



DEPARTMENT OF WELD COUNTY FAIR
PHONE (970) 304-6535 EXT. 2066
FAX (970) 351-0415
525 N. 15th AVENUE
GREELEY CO 80631
www.WeldCountyFair.com

**WELD COUNTY FAIR
BOARD OF DIRECTORS APPLICATION**

APPLICATION DEADLINE: November 23, 2009
Weld County Fair
525 N. 15th Avenue
Greeley, CO 80631
970-351-0415 fax

Name _____

Address _____

E-mail Address _____

Home Phone _____ Work/Daytime Phone _____

Cell Phone _____

Occupation _____

Area(s) of Interest in Weld County Fair _____

Expertise of Value to Weld County Fair _____

Reasons for Wanting to Serve and/or Goals for Fair _____

Involvement/Experience with 4-H and/or FFA _____

(over)

Involvement/Experience in Other Fairs _____

Experience on Other Boards and Similar Organizations _____

Can You Contribute the Time Required as Outlined in the Guidelines? _____

As a board member you will be expected to serve on at least two of the following committees. Do you agree to serve as required? _____ Please rank each in order of preference:

- Advertising & Promotions
- Demolition Derby
- Open County Resident Roping
- All Round Showmanship
- Entertainment
- Open Livestock Shows
- Appreciation Luncheons
- Fair Dance
- Project Inspection
- Awards/Sponsorships
- Family Night
- Royalty
- Budget & By-Laws
- Fun Fair Activities
- Security, Parking, & Risk Management
- Carnival
- Junior Livestock Sale
- Standing Rules & Fair Book Rules
- Vendors

(One additional page of information may be attached if desired)

References (non relatives):

- 1. _____ 2. _____ 3. _____
- _____
- _____

Signature Date

WELD COUNTY FAIR BOARD APPLICANT GUIDELINES

1. The Weld County Fair is an annual event conducted for the educational benefit of 4-H and FFA members and to showcase the Weld County community. It is managed by the Weld County Fair Coordinator, in cooperation with the county Extension Staff and with the Fair Board of twenty-one (21) volunteer members.
2. Seven (7) new board members are recommended each year by current members, with final appointments made by the Board of County Commissioners.
3. Board member terms are three (3) years in duration. A member may serve no more than two full consecutive terms.
4. Board meetings are held the first Monday of each month at the Weld County Extension Office, Island Grove Regional Park, Greeley. Members are notified of any changes in dates and/or locations.
5. Board meeting attendance is critical to the efficient management of the Fair. Therefore, a board member with more than five (5) absences in one year will be dropped and a replacement named.
6. All board members serve on committees, which requires additional meeting time and/or planning sessions.
7. Extensive involvement of all board members is required during the Fair in order for all events and shows to be conducted in an organized and timely manner.
8. Special board meetings are held daily at noon during the fair to evaluate happenings and to resolve any problems which may occur.
9. All applicants are **REQUIRED** to attend the December 7 Fair Board Meeting, at 7:00 p.m., to give a brief presentation followed by a short interview. No further notice will be given regarding attendance at this meeting.

Fair Board Committee Responsibilities:

1. **Advertising & Promotions** – Put a marketing plan together to advertise the Weld County Fair and all of its activities.
2. **All Round Showmanship** – Organize this event by lining up judges and announcer. Be present to run this event.
3. **Appreciation Luncheons** – Obtain sponsors for lunch for every day for judges and volunteers. Help with lunches every day.
4. **Awards and Sponsorship** – Find people or companies to sponsor trophies and events for the fair. Most of the work is recontacting people and follow up work.
5. **Budget and Bylaws committee** – This committee is responsible for submitting a budget to the county commissioners. All committees and areas of the fair are asked to submit a budget request to the treasurer (often the chair of this committee). From those requests and the previous budget, the committee makes and budget. (Sometimes treasurer does this and asks for input from the committee and the fair board. Bylaws are examined as needed and changes are made according to need and rules of the constitution.
6. **Carnival** – Finds a carnival and helps get security and a place to set up.
7. **Demolition Derby** – Fines sponsors and work with the Derby promoter to line everything up before the derby day and making the day run smoothly.
8. **Entertainment** – This committee has several sub-committees that organize and line up different on grounds attractions and concerts.
9. **Fair Dance** – The Weld County Youth Executive Council is in charge of the dance. The youth member on the board is often the chair of this committee in the council. The committee works with the council obtaining a DJ, establishing prices, obtaining chaperones and security, setting up the facility, and attending the dance.
10. **Family Night** – This committee is in charge of lining up the animals for the catch-it contests, lining up someone to sing the National Anthem, and possible entertainment at the conclusion of this event.
11. **Fun Fair** – This committee is in charge of having fun activities at the fair. This could include but not limited to pet and doll parade, three-legged race, car driving, stick horse rodeo and others. The committee reviews the rules/ regulations to make any necessary changes. There is no pre-entry so the person in charge handles the event according to the rules.
12. **Junior Livestock Sale** – This committee is responsible for organizing and running the Junior Livestock Sale the last day of the Weld County Fair.

13. **Open County Resident Roping and Youth Rodeo** – This committee is responsible for finding a contractor to put the Open County Resident Roping on. This committee is also responsible for getting a Youth Rodeo organized.
14. **Open Livestock Shows** – This committee is responsible for organizing the Open Livestock Shows and help run the shows.
15. **Project inspection** – This committee visits randomly chosen livestock projects to maintain livestock are being taken care of appropriately. Usually each committee member visits about 10 or fewer projects.
16. **Royalty** - The royalty committee is in charge of the royalty. They will supervise, chaperone, consult, advice, support and reprimand (if needed). The committee or individual members will take the royalty shopping, help with fund raisers, have committee meetings as well as meeting with the royalty (and parents), make schedule of parades, activities, and fair, chaperone at parades and other activities, and settle any problems that might come up. They are the link between the board and the royalty also the fair volunteers and the royalty.
17. **Security, Parking & Risk Management** – This committee is responsible for lining up and working with security throughout the fair. They will also organize where people can park, where trailers will park. This committee will also look at different items that could be a risk and put a plan in place on how to deal with the risks.
18. **Standing Rules and Fair Book Rules** – This committee reviews any rules that might need to be changed. Suggestion for changes can come from any individual- board member, exhibitor, parent, or anyone else. Rules are taken to board for approval. Major rule changes are published in fair book one (1) year prior to change implementation.
19. **Vendors** – Sends out applications and looks for new vendors to come to the fair. They assign booths for the vendors according to the vendors needs.