



## **LIVESTOCK DEPARTMENT VOLUNTEER** **INTEREST & APPLICATION FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ Home Phone: \_\_\_\_\_

\_\_\_\_\_ Best Time To Reach:  
[ ] Morning [ ] Afternoon [ ] Evening

Email: \_\_\_\_\_

Availability: Fair planning only: \_\_\_\_\_ Other areas Year-round: \_\_\_\_\_

*Please initial below the area you are interested in, and that you acknowledge your acceptance of all points included in each item.*

*Please answer the following page question*

### Species Department Chairperson:

Individuals are considered volunteers of the Livestock Committee. Dedicated to be knowledgeable in all areas of producing a show for that species.

- Individuals work under the direction of the Livestock Superintendent(s).
- Attend Committee Meeting as scheduled (approximately 9 monthly meetings)
- Works closely with the Entry Office and/or Livestock Office to update and proof specie section of the entry guidebook.
- Organizes and oversees specie area/barn before, during, and after fair.
- Organizes tasks associated with specific species show.
- Submits 3 qualified judge recommendations to Livestock Superintendent.
- Works in conjunction with the Jr. Livestock Auction chairperson regarding individual species needs for the auction.
- Skills including but not limited to, knowledge of breed specific health issues, behavior patterns and awareness of potential safety hazards.
- Knows the industry standards for breeding and market animals of this species and has industry contacts for information.
- Agrees to read and become knowledgeable with the Exhibitor Guidebook, local rules and State Rules for Fairs from California Fairs and Expositions.
- Understands the importance of good customer service, fair and equitable treatment to all exhibitors and families and guests.
- Ensures all exhibitors have the best possible experience, whether by positive reinforcement, thoughtful correction, or empathetic delivery of bad news.
- Communicates productively and professionally with staff and Management at all times.

### Entry and Livestock Office Clerk:

Individuals are considered volunteers of the Entry and Livestock office and committees. Dedicated to be knowledgeable in all areas of producing a show for that species.

- Attend regular monthly meetings. Take notes at all meetings and submit a copy to the Fair Office.
- Support all clerical tasks associated with the Entry & Livestock office before, during, and after fair.

- Coordinates with Livestock Superintendent and office staff to properly check out animals that are not auction sale livestock.
- Receives a list/slips each day of animals that are eligible to go home. Underweight, overweight, sick, injured or breeding animals.
- Meets the owners and verifies their animal matches the information on the list/slip
- Observe the proper animal is loaded and the vehicle exits the property.
- Communicate with the Security guard on duty that the information is verified and return completed slip to the office.

### **Livestock Department Volunteer:**

Individuals are considered volunteers of the Entry and Livestock office and committees. Dedicated to be knowledgeable in all areas of producing a livestock show for that species.

- Attend monthly meetings and supports the committee in different ways before, during and after.
- Builds a base knowledge and becomes familiar with policy, procedure and State and Local Rules

### **Still Department Chairperson:**

Individuals are considered volunteers of the Entry Office and department committees. Dedicated to be knowledgeable in all areas of producing the department show for the fair.

- Attend Committee Meeting as scheduled (approximately 9 monthly meetings)
- Works closely with the Entry Office and/or Livestock Office to update and proof department section of the entry guidebook.
- Organizes and oversees department before, during, and after fair.
- Organizes tasks associated with department needs for the fair.
- Skills including but not limited to, knowledge of department specifics.
- Agrees to read and become knowledgeable with the Exhibitor Guidebook, local rules and State Rules for Fairs from California Fairs and Expositions.
- Understands the importance of good customer service, fair and equitable treatment to all exhibitors and families and guests.
- Ensures all exhibitors have the best possible experience, whether by positive reinforcement, thoughtful correction, or empathetic delivery of bad news.
- Always communicates productively and professionally with staff and Management at all times.

### **Still Department Volunteer:**

Individuals are considered volunteers of the Entry and Livestock office and committees. Dedicated to be knowledgeable in all areas of producing the departments show for the fair.

- Attend monthly meetings and support the committee in different ways before, during and after.
- Builds a base knowledge and becomes familiar with policy, procedure and State and Local Rules

       **Fair Office Assistant:** Available to greet customers and answer basic questions in the office during the hours of the Fair. A great way to learn more about the Fair behind the scenes and meet our Fair community. Staff will be present to support.

       **Buildings and Grounds:** Help in all areas of Fair preparation outside. Moving exhibit equipment, painting, cleaning and preparing all areas for Fair. Be a part of the success of our event in the event area!

Thank you for your interest in Volunteering for the San Benito County Fair. We would like to take a few minutes to get to know you and the experience you will bring to the fair. Please answer the following questions and return to the fair office at address below.

Department(s) you are interested in: \_\_\_\_\_

Previous Experience(s) in fair related activities: \_\_\_\_\_

Experience working with the public and youth: \_\_\_\_\_

Tell us how you would work out a conflict over interpretations of rules during the event: \_\_\_\_\_

Do you foresee any conflict of interest between your work, business or any event you are involved in that may be perceived as a conflict and how you would work out any problems related to that perception:

Are you available for monthly meetings during the year and before and during the fair? \_\_\_\_\_

Are you available by phone for department related questions during the year? \_\_\_\_\_

Please give us a short description of what you hope to accomplish as a Department Chair for the San Benito County Fair:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**33rd DAA / Bolado Park Event Center  
San Benito County Fair  
PO BOX 780  
Tres Pinos, CA 95075**