

## Helpful Tips for Utilizing Guidance Document:

### *Positive Youth Development Guidelines Behavior & Rule Management for Fairs and Events*

1. Communication is key among various boards, committees, staff, etc.
2. Highly recommend a Youth Committee or some sort of Livestock Committee be formed (if not already) – utilize a mix of 4-H/Extension staff, Extension Council, Fair Board, species superintendents
3. Adopt a Partnership Agreement with your Extension staff/Extension Council and Fair Board
  - Outline who does what – be specific – hiring superintendents, hiring judges, paying premiums, managing shows, check-ins, livestock sale, etc.
  - Review at least every 2-3 years
4. Use this document as a guide – not all verbiage may need to be included in your fair book
5. Have a process and be sure it's communicated and available to families, volunteers, staff, etc.
  - May be printed in fair book
  - Or full version may be on file in county office/fair office with specific details
6. Create a timeline based on fair dates of how to handle protests, appeals, disciplinary action
  - Some decisions need to be made quickly
  - Others can have 24-48 hours
  - Some may be able to wait after fair is over
7. Technology is everywhere – phones can capture pictures and videos; have a process for how these are handled from individuals
8. Communicate and be clear about who has jurisdiction in protests, appeals, disciplinary action
  - If the situation involves 4-H member eligibility, 4-H/Extension is at the table to discuss
  - If the situation involves a 4-H animal, 4-H/Extension is at the table to discuss
  - Fair Boards do not have the sole authority to take disciplinary action on a 4-H member or a 4-H animal – the intent is to work together towards a solution
9. [Iowa 4-H Code of Conduct](#) documents:
  - [Iowa 4-H Code of Conduct for Volunteers](#) 4HP 3400 (Regulation)
  - [Iowa 4-H Code of Conduct for Youth and Families](#) 4HP 3410 (Regulation)
  - [Iowa Exhibitor Youth Code of Ethics](#) (Regulation)

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