

Partnership Agreement
Between
The Allamakee County Agricultural Society (Fair Board),
Allamakee County Extension District,
Allamakee Community School District,
Eastern Allamakee Community School District,
and Postville Community School District

The following Partnership Agreement between Allamakee County Agricultural Society, Allamakee County Extension District, Allamakee Community School District, Eastern Allamakee Community School District, and Postville Community School District will be used to clarify responsibilities relating to 4-H and FFA members and their exhibits at the Allamakee County Fair.

Background, Iowa Code and Overarching rules.

- A. FAIR BOARD is the Board of Directors of the corporate organization that has the authority and responsibility under Iowa Code, Section 174.3, to manage county fair events and the county fairgrounds.
- B. COUNTY EXTENSION COUNCIL, referred to as simply EXTENSION, is the elected officials that make up the County Agricultural Extension District and has the authority and responsibility under Iowa Code, Section 176A.8 to prepare for the educational program on extension work in agriculture, human sciences, community development and 4-H Club work in cooperation with ISU EXTENSION and OUTREACH.
- C. ISU EXTENSION and OUTREACH, part of Iowa State University, has the authority and responsibility under Iowa Code, 266.4 and 266.5, to organize and conduct agricultural and human sciences extension work, including 4-H Club youth development activities, and, under Federal law, 7 U.S.C. 3410349, 18 U.S.C 707 and 7CFR Part 8, has the responsibility to manage the events and activities involving 4-H Clubs and the use of the 4-H Name and Emblem.
- D. The Iowa FFA Association is comprised of nearly 15,000 members enrolled in over 235 local chapters. The Iowa FFA Association is supported, in part, by the Iowa FFA Foundation and the Iowa Department of Education. The Carl D. Perkins Act of 2006, is the funding source that the Iowa Department of Education uses to assist FFA. The Perkins Act specifically includes career and technical student organization activities as allowable uses of funds at the state and local level. Iowa's approved Perkins plan states: "The IDE will partner with secondary and post-secondary institutions to encourage student participation in Career and Technical Student Organizations (CTSOs). Participation in CTSOs not only provides the CTE student with an opportunity to gain leadership skills but also provides the CTE student with an opportunity to explore and consider the possibility of teaching in a CTE area. Perkins state leadership funding will be allocated in support of CTSOs to assist with membership recruiting and processing, financial management and oversight, coordination of state officers' activities, conference planning and organizational activities."

- E. The Fair Board, County Extension Council, Youth Development Committee, Agriculture Education Instructors, and Extension Staff will work cooperatively to ensure a safe and positive youth development experience during the Allamakee County Fair.
1. **Weigh-Ins** - The Extension Staff, in cooperation with Agriculture Education Instructors (FFA), and the Fair Board Members will supervise and conduct all necessary activities concerning the 4-H and FFA program at the Allamakee County Fair. These responsibilities will include livestock weigh-ins according to the state 4-H guidelines as outlined in the publications 4-H 202 (Iowa 4-H Animal and Poultry Identification, Weighing and Exhibiting Requirements for County, State, and Interstate Shows) and 4-H 106 a-f (Livestock Identification Forms).
 2. **Stall/Entry Fees** - The Fair Board shall be responsible for the determination of stall/entry fees at the Allamakee County Fair. Fees will be collected at the Allamakee County Extension Office, fees should be made payable to the Allamakee County Agricultural Society.
 - a. Stalling Assignments are made by extension staff. Exhibitors must abide by the assignments, or make approved arrangements with staff **prior** to stall set up.
 3. **Premiums** - Premium decisions and payment are the responsibility of Fairboard. Extension Staff will prepare a premium report for the Fair Board. Fair Board is responsible for final approval and payment of the premiums. Fairboard will communicate any changes to the premium scale or method of payment to the CYC.
 - a. Input will be sought from Extension Staff, Fair Board, 4-H Club Leaders, FFA Educators and livestock superintendents as warranted should issues arise.
 4. **Newspaper/Media** - The fairboard pays for and coordinates the pre fair and post fair newspaper section. Both parties can advertise on social media. The Extension is responsible for live-streaming 4-H/FFA Events and Shows.
 5. **Facilities/Fair Improvements** - The Fair Board will be responsible for providing equipment and facilities, that the Board determines appropriate for each fair. The Board will consider requests from the Extension Council, County Youth Development Committee, department superintendents, Agriculture Education Instructors, and Extension Staff.
 - a. In addition to the Extension Staff and Species Superintendents, one Fair Board member will be present at each livestock show, should questions regarding facilities arise.
 6. **Grounds Maintenance** – The Fair Board is responsible for the fairground maintenance and upkeep. They are responsible for pre fair set up and post fair clean up, but can request the help of Extension for some tasks.
 - a. All Livestock Exhibitors must shovel all bedding to the center aisle of the barn, six feet from the front of the stall, so that it can be more easily cleaned up by the fairboard. Swine and sheep/goat bedding must be shoveled to the center aisle. Failure to do so, will result in a \$100 per exhibitor fee, which must be paid before receiving your auction proceeds. Should you not participate in the auction; the fee must be paid before allowed to enter livestock in future fairs. This fee is payable to the fairboard.
 7. **Dairy and Livestock Auction** – All Dairy and Livestock Auction Decisions will be made by a committee of two members of the Youth Development Committee, two members of the Extension Council, and two members of the Fairboard. The CYC and one Superintendent from each species can also be present, to offer input. Any changes to these Auctions must be made annually by March 1. Sale Promotion is the joint responsibility of YDC, Council, Fairboard, and Exhibitors.

- a. Youth will consign their livestock to the Livestock Auction on Entry day of the fair, at the time of check-in. Extension Staff can work on the sale program throughout the fair, and make necessary sale order changes as show results come in. Youth have until noon on Sunday should they decide to scratch or substitute an animal.
8. **Appreciation Supper** – The Appreciation Supper is the responsibility of the Youth Development Committee. Should this grow into a larger event, fairboard will consider a financial contribution.
9. **Fair Improvement Fund** - Funds collected at the livestock auction for the Fair Improvement Fund will be managed according to the Fair Improvement Fund Policy:
- a. Commissions are collected at the 4-H/FFA Livestock Auction and Dairy Auction that are designated for fair improvements. The Allamakee County Fair Board and the Allamakee County Extension office staff have joint responsibility to ensure that these funds are used in the best interest of the youth involved in the county fair. A 2.5% commission is deducted from exhibitor proceeds, with 2% going to the Fair board and .5% going to the Extension Fund. Fairboard approved uses for this commission are youth facility improvements and loan payments associated with such, pens and equipment, technology upgrades, and other grounds maintenance items directly related to youth needs.
Extension approved uses for this commission are purchasing ear tags, tag scanners, entry forms, and other county level livestock needs of the 4-H program.
 - b. This fund will be managed in the following manner:
 - i. The Allamakee County Extension manages the funds for both of the auctions. The funds for the Fair Improvement Fund (FIF) will be kept in a special account. Within 90 days post fair, an annual report will be completed showing the beginning balance, ending balance, and revenue and expenses charged to the account.
 - ii. Every year, representatives from the Fair Board and Extension Council will meet to review the account balance and to identify needs and potential projects for the year. The final project(s) will be agreed upon by both parties, by March 1.
 - iii. If appropriate, Extension will ask 4-H and FFA clubs to contribute to the project. The suggested annual amount for each club to contribute is \$250. Smaller clubs are encouraged to contribute as they are able.
 - iv. Extension will cut a check within 30 days of each club contribution to this account, submitting to the fairboard, along with detail of where the contribution came from.
 - v. The Fair Board will be responsible for completion of the project unless other arrangements are made.
 - vi. In the event that the fair improvement project is the responsibility of Extension, Extension Staff will submit a final written report to the Fair Board upon completing of the project.

This policy can be reviewed and amended at any time upon mutual agreement of both parties. Possible Examples of fair improvements:

- Repairs to barn wiring, lighting, or water systems
- Fencing, gates, or cages
- Safety or infrastructure improvements
- Building construction
- Scale maintenance or repair
- 4-H Building Improvements (wiring, lighting, equipment)
- Equipment to ensure a safe fair experience for youth and families

10. **4-H Food Stand** - The Allamakee County Agricultural Society owns and is responsible for the exterior structure of the 4-H Food Stand. Fairboard is responsible for the property insurance on the structure, as well as the electric usage. All interior items are owned by the Allamakee County Extension District. Any maintenance or repairs will be responsible to the respected party depending on the location of the maintenance or repair. Should this building be rented to the public for any event where the inside of the building is used, Fairboard and Extension must agree on the rental terms prior to the event.
 - a. The picnic tables in the 4-H Foodstand are owned by Extension and labeled accordingly. Extension has a usage agreement for rental of these picnic tables.
 - b. All other picnic tables on the fairgrounds are the property of the fairboard.
 - c. Any non 4-H use of the 4-H Foodstand, must be approved by the Fairboard.
 - d. The 4-H Food Stand will abide by the current Allamakee County Ag Society's Food Vendor Contract, with a waived registration fee and a reduced commission rate by 5%.
11. **Judges** – Payment of both Livestock and Non-Livestock judges is the responsibility of the Fairboard. Budget for all judges combined is \$4000. The Allamakee County Extension County Youth Coordinator is responsible for securing judges with input from Fair Board and livestock superintendents in their respective livestock areas in the six weeks following December 15. The CYC will have the judge list and agreed upon dollar amounts to the Fairboard by June 15. The Fairboard will prepare these checks before the fair and they will be in the possession of the Extension Staff at the fair. These judges have been approved or are on the list of State Approved 4-H judges to ensure positive youth development. (Note: This is to reflect that if judges are not on the 4-H approved list, they will be asked to be placed on the list or be approved by Iowa State University. Judges can decide if they want to be publicized for other counties, or not.) The CYC will secure judges for the stationary exhibits in the 4-H Building, Communications and Clothing Events. Superintendents are to consider recommendations by chairs and members of the various committees, the Youth Development Committee and the Fair Board. Species superintendents and Extension Staff are also responsible for arranging show announcers and assistants.
12. **Superintendents** - The Youth Development Committee will appoint superintendents and committees for each livestock and non-livestock show, with input from Extension Staff. Extension Council will have final approval of superintendents and committees. These assignments will be reviewed annually. It is preferred to have no more than three superintendents for each show. The superintendents will be present at weigh-ins and at the show to consult with Extension Staff and/or Fair Board members on any concerns or issues at those events. The Superintendents are responsible for enforcing the rules and regulations set forth by the Youth Development Committee and the Extension Council. An undetermined number of show assistants may be named for each show to ensure the show functions in a safe and efficient manner. Superintendents will be responsible for class cuts.
13. **Rules and Regulations** - The County Extension Council and Youth Development Committee will be responsible for determining rules and regulations for the county 4-H program. They will also be responsible for determining eligibility of members and projects for exhibition at the fair. They will also set age and project requirements for 4-H youth in Allamakee County. Eligibility of youth (4-H/FFA member) to show at the Allamakee County Fair on a special circumstance will be reviewed and approved by signers of this Partnership Agreement. The Youth Development Committee will recommend rules of conduct for exhibitors. Superintendents will be responsible for class cuts. Should a YDC member or Extension Council member present a safety concern, program changes must be assessed.
14. **Rule Enforcement** - In the event of rule enforcement or clarification at the fair, decisions will be made jointly by the show superintendents and at least one Extension Staff member and one Fair Board member.

- a. In the event that a formal protest is filed, refer to the 'Protest' section of the 4-H/FFA Fair Book for resolution protocol.
15. **Schedule** - The Fair Board sets the dates of the Fair and determines the schedule of events, including youth livestock shows. They will consider suggestions from Extension Council, YDC, and Extension Staff.
 - a. Livestock show schedule will be finalized by December 15 (this takes effect for Fair 2022)
 - b. All species livestock shows will be held during the determined fair dates. Should a species request to split their show into two sections, at least one of the sections must be during the determined fair dates.
 - c. The Fair Board makes the final decision to dismiss any livestock projects early due to heat. Animals may be dismissed early due to sickness if recommended by the Vet or Superintendents.
 - d. Recommendations and mandates from the State Veterinary Department or Iowa Fair Association take precedence over county decisions.
 - e. The dismissal time of all Livestock will be Sunday at 3:00. Should this need to be changed in the future, fairboard needs to be included in the decision.
16. **Enrollment** - The Extension Staff will report to the Fair Board, the 4-H/FFA member enrollment and potential numbers of livestock for weigh-ins and exhibition. The Extension Office will also summarize fair entries and fair premiums.
17. **Fair Book** - The Youth Development Committee and Extension Council will have all fair book corrections and changes submitted to the Extension Office no later than March 1 for final approval by the Extension Council.
 - a. The Extension Staff will prepare, print, and distribute copies of the 4-H/FFA Fair Book and other fair related correspondence for all superintendents, 4-H/FFA departments, Fair Board, 4-H and Agriculture Education Instructors.
 - b. The Extension Office will pay for printing costs of the 4-H/FFA Fair Book, specified correspondence, as well as livestock show programs. The Extension office will provide secretarial time and set-up of fair book and programs free of charge.
18. **Fair Forms** - The Extension Office will be responsible for the payment of printing costs for entry forms, exhibit tags, stall cards, and the code of ethics forms. The Extension Office will provide secretarial time and set-up of those forms free of charge.
19. **Ribbons** - The Extension Staff will order ribbons for the Allamakee County Fair. These ribbons will be paid for by the Fair Board. The Fair Board requires that all Species exhibitors are awarded these ribbons consistently, for example, Grand Champion Market Lamb receives the same ribbon as Grand Champion Meat Rabbit. Reserve Grand Champion Market Swine receives the same ribbon as Reserve Grand Champion Breeding Beef. An annual budget of \$1000 is allowed for ribbons, with fairboard approval needed for anything additional.
20. **Trophies** - The Extension Staff will order trophies and other awards for the Allamakee County Fair. These will be paid for out of the Extension Budget.
21. **Fair Veterinarian** – The Extension Staff contacts the Fair Veterinarian.
22. **Fair Office Use** – The office area in the Show Barn was constructed with comfort and convenience as priority. This area is available for Extension Staff and volunteers to plan shows,

use the computer, take breaks, and display awards. Fair Secretary will also conduct business out of this office.

23. **Weather** - The Extension Staff and Livestock Superintendents have the authority to delay the start of a show, or put the show on hold, in the case of inclement weather. The fairboard can be involved in this decision, but does not have to be, in order to keep all participants safe. The County Emergency Management Coordinator also has this authority.
24. **Pavilion Use** - The 4-H Program will be allowed to use the Fairgrounds Pavilion free of charge for the following events: Expressions Day, Conference Judging during the fair, Pancake Breakfast/4-H Awards Banquet, and under the following terms:
- a. Clean up afterwards – all trash is picked up and put in the dumpster behind the Pavilion
 - i. Provide your own trash bags. 55 gallon bags are not provided, but necessary for the garbage cans in the pavilion. Please provide your own.
 - b. All tables and chairs are picked up and put on racks, racks are neatly put away in the storage area
 - c. The bathrooms and kitchen are cleaned, including mopping the floors
 - d. If the Fair Board has to clean after the event, there will be a \$300 charge

For the Pancake Breakfast, the Pavilion will be available free of charge. The first weekend in November is reserved for this event, beginning in 2024. Should dates need to be moved, Extension agrees to pay the current weekend rental rate. (Currently \$950)

All other event requests will be subject to the normal rental rates at the pavilion. Event request is subject to availability.

4-H Clubs are encouraged to use the Pavilion for their monthly meetings. This will be free of charge, as long as the club has contributed the minimum amount annually to the fair improvement fund. (Currently \$250)

25. **Fairground Use (Non-Fairweek)** – The Extension may use the fairgrounds free of charge for Farm Safety Day.
26. **Horse Arena Use** – The 4-H Horse Program has permission to use the arena two days per week, starting May 1. These days are to be agreed upon with the fairboard by April 15. Prescheduled rain dates requested by the staff will be honored as well.
27. **Dog Project** – The Dog Project has permission to use the Show Barn two days per week, starting April 20. These days are to be agreed upon with the fairboard by April 1. All dog equipment is to be moved from the arena after each practice, to an outside wall. The fairboard is not responsible for stolen or damaged equipment.
28. **Post Fair Meetings** - A Post Fair meeting will be held following each Allamakee County Fair, to be scheduled before Sept 30. Those included are Fair board, Extension Council Representative to the Fairboard, YDC Chairperson, CYC, and Species Superintendents.
29. **Fairboard Meetings** - Extension Staff and the Fair Board will communicate monthly regarding youth livestock events that are held at the Fairgrounds such as swine weigh-in, sheep and meat goat weigh-in, dog classes, and horse workouts. Extension Staff will attend Fair Board meetings at minimum every quarter to discuss any 4-H related items but not limited to those listed above. Extension Staff will address the Fair Board with updates at the beginning of the

meeting. Ag Educators are also welcome to attend any Fair Board meeting. Any updates given will also be addressed at the beginning of the Fair Board meeting. Extension Staff and Ag Instructors will not have voting rights on the Fairboard.

Fairboard meetings are held the third Monday at 7:00 in the Pavilion. We encourage Extension and FFA, and their respective committees, to bring concerns forward at this time. The public is also invited to speak of their concerns at the beginning of each meeting.

30. **This agreement will be in effect as of the indicated date, and will be reviewed every two years.**

Signed _____ Date 6-10-23
Fair Board President

Signed _____
Extension Council Chair

Signed _____
Youth Development Committee Chair

Signed _____
County Youth Coordinator

Signed _____
ACSD Agriculture Education Instructor

Signed _____
PCSD Agriculture Education Instructor

Signed _____
EASD Agriculture Education Instructor
