

# Eaton County 4-H and Eaton County Fair

This document serves as a guide to 4-H club volunteers for managing club and member participation in the Eaton County Fair.

## Enrollment

- 4-H has open enrollment year-round. Any youth member who wishes to exhibit at the Eaton County Fair as a 4-H member must be enrolled in 4-H Online by March 15. Enrollments must be in “Accepted” status for the member to be eligible for fair as a 4-Her.
  - 4-H Online enrollment can be found at:  
[https://www.canr.msu.edu/resources/michigan\\_4\\_h\\_enrollment](https://www.canr.msu.edu/resources/michigan_4_h_enrollment)
  - Youth members will also be required to submit their fair entries per the fair requirements by the deadline set by the fair board at  
<http://www.eatoncountyfair.com/>.
- Your club may want to consider the following with your enrollment:
  - If your club decides to allow enrollments after March 15, youth can still join the 4-H program and participate in club activities, but they cannot participate in the Eaton County Fair as a 4-H member.
  - Youth should enroll in 4-H Online as soon as the system opens for the year, and they know they are joining your club for the year (do not wait until March!). Youth who are not enrolled in 4-H Online are not covered by the organization’s insurance and liability policies.
  - Please pay attention to who signs up in 4-H Online by either pulling your club list yourself from 4-H Online on a regular basis or asking the Extension office for an updated copy. 4-H staff will also email club lists to administrative leaders usually in December, February, and March, and provide a copy at the spring leader update meeting.
  - 4-H Online is an open database, meaning anyone may enroll in the database and select your club (even if they may not have contacted you first). If you have a family that you notice on your list that you do not know, please contact the family and connect with them about your club. Oftentimes families may do this when they aren’t sure where to go and find the 4-H Online database link first; if this occurs and your club is not a good fit for them, please contact our office for help in connecting the family to a better fit.
  - 4-H data for fair is pulled based on 4-H Online numbers, particularly data needed for decisions that occur prior to the fair entry deadline. You may encounter scenarios where you have 10 youth enrolled in your club in 4-H Online yet only 5 members showing at fair. 4-H Online enrollment should reflect the youth participating in your 4-H club during the year, even if the youth do not end up exhibiting at the fair. You may wish to have a conversation with all club members about contributing to club responsibilities at fair (or sharing and balancing responsibilities during fair with those that may occur outside of fair).

- 4-H clubs and groups are not permitted to include or exclude particular families from participating in 4-H programs. However, a club or group may limit participation on the basis of:
  - Number of participants.
  - Ages of youth (certain programs are appropriate only for specific age groups).
  - Projects offered.
  - Enrollment deadline.
- Only 4-H or FFA youth exhibitors at fair may sell in the 4-H Jr Livestock Association or Small Animal Association sales.

## Projects

- Youth are encouraged to and may enroll in any projects they wish in 4-H Online. They do not have to exhibit these projects at the Eaton County Fair. Projects selected in 4-H Online are not connected in any way to fair entries but should represent the projects the youth is participating in throughout the year in 4-H and exhibiting as a 4-H member at the Eaton County Fair. Your club may want to consider the following:
  - Club administrative leaders set the project list for their club with the fall enrollment packet. If members wish to add projects that are not on your club list, the administrative leader must notify the Extension office of which projects to add, and this can be done at any time in the year.
  - Youth can add or delete projects at any point in the year by logging into their profile in 4-H Online or by contacting the Extension office to update their list.
  - Contact lists for 4-H purposes may be pulled by project from 4-H Online. For example, if a youth member does not enroll in swine when they enroll in the fall, but they decide in March they wish to exhibit swine as a 4-Her at the Eaton County Fair, they need to add swine to their project list in 4-H Online to be sent swine-related information from the Extension office.
- Project guidelines, if they exist for a particular project, can be found at: [https://www.canr.msu.edu/eaton/eaton\\_county\\_4\\_h/eaton\\_county\\_4\\_h\\_club\\_resources/project\\_guidelines](https://www.canr.msu.edu/eaton/eaton_county_4_h/eaton_county_4_h_club_resources/project_guidelines)

## Club responsibilities at fair

- Club responsibilities for the 4-H Jr Livestock Association luncheon are determined by the number of youth enrolled in 4-H Online in the club in beef, dairy cattle, sheep, and swine after March 15. The JLA luncheon committee sets shifts and club food requirements, usually in May or early June.
- Club responsibilities for the 4-H Small Animal Association sales are being discussed for the 2022-2023 program year. This document will be updated when the decisions are finalized.
- All 4-H community clubs are required to serve a shift at the 4-H Food Shack. Shifts and club requirements are determined at the spring leader update meeting. Large clubs (31+ total members including cloverbuds) are required to serve two shifts, medium clubs (16-30 total members including cloverbuds) are required to serve one shift, and small clubs (5-15 total members including cloverbuds) may serve one shift or share one shift with another club. Club totals are pulled from 4-H Online after March 15.

- Fair superintendents may require groups exhibiting at the fair to conduct additional shifts, such as barn duty. Each superintendent determines how that will function for their species and may use either pen fee forms or fair entries to make those determinations. If your club is conducting operations as the 4-H club (rather than individual exhibitors), all 4-H policies including volunteer requirements must be followed.

#### **Club funds spent on fair-related items**

- All clubs must follow the Michigan 4-H Financial Manuals:  
[https://www.canr.msu.edu/resources/financial\\_manual\\_for\\_4\\_h\\_volunteers](https://www.canr.msu.edu/resources/financial_manual_for_4_h_volunteers)
  - Pay close attention to the Appropriate Use of Funds chart on pages 44-46. If you can use club funds greatly depends on how you advertised what you were raising the funds for when you did the fundraiser. If you have questions, contact 4-H staff. A few common examples:
    - Club barn decorations: OK to spend club funds
    - Pen fees for club members: Ok to spend club funds; however, since the cost of pen fees may vary greatly among members, these costs may be more appropriately covered by the members' families
    - Club sponsored food (e.g., pizza party at fair): Ok to spend club funds; however, since attendees may include more than just volunteers and members, it may be more appropriate for those attending to contribute to cover the cost of the food.
    - Donation to another organization (e.g., donating to the Eaton County Agricultural Society for trophies or barn repairs): Club must conduct a fundraiser that explicitly and publicly states the funds are being raised for this purpose