



PO Box 56
Cassopolis, MI 49031
Phone: 269-445-8265

Email: casscountyfair@gmail.com Website: mycasscountyfair.com

The Cass County Fair has an open volunteer position for the Beef Superintendent. If you are interested in applying for this position, please complete the superintendent application and email it back to casscountyfair@gmail.com no later than September 26, 2025.

Thank you in advance
Brenda Smego



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SUPERINTENDENT GUIDELINES

QUALIFICATIONS: Superintendents are selected on an ongoing basis based on the requirements and needs of the participants in the programs.

The Superintendent needs to have knowledge of livestock and judging procedures as well as guidelines and rules for the project area.

All Superintendents are encouraged to work with staff and the Fair Board to arrange or present educational workshops and opportunities for exhibitors or leaders in their project area each year.

RESPONSIBILITIES:

- ✦ The Superintendent will recommend assistant superintendent(s) and committee members to the Fair Board.
- ✦ Appoint persons to assist you with check-in, monitoring area throughout week, clerking, and show day activities, auction day, Ag Olympics, showmanship sweepstakes and load out. Work with 4-H staff to secure judges(s) and provide the judge's name, address, and telephone number to the 4-H staff no later than (90) days business days before the Fair.
- ✦ Attend Superintendent related meetings.
- ✦ Evaluate your project area and make recommendations to the Fair Board for improvements, repairs, etc.
- ✦ Be sure barn space is adequate and project display is set up properly for Fair week. See that exhibitors keep the area clean and attractive.
- ✦ Arrange for and perform livestock validation, if applicable.
- ✦ Be available to participants during the Fair to answer questions and assist when needed. Participate with 4-H Youth Office to assure timely completion of all requirements and solutions to problems as they arise.
- ✦ Check in all animals of species; collect necessary paperwork (exhibitor information, required health certificates, vet check-in cards, etc.) on entry day of Fair. Work with Auction Office to see that all necessary information for show and sale day is gathered, entered, processed, and delivered. Assign cages, pens, or stalls for Fair week. Make recommendations to the Fair Board to remove sick livestock from grounds before or during the Fair.
- ✦ Work with Auction Office on show details, number of animals to be shown per flight or group, order of show.
- ✦ Set up and clean up for the show. See that all ribbons and trophies are awarded and that the completed records are sent back to the 4-H office when required.
- ✦ Pick up your judge's check at the MSU Office and deliver when the job is completed and judging book is signed.
- ✦ Prior to and throughout the auction, Superintendents and others should be available to prepare and take down required fencing, signs, tables, etc., line up exhibitors according to sale order, assist and encourage participants in finding and appreciating buyers. Superintendents will work closely with the Auction Office personnel. Meet and discuss with other Superintendents the dinner/ breakfast arrangements and arrange for food and help.
- ✦ Select a team of exhibitors to participate in the Ag Olympics. (Post sign-up sheet, draw names, deliver appropriate paperwork to exhibitor or parent, return paperwork to 4-H Office, and deliver t-shirts to exhibitors on Friday.)
- ✦ Arrange for eight (8) exhibitors to prepare their animals to be exhibited in Showmanship Sweepstakes and assist in lineup and be present during prescribed time for species.
- ✦ Attend post evaluation meetings and Superintendent Review.
- ✦ Provide written notes and instructions on specific species requirements and practices to the Fair Board for inclusion in the Fair Book.

Presence required: Clean up days and Fair week. Must be available for pre-Fair Superintendent meeting, show day(s) and part of each day during the Fair. This varies according to area. During the Fair someone should be on the grounds at all times who can handle emergencies, and answer questions. It is the Superintendents responsibility to select assistants and committee members (approved by the Fair Board) so that the project area is adequately staffed.

Fair Board Liaison: Superintendent will utilize and keep the Fair Board Liaison updated on their barns and projects daily during fair week.

Code of Conduct and Annual Background Checks: All Superintendents will be required to sign a code of conduct and agree to a background check. This will be done annually.

SUPERINTENDENT WORK ORDER: All Superintendents that need to make purchases or repairs for their species areas must complete the Superintendent Work / Purchase Order. This Form will be on our website and must be completed and returned to the fair office for approval before any purchases or repairs can be made.

SPONSORSHIP or FUND RAISING: Absolutely NO one is to solicit for sponsorship or do any fund raising without prior authorization from the Cass County Fair Association. All expenditures must be brought before the board with prior authorization before making purchases or repairs for species areas.

COMMITMENT:

The Cass County Fair Board accepts the services of all volunteers with the understanding that such service is at the sole direction of the board. Volunteers agree that the Fair Board may at any time, for whatever reason, decide to change the duties assigned to the volunteer, transfer the volunteer to a different assignment or terminate the volunteer's relationship with the Board.

The Volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the Fair Board. Notice of this decision should be communicated as soon as possible to the Fair Board in writing.



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SUPERINTENDENT APPLICATION

Name: _____ Date: _____

Address: _____

Phone: _____

Email Address: _____

Project area you are applying for: _____

Are you currently a 4-H Leader? _____ Club Name: _____

We want to get to know you. Please take a moment to comment on the following topics.
Applications will be reviewed, and interviews will be conducted by the Superintendent Review Committee.

Please describe your 4-H and Fair Experience:

Describe your experience working with youth:

List your qualifications for coordinating this project area:

What do you have in mind for your first year as Superintendent of this project (changes, additions, subtractions, etc.)

PROJECT CHANGES:

Who would you suggest working with you in this project area (assistants and/ or committee members)?

Would you be interested in assisting with other project areas in need of a Superintendent?
What areas are you interested in?

List two references:

Revised: 1/11/24