

**Criteria and Application IAFE
Certification in Volunteer Fair
Management Program**

CVFEM

A Program of Distinction

iafe[®]
THE
NETWORK!

INTERNATIONAL ASSOCIATION OF FAIRS AND EXPOSITIONS



International Association of Fairs and Expositions

Thank you for your interest in the CVFM Program! This brochure contains the official application form along with the certification criteria and the policies.

Information on the application and any attachments must be typewritten. If additional space is required, attach extra 8½" x 11" sheets to the application. Make certain your name appears at the top of all supplemental sheets and supporting materials. All items submitted should be stapled together with the application form on top. Also, you are required to submit a digital copy of the application, supporting materials, and reference letters.

In order for the application to be considered, the following requirements must be met:

1. An applicant's fair must be a current member in good standing of the IAFE, and the applicant must have a minimum of 10 years' experience as a volunteer in a management level position of a fair. A management level position is defined as an officer, board member, department head or superintendent of a member fair.
2. You must be a graduate of the IAFE Institute of Fair Management.
3. The applicant shall also attach to the application a brief statement of not less than 150 words indicating his/her volunteer management principles as it relates to the production and presentation of fairs, as well as any other support documentation requested.
4. A check in the amount of \$75 (U.S. funds) payable to the International Association of Fairs and Expositions must accompany the application.

IMPORTANT: In order to be considered for certification, the application and all supporting materials must be submitted no later than June 1st of the year during which certification is sought.

INTERNATIONAL ASSOCIATION OF FAIRS AND EXPOSITIONS CERTIFICATION PROGRAM FOR VOLUNTEERS POLICIES

1. PURPOSES

The purposes of the certification program are: a) to provide incentive for professional improvement to volunteers in a fair management role; b) to recognize those who achieve the specific standards; and c) to develop professional status in the field of volunteer fair management. Certification also honors those members who have demonstrated their abilities through years of service to their fairs, fair associations, communities, and the Association.

2. DESIGNATION

Certified in Volunteer Fair Management is an individual accomplishment. Reference by a person certified in volunteer fair management to his or her certification and use of it shall indicate that such certification is an individual accomplishment.

The Association shall honor a person certified in volunteer fair management by presenting the successful applicant with a plaque designating him or her as Certified in Volunteer Fair Management.

3. QUALIFICATIONS AND REQUIREMENTS

A. Membership — An applicant must be serving as a volunteer in a management level position at a fair that is an active member in good standing of the IAFE. Volunteer status is defined as when one serves a fair receiving less than \$2,500 remuneration annually over expenses.

B. Management Position — An applicant must have served ten or more years as a volunteer in a management level position of a member fair. A management level position is defined as an officer, board member, department head, or superintendent of a member fair.

** Points in all sections will be given only for experience, participation, and contributions that occur during the time an applicant serves as a volunteer in a management level position. Points will not be awarded for forthcoming activities and event participation. Points will only be awarded for individual accomplishments, not those of the fair with which the applicant is associated.

B. Education — A record of formal education including high school, college, post-graduate courses, or equivalent educational work from an accredited business or vocational school. Applicant must be a graduate of the IAFE Institute of Fair Management.

C. Participation in IAFE Activities— Attendance at and participation in annual conventions, management conferences, zone meetings, or seminars at non-convention/conferences, and IAFE sponsored meetings, special symposiums, CyberSeminars, Institute of Fair Management Summits, and judging assignments.

- E. Contributions to the Association— Committee activity, conference program participation, papers presented, offices held, and other service to the Association.
- F. Contributions to the Fair Sector—Service to the Fair Sector and participation in other fair related activities.
- G. Evidence of Management Skills — Evidence indicating management skills of the individual applicant, i.e., advertising brochures, special promotions and programs planned and executed, sector-related reports and presentations, financial statements, etc.
- H. Community Activities — Evidence of participation in significant community leadership activities outside the fair management field, i.e., Chamber of Commerce, United Way, 4-H, Boy/Girl Scouts, church, service clubs, fraternal organizations, etc.
- I. Statement of Volunteer Principles— An applicant shall write a statement of not less than 150 words on his/her volunteer manager principles as they relate to the production and presentation of fairs. This may be published in Fairs & Expos magazine.
- J. References — Each candidate for certification shall provide at least three letters of recommendation addressed to the Certification Committee relative to association with and management of the applicant's fair reflecting his/her community's attitude with regard for his/her management skills. At least one must be from a person involved in fair management (but not with the applicant's fair).

4. CERTIFICATION APPLICATION

Applicants should contact the IAFE office for the necessary forms and instructions, or refer to the IAFE website. After the applicant is satisfied he/she can meet the minimum requirements, he/she shall then return the completed application by June 1 of the year in which certification is sought to the IAFE office along with a check in the amount of \$75.00 (U.S. funds). Once the application is forwarded to the IAFE it shall become the property thereof and will not be returned to the applicant. Material misrepresentations in the application will result in it not being considered. The application fee shall be returned should certification be denied for any reason.

5. ADMINISTRATION OF CERTIFICATION

Certification shall be administered by the IAFE through its Board of Directors. The IAFE Chair shall appoint a Certification Committee consisting of four members serving staggered terms not exceeding four years each, subject to approval by the Board of Directors. Committee members must be Certified Fair Executives.

The Committee may develop its own internal operating procedures, subject to approval of the Board of Directors. The Committee shall report, at least annually, any recommendations for changes to the program. Such suggested changes shall be presented to the Board of Directors for review.

6. CERTIFICATION PROCESSING

The IAFE staff will check the application form to assure that all information is complete and that there is evidence of participation and experience to meet the basic criteria and minimum point standards. After the application has been reviewed, the staff of the IAFE shall turn the application over to the Certification Committee for review.

The Committee will then be responsible for recommending certification of candidates to the IAFE Board of Directors which shall have the right of final review and approval before granting certification. Announcement of the members approved by the Board for certification shall be communicated to each applicant and presentation of certification made at the annual convention unless the applicant cannot attend, in which case the certification plaque shall be shipped to the applicant.

7. RIGHT OF APPEAL

If the Committee does not approve an applicant for certification, it shall provide the applicant with an explanation of the reason(s) the application was not approved. Applicants may appeal the decision of the Committee by appealing the decision in writing to the IAFE Board of Directors. The written appeal shall be submitted to the IAFE Board of Directors by sending said appeal to the executive offices of the IAFE within thirty (30) days after the applicant has been notified of the Committee's decision. The appeal shall specifically state what

portion of the Committee's decision is considered to be in error by the applicant. The applicant may submit any supporting documents with his or her appeal which he or she believes appropriate. The Board of Directors shall consider the appeal at a regular or special meeting of the Board of Directors. If any member of the Board of Directors is also a member of the Certification Committee, then such member shall excuse himself or herself from deliberation of the appeal. The Board's decision regarding the appeal shall be communicated in writing to the applicant within ten (10) days of the Board's decision.

8. EQUIVALENCIES

The Certification Committee, with the approval of the Board of Directors, shall have the right to assign a relative number of points in any category for what it judges to be equivalent combinations of training, experience, Association, fair sector, or community participation to those outlined in the criteria. These points shall not be indiscriminately granted but shall be reserved for those special circumstances which could not be covered or anticipated in the general guidelines.

9. CONFIDENTIAL INFORMATION

All information relative to an applicant's scoring shall be kept confidential. The existence of an application shall be considered confidential except to those directly concerned. Only approvals for certification shall be publicly announced.

10. CONDITIONS GOVERNING CERTIFICATION DESIGNATION AND USE

- A. The designation "CVFM" may be used following the volunteer's name on correspondence, letterheads, business cards, and other printed matter where it may appear.
- B. Once an applicant has been certified, said designation shall remain with him/her permanently, providing any re-certification requirements which may be prescribed by the IAFE Board of Directors are met or unless decertified by the IAFE Board of Directors.
- C. The CVFM designation should be used only so long as the person is active within the fair sector and any re-certification requirements which may be prescribed by the IAFE Board of Directors have been met. Certified individuals who have not met the re-certification requirements which may be prescribed by the IAFE Board of Directors should respectfully decline using the CVFM designation.
- D. Any CFVM who becomes a paid executive at an IAFE member fair will be eligible to apply for a CFE (Certified Fair Executive) after five years in a full-time, compensated executive management or staff position. All criteria for the CFE program must be met. All qualifying participation in IAFE activities earned prior to the 5-year period can be included in application.

11. APPLICATION PROCEDURE

Application forms and instructions are available to members on the IAFE website or by contacting the IAFE office. Applications must be submitted by June 1st of the year in which certification is sought.

INTERNATIONAL ASSOCIATION OF FAIRS AND EXPOSITIONS
3043 E Cairo
Springfield, Missouri 65802

APPLICATION FOR CERTIFICATION IN VOLUNTEER FAIR MANAGEMENT

Date _____

Applicant _____ Position _____

Associated with _____
(Name of Fair)

Address of Fair _____
(Street - P.O. Box)

(City) (State or Province) (Zip Code)

Phone _____ Fax _____

I certify that the following information is true and accurate, to the best of my knowledge.

Applicant's signature _____

Board Chair/President's signature _____

Applicant must attain the minimum number of points in EACH of the following categories. Points will not be awarded for forthcoming activities and event participation and points will only be awarded for individual accomplishments, not those of the exposition at which the applicant is associated. Credit for each activity, accomplishment, contribution, etc., will only be given in a single area . . . do not list the same item twice in two separate sections of the application.

IAFE Institute of Fair Management graduation date _____
(year)

I. EXPERIENCE AS A VOLUNTEER IN A MANAGEMENT LEVEL POSITION OF AN IAFE MEMBER FAIR

Minimum of 20 points - Maximum of 30 points

Position(s) Held	Fair	Dates	Number of Years	Applicant's use	IAFE use only
2 points for each of the first ten years and 1 point for each additional year.			I. TOTAL		

IV. CONTRIBUTIONS TO THE ASSOCIATION
 Minimum of 10 points - Maximum of 25 points

Applicant's
use

IAFE
use only

A. IAFE Committee Member
 1 point each committee, each year

Specify
Year(s) Served

Committee _____

Committee _____

Committee _____

Committee _____

Provide summary (50 word minimum) of your involvement for each committee served.

B. IAFE Committee Chairman
 2 points each committee, each year

Specify
Year(s) Served

Committee _____

Committee _____

* Submit evidence of committee work as chair

C. IAFE Board Member - 2 points each year

D. IAFE Second Vice Chair - 2 points

E. IAFE First Vice Chair - 3 points

F. IAFE Chair - 5 points

G. Zone Meeting Chair, Seminar Program Chair, or Host Fair Committee Chair (Seminar, Zone)
 (Indicate meeting date(s) and site(s) - 2 points each, each year

H. IAFE Annual Convention Speaker, Panelist, or Table Topic Leader (Indicate speech, panel, or table topic subject(s) and year) - 2 points each, each year

I. IAFE Management Conference Speaker, Panelist, or Table Topic Leader (Indicate speech, panel, or table topic subject(s) and year) - 2 points each, each year

J. IAFE Zone Meeting or Seminar Program Presenter (speaker, panelist, or table topic leader) (Indicate program topic(s), date(s), and site(s) of presentation(s) - 2 points each, each year

	Applicant's use	IAFE use only

	Applicant's use	IAFE use only
K. Papers or special articles published in recognized national trade and fair sector publications including "Fairs & Expos" (Not monthly messages or columns - attach copies) - 5 points for "Fairs & Expos", 2 points for others		
IV. TOTAL		
V. <u>CONTRIBUTIONS TO THE FAIR SECTOR</u> Minimum of 5 points - Maximum of 10 points		
A. Participation and Membership in Allied Associations, their events and activities. (Spell out all names; no acronyms) 1 point for each Association (the committee may in its discretion award additional points)		
1. National, regional, state and provincial associations of fairs, expositions, and/or exhibitions; i.e., the Canadian Association of Fairs and Exhibitions, Mid-West Fairs Association, etc.		
(a) Participation as program chair, board member, meeting speaker/panelist. List event/activity and year. 1 point for each participation per year		
2. A maximum of two special interest associations relating to the fair sector; i.e., International Association of Venue Managers, International Association of Amusement Parks and Attractions, etc. 1 point for each association		
(a) Participation as program chair, board member, meeting speaker/panelist. List event/activity and year. 1 point for each participation per year		
3. Served as highest elected officer of (Associations listed in A.1 and A.2) (Indicate association name and specify year(s) served) - 2 points for each such office for each Association		
V. TOTAL		

VI. EVIDENCE OF MANAGEMENT SKILLS

Minimum of 25 points - Maximum of 35 points

Check items below for which you have enclosed a copy of each document related to items and programs accomplished by your, individually, or under your direction.

5 points for each category

Please Check

Applicant's use IAFE use only

- A. Financial Statements of the fair or department of the fair for which applicant is responsible
(Attach statement(s) which cover at least the two most recent years. Describe your duties and responsibilities regarding the financial statements.) (Not to exceed 10 pages total)
- B. Year-round operation of fair facilities
(Cite examples and provide supporting documentation. Describe your duties and responsibilities regarding the year-round operation.)
- C. Fair organizational chart and the job description for your current position
(Attach copies of each. Describe your responsibilities during the annual fair.)
- D. Pertinent fair sector surveys conducted
(Attach results. Describe your involvement.)
(Not to exceed 5 pages total)
- E. Evidence of experience in planning and construction of new or improved fair facilities
(Provide supporting documentation. Describe your involvement.)
- F. Other evidence of management skills (brochures, newsletters, promotions, or reports)
(Provide supporting documentation. Describe your involvement.)
- G. Speeches on fair production and facilities management _____
(Provide topic and specify date and site of presentation, such as schools, civic organizations, community events, etc.)

VI. TOTAL

		Applicant's use	IAFE use only
VII.	<p><u>COMMUNITY ACTIVITIES</u> (outside of fair) Minimum of 5 points - Maximum of 10 points</p> <p>Name civic or community organizations in which you are a member, number of years of service and those organizations, if any, in which you have held the top office, such as: Chamber of Commerce; Farm Bureau; agricultural councils; service clubs such as Rotary, Kiwanis, Optimist, Lions, Jaycees, or others; Masonic Order, Elks, Knights of Columbus; United Way; church organizations; 4-H; FFA; Boy/Girl Scouts; YMCA/YWCA; or other recognized civic, service, or fraternal organizations.</p> <p>1 point per organization per year 2 points for President per year</p> <p style="text-align: right;">Specify Year(s) Served</p>		
	VII. TOTAL		
	I. through VII. TOTAL		
VIII.	<p><u>STATEMENT OF VOLUNTEER PRINCIPLES</u></p> <p>Please attach a written statement of not less than 150 words giving your volunteer principles as it relates to the production and presentation of fairs. This may be published in Fairs & Expos magazine.</p>		
	VIII. TOTAL		
	TOTAL POINTS		

IX. REFERENCES

Provide at least three letters of recommendation addressed to the Certification Committee relative to association with and management of the applicant's fair reflecting his/her community's attitude with regard for his/her management skills. At least one must be from a person involved in fair management (but not with the applicant's fair).

IAFE USE ONLY

_____ Fee received	_____ Check number
_____ Total points earned	_____
_____ Application approved: Certification Committee	_____ Board (2017) _____