

## County Fair Paperwork Checklist

### Pre Fair

- ☐ **Club Booth Request:** Submit your club booth request form and make your plans to fill and decorate your booth! Request forms are due July 1st. Remember that new this year we are having a Best Decorated Booth contest where you can win gifts cards for your club. So start planning now!
- ☐ **Clover Creamery Shifts:** Check your schedule and be prepared to sign up for Clover Creamery shifts! On Sunday during exhibit hall judging, you will have the chance to sign up for shifts throughout the week. Serving in the Clover Creamery is an important part of the fair experience because it not only teaches life skills such as customer service and food safety, but also earns your club money to use for activities throughout the year. You will only be able to sign up for one shift per person on Sunday, but check back throughout the week to see if there are any opening. Adult leaders are needed as well as youth.
- ☐ **Leased Animal Forms:** Leased animals need to submit non-ownership forms as well a corresponding project record book. Non-ownership forms can be found at this link: [Project Animal Forms | NYS 4-H Youth Development Program \(cornell.edu\)](#). Project record books can be requested from your 4-H educator. Non-ownership forms are due June 1<sup>st</sup>.
- ☐ **Horse Blue Sheets:** You must fill out a blue sheet for each horse you may potentially bring to fair. These are due June 1<sup>st</sup>.
- ☐ **Animal Health Paperwork:** Make sure you have all the animal health paperwork required for county fair. Check what is required for your species using this link or scroll down for a more user friendly cheat sheet: [Animal Health Requirements \(ny.gov\)](#)
- ☐ **Horse Health Paperwork:** Coggins and Rabies for horses is due July 1st.
- ☐ **Animal Advanced Entry Forms:** Advanced entry forms are required for all animal exhibits and are due by July 1st.
- ☐ **Consider state fair interest:** There are animal show opportunities, teen leadership opportunities, and public presentation opportunities at the great New York State Fair. Take time before county fair to consider your interest in attending state fair as you will need to fill out an interest form and preliminary paperwork during county fair week. Ask Sarah for more information about State Fair opportunities.
- ☐ **Attend fair cleanup day:** Fair cleanup night on July 14th is mandatory for all 4-H'ers participating in county fair including exhibit hall projects. If you cannot make it on cleanup day, you will need volunteer for the fairboard a Saturday prior to fair cleanup day. Contact Sarah is you are unable to make it to the cleanup day.

### During Fair

- ☐ **State Fair Paperwork:** Complete state fair interest form and paperwork. Make sure that your chaperone has the appropriate volunteer paperwork/background check.
- ☐ **Have fun and learn lots!**

## **Important Dates:**

June 1<sup>st</sup>:

- Non-ownership forms and non-ownership project record books due
- Horse Blue sheets due

July 1<sup>st</sup>:

- Animal advanced entries due
- Club booth requests due
- Horse health paperwork due

July 14<sup>th</sup>

- Fair Cleanup
- Project record books due