

DODGE COUNTY UW EXTENSION EDUCATION COMMITTEE OF THE DODGE COUNTY BOARD OF SUPERVISORS MEETING

February 19, 2019

The Dodge County UW-Extension Education Committee of the Dodge County Board of Supervisors met Tuesday, February 19, 2019 at 8:30 a.m. in the UW-Extension conference room 1C at the Dodge County Administration Building, 127 East Oak Street, Juneau, WI.

CALL TO ORDER: Chairperson Allen Behl called the meeting to order at 8:30 a.m. with the following members present: Richard Bennett, Becky Glewen and Annette Thompson.

Also, present: Pattie Carroll, Human Development & Relationships Educator; Jeff Hoffman, Area Extension Director; Marie Witzel, 4-H Youth Development Educator; Amanda Young, Dairy & Livestock Educator; and Melissa Litherland, backfill as 4-H Program Coordinator.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: Motion by Glewen, second by Thompson to approve minutes for Tuesday, December 18, 2018. Approved 4-0.

REVIEW OF REVENUE AND EXPENSES UNDER BUSINESS UNIT 68: Review of the UW-Extension revenues and expenses for December 2018 and January 2019.

APPROVAL OF PER DIEMS FOR DECEMBER 18, 2018 Chairperson Behl reviewed the per diem sheet for February 19, 2019. Motion by Glewen, seconded by Bennet to approve per diems for February 19, 2019. Approved 4-0.

SHORT ORAL REPORT BY: Pattie Carroll, Human Development & Relationships Educator; Amanda Young, Dairy and Livestock Educator; Marie Witzel, 4-H Youth Development Educator; and Pattie Carroll, human Development & Relationships read in for Kimberly Lafler, FoodWise Educator on December and January Programming

Marie Witzel, 4-H youth Development Educator - Shared about the mandatory volunteer orientation. She offers 3 per year, and the exciting part about January is the youth who have recently graduated from 4-H come back to learn to become leaders in the program. She also shared the exciting news that is it scholarship time in 4-H and the leaders are offering an alumni scholarship and someone contacted her to offer a scholarship that will be part of her will in the future. She also attended the camp user meeting and will talk with leaders tonight about offering a camp visit for a parent and youth to become more comfortable with the open enrollment camp offered at Upham Woods. Witzel is celebrating her 25 years in extension and will receive recognition of that milestone at the National Conference next fall. And her team applied for an educational technology award.

Kimberly Lafler, FoodWise Educator- Shared by Pattie Carroll, Human Development & Relationships Educator: Despite all the weather causing many cancellations and rescheduling of events within the community and the different school districts FoodWise collaborates with, it has still been a busy January and February.

Kimberly Lafler was asked to be and participated as a panelist for curriculum education for FoodWise educators throughout the state for the Seniors Eating Well curriculum that she piloted last summer. Through lessons at Bright Futures of WI, an employment and transition services that help young adults with disabilities transition into productive lives as adults in the community, Lafler has been working with a group of young people to develop healthy eating patterns and create grocery lists that include those healthy patterns within a set budget. The group practiced in a classroom setting, with Lafler. Participants of that group were excited to share that as part of their mid-winter celebration that as a group they came

up with a healthy menu, wrote the grocery list and shopped for the items and stayed within their set budget using several of the tips discussed during the lessons. They were excited to report that they even had almost a dollar left over.

Starting in March, FoodWise starts to meet with new and existing partners to start program planning and collaborations for the next fiscal year, which starts in October.

Pattie Carroll, Human Development and Relationships Educator- Carroll continues to work with the Every Child Thrives (ECT) collective impact effort uniting community partners in Wisconsin's Dodge and Jefferson Counties. It is centered on the shared purpose of ensuring all children thrive in health, learning and life. Launched in 2017, ECT uses data to drive decisions and align resources to support what works. Part of the ECT effort is the TalkReadPlay campaign. TalkReadPlay is a community awareness campaign designed to teach parents and caregivers about the science of early brain development and help them create more brain building opportunities with their babies and young children. Carroll is working with Reeseville Public Library to implement TalkReadPlayTime for Lowell/Reeseville families. Also, Carroll is designing and implementing social media outreach and engagement for parents using Facebook live videos called Parenting: Behind the Behavior.

Amanda Young, Dairy and Livestock Educator- Young discussed the ongoing Youth Tractor and Machine Safety Course, which has completed its 24 hours of classroom instruction and written test and will be followed up by a driving test in April. There are 25 youth between the ages of 12 and 16 participating in this year's Tractor Safety training course. Young is also hosting Dairy Talk Tuesdays that are held the second Tuesday of each month featuring calf health, markets, and animal wellbeing. Additionally, Young hosted an all-day area 16 grazing meeting that was attended by over 70 individuals

UPDATE ON MARIE WITZEL, 4-H YOUTH DEVELOPMENT EDUCATOR TO BACKFILL 4-H LIAISON ROLE AND MELISSA LITHERLAND TO BACK FILL AS 4-H PROGRAM COORDINATOR. Witzel reported Melissa Litherland was hired to do the 4-H Programming with Dodge County in order to take things off Witzel's plate while Witzel backfills for 4-H Liaison Role.

AREA DIRECTOR ORAL REPORT ON UW-MADISON EXTENSION MERGER. Hoffman introduced the new UW-Madison new label. Reported there's a hold up on receiving letterhead envelopes. Hoffman reported there are media blasts and build boards in transition. Employees are in the process of activating their NetID, which will change their emails to wisc.edu. July 1, 2019 is the deadline for the new transition.

DISCUSSION AND CONSIDERATION OF OPTIONS TO CHANGE UW-EXTENSION EDUCATION COMMITTEE MEETING SCHEDULE. Discussion was held for UW-Extension Education Meeting Schedule months to be held February, April, June, September, October, and December of every year. The meetings will continue to be every 3rd Tuesday of the month with the option to call a special meeting if needed.

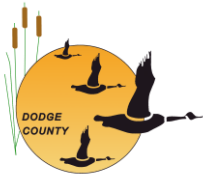
NEXT MEETING DATE: The next regularly scheduled Extension Committee meeting is Tuesday, April 16, 2019 at 8:30 a.m. at the UW-Extension Conference Room 1C, in the Dodge County Administration Building at 127 East Oak Street, Juneau, Wisconsin.

ADJOURNMENT: There being no further business to come before this Committee, the meeting was adjourned by Chairperson Behl at 9:48 a.m.

Respectfully submitted,

Richard Bennett, Secretary

Allen Behl, Chairperson



**DODGE COUNTY UW EXTENSION EDUCATION COMMITTEE
OF THE DODGE COUNTY BOARD OF SUPERVISORS MEETING**

April 09, 2019

MEMBERS PRESENT: Chairperson Allen Behl Behl, Pattie Carroll, Human Development & Relationships Educator; Jeff Hoffman, Area Extension Director; Caitlin Richardson, FoodWise Coordinator; Marie Witzel, 4-H Youth Development Educator; Amanda Young, Dairy & Livestock Educator; and Melissa Litherland, backfill as 4-H Program coordinator.

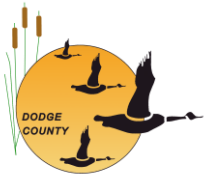
At 8:20 am it was determined a quorum was not present for the meeting and no business was conducted by the Dodge County UW Extension Education of the Dodge County Board of Supervisors.

NEXT MEETING DATE: The next regularly scheduled Extension Committee meeting is Tuesday, April 16, 2019 at 8:30 a.m. at the UW-Extension Conference Room 1C, in the Dodge County Administration Building at 127 East Oak Street, Juneau, Wisconsin.

Respectfully submitted,

Richard Bennett, Secretary

Allen Behl, Chairperson



DODGE COUNTY UW EXTENSION EDUCATION COMMITTEE OF THE DODGE COUNTY BOARD OF SUPERVISORS MEETING

April 16, 2019

The Dodge County UW-Extension Education Committee of the Dodge County Board of Supervisors met Tuesday, April 16, 2019 at 8:30 a.m. in the UW-Extension conference room 1C at the Dodge County Administration Building, 127 East Oak Street, Juneau, WI.

CALL TO ORDER: Chairperson Allen Behl called the meeting to order at 8:30 a.m. with the following members present: Richard Bennett, Becky Glewen and Dale Macheel.

Also, present: Pattie Carroll, Human Development & Relationships Educator; Jeff Hoffman, Area Extension Director; Marie Witzel, 4-H Youth Development Educator; Caitlin Richardson, FoodWise Coordinator and Melissa Litherland, backfill as 4-H Program Coordinator.

PUBLIC COMMENT: None

APPROVAL OF ANNUAL COUNTY AGREEMENT LETTER FOR FOODWISE: Motion by Macheel, second by Glewen to approve Annual Agreement Letter for FoodWise. 4-0

AREA DIRECTOR ORAL REPORT ON CLEAN SWEEP: Hoffman explain there will be a Dodge County Clean Sweep Saturday, August 24, 2019 at the Dodge County Highway Department in Beaver Dam.

NEXT MEETING DATE: The next regularly scheduled Extension Committee meeting is Tuesday, June 18, 2019 at 8:30 a.m. at the UW-Extension Conference Room 1C, in the Dodge County Administration Building at 127 East Oak Street, Juneau, Wisconsin.

ADJOURNMENT: There being no further business to come before this Committee, the meeting was adjourned by Chairperson Behl at 8:41 a.m.

Respectfully submitted,

Richard Bennett, Secretary

Allen Behl, Chairperson

**UW-EXTENSION EDUCATION COMMITTEE
REVIEW OF BILLS FOR THE MONTH OF FEBRUARY 2019**

EXPENSES

BUSINESS UNIT 6801

Printing & Addressing Feb 4-H Newsletter	6801	5313		\$302.47
January UPS	6801	5311		\$3.83
Witzel- January Mileage	6801	5332		\$270.86
Witzel- January Lodging	6801	5336		\$94.00
Young- January Mileage	6801	5332		\$27.84
Young- January Room Rental	6801	5532		\$100.00
Carroll- January weafcs/neaafcs registratio	6801	5332		\$112.52
Carroll- January weafcs/neaafcs registratio	6801	5325		\$150.00
CC- Stop the Bleed Kit	6801	5312	6816	\$38.28
CC- Young Reg, Midwest manure summit	6801	5325		\$141.00
CC- Office Supplies	6801	5312	6816	\$105.25
CC- Educator Resources	6801	5392		\$59.98
Bohn- February Mileage	6801	5332		\$50.46
Witzel- February Mileage	6801	5332		\$135.14
Carroll- February Mileage	6801	5332		\$184.44
Litherland- February Mileage	6801	5332		\$55.33

TOTAL \$1,831.40

BUSINESS UNIT 6814 - 4-H YOUTH

Family Learning Day- snow removal	6814	5399	6805	\$1,017.50
4-H Trophies	6814	5399	6811	\$49.20
Family Learning Day-Reimbursement	6814	5348	6805	\$59.88
Family Learning Day-Reimbursement	6814	5348	6805	\$35.83
Family Learning Day-Reimbursement	6814	5348	6805	\$17.63
Family Learning Day-Reimbursement	6814	5348	6805	\$10.91
Family Learning Day-Reimbursement	6814	5348	6805	\$33.22
Bohn Reimbursment	6814	5399	6805	\$36.26

BUSINESS UNIT 6874- Pest App Training

Pesticide App Training- Lunch	6874	5343		\$329.81
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TOTAL \$1,590.24

TOTAL EXPENSES \$3,421.64

Feb-19

UW-EXTENSION EDUCATION COMMITTEE
REVIEW OF BILLS FOR THE MONTH OF FEBRUARY 2019

DEPOSITS

DEPOSITS

Pesticide Applicator Training	6874	4557	681	\$370.00
Family Learning Day	6814	4553	6805	\$213.00
Cloverbud Workshops	6814	4553	6803	\$8.00
Family Learning Day	6814	4533	6805	\$84.00
ME Experiences	6814	4533	6812	\$212.50
Pesticide Applicator Training	6874	4557	681	\$90.00
ME Experiences	6814	4533	6812	\$525.00
Cloverbud Workshops	6814	4533	6803	\$10.00
4H Dog Projects	6814	4533	6804	\$75.00
Family Learning Day	6814	4533	6805	\$227.00
ME Experiences	6814	4533	6812	\$600.00
Publications	6801	4533	6823	\$84.50
Family Learning Day	6814	4533	6805	\$242.00
Cloverbud Workshops	6814	4533	6803	\$32.00
4-H Dog Project	6814	4533	6804	\$105.00
P.A.T	6874	4557	681	\$90.00
Family Learning Day	6814	4533	6805	\$88.00
Pesticide Applicator Training	6874	4557	681	\$435.00

TOTAL REVENUE \$3,491.00

Mar-19

**UW-EXTENSION EDUCATION COMMITTEE
REVIEW OF BILLS FOR THE MONTH OF MARCH 2019**

EXPENSES

BUSINESS UNIT 6801

UPS- March	6801	5311		\$4.20
CC- Office Supplies	6801	5348	6816	\$25.36
CC- Carroll UWSP Payment	6801	5325		\$150.00
CC- Witzel UWSP Payment	6801	5325		\$150.00

BUSINESS UNIT 6814 - 4-H YOUTH

4-H Camp Reservation	6814	5399	6809	\$135.00
CC- Plastic Bags	6814	5399	6801	\$12.21

BUSINESS UNIT 6874 - Pest App Trng

P.A.T. Books	6874	5348		\$50.00
P.A.T. Meat Buffet Dinner	6874	5343		\$372.31

BUSINESS UNIT 6823- DATCP

BUSINESS UNIT 6812- UNIV EDUC

TOTAL \$329.56

TOTAL \$569.52

TOTAL EXPENSES \$899.08

Mar-19

UW-EXTENSION EDUCATION COMMITTEE
REVIEW OF BILLS FOR THE MONTH OF MARCH 2019

DEPOSITS

DEPOSITS

Pesticide Applicator Training	6874	4557	681	\$210.00
Family Learning Day- April	6814	4533	6805	\$97.00
ME Experiences	6814	4533	6812	\$900.00
Cloverbud/ Exploring Workshops	6814	4533	6803	\$8.00
Animal Tracks Use	6814	4533	6801	\$31.50
UW-Publications (Farm Rec Book)	6801	4533	6823	\$8.00
Water Test Kits	6812	4533	21	\$2.84
Sales Tax	100	2421	143	\$0.16
UW-Ex Record copying	6801	4542	6816	\$1.71
Sales Tax	100	2421	143	\$0.09
Family Learning Day- April	6814	4533	6805	\$245.00
Cloverbud/ Exploring Workshops	6814	4533	6803	\$36.00
Dog Project	6814	4533	6804	\$15.00
ME Trips	6814	4533	6812	\$937.50
Family Learning Day- April	6814	4533	6805	\$110.00
ME Trips	6814	4533	6812	\$600.00
Pesticide Applicator Training	6874	4557	681	\$60.00

TOTAL REVENUE \$3,262.80

Apr-19

**UW-EXTENSION EDUCATION COMMITTEE
REVIEW OF BILLS FOR THE MONTH OF APRIL 2019**

EXPENSES

BUSINESS UNIT 6801

Young- February/ March Mileage	6801	5332		\$175.16
Young- Rgistration	6801	5325		\$15.00
Bohn- March Mileage	6801	5332		\$9.86
Bohn- Registration	6801	5325		\$48.00
Carroll- March Mileage	6801	5332		\$119.48
Witzel- March Mileage	6801	5332		\$223.30
CC Young- UWSP Payment- JCEP	6801	5325		\$150.00
Telephone- February	6801	5475		\$33.17
Telephone- March	6801	5475		\$36.77
Area 16 County Contract Jan-June	6801	5219	681	\$57,031.00
Litherland- March Mileage	6801	5332		\$33.41
Printing and Addressing 4H March Nwsltr	6801	5313		\$278.63
Printing and Addressing 4H April Nwsltr	6801	5313		\$286.86
Witzel- April Mileage	6801	5332		\$323.64
April UPS	6801	5311		\$86.17
CC Young-UW Ext Joint Council/Hotel	6801	5336		\$82.00
CC- Copy Paper	6801	5312	6816	\$91.53
Litherland- April Mileage	6801	5332		\$51.45
Bohn- April Mileage	6801	5332		\$124.12
Young- April Mileage	6801	5332		\$87.00
Young- Professional Development Lodging	6801	5336		\$82.00

TOTAL

\$59,368.55

BUSINESS UNIT 6814 - 4-H YOUTH

YQCA Training Codes Rmbrsmnt	6814	5399	6805	\$150.00
Supplies For Animal Prints- Rmbrsmnt	6814	5399	6801	\$5.47
CC- Curriculum Rental/Hippology	6814	5399	6801	\$12.00
Leadership Washington Focus Inv	6814	5399	6812	\$1,150.00
CC- youth supplies	6814	5399	6801	\$33.96
2019 American Spirit Experience	6814	5399	6812	\$7,800.00
Family Learning Day- Rbrsmnt	6814	5348	6805	\$48.12
Family Learning Day- Rbrsmnt	6814	5348	6805	\$43.24
Family Learning Day- Rbrsmnt	6814	5348	6805	\$10.00
Family Learning Day- Rbrsmnt	6814	5348	6805	\$35.00
Family Learning Day- Rbrsmnt	6814	5348	6805	\$29.82
Family Learning Day- Rbrsmnt	6814	5348	6805	\$26.81
Family Learning Day- Rbrsmnt	6814	5348	6805	\$13.99
Family Learning Day- Rbrsmnt	6814	5348	6805	\$19.61
Family Learning Day- Rbrsmnt	6814	5348	6805	\$81.46
C/B Exploring Workshops Rmbrsmnt	6814	5399	6803	\$24.65
BUSINESS UNIT 6823- DATCP				
Hotel Reservation for speaker	6823	5349		\$177.95
BUSINESS UNIT 6812- UNIV EDUC				
CC- Supplies, Mini Notebook	6812	5325	31	\$109.21

TOTAL

\$9,771.29

TOTAL EXPENSES

\$69,139.84

Apr-19

UW-EXTENSION EDUCATION COMMITTEE
REVIEW OF BILLS FOR THE MONTH OF APRIL 2019

DEPOSITS

DEPOSITS

Pesticide Applicator Training	6874	4557	681	\$30.00
Water Test Kits	6812	4533	21	\$19.91
Sales Tax	100	2421	143	\$1.09
Family Learning Day	6814	4533	6805	\$150.00
UWEX Record Copying	6801	4542	6816	\$164.65
Sales Tax	100	2421	143	\$9.06
ME Experiences	6814	4533	6812	\$3,900.00
Extra Project Fees	6814	4533	6801	\$32.00
Cloverbud/ Exploring Workshop	6814	4533	6803	\$6.00

TOTAL REVENUE \$4,312.71

May-19

**UW-EXTENSION EDUCATION COMMITTEE
REVIEW OF BILLS FOR THE MONTH OF MAY 2019**

EXPENSES

BUSINESS UNIT 6801

Employee Drug Screen- Intern	6801	5192	1	\$47.00
UPS- May Bill	6801	5311		\$11.16
4-H Newsletter May	6801	5313		\$295.01
Carroll- April Mileage	6801	5332		\$345.10
Witzel- May Mileage	6801	5332		\$322.48

BUSINESS UNIT 6814 - 4-H YOUTH

American Spirit Rmbrsmnt 6 people	6814	5399	6812	\$300.00
2019 Space Camp	6814	5399	6812	\$1,875.00
Washington Focus- youth Developr	6814	5399	6812	\$4,200.00
4-H camp Counselor Training	6814	5399	6802	\$30.00
Cloverbud/ Exp Wkshp Rmbrsmnt	6814	5399	6803	\$9.85
Cloverbud/ Exp Wkshp Rmbrsmnt	6814	5399	6803	\$13.28

BUSINESS UNIT 6862- TRACTOR SAFETY

2019 Insurance Premium	6862	5528		\$8.00
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BUSINESS UNIT 6823- DATCP

BUSINESS UNIT 6812- UNIV EDUC

TOTAL \$1,020.75

TOTAL \$6,436.13

TOTAL EXPENSES \$7,456.88

May-19

**UW-EXTENSION EDUCATION COMMITTEE
REVIEW OF BILLS FOR THE MONTH OF MAY 2019**

DEPOSITS

DEPSOSITS

Pesticide Applicator Training	6874	4557	681	\$60.00
4-H Educational Experiences	6814	4533	6812	\$2,100.00
ME Trips Educational Experiences	6814	4533	6812	\$250.00
Water Test Kits	6812	4533	21	\$35.07
Sales Tax	100	2421	143	\$1.93
Cloverbud Workshop	6814	4533	6803	\$10.00
ME Trips Educational Experiences	6814	4533	6812	\$25.00

TOTAL REVENUE	\$2,482.00
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Dodge County UW-Extension
127 E Oak St
Administration building, Room 108
Juneau, WI 53039-1379

Phone: (920)386-3790
Fax (920) 386-3928
Dial 711 for Wisconsin Relay
<https://dodge.extension.wisc.edu>

06/18/2019

The UW-Extension office is requesting to apply \$45,000 from BU 6843 Household Hazardous Waste fund balance to the 2019 budget under BU 6843.

The reason for this request is there have been additional requests by citizens of Dodge County to collect Household Hazardous waste. These requests have resulted in a re-thinking of when Household and Agriculture Hazardous collections, or Clean Sweep collections should occur. Since the mid 1990's Dodge County has held Clean Sweep events in multi-locations in the county every other year. From the beginning, the county uses DATCP grant dollars in addition to revenues collected from the Mayville landfill site to pay for Clean Sweep collections. It takes two years of landfill funds and a successful grant application to conduct the multi-site collections.

The increased demand for this collection has changed the collection paradigm to holding one collection annually in a central location in the county. An analysis will be conducted to determine the sustainability and effectiveness of holding the single location event after the August 24 collection.

The funds to pay the expenses of the August 24, 2019 Clean Sweep collection are currently in the BU 6843 fund balance and will need to be applied to the 2019 budget to cover the expenses of the collection.

Respectfully,

Extension Education Committee

Allen Behl, Chair



Revolution

BELIEVE IN BETTER PLASTICS

4230 Neptune Court
Madison, WI 53714
844.490.7873

Agricultural Plastic Collection & Recycling

Lynda Schweikert – Grant County Conservation, Sanitation, and Zoning

Revolution Plastics collects ag plastics from farms and businesses and we recycle the material at our US based facilities.

We currently provide free on farm 8-yard dumpsters and free collection for 202 farms in Grant County, and have done so since 2016.

The team at Revolution Plastics collects an average of 924,704 lbs. of ag plastics from these Grant County locations annually keeping it out of the landfill or from being burned or buried on the farm.

Although the program is the most successful ag plastics recycling program in WI history, due to increased costs in collections and the fact dirty ag plastics has zero value in market place, we are at a point where we need to share the program costs to continue the on-farm collection program.

The Revolution Plastics team recently met with the WI Department of Agriculture, The WI Department of Natural Resources, the UW Extension, and key farm partners and all parties suggested that each county take part in funding the program.

We are requesting that the county partially fund the program, beginning September 1st, 2019, by providing Revolution Plastics \$600 in funding annually for each farm we service in the county. We currently service 202 farms in Grant County which brings the total annual request for funding to \$121,200.

The funding can be paid in 12 equal monthly payments of \$10,100.

The funding will help us continue to provide on farm collection service to the farmers of Grant County and continue to grow the program within the county.

Please contact me no later than Friday May 31, 2019 to confirm receipt and to discuss the county's intentions.

Sincerely,

Price Murphy

Director of Operations

608.851.0048

pmurphy@revolutionplastics.com



Extension

UNIVERSITY OF WISCONSIN-MADISON

Guidelines on the Educational Roles of County Extension Educators at County Fairs

Approved May 16th, 2019 by the Division of Extension Leadership Team

*This document has been reviewed and endorsed by the
Wisconsin Association of Fairs*

Introduction

The University of Wisconsin System has a three-fold mission in resident instruction, research and extension. In 1973, and again in 1982, the UW Board of Regents affirmed the historic commitment of all its institutions to public service and the public good. Concurrent with this reaffirmation was the assignment of the University of Wisconsin-Madison Division of Extension to lead, coordinate, plan and administer the extension function of the UW System.

Over the years Extension has demonstrated its strong support for county fairs. This is appropriate because county fairs can offer numerous educational opportunities for participants and the general public. Participating in educational initiatives at the fair also provides extension educators and program coordinators an opportunity for relationship building and interaction with the public. Fairs have also added a special dimension and focus to a variety of educational programs involving individuals of all ages as well as local organizations.

The Role of Extension Educators and Program Coordinators in County Fairs

The role of all extension educators and program coordinators working in county and regional settings is **education**. Extension educators and program coordinators are often the first point of contact with the University of Wisconsin System for people throughout the state. Extension educators and program coordinators teach, learn, lead and serve connecting people with the University of Wisconsin, and engaging with them in transforming lives and communities.

The educational purpose is accomplished in many ways – through seminars, workshops, information meetings, tours, demonstrations, exhibits, field studies, teleconferencing, Facebook, twitter, web sites, publications, and the mass media, both public and commercial. Extension educators and program coordinators work with personnel from other agencies, organizations, institutions and elected bodies to develop educational programs and provide professional expertise based on the research

and knowledge foundation base of the University. Extension educators and program coordinators are also charged with upholding the integrity, policies and guidelines of Extension and the Wisconsin 4-H Program.

Area Extension Directors, in cooperation with County oversight Committees, will review the roles and responsibilities of educators and program coordinators. Increasing and strengthening the involvement of local residents in planning and conducting county fairs will help the fairs achieve their goals as major educational, cultural, economic and social events in the lives of people.

There is a need for extension educators and program coordinators across institutes to work closely with county fairs, whether the county fair is an official county event, or sponsored by a private organization. However, it is the responsibility of Extension administration and individual educators and program coordinators to monitor the job descriptions and day-to-day responsibilities to ensure that services provided to county fairs are directly related to specific educational goals.

Adequate clerical staff ought to be employed by county fair organizations specifically to assist with fair responsibilities, so that support for ongoing extension programs can be maintained without disruption. We expect county extension educators and program coordinators to focus on educational roles at county fairs. Examples of these educational roles may include:

1. Direct education with youth and volunteers related to 4-H Projects
2. Coordinating trainings for fair boards and superintendents; particularly in the areas of decision-making, leadership and organizational stewardship.
3. Instructing volunteer leaders in how to conduct a demonstration, prepare an exhibit, improve displays or supervise others.
4. Teaching at workshops, demonstrations or exhibits at the county fair (which may include pre-fair events).

5. Providing advice and counsel to fair boards, managers and various other fair committees to ensure that the educational dimensions of the fair are strengthened. Members of the county extension staff may serve as a non-voting liaison to the fair governing board. Examples of advisory roles:
 - a. Advisement on the development of job descriptions for paid and volunteer leaders working directly with the fair board;
 - b. Advising fair boards and various fair committees on state premium list recommendations;
 - c. Advising on publicity, promotion and display arrangements;
 - d. Advising on selection and scheduling of judges and training and evaluation of judges.

Administration or organizational roles in connection with county fairs are **not appropriate** for county extension educators or program coordinators. Examples of such inappropriate roles include:

1. Serving as fair secretary or manager or superintendent
2. Serving as a voting member of the fair board
3. Booking, contracting, and/or setting up for carnivals or other non-educational entertainment
4. Scheduling or supervising the maintenance and upkeep of the fairgrounds or its buildings
5. Handling fair receipts and/or disbursements, or selling tickets at the fair
6. Employing and/or supervising paid personnel for the fair, including judges and departmental superintendents.

Specific questions regarding roles or responsibilities (and what may or may not be appropriate at each given fair) should be discussed between the Extension Educator(s), Program Coordinator(s), the Area Extension Director and the Fair Board.

Sample Roles and Responsibilities at County Fairs

Adapted from the Dunn County Fair Superintendent Handbook and Deb Gotlibson, Dunn County Fair Board President

Superintendents Handle:	Go to the Fair Board with:	Go to Extension for:
Set-up and tear down of exhibits	Requests to remove or send an animal home	Questions about education, conducting various training sessions for youth and adults
Collecting all forms from exhibitors on entry day	Disciplinary actions	Guidance on how to work with youth and their families
Facilitating judging, recruiting assistants for department, filling out paperwork, taking photos	Requests for exceptions from the published rules	Help understanding the various judging methods including the Danish judging system
Setting up the department's display area within the posted guideline layouts	Questions regarding the online FairEntry system	Questions about 4-H projects and 4-H online enrollment system
Checking in entries and logging results in online FairEntry system	Requests for additional space or changing barn guideline layouts	4-H questions in general
First point of contact for disagreements or rule interpretation	Accelerated disagreements, disgruntled exhibitors, rule changes and/or rule arguments	Help finding 4-H exhibitor contact information
Providing suggestions for improvement on department class changes, rules, schedules, etc.	Questions on judging sheets, obtaining judging sheets, judging boxes and animal health documentation boxes, ribbons and supplies for judging day	Facilitation of Superintendent Training with the Fair Coordinator and Fair Board members
Animal Superintendents: setting barn duty, manure/wash rack area cleaning schedules and other schedules as needed	Public health concerns, media relations (see President)	Serve as advisor for the county Meat Animal Project

****Notes:** *This list is not exhaustive, and specific "FairEntry" systems vary county by county. Please engage with your County Area Extension Director, Fair Board President (or Manager) and Extension staff to refine roles and responsibilities of individual fairs.*

Capacity (ie. staffing) of the local Extension office may affect the extent to which specific tasks may be able to be executed.

Lastly, if your county has already developed their own rubric for delineating roles and responsibilities, you do not need to follow this format. This is being provided as a starting point for those counties that currently do not have anything in place.