



4-H Building Supervision Duties & Responsibilities

Our 4-H'ers work very hard to prepare projects for the Fair. Your job is to see that these projects are not damaged by someone "getting too close," as well as help educate the public about 4-H.

1. Please report to the ECCC kitchen and sign in so your club's shift is recorded properly.
2. You will be provided an apron or lanyard to wear. If one is not available, it is not required and your assistance is still needed.
3. **Adults only (no one under 16) please.** Your children are welcome to stroll the building with you, but they are not the "official" building supervisor and they should not be wearing an apron.
4. Your club is responsible to provide two adults at all times of your shift. Call your club leader if you find you cannot help so they can find a substitute. Please stay until your relief arrives.
5. While "on duty," please stroll through the building and see that fair visitors do not touch the projects.
6. You may be asked 4-H questions. If there is a question you cannot answer and there is no superintendent in the kitchen, write it on a card (provided for you in the pocket of your apron) along with the person's name and phone number. A Purdue Extension 4-H educator will contact the person to answer their question(s).
7. If you have a problem, a building superintendent is assigned to the ECCC each day. Please check with them at the building. Purdue Extension 4-H educators will also be checking the notepad in the kitchen for messages. In an emergency help is available by cell phone. Call the Purdue Extension office at 533-0554 and ask them to contact the 4-H educator.
8. Remember to bring your parent passes (or tickets). You will need them for admission to the Fair.
9. **The last shift of the day is scheduled to stay until 15 minutes past closing or 9:15 p.m. (10:15 p.m. on Sunday).** We will need help to remove trash bags, sweep and vacuum the floors to prepare the building for the next day. Please begin clean-up at 9:00 p.m. after the public has left the building and doors are locked. Trash bags should be placed at the road.
10. **We cannot open the building until the first shift of supervisors arrives.** The first shift is scheduled to start at 8:45 a.m. (11:45 a.m. on Sunday). Please plan to arrive on time so we can open on time. Take into account the time needed to park your car and walk to the building. **Come to the catering door to be admitted.**
11. Please sign out when you are finished before leaving the building. Take the opportunity to get some great ideas for next year.