

Calhoun County Fair

Recognized Youth Organization Application

Organization Name: _____

Organization Administrative Leader: _____

Leaders Address: _____

Phone: _____

Email: _____

Federal Tax ID Number: _____

Number of Youth Members in Club: _____

Areas Participating (please circle all that apply):

Livestock: Beef, Beef Breeding, Dairy, Dairy Starter Calf, Dog, Draft Horse, Goat, Horse, Mini Horse, Poultry, Rabbit, Sheep, Swine.

Non Livestock: Ceramics, Clothing, Clowning, Conservation, Creative Arts/Crafts, Family Management, Safety, Floriculture, Foods, Horticulture/Agronomy, Industrial Arts, Knitting/Crocheting, Leadership, Leather Craft, Photography.

Supporting Documents:

Please attach the following documents to your application: 1) A copy of your bylaws 2) A roster of youth members and additional adult leaders with their names, date of birth, addresses and emails and phone numbers.

- Initial membership roster must be submitted by February 1st, with a final submitted by May 15th. It is your responsibility along with the superintendents and club leaders in each area to communicate what is expected. All youth livestock members must be recorded in the office prior to spring weigh in.
- If you are an organization that requires dues or receives funding you must have a Federal ID Number. The CCAIS tax id number can be used, for more information please contact the Fair Office. If you do not require dues and/or receives funding, please indicate that above.

Please see the *Recognized Youth Organization Guidelines for more information.*

Date Submitted: _____

Received by: _____

Calhoun County Fair Recognized Youth Organization Guidelines

- A Recognized Youth Organization application must be filled out and submitted to the Fair Office by February 1st for any new organization.
- Returning Organizations must submit a written statement to the Fair Office by Feb 1st each year, updating information, leaders, members and bylaws, along with their intent to continue.
- Organizations must provide bylaws to the Fair Office when application is submitted and update yearly (or when bylaws change).
- Clubs using CCAIS's 501c3 nonprofit status must do their banking with Chemical Bank and have a copy of the bank statement mailed to the Fair Accounting Firm.
- Youth Organization Members must be Michigan residents.
- Members wishing to sell at small or large animal auction must be a reported member prior to weigh in/tagging. No exceptions!
- Final member list is to be submitted by May 15th each year.
- New members after May 15th are not eligible to show at that year's Fair.
- The youth organization's leader *MUST* specify what areas the organization's members will participate in.
- Superintendent contact information available at the Fair Office for each project/species area.
- All participants must follow barn rules and those rules set forth in the fair book.
- Background checks – In the event that your organization does not do back ground checks on adult leaders the Fair Board will have them done initially when signing up and then every 3 years. Sex Offender checks will be done every 6 months.

Livestock/Animals

- Leaders and youth must attend mandatory meetings organized by the superintendent of the project area/species (i.e., weigh in, educational, auction info, rate of gain, clean up, etc.)
- Any youth wishing to sell at either the small or large animal auction must be a reported club member by weigh in and attend the spring weigh in and the auction promotion meeting set by the Superintendent and auction committee.
- Fair Entry Forms that contain livestock projects that will be sold at the large or small animal auctions must be turned into the Superintendent for that species at spring weigh in/tagging. Exceptions include rabbits and Poultry with is submitted July 1st to the superintendent for that species.

- Entry forms with Livestock/Animals (Horses, dogs and breeding stock) not being sold at auction will be turned into the superintendent for that species by May 15th.
- All youth participants MUST participate in showmanship for each species of animal they exhibit.
- All market animals receiving Grand and Reserve Champion placings MUST be sold at the perspective small or large animal auction.
- All species are responsible for their own cages, gates, feeders, waters, and barn cleaning tools.

Non-Livestock

- Project Guidelines are available at the Fair Office and on the Fair website.
- Membership rosters of organizations participating in non livestock project areas are due to Fair office by May 15th.
- Members enrolled after May 1st are not eligible to show at that year's fair.
- Fair Entry Forms must be turned into the Fair Office by July 1st.
- All projects will be judged the Saturday prior to Fair between 8am-1pm

Other Information:

- Organizations and members can submit feedback (comments, concerns, complaints) about the Superintendents to the Fair office each year. Feedback must be received by September 15th to be considered in that year's evaluations of the superintendent.
- Organizational leaders are expected to support the superintendent and help with barn, booth, show and auction duties.

Process for Review and Revision:

- Suggestions and/or comments regarding these guidelines will be accepted at the Fair office in writing until September 15th each year.
- A committee consisting of no more than 2 CCAIS Board members and no fewer than 3 CCAIS members will review the written feedback and provide recommendations to the board on revisions to these guidelines 30 days in advance of the November board meeting.
- Revisions to these guidelines must be approved at a public meeting by the board before going into effect.

Calhoun County Fair

Recognized Youth Organization Ages

Youth Participants at the Calhoun County Fair must be between the ages of 7 and 21, unless otherwise stated below. All ages are "as of January 1st" of the year in which they will exhibit.

Participants 26 years of age by January 2 of the fair /exposition year or younger, who have been determined to be eligible for special education services by the local school district, may participate in classes under the educational projects and demonstration projects.

All youth must follow the rules set forth by their club bylaws. The following apply to youth participating competitively at Calhoun County Fair showing livestock/animals.

7 years old

Dairy

Dog

Goat

Miniature Horse

Poultry (ex Turkey, Geese, Duck 9yrs)

Rabbit

Sheep

8 years old

Beef Breeding

Dairy Starter

Swine

9 years old +

Beef

Draft Horse

Horse

Non-Livestock Exhibits

Must be 7 years of age and not older than 21 years of age as of January 1st of the year of exhibit/fair. *Exception, 4-H Cloverbuds must be 5 years of age by Jan 1st of the year of fair. Contact the MSU Extension for more information.

Educational Exhibits

Must be 7 years of age and not older than 21 years of age as of January 1st of the year of exhibit/fair. *Exception, 4-H Cloverbuds must be 5 years of age by Jan 1st of the year of fair. Contact the MSU Extension for more information

Annual Timeline for Recognized Youth Organizations

February 1

- New Recognized Youth Organizations must submit to the Fair Office:
 - A complete Recognized Youth Organization Form
 - A copy of the organization's bylaws
 - A roster of youth members and adult leaders
 - If the organization will fall under the CCAIS's nonprofit status, they must do their banking with Chemical Bank and have a monthly bank statement set to the Fair Accountant.
- Returning Recognized Youth Organizations must submit to the Fair Office:
 - A written statement updating contact information and explaining their intent to participate in the coming year
 - Notification of any bylaw changes
 - An updated organization rooster

May 15 or within 2 weeks of Species Weigh-in

- Updated membership rosters should be submitted to the Fair office. Only members submitted by this date will be eligible to show at this year's Fair.
- Livestock Entry forms will be filled out at weigh in and submitted to the Superintendent.
- Entry forms with livestock/animal projects that will not be sold at auction must be submitted to the Superintendent for that species. (Beef Breeding, Dairy, Dog, Goat, Horse)

July 1

- Entry forms with non livestock entries are due to the Fair Office
- Entry forms with rabbit and poultry entries must be submitted to the Superintendent for that species.

August

- All non livestock entries will be judged the Saturday before Fair between 8am-1pm

September 15

- Feedback (comments, concerns, complaints) about Superintendents must be submitted to the Fair Office for review by the Superintendent Committee.
- Feedback (changes, concerns) about Recognized Youth Organization Guidelines must be submitted in writing to the Fair Office for review by the RYO Committee.