



Kansas State Research and Extension Role at Fairs and Shows

Governance for Community Partners (Section 10 of Kansas 4-H Policy)

1. The extension program is legally responsible for the quality and resource allocation for programs under their jurisdiction (of which 4-H is a program).
2. Extension programs are encouraged to facilitate engagement in program delivery with community partners but are not required.
3. If you engage in program delivery with a community partner, setting up an agreement for how you will deliver, resource, and make joint decisions around that program is essential for program success.
4. Examples of community partners: private entities, fair board, community organization, etc.

Kansas Extension County Law

2-616. Purpose and duties of extension council...limitations. (A) Each county extension council or district council shall have for its sole purpose the giving of instruction and practical demonstrations in agriculture, marketing, home economics, 4-H club and youth work, community and resource development, and economic development initiatives to all persons in the county or extension district... Extension councils and extension districts shall not engage in commercial or private enterprises, legislative programs, or other activities not authorized by this act and shall not give preferred service to any individual, group or organization. (b) County extension councils and the governing bodies of extension districts... may collect fees for specific services which require special equipment or personnel but such councils and governing bodies shall not collect membership dues nor shall such councils and governing bodies collect dues for or pay dues to any local, state or national organization or association ... (c) ... agents shall make available to all groups and organizations in the county, multicounty area or extension district, as the case may be, equal opportunity to cooperate in the educational extension program.

K-State Research and Extension Policy

The local 4-H Youth Development program is administered by the extension board in partnership with the K-State Research and Extension Regional Director, within the policies and guidelines set forth by the Assistant Vice President, Director for the Kansas State University Agricultural Experiment Station and Cooperative Extension Service (*who authorizes and supervises the State 4-H Program Leader to review and update 4-H policy and guidelines*).

County Fairs have been a valued historical partner in communities, providing a unique public venue to showcase youth achievements and project learning within 4-H Youth Development.

Participation in the 4-H youth division of fairs is to be based on the following criteria:

- The exhibit is the result of knowledge and skills learned within the 4-H project experience in the local club, group, event, enrichment program, or individual participation.
- The 4-H member is owner of project. In the case of dairy and horse projects, in which leasing of animals for 4-H projects is allowed, the 4-H members is considered the owner of the animal during the current project year.

(Section 12.3, Kansas 4-H Policy)

County Fair Policy Authority

Partnerships: County/State Fairs (Section 10.4, Kansas 4-H Policy)

K-State Research and Extension holds responsibility in cooperation with the 4-H council and/or fair board for developing 4-H rules at all 4-H county fairs and 4-H events. These rules must be consistent with the 4-H mission and 4-H policies (see Sections "2", "3", "4", "5", and "6") including site-based risk management planning.

K-State Research and Extension professionals who oversee the 4-H program are responsible for communicating with and upholding state and national 4-H policy to the 4-H council and the fair board, including fundraising efforts utilizing the name and emblem of 4-H (see "**Section 3.5.6 Application to Use the 4-H Name and Emblem**" and "**Section 7.7: Fund Raising**").

Local 4-H fair rules must be in compliance with and will not supersede state and national 4-H policy; however, fairs may design local classes and events that enhance the educational mission of the 4-H program. For example: Classes and events designed for Cloverbuds must not be competitive at any level in the organization.

Counties should establish a grievance process in conjunction with the local extension board and/or fair board. For information on developing a grievance process see: "**Section 2.8: Grievances and Protest**".

County Fair Policy Authority (Section 10.4.1, Kansas 4-H Policy)

- The extension board is the policy-making authority for the 4-H Youth Development division of the fair. Rules and regulations must conform to policies and procedures established by the Assistant Vice President, Director for Extension and the State 4-H Program Leader.
- Fair boards may not establish rules and regulations for participation of 4-H members in the 4-H division at fairs/expositions/shows. Extension boards, in partnerships with fair boards, may propose eligibility requirements, such as 4-H club meeting attendance policies, for participating in a livestock or project sale, auction, or similar event for 4-H exhibitors. If eligibility rules are established and approved by the extension board, requirements should be in place and communicated to all 4-H participants by October 1, the beginning of the 4-H year.
- Local K-State Research and Extension offices have the right to determine the official fair/showcase opportunity for project learning in the local unit and to determine which 4-H exhibits advance to the state fair from their local unit.
- K-State Research and Extension Role at Fairs and Shows resources:
<https://www.kansas4-h.org/resources/policy-guide/index.html>

Memorandum of Understanding (MOU) with County Fair Board or Association (Section 10.5, Kansas 4-H Policy)

Local extension programs should demonstrate their partnership with local fair boards through a Memorandum of Understanding (MOU). An MOU can outline the roles and responsibilities of each party and improve communication between extension boards and fair boards.

The local 4-H Youth Development program is administered by the extension board in partnership with the K- State Research and Extension regional director, within the policies and guidelines set forth by the Assistant Vice President, Director for the Kansas State University Agricultural Experiment Station and Cooperative Extension Service (as directed by Kansas Law, see "**Section 15.7: Kansas Extension County Law**").

Responsibilities include:

- Usage of 4-H name and emblem.
- Any policies or rules related to 4-H program participation.

The MOU should be reviewed annually and structure revisions every 3 years.

| | Extension Agent Responsibilities | Community Partner Responsibilities |
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| Accessibility | Assure that accessibility and involvement in the 4-H division of fairs is open to all 4-H youth development participants. Some segments may have eligibility requirements including purchasing dates and/or weigh-in requirements, at a minimum level all extension 4-H youth development participants must be allowed to enter to receive evaluative feedback on exhibits created that reflect new knowledge and skills mastered since the last fair or show. | Assure the accessibility for the general public that Open Class Divisions are available for anyone to participate. Eligibility requirements for each division are properly written to allow for opportunity for exhibiting animals or static exhibits. This would include setting and promoting the date of the fair or show. |
| | Assure that all activities and events in the 4-H division of fairs are accessible to 4-H youth development participants and that reasonable accommodations are provided. Extension's accommodations are limited to its educational programming role. | Responsible for providing accessible facilities for the general public and fair participants. |
| Communication | Communicate clearly with the community partner that the extension board is responsible for 4-H rules and regulations. These rules and regulations must conform to KSRE and Kansas 4-H policies and procedures approved by the Director of K-State Research and Extension. | Regularly communicate with extension executive board and extension agents dates, schedule changes, request procedures, etc. |
| | Communicate rules, educational opportunities and deadlines to 4-H members, volunteers and parents. | In cooperation with extension, positively represent 4-H rules 4-H members, volunteers, and parents. |
| | Communicate KSRE and 4-H policies that concern the sale of 4-H projects during the fair or show. In cooperation, the Extension Executive Board and community partner will determine sale eligibility based upon 4-H policy of meeting attendance before October 1 for the upcoming year. | Request and/or raise financial support from county commissioners, private donors, or additional revenue sources to operate and manage the fair. Secure and supervise the management of facilities, entertainment, commercial exhibits, and vendors. Accountable for distributing premiums earned from exhibits. |
| | Request and/or inquire about financial support for ribbon premiums, awards, sponsors, etc. | |
| | Communicate changes, concerns, and recommendations for equipment and supply needs, maintenance, groundskeeping, security, custodial service, etc., for the 4-H division to the community partner. | |

| | Extension Agent Responsibilities | Community Partner Responsibilities |
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| Coordination | Provide for the coordination of all 4-H exhibits and activities. | Provide management of open class division, including securing superintendents, judges, and supplies, as well as facilitating the registration, acceptance, and release of open class entries. |
| | Provide organizational technical assistance for class development appropriate education programs and materials for 4-H. | Provide for secretarial and clerical support of the community partner, janitorial/custodial service, maintenance, groundskeeping, and security. Furthermore, financially support facilities needs such as equipment and supplies. |
| | Secure superintendents and judges for 4-H divisions. May be done in cooperation with community partner. Provide rules and guidelines for 4-H superintendents. | In cooperation with extension agents, secure superintendents, and judges for fair. Additionally, in cooperation with extension, provide a list of responsibilities detailing task for superintendents. |
| | Coordinate county/district weigh-ins, identification processes and registration for 4-H livestock, horse, shooting sports entries and other project divisions where ownership requirements must be validated. | Support the educational youth development of 4-H by adhering to and advocating for 4-H deadlines. Promote the educational value of 4-H youth development. |
| | | Assume the coordination and financial responsibilities of the 4-H project sale during the fair, accountable for all financial transitions between 4-H member and community partner. Jointly work with the community partner, if desired to establish membership attendance requirements before October 1 for the upcoming year. |
| Cooperation | Support, encourage, and recognize 4-H volunteers for serving in leadership roles during the fair or show. | Support, encourage, and recognize 4-H and Open Class volunteers for serving in leadership roles during the fair or show. |
| | Extension programs are encouraged to facilitate engagement in program delivery with community partners who share in the mutual pursuit of the mission, vision, and values of 4-H Youth Development. | Work cooperatively with extension executive board and Agents representing the educational opportunities set forth by the local extension office. Support 4-H's management deadlines for ownership, identification, and safety requirements for fair or competitive participation. If attendance requirements are determined for participation in the 4-H Market Sale, those procedures must be completed by October 1 for the upcoming year. |

Livestock or Project Sales, Auctions, or Similar Events

Extension entities are not permitted by the Kansas Law to engage in commercial enterprises, which the 4-H Livestock/Premium Sales provide as a preferred service for the respective project enrollees. Therefore, 4-H Livestock/Premium Sales will be managed by the fair association or sponsoring organization, where existing, or be contracted to a third, bonded party by the extension executive board.

Commercial Enterprises/Sales - (Section 7.6.1, Kansas 4-H Policy)

Extension entities are not permitted by the Kansas County Extension Council/District Law to engage in commercial enterprises or to give preferred service to any individual, group, or organization. 4-H Project Prospect Sales/4-H Premium Sales provide a preferred service for the respective project enrollees; therefore, 4-H Project Prospect Sales/4-H Premium Sales will be managed by the local fair association, sponsoring organization, or a third, bonded party.

Livestock Competitive Events in Kansas 4-H

Purpose of Livestock Competitive Events (Section 12.2.1, Kansas 4-H Policy)

Educational competitive events for 4-H members are a valuable part of demonstrating mastery within a project area.

Permissible Practices (Section 12.2.2, Kansas 4-H Policy)

Livestock competitive events provide an opportunity for evaluation and positive feedback for youth. Participation in competitive events help 4-H members learn to make and refine decisions as well as improve public speaking skills. In addition, competition offers opportunities for evaluation, learning sportsmanship, and cooperation. All livestock competitive events, *like all 4-H events and educational experiences*, should be designed with the following:

- Educational objective.
- Educational activities.
- Appropriate evaluation.

Examples of educational opportunities: grooming clinics, sessions with industry experts on nutrition and livestock shows.

Non-permissible Practices (Section 12.2.3, Kansas 4-H Policy)

Extension professionals and other personnel of K-State Research and Extension may participate in the administration of livestock activities. Local offices of K-State Research and Extension, extension councils, 4-H councils and 4-H clubs must follow the "Use of Cooperative Extension Funds, <https://www.ksre.k-state.edu/boardleadership/resources-board-members/budget/UseofCooperativeExtensionFunds.pdf> and "Principals of Managing Funds for Extension Affiliated Groups", https://www.ksre.k-state.edu/employee_resources/policies/docs/Principles%20of%20Managing%20Funds%20of%20Affiliated%20Groups.pdf.

Following are examples of practices that are not permitted:

- The 4-H name and emblem shall not be used in conjunction with an event not sponsored by K-State Research and Extension.
- Local offices of K-State Research and Extension may not be the entry point for non-extension events, receive funds for an external organization, or involve extension personnel on official time.
- No membership dues may be collected via a competitive event for an extension board or its subdivisions (4-H Events Council, etc.) for 4-H participants from a county or district to participate in an extension education program. Kansas County Extension Council Law also forbids dues being assessed by 4-H units. Extension boards may collect fees for specific services that require special equipment or personnel for educational services.