

## **Things You Need to Know to Be Fair Ready**

### **What is a project record sheet and what do I do with it?**

Your Record Sheet for each project is a summary of what you have learned this year, whether you exhibit at the fair or not. You will need to take it to your 4-H Club Leader to get their signature. They will then return it to you for you to keep your Green Record Book. Some of these project record sheets are in the back of your workbook (example: Foods), while others are separate from the books (example: Shooting Sports). For some projects, the activities in the book may serve as the record sheet. If you have questions as to what Project Record Sheet you should have, please talk with your 4-H Club Leader! Be sure to check your 4-H Info Book for requirements as well!

### **What is Record of Achievement Sheet and what do I do with it?**

The Record of Achievement sheet is the official record of your participation of projects and 4-H activities within the 4-H Program. Each year you will fill this sheet out for the current year. It is important that you fill this out because it helps you qualify for scholarships and awards throughout your 4-H career! You must have this in your Green Record Book and shown to your Club Leader prior to check-in before the fair so your 4-H permanent records can be updated. You will keep your Green Record Book in a safe place until the next year. Please do not bring Green Record Books to the Extension Office and 4-H Club Leaders, as they will NO LONGER keep them.

### **What is a Project Completion Card?**

Your project completion card is your “pass” to judging. This small card confirms the fact that you have completed the requirements listed in the 4-H Info Book in order to exhibit your project(s). In order to get your project completion card, you will meet with your club leader at one of their regularly scheduled club meetings, show them your Green Record Book with completed project record sheet(s) and they will hand you a signed Project completion card. You will keep your Project completion card with you for check-in and judging. A good practice is to take a picture of your project completion card with your phone after being signed by your Club Leader. That way, it can always be with you if you have your phone! You must have it with you for check-in (both building and livestock projects)! Mini 4-Hers also need a project completion card.

### **Fair Entry? What is that and what do I need to do with it?**

FairEntry is the second step to 4-H Online. This is the system we are using to identify projects, create exhibit tags, and track ribbon placings. This system will help us have a better idea of what projects are actually coming to fair. For example, if you signed up for Photography on 4-H Online, you will be more specific on Fair Entry (i.e. Photography, Level C, Salon Print Black & White, Picture of a monkey). You will need to sign up any projects you plan on bringing to the fair – livestock and non-livestock! That means if you have 15 sheep signed up in 4-H Online, but only plan to bring 2, you will only register the 2 sheep you plan to bring. Check out the Fair Entry handout in this packet for more information.

### **I am in Mini 4-H. What do I do with my projects?**

Mini 4-Hers will bring their projects on Tuesday, July 8<sup>th</sup> from 5:30 – 7:00 pm. All Mini 4-H projects will be checked in and “judged” on this date and time. They will be checked in, “judged”, and displayed in the 4-H Building. Please remember that Mini 4-H is non-competitive so project(s) will not be placed. Mini 4-H members will need to get a project completion card from their 4-H Club Leaders by following the same process outlined in the question above “What is a Project Completion Card”. However, parents/guardians of Mini 4-H will sign record sheets. Mini 4-H members will still need to show their project record sheets to 4-H Club Leaders in order to receive their orange project completion card.

### **I'm all done with my project(s). Now what?**

Congratulations! All of your hard work has paid off! After meeting with your Club Leader to get their signature on your project record sheet, filling out your Fair Entry information and getting a Project completion card, it is time to check in your project! Be sure to check the fair schedule for project check-in times. There are project check-ins happening on Tuesday, Wednesday and Thursday before the official start of the fair. Check the fair schedule for more information!

When you turn your project(s) in, make sure you have an exhibitor tag. This tag is generated once you have completed your Fair Entry. Exhibitor tag(s) can be picked up from the Extension Office the week of June 30<sup>th</sup> – July 7<sup>th</sup> (excluding July 4<sup>th</sup> and the weekend). Take your Project completion card with you for check-in. The other pages in this packet explains more about project check-in!

**NOTE:** There is no early check-in of projects before the day of judging. Please make arrangements for someone to bring in project(s) if you are unable to attend. The same is said for project check-out. You will not be able to pick your projects up early! Please make necessary arrangements now. Thank you!

### **What is an exhibit tag?**

An exhibit tag is a paper card that states your name, club, and what project you are in. These cards will go in the bottom right-hand corner of your projects (posters, notebooks, displays, etc.). Again, this year we will generate project tags from FairEntry. Starting on June 30<sup>th</sup>, you will be able to pick up your exhibit tags (as long as you have entered the information into FairEntry) at the Extension Office. These tags will be placed on the **OUTSIDE** of your poster sleeve.

### **I'm a livestock member and I have enrolled my animals in 4-H Online and Fair Entry. When do I bring them in?**

Be sure to check your schedule to make sure you have the right time/date to bring your animals in! No early check-in or check-out will be allowed! Be sure to have your Project completion card with you when you check-in! Your animals must also be entered in FairEntry prior to bringing animals to the barn! If you are still unsure of which animals you will be exhibiting at the fair at the time you complete Fair Entry, please do your best in narrowing down which animals are being exhibited. **You must also complete the Quality Livestock Care Training by July 3<sup>rd</sup>!** Remember, part of having an animal at the fair is being responsible for their well-being. That means your cage/pen should be clean and your animal(s) should have plenty of food and water. It gets hot out and animals need to stay hydrated just like you!

### **When do I pick up my project(s)?**

You will be able to pick up your project(s) on Wednesday, July 16<sup>th</sup> from 11:30 am – 12:30 pm in the 4-H Building. This goes for all building projects (including Mini 4-H). If you are unable to pick up your projects during that time, please make arrangements with other friends/family to have them pick your projects up. If you have someone picking up 4-H projects on behalf of the 4-H family, please send them with a list of what projects need to be picked up. All leftover projects will be thrown away.

### **What if my project receives a "Selected for State Fair" sticker?**

If your project has a "Selected for State Fair" sticker on it, it means you are eligible to take that project(s) to the Indiana State Fair! Congratulations! After you check-out your projects, you will then check-in the project(s) that was selected for State Fair in the Extension Office. The Extension Office Staff does offer the option to take project(s) to the State Fair for you (unless it exceeds the size requirements, requires intricate assembly, or is fragile) or you may choose to take project(s) yourself. It is at this check-in that you will receive an Indiana State Fair Exhibitor packet and one State Fair ticket for you to go and see your project(s) on display!

**If you have additional questions, talk with your 4-H Club Leader  
or call the Extension Office at (765)364-6363.**