stand. This manual is targeted at 4-Hers and parent volunteers.

## WHAT IS THE 4-H FOODSTAND ALL ABOUT?

The 4-H Food Stand at the County Fair is one of two large fundraisers for Clay County 4-H programs that significantly fund the total leader's budget. Each year the Clay County 4-H Leaders receive approximately $10,000 from Food Stand earnings! The Clay County 4-H Leaders use funds to help pay for our youth to attend events like Project Workshops, Camp Poinsett, Teen Camp Bob Marshall, Performing Arts Camp, Teen Leadership Camp, and State Fair expenses, and even National events like Citizenship Washington Focus, National Shooting Sports, and more. Earnings also fund training for 4-H volunteers, program materials and supplies, prizes, scholarships, and awards (like plaques, ribbons, record judging pins, and leader pins) used at Recognition event and throughout the year. Without the Food Stand, many of the events would look very different and participants would have to pay more.

Your help at the Food Stand is very important and appreciated! We hope that working in the Food Stand is a fun and educational experience in food service and teamwork, in addition to being an important fundraiser.

## HOW DO YOU HELP?

All clubs and members are expected to help fill the job positions. Each shift needs 8-12 positions filled. Smaller clubs will be assigned together if they can't fill a full shift. Larger clubs may fill 2-3 shifts. Clubs working a shift with other clubs should be in contact with each other before the fair to plan for their shift. Make sure there are responsible adults from each club. Don't expect the other club leaders to supervise both clubs. There are job descriptions included in this handbook. Whichever club you are in, you will have a responsible adult (usually your club leader) during your shift. Cloverbuds are NOT expected to help in the food stand.

Everyone should check in with the Club Shift Leader as you arrive to review your job posting. Please stay at your job until you have trained someone to fill your position and how to restock supplies. Check-in with your Club Shift Leader with any problems. You make the food stand run smoothly! You are expected to cooperate with food stand leaders. If you think there is a better way, please make suggestions, but remember you are present for a short amount of time, while managers have planned before the County Fair and will be there until the end. Suggestions are welcome and new members for the Food Stand Committee are welcome! There will be a notebook for submitting ideas or you can tell your club leader or Club Shift Leader. The managers are responsible for overseeing all food preparation and service, according to SD State Department of Health Guidelines. Following instructions will help your experience in the food stand be safe, productive, and satisfying.

A Note on Demolition Derby Night

The crowds and the demand on the food stand just before and during the Demolition Derby means that we need everyone's help! Any parents, adults, and Senior age 4-Her's who are available can help inside the food stand. Because it is so busy, we do not want the younger 4-H members inside at this time. The younger members can sell pop, popcorn, and hot dogs out in the stands. Inside the food stand, the popcorn, hotdogs, and other hot food can be prepped ahead of time and wrapped in foil in a roaster for quick service.

**FOOD SAFETY**

Everyone who works in the food stand and helps prepare or serve food has an obligation to keep food safe and prevent any food borne illness! Bacteria are the most common cause of food borne illnesses, and they can be destroyed by proper hand washing and cooking, and they can be prevented by following safe handling procedures. A food borne illness can be very serious for high risk people including young children under age 7, the elderly, and people who are already sick or on medication.

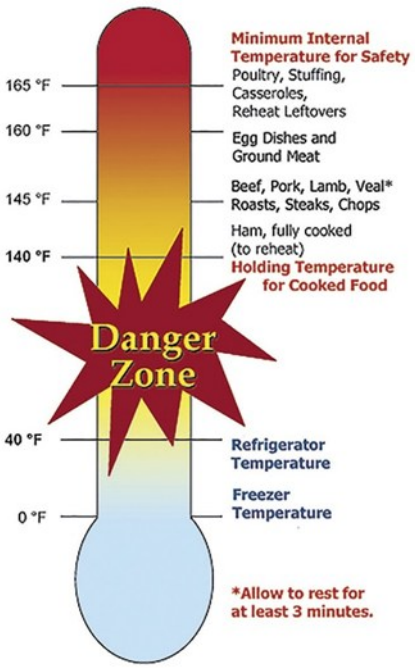
Proper hand washing is the most effective way to stop the spread of illness! You should wash your hands every time after you use the restroom, cough or sneeze, or touch sores, hair, or cuts. Bacteria love dirty hands! You should:

- Use warm running water and soap.
- Rub hands together for 20 seconds – wash the fronts, backs, in between fingers, and fingernails. Sing the happy birthday song twice.
- Rinse and dry with a single use paper towel.

Bacteria can be transmitted just as easily with gloves as with bare hands! You still need to wash your hands before you put gloves on, after you take them off, and after touching anything that might contaminate them. You should change your gloves if they get a rip. Gloves should only be used for one task! For example, handling hot dogs, cutting pie, etc. **If you are handling money, you should not also be handling food!**

Some other food safety precautions we can take in the food stand include:

- Keeping food out of the "danger zone" (temperatures between 40*F and 140*F; where bacteria like to grow best)
  - Using a food thermometer to make sure the hot food is kept hot – at least at 140*F.
    - Temperature should be checked and recorded every 2 hours.
    - Discard after 4 hours if food is not kept above 140*F.
  - Make sure that cold food is kept cold less than 40*F – in the cooler, on ice, etc.
    - Cooler temperature should be checked at least twice per day (at opening and closing) and the temperature should be recorded on the check sheet posted on the front of each cooler.
- Using a food thermometer to make sure we are cooking food to a safe temperature.
  - Hamburgers should be cooked to 165*F, Chicken to 165*F, Pork to 155*F, Eggs 145*F, Reheated items to 165*F



- Avoiding Cross-Contamination –Change gloves and wash hands anytime switching between raw and cooked food, in addition to any tray, cutting board, or utensil that came in contact with a raw food should not be used for cooked food or any other food. Wash it or get a new one.
- Any boxes or coolers that do not fit on a countertop cannot be on the floor. Please use the provided shelving to keep things off of the floor.
- Having a good supply of dishcloths – wet or damp dishcloths provide ideal environment for bacteria to grow.
- Keep wet wash cloths in soapy water bucket or sanitizer buckets – wet wash cloths should not be left out on the counter.
- If hot food needs to be chilled and saved, portion into containers (no more than 2 inches deep) that will allow quick cooling and label all containers. There are square, clear food service bins with lids. If there is too much it can be spread in the metal food service pans and covered with foil/saran wrap.
- If you are not feeling well or have had a known illness within the last 48 hours, please do not come work in the food stand.

**Ice Handling Procedures:**

Ice should be dispensed using a plastic ice scoop, not your hands or the drinking cup.

The scoop cannot be stored inside the cooler with the ice. When not in use, it can be stored in its own container.

If the ice begins to melt too much and there is an excess of water in the cooler, it should be drained outside.

No food or drink products are to be stored on the ice. It is to be served for drinking containers only.

The cooler, scoop, and scoop container should be sanitized each night, or more often if needed.

Should we ever be inspected by the South Dakota Department of Health, we want to make sure we are doing everything correctly and safely to prevent anyone from getting sick!

**Sanitation Rules:**

- Plastic gloves are single use. If you leave your station, please change your gloves.
- Hair must be tied back. Each worker must wear a clean hat or hairnet.
- Wash hands at start of shift and regularly throughout shift.
- Wear clean clothes, we encourage 4-H attire. **Closed-toed shoes are mandatory**!
- No Cell Phones!

**Wash, Rinse, Sanitize Procedures for Dishwashing Sink:**

- The Dishwashing Sink has a dirty area and a clean/drying area. The dirty area is to be on the left before the sink. The drying area on the right side and the shelving unit at the end of the sink can be used if necessary.
- We use a three (3) compartment sink for a reason. Each compartment has a specific purpose in the dishwashing and sanitizing cycle.
- First Compartment – Detergent Water
  Should be at a temperature of at least 110*F.
  Change every ½ hour or if excessive debris is present before the ½ time limit
- Second Compartment – Rinse Water
  All soap must be rinsed off in this step.
  Use hot water, change every ½ hour or if it becomes contaminated with soap suds or debris prior to the ½ hour time limit.
- Third Compartment – Sanitizing Water
  Should be at a temperature of at least 75*F.
  This is a sanitizing solution must be mixed to the correct proportions and tested with the specific test strips every 4 hours.
  To properly mix sanitizer:
    Fill the sink with lukewarm water (75 degrees) – to the fill level line.
    Dilute the sanitizer per label instructions and add it to the water. Be cautious not to get the concentrated sanitizer on your skin or near your eyes.
    Use the test strips to check the water and make sure it is at the correct level. Too much or too little can be dangerous.
    Change sanitizer solution and retest every 4 hours or sooner if becomes contaminated with debris.
    Fill out the white board near the sink stating the time of the sanitizer test strip reading.
- Any large quantities of food need to be scraped off and put in the trash before entering the water.
- All dishes going through the 3-compartment sink should be air-dried. The shelving unit at the end of the sink can also be used if there is too much.
- All sinks must be cleaned before each use and should also be cleaned between water changes.
- All serving utensils (Spoons, Tongs, etc.) should be washed every 4 hours.

**Dress Code**:

- Hair tied back
- Clean hats, head coverings, or hair net for each person working with food
- All workers must wear closed toed shoes – no flip-flops or bare feet are allowed inside
- Please change clothes/shoes if you have been working in the livestock barns before coming in for your shift
- Adhere to 4-H event dress code standards:
  - No clothes with open backs, midriffs, or chests
  - Clothes should be in good condition
  - No clothes with inappropriate logos or inappropriate logo placement
- 4-Her's with improper attire will be asked to change and may risk losing premiums.
- Dress code standards are for food safety, your own safety working around food and kitchen equipment, and your representation of 4-H - a national youth organization.

Remember, you are representing 4-H while you are working in the food stand! Good customer service is important – smile and be polite!

Only 4-H members and their families are to be in the food stand. Non-Members will be asked to leave.
Parents: Please Note DO NOT bring your young children (younger than 4-H age) with you when you come to work in the food stand. This can be a dangerous place for a young child, with all the activity and very hot food. We don't want anyone getting hurt. We do not have 4-H insurance on those who are not members of a club.
Thank you for your cooperation and for working in the 4-H food stand.

CLUB LEADERS: PLEASE GO OVER THIS ENTIRE MANUAL WITH YOUR CLUB DURING YOUR MONTHLY 4-H CLUB MEETING, AND ONCE AGAIN BEFORE YOUR CLUB IS SCHEDULED TO WORK IN THE FOOD STAND.

## FOOD STAND SELL-OUT

4-H Families are welcome and encouraged to attend the Food Stand Sell-Out Sunday after clean up. The left-over food products will be for sale at cost. Please come and support Clay County 4-H and buy out the extra food.

## FOOD STAND CHARGE POLICY (new in 2022)

All 4-H families are permitted to charge a balance to the Clay County 4-H Leaders Association for reasonable and expected costs associated with membership, at the discretion of the Leaders. All 4-H families are also permitted to charge a balance to the 4-H Food Stand during the Clay County Fair. It is expected that any balance due is paid in full within 30 days of receipt of the bill from the 4-H office acting on behalf of the Leaders. One reminder will be sent following 30 days past due. Should balances not be paid in full by November 1 of each club year, 100% of any awards, premium money, fruit sale rebate, or other participation incentives will be withheld from all enrolled members of that family until the balance is settled. Should unforeseen financial circumstances prohibit a 4-H family from settling its balance owed, they must contact the 4-H office as soon as possible to identify a solution to reconcile the balance.

# Job Descriptions

## Food Stand Committee Leader (1 Adult Club Leader as assigned)

1. This person assures customer comfort and satisfaction and oversees all food stand workers.
2. At the start of the shift review work assignments and direct workers to their scheduled area.
3. As workers arrive, remind them to wash hands, put on hat or hairnet and tie back hair.
4. Enforce hand washing and glove changing.
5. Please feel free to ask member or adult workers to ask you to help with these tasks.
6. Supervise that all areas of safe food handling are being followed.
7. Check hot food temperatures using a food thermometer every two (2) hours.
    - Thermometers should be sanitized after each food item check. Use an alcohol wipe or the sanitizer sink (thermometers are not submersible).
    - Using a food thermometer to make sure the hot food is kept hot – at least at 140*F.
        - Temperature should be checked and recorded every 2 hours.
    - Discard after 4 hours if food is not kept above 140*F.
    - Any reheated items need to be heated to 165*F
    - Check and record the sanitizer levels in the sanitizing sink every four (4) hours.
8. Food stand thermometers should have been calibrated prior to fair opening, but if any are dropped, please return to the kitchen for re-calibration.
9. At closing, gather all money and give to appropriate person for counting.
10. Watch that all customers get their orders in a timely fashion.
11. As food is running out, or if there are problems with the food, communicate with the food stand cook.

## Second Club Leader or Adult (1 Adult Club Leader or 1 Adult)

1. Communicate with the Food Stand Committee Leader.
2. As workers arrive, remind them to wash hands, put on hat or hairnet and tie back hair.
3. Enforce hand washing and glove changing.
4. Once per hour, make sure picnic table area is kept clean and orderly and tables are wiped off and the condiment table is kept stocked; check garbages outside.
5. Make sure all foods inside are kept stocked and drinks are made.
6. Check on the dishwashing water – it should be hot and reasonably clean. Try not to let the dishes pile up – do dishes as they are used.
7. Food stand thermometers should have been calibrated prior to fair opening, but if any are dropped, please return to the kitchen for re-calibration.
8. Cut and package pies as needed.
9. At closing, gather all money and give to appropriate person for counting.
10. Watch that all customers get their orders in a timely fashion.
11. As food is running out, or if there are problems with the food, communicate with the food stand cook.
12. Pull the Charge Slips each hour and at the end of each shift. Double check that each slip has a name on it. If not, see if you can remember who's it might have been.

## Kitchen Helper: (1 older 4-H Member or adult)

1. Washes hands routinely when entering the foodstand, kitchen areas
2. Reports to the 4-H Kitchen at 8:00 to assist with any food prep needed
3. Responsible for bringing items from the kitchen to the food stand as needed throughout the shift
4. Communicates any additional supplies needed, any issues/concerns from the food stand to the food stand manager
5. Washes dishes, cuts pies and boxes pie slices
6. Restocks fridges throughout the shift

## Food Station Worker (2-5 Adults or older youth; depending on day & shift)

(Breakfast items, hamburgers, hotdogs, nachos, walking tacos, etc.)

1. This person works in the back area to prepare and retrieve menu items as directed.
2. Sanitation is extremely important in these areas for food safety. Hair needs to be tied back and out of the face and plastic gloves must be worn for food handling.
3. Receive orders and fill for each customer.
4. Need to know correct portions and ingredients for menu items to prevent waste.
5. Keep food at correct temperatures, stirred and refilled as needed.
    - Using a food thermometer to make sure the hot food is kept hot – at least at 140*F.
        - Temperature should be checked and recorded every 2 hours.
    - Discard after 4 hours if food is not kept above 140*F.
    - Any reheated items need to be heated to 165*F
1. Responsible for keeping work area clean by wiping down food station routinely through shift
2. Responsible for assembling and wrapping food for customers
3. Inform Food Stand Committee Leader when food is low and needs to be refilled.
4. Keep up with coffee and ice tea supply.

## Grill Operator (1 Adult)

1. Prepare grill items per menu and instructions.
2. Empty the grease pan regularly and handle grease safely.
3. Keep uncooked foods in refrigerator. Do not leave them sitting out.
4. Keep raw food and cooked food supplies and utensils separated.
5. Make sure meats are cooked to proper internal temperature. See below.
6. Keep grill area clean and tidy**.**
7. Clean grill at closing time.
8. Hamburgers should be cooked to 165*F; check using a clean thermometer.

# Order Taker/Window Worker (3-6 Youth, age 12 and up; 1-2 Adults to help supervise; depending on shift)

1. You need to be able to deal with the public and have good customer service.
2. **You need to be able to handle money and give the correct change.**
3. Responsible for taking orders and relaying the order to the food station worker to fill
4. Obtains cold items (pop, milk, salads, wraps etc..) from the refrigerator for the customer
5. Obtains ice cream items for customers from freezer
6. Pours ice tea following ice handling procedures correctly
7. You will be adding up the customer's order, collecting the money and give correct change.
8. Know how the system for charging accounts works. See the order form to the right. à
   - Always use an order form even if a person is just ordering a beverage, this is needed for Rali to tally after the fair.
   - Clearly write their **full name and club** at the top of each order.
   - Use numbers, not a tally system for individual items.
   - Charge accounts are for 4-H members and families only. If you aren't sure, politely ask!
9. Familiarize yourself with the Food Stand Meal Tickets (usually for judges) and how they work.
10. Able to explain how and when the Clay Union Voucher may be used to customers.
11. Fill out the Walking Taco form correctly.
12. Let the food stand leader know your supply needs: change, charge forms, pens or pencils, calculators.
13. Let the food stand leader know if your register is getting too full or you need more of something.
14. **If you are handling money, you should NOT be handling food.**

**4-H FOOD STAND MENU PRICES 2017**

***ONLY 4-H FAMILIES CAN CHARGE!!!!!!***

NAME Chris Clover

| HOW MANY? | FOOD ITEM | PRICE |
|---|---|---|
| 2 | Tavern | $3.00 |
| | Hot Dog | $1.50 |
| 1 | Hot Dog with Cheese | $1.75 |
| | Coney Island | $2.25 |
| | Coney Island with Cheese | $2.50 |
| | Chicken Salad Wrap | $3.00 |
| | Hamburger | $3.50 |
| 3 | Cheeseburger | $3.75 |
| | Nachos | $3.00 |
| | Nachos with Meat | $3.50 |
| | Sides – potato salad, macaroni salad, coleslaw or beans | $1.00 |
| | Potato Chips | $1.00 |
| | Dill Pickle | $1.00 |
| | Popcorn (evening only) | $1.00 |
| | Schwan's Ice Cream Bar | $1.00 |
| | Schwan's Root Beer Float Bar | $1.00 |
| | Schwan's Ice Cream Sandwich | $1.00 |
| | Schwan's Fudge Bar | $1.00 |
| | Schwan's Ice Cream Cup | 75¢ |
| 11 | Pie | $3.00 |
| | Pie with ice cream | $3.50 |
| | Fresh Brewed Ice Tea or Lemonade | $1.00 |
| 4 | Pop: Coke, Diet Coke, Mello Yello, Sprite, Root Beer | $1.00 |
| | Bottled Water | $1.00 |
| | Juice: orange, apple, grape, cranberry | $1.00 |
| | Milk | $1.00 |
| | Coffee | 50¢ |
| | | |
| | **BREAKFAST ITEMS** | |
| | Sausage/Egg /Cheese Muffin | $3.50 |
| | Doughnut or Roll | $1.00 |
| | | |
| | **FRIDAY NOON SPECIAL** | |
| | Grilled Chicken Sandwich, one side and drink | $5.50 |
| | Grilled Chicken Sandwich Only | $4.00 |
| | | |
| | **SATURDAY NOON SPECIAL** | |
| | Walking Taco and drink | $5.50 |
| | Cheeseburger, one side and drink | $5.50 |
| | | |
| | **TOTAL** | 48.50 |

# Morning Opening Shift Duties

## Food Stand Committee Leader in charge, please arrive ½ hour before the scheduled opening food stand hours.

| |
|---|
| 7:30 a.m. Wash Hands upon entry to the food stand |
| Take Grill outside carefully and place on side of the building |
| Put away all dishes that were washed the night before and laid out to dry in proper bins, designated spaces. |
| Fill Green Buckets with soapy water and Red Buckets with sanitizer per directions – |
| Wash and sanitize all hard counter surfaces in the food stand |
| Check and record cooler temps in 3 coolers and 2 freezers |
| Have 4-Her's Wipe tables and benches down outside – each area – leave buckets on cart outside |
| Make sure we have enough charge slips for the day – obtain from 4-H office if low |
| Put money in drawers – Treasurer will come to the food stand with money |
| Make coffee – 12 cup pot – brew both sides – directions are posted by coffee pot |
| Make sure rolls are in the food stand – put at the bottom of the pie wedge rack |
| Check Ice Tea Cambros to ensure gasket and spigots are properly inserted. Make sure iced tea is made – 3 gallons each, fill the Cambro and remake ice tea – directions posted by tea supplies |
| Set out napkin holders (check to make sure they are full of napkins, silverware, creamer, etc. on green tables by windows |
| Fill ice coolers – wear clean gloves – place sanitized scoops in green bins next to ice cooler |
| 8:00 a.m. open windows for business. Thursday: open at 10:00 a.m. |
| 8:30 am Start taco meat in crockpots (Thursday) or roasters (Friday/Saturday. Need to be heated to 165° |
| 8:30 Make sure nacho cheese has extra bag warming inside – spike extra bag with spigot for quicker transition when changing bags. Do not discard Valves – disassemble, wash, rinse and sanitize. |
| 8:30 Go to kitchen to get designated items – see chart below for and estimate of what will be sent |
| 9:00 Cut pie – fill pie rack – fill from back so oldest pie is in the front. |
| 9:30 Friday and Saturday Only: Put 20 lbs of pork loin in a roaster with 4 cups apple juice and 4 cups water. Reheat to 165 degrees. Check temp before serving. Reheat additional bags of pork in electric skillet to 165 with some water and add to roaster as needed. |
| 10:00 Set hot dogs on rollers: Start ½ full – go to full at 10:30 on Friday and Saturday. Start heat at level 6 or 7. Add additional hotdogs to the back of machine, move cooked hotdogs forward. Check temp: 165degrees before serving. |
| 9:45 am. Fill Condiment holders with onions and pickles (2 well condiment holder with blue inserts) |
| 10:00 Set out ketchup, mustard, relish, onion, and pickles |
| 10:30 Go to kitchen to get remainder of designated items (see chart below) |
| 10:30 – Start grill and begin grilling hamburgers at 10:45 am to a temp of 165. Use a clean plate to transfer cooked hamburgers to a crockpot/roaster in food stand. Clean grill, empty grease tray as needed throughout shift. |

Note: Items can be brought up to temperature quickly by using a skillet or roaster, and then transferred to a crock-pot to keep warm. A crock-pot will not heat items quickly enough for what is needed.

# Shift Change – Leaders and Members

Wash hands in popcorn room before starting shift.

## Outside Duties:

- Discard soapy water and sanitizer solution in red and green buckets. Make a new solution for red and green buckets – follow instructions for making sanitizer.
- 2 people - Restock outside napkins, silverware, ketchup, mustard, pickles, onions.
- Clean outside condiment table with soapy water and sanitize (red and green buckets)
- 1 person – wipe window counters with soapy water and then sanitizer (red and green buckets)
- 3 people – pick up trash outside, break down boxes, empty trash cans, haul trash to dumpster on street.
- Wash and sanitize picnic tables in both areas.
- Wash hands in popcorn room when you return from outside duties.

## Inside Duties:

- **Change out all serving utensils at beginning of shift.**
- **Change out roasters/crockpots as soon as convenient – don't use the same roaster all day- food gets burnt on and affects taste.**
- Wear gloves when working with food items.
- Change gloves often, wash your hands before you put on new gloves.
- Wash your hands if you switch jobs, if you leave the food stand, if you use your phone, if you touch your face with your hands.
- Do not handle money if you are preparing food.
- Do not prepare food if you are handling money without washing your hands first and putting on gloves.
- Make sure charge slips from previous shift have been turned in.
- Ensure all workers have closed toed shoes and are wearing a hat/hairnet while working in the food stand.
- No children under 4-H age allowed in the food stand.

# Evening Closing Shift Duties

| |
|---|
| Wash, rinse and sanitize counters. |
| Wash, rinse, sanitize, and air dry all dirty dishes. Can place clean dishes on clean counters – put down towels to absorb water. DO NOT dry dishes with towels. |
| Store leftover food and clean roasters<br>*hot dogs - discard – write down number<br>* taco meat – place in shallow 2 inch deep or less pan, place in fridge– mark as reheat<br>* Hamburgers – discard – write down number discarded |
| Make sure buns are wrapped up |
| Refill Chip clips with chips. Make vertical rows all one kind of chip |
| Refill front coolers (left and right) with cold pop and water from the back refrigerator. Follow pop shelf labels for proper placement |
| Go to the Storeroom in the 4-H center and using wagon bring back sufficient pop/water of each variety to full restock the back fridge. Return any pop/water to the Storeroom that was not used to restock the back fridge. |
| Fill back fridge with warm pop according to shelf labels. – On Friday – pull all remaining cold pop out of back cooler and put warm pop in the back of the cooler – otherwise pop will freeze |
| Wash and Sanitize outside condiment tables- discard pickles and onions – wash, rinse and sanitize condiment holders. Bring condiment tables inside. |
| Refill silverware bins, straws bins, bins for cups and lids for iced tea, restock salt, pepper, sugar caddies for next day use. |
| If there is time, take inventory and make a list of items needed for the next day (kinds of pie, salads, nacho cheese, meats, big pickles, hot dogs, buns, etc.) |
| Lock outside serving windows – bolts are in change drawer. Pull down inside window screens and glass. |
| Money and charge slips will be collected by Food Stand Committee/Treasurer |
| Pick up trash outside, tear down boxes, dump trash in dumpster on street |
| Wipe all tables down in picnic areas |
| Check and record cooler temps – 3 coolers and 2 freezers – temp sheets on side of each piece of equipment |
| Ice coolers – dispose of ice in green coolers – Wash, rinse and sanitize cooler, scoop & scoop holder in 3 compartment sink – turn upside and leave to air dry on a towel |
| Nacho machine – take off lid, wash and sanitize lid. Clean and sanitize drip guard tray. Do not turn off nacho cheese machine at night. Leave valve on bag. Make sure there are two bags of cheese in machine. |
| Hot Dog Machine – take apart, wash, rinse and sanitize all parts of machine |
| Tea Machine – Do not turn off. |
| Microwave – Wash, rinse and sanitize |
| Grill – clean. Empty grease. Grill Utensils – wash, rinse and sanitize. Once grill is cooled off and clean, bring inside 4-H food stand for storage overnight. |
| Popcorn Machine: ensure oil heater and popcorn machine are shut off, wipe down hopper and empty bin of old maids. Put away supplies. |
| Sweep the floors. If the floors have become sticky or muddy, please mop. |
| Drain and clean sinks, Put drano down each drain and let set overnight. |
| Shut off outside lights in both dining areas, shut off lights in stand, leave air conditioner on. |


ADMIT ONE
It's County Fair Time!
1ST PLACE