



# Instructions for 4-H Exhibit Building Supervision

1. Clubs may choose shifts beginning October 1st of the current year. Clubs who have not signed up for required shifts by February 1st will be assigned by the Purdue Extension office. The number of shifts will be determined according to final club numbers from primary members the previous year.
  2. Pick up a shift report to sign up parents and other adults to cover the necessary shifts.
    - 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](http://www.extension.purdue.edu/elkhart).
    - The shift choices 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.
      - Blue shifts are for clubs with less than 10 members. These are two hour shifts and equal one-half shift.
    - **The first shift starts 15 minutes before the building opens.**
    - Plan to have first shift volunteers arrive at this time so we can open on time.
      - Have your volunteers report to the **catering door** to be admitted.
    - **The last shift ends 15 minutes after the building closes.**
      - The last shift should plan to stay 15 minutes after closing to help clean up.
- \*\* Failure to have the required number on volunteers may result in temporary building closure\*\***

3. **The number of shifts required is based on the number of primary members in your local and project specific clubs.**

½ shift - 2 hours = 2 people	0-10 primary club members (must choose blue slots)
1 shift - 4 hours = 2 people	11-24 primary club members
2 shifts - 8 hours = 4 people	25-50 primary club members
3 shifts - 12 hours = 6 people	51-75 primary club members
4 shifts - 16 hours = 8 people	76-100 primary club members
5 shifts - 20 hours = 10 people	over 100 primary club members

One shift (one line on the sign-up schedule sheet) equals four hours. For each shift your club must have **TWO ADULT** volunteers watching the exhibit building for the entire shift. This can be the same two adults for four hours or divided among multiple volunteers. **TWO ADULTS** must be present at all times.

**HERE IS AN EXAMPLE:**

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

This 8:45 a.m. – 1:00 p.m. shift can be filled by the following choices:

- Two adults watch building all four hours.
- Two people could watch building for two hours each.
- Four people could watch building for one hour each.

The purpose of the shift report is to let the Purdue Elkhart County Extension office know what adults are responsible for the shifts. This also allows us to provide ONE DAY FAIR PASSES if necessary. **One-day fair passes are issued to volunteers who do not receive free passes through the 4-H program.** These will not be issued for days that no admission is charged (Sunday). Please report volunteers by the hour(s) they will work on the shift report. Please remember to assign **two adults** per hour.

4. Leaders or their designee is responsible for scheduling **ADULT** volunteers to fill their club's shift(s). The completed shift report is to be **returned to the Purdue Extension office by June 1**. Shift reports need to include the names, phone numbers and 4-H Child's names, if applies for all **adult volunteers**. The Purdue Extension office will mail reminders to scheduled volunteers only if tickets will need to be sent. For those people, full addresses will also be required.

**Leaders will be 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 printed on them.

**Leader badges will not be issued** until a signed shift report is received by the Purdue Extension office.

5. This policy is designed to assure the Fair Board and the 4-H Club Corporation that the 4-H exhibit building will be available for public viewing during these hours. In the past, some clubs have not taken their shifts and others have covered more shifts than necessary - causing an extra burden on some individuals. This policy seeks to correct this problem. We feel confident that **ALL 4-H CLUBS** will want to cooperate for increased fairness to all.

Thank You!

Purdue Extension Staff  
The 4-H Club Corporation

**SHIFT REPORTS NEED TO BE RETURNED BY JUNE 1 TO:**

Purdue Extension - Elkhart County  
4-H Building Supervision  
17746 County Road 34, Ste E