

CLERK RESPONSIBILITIES

EATON COUNTY 4-H YOUTH PROGRAMS

Please report to the 4-H table in the Gray Building by 7:45 a.m. on July 6th. You will need to pick up your judge's box, name tag from the 4-H table and take them to your judging station.

The procedure for clerking is:

1. Ask the exhibitor for the entry tag. From the tag find the appropriate judge's sheet for that class number and then locate his or her name on the sheet. If the name is not listed, contact your superintendent for assistance. This year transfers to a new class will only be allowed if it is necessary due to a data entry error.
2. When the judge is finished judging and tells you the award, mark the entry tag, put the appropriate sticker on it (BLUE, A award; RED, B award; or WHITE, C award), and complete the judge's sheet, marking if it is an A, B or C award. You must enter the award designation on the sheet. Be extra careful to remember to do this. The judge must also have you keep a list of potential "Top Ten" or special award winners.
3. Exhibitors may only have one entry per class. So, if the exhibitor has more than one entry per class, the exhibitor must choose which entry to submit for judging. Mark only that one on the judge's sheet.
4. Have the judge sign each judge's sheet. This may prevent possible questions later on.
5. The clerks and superintendents must help the judge designate articles selected for "Top Ten" and "Judges Choice" awards and place the ribbons on them at the conclusion of judging. We encourage judges to hold exhibits being considered for special awards, if space allows, in making the selection easier at day's end. The superintendent may also have you complete the Winner's List News Release Form.
6. Let your superintendent know if you have exhibits to be judged. We have "relief" clerks to fill in for the 4-H'ers.
7. When you are finished for the day, return all judging materials to the check out table with your judge. Pick up any special ribbons or awards and place them on the winning exhibits. Take down the tables and chairs from your area. Then relax and enjoy the rest of fair week! If you have any questions, please don't hesitate to contact the Fair Office 517-543-4510.

Thank You!