DATE: April 17, 2015

To: 2014 New York State Fair 4-H Junior Superintendents

RE: Returning Invitation for 2015!!!!!!!
Response requested by May 8th

Hello! I hope this finds each of you doing well and that you have had a great year. I’ve even seen some of you over the last few months ------- always nice to see some of our team! 2014 was a great year and you each did a fine job. I look forward to a great State Fair in 2015! It would be wonderful if you would like to come back this year. This letter is my official invitation to you to participate as a Junior Superintendent again! I would like to know your “yes or no” before May 8th and when you think you would like to work. I will start filling positions now so the sooner I know your plans the better. I will do everything I can to match your scheduling needs with our needs, but please understand that we will be looking at the whole picture so it is difficult to make guarantees at this point!

As a returnee you could be scheduled for the whole fair, one week or over Labor Day weekend. Please understand that if all of you want to come back and work the whole fair there just are not enough shifts to cover that. We will make the decision on who gets the whole fair shifts based on Junior Super performances last year……tenure will NOT have a role in that decision. I do wish that we could give everyone the full two weeks but it just is not possible! We do have a specific Junior Superintendent budget to work with which means that we have to watch how many days we put in for everyone as well as giving days off for most as needed. I think this worked out well to keep people fresh and gave us some scheduling flexibility.

If you have any questions you can email me (aml84@cornell.edu) or call me (607-687-4020). Please don’t hesitate to ask if you have any thoughts or questions….I’ve included a copy of the fair book description for eligibility information. Please make sure you read this!

Junior Superintendents will again receive a $40 per day premium which will negate the need for all the formal employment paper work done in the past. You will be eligible for this premium upon successful completion of your responsibilities. Please fill out the enclosed form and also have your county 4-H educator send me a quick note stating that you are a current 4-H member in your county in good standing. Again, please get me this information before May 8th.

I look forward to hearing from you and to hopefully work with you again! Take care!

Sincerely,

Autumn Lavine
4-H Program Assistant Coordinator, State Fair

cc: Tom Davis, Nigel Gannon
New York State Fair
Returning Youth Building Junior Superintendent Application

Please return this completed application and other required information to: Nigel Gannon, NYS 4-H, 202 Beebe Hall, Ithaca, NY 14853, on or before May 8th. Please complete all information below (print clearly)

Name: ___________________________ Date of Birth: ___________________________

Phone: Home ________________________ Cell: ___________________________

Email: ____________________________

Mailing Address: Street ____________________________________________________________

City ___________________________ State ______ Zip ___________________________

County __________________________________________

Check list of items necessary in order to complete application process:
☐ Complete this Returning Junior Superintendent Application
☐ note from your County Educator stating that you are a current 4-H member in good standing

Expectations of Junior Superintendents:
_____ Must not turn 19 years of age before Jan. 1, 2015
_____ Attend JS Orientation as scheduled
_____ Assist with building set-up and building activities as scheduled
_____ Provide own transportation to and from State Fair
_____ Be available to work NYS Fair dates of operation, individually scheduled with Coordinator prior to fair
_____ Must complete shift as pre-arranged which may include up to 9pm on Labor Day

I have read and fully understand the expectations of the Junior Superintendent position. I agree to abide by the expectations and time commitment required.

4-H Member’s Signature ___________________________ Date: __________________________

As the parent of the above listed young person, I fully understand the expectations and time commitment required of my son/daughter serving in the role as Junior Superintendent.

Parent/Guardian Signature: ___________________________ Date: __________________________

Phone # (H) ________________________ (W) ________________________ (Cell) __________________________

Preferred (and I understand not guaranteed) Work Schedule for 2015 (rank choices 1 to 3 for a, b and c):

a. Whole Fair – Tuesday, August 25, 1pm to Monday, September 7th, 9pm _____

b. 1st week – Tuesday, August 25, 1pm to Monday, August 31, 11pm _____

c. 2nd week – Tuesday, September 1st, 7am to Monday, September 7th, 9pm _____

d. 1st weekend only – Friday August 28, 7pm to Sunday, August 30, 7pm _____

e. 2nd/Labor Day Weekend Only - Saturday, September 5th, 7am to Monday, September 7th, 9pm _____
4-H PREMIUM BOOK DESCRIPTION FOR JUNIOR SUPERINTENDENTS

Class No.

2. JUNIOR SUPERINTENDENTS*
The Junior Superintendent position (formally named “Teen Assistant”) is designed to be an educational experience giving older 4-Hers an opportunity to learn workplace preparation, team building and people skills. They will work alongside State Fair Program Coordinators and Program Superintendents to help 4-H State Fair programs run smoothly.

*Preference for the Junior Superintendent positions will be given to enrolled 4-H members in good standing with their counties who will have reached their 16th birthday within the current calendar year and have not reached their 19th birthday before January 1st of the current year. Those who are 15 may only be considered if needed.
*A premium of $40 per day will be given to those who adequately complete their responsibilities.
*Youth’s social security number must be on file for this premium to be paid.
*A written application must be filled out thru county Cooperative Extension Offices with an Extension Educator recommendation. Applicants will need to also participate in a selection process that may involve a phone interview. This application can be found at: http://nys4h.cornell.edu/events/pages/statefair-info.forstaff
*Junior superintendent positions are available in several animal science program areas as well as the Youth Building.

Junior Superintendent Regulations:
*Must comply with start and finish of pre-scheduled shifts including pre-fair setup and up to 9pm on Labor Day unless arranged with Program Coordinator before fair.
*First year Junior Superintendents will at first only be scheduled for up to one week at first. A few full-length fair shifts may be available for returning JSs. Selection will be based on prior year’s service.
*Scheduling will involve a minimum of 8 hours per day and will vary day to day. There may be exceptions.
*Failure to meet responsibilities can result in forfeiture of premiums.
*Youth serving in Junior Superintendent roles need to make this opportunity their main priority at State Fair. Scheduling conflicts will not be allowed as it will limit the value of this experience.
*Junior Superintendent positions must be approved by the NYS Fair 4-H Program Coordinator and are limited in number based on the Youth Department budget.