



Building Supervision Club Instructions

1. Clubs may complete Shift Reports beginning on October 1.
 - Clubs who have not signed up for required shifts by February 1 will be assigned shifts by the Purdue Extension office. The number of shifts will be determined according to club enrollment numbers from the previous year.
2. Shift Reports are required!
 - Please fill out one report form for each shift. For example, if your club has three shifts, you need three report forms turned in to the office. These forms are available in the Purdue Extension office or on the following website: www.extension.purdue.edu/elkhart
 - Failure to have enough helpers could result in the ECCC being closed. Shift times are:
 - 8:45 a.m. - 1:00 p.m.
 - 1:00 p.m. - 5:00 p.m.
 - 5:00 p.m. - 9:15 p.m.
 - Here is a breakdown of helpers needed:
 - 1 shift is 4 hours = 8 people
 - 2 shifts is 8 hours = 12 people
 - 3 shifts is 12 hours = 16 people
3. Here is an example of what a shift looks like:

July 22 4-H Clovers 8:45 a.m. - 1:00 p.m. Phone: 555-5555

 - This shift could be filled by any of the following choices:
 - Two helpers in the ECCC building all four hours.
 - Two helpers in the ECCC building for two hours each.
 - Four helpers in the ECCC building for one hour each.
4. One-day fair passes are issued to helpers who do not receive free passes through the 4-H program elsewhere. These passes will not be issued for days that no admission is charged (Sunday).
5. Club leaders are responsible for giving all volunteers a paper copy of their dates and times. The paper copy will be in your fair packet with your club information already printed on them.