



## 4-H Building Supervision Instructions

1. Shift Reports are required!
  - a. 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:  
<https://extension.purdue.edu/county/elkhart/docs/2024-building-supervision-shift-report.pdf>
  - b. Shift times are:
    - 8:45 a.m. - 1:00 p.m.
    - 1:00 p.m. - 5:00 p.m. *\*1st shift on Sunday is 11:45am-5:00pm\**
    - 5:00 p.m. - 9:15 p.m.
  - c. Clubs are being asked to have one 16+ year old person representing their club at all times, during their shift. You do not need two adults per shift anymore, just one.
2. 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).
3. 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.
4. Report to the ECCC kitchen and sign in. Building Supervision lanyards will need to be worn. Helpers will walk through the building and see that fair visitors do not touch the projects. If there is a problem/question you cannot resolve, refer it to the Building Superintendent available in the ECCC kitchen area. They are there to help! In the event of an emergency, call 911. Once your supervision has ended, please sign out.