

WISCONSIN STATE FAIR

Presented By  uscellular

Greetings! Despite the snow on the ground and chill in the air, it's time to start preparations for the best eleven days of summer – the 2024 Wisconsin State Fair! We are beginning to accept applications for Volunteer Adult Contacts, who supervise Junior exhibitors either in a group setting or as individual Independent exhibitors.

Acronyms: **VAC: Volunteer Adult Contact** (general term), which includes:

VAGC: Volunteer Adult Group Contact (recognized leader or assistant for a group)

VAIC: Volunteer Adult Independent Contact (recognized leader for an individual exhibitor/siblings)

Please remember that VAGC groups are primarily stalling groups, not Youth Center groups.

- **VAGCs are chosen by species:** Junior exhibitors should choose separate VAGCs for each species department. Please emphasize this to your group members in advance of making entries, so that stalling and penning assignments can be produced quickly and accurately. You will have a separate group number for each species that you supervise.
- **Youth Center Room Assignments** will be made based on the list of Juniors that you submit with your Final Youth Center Reservation Form. At that time, you will provide us with any additional names of Junior exhibitors who are not stalling with your group in the barn but who will be staying with you in the Youth Center at this time.

2024 Wisconsin State Fair **Volunteer Adult Contact** guidelines and responsibilities include:

1. Volunteer Adult Contacts (VACs) are responsible for assisting Wisconsin State Fair with year-round communication, exhibit coordination (pre-fair, fair, post-fair), group decision-making authority and onsite Fair supervision during Wisconsin State Fair for their respective junior show(s).
2. VACs cooperate with, support and accept guidance from Wisconsin State Fair management showcasing agriculture and youth programs at the Fair. VAGCs (group leaders and assistants) and VAICs are approved Wisconsin State Fair volunteers but are not Wisconsin State Fair employees. Therefore, they are not covered by the Wisconsin State Fair Workers Compensation Policy.
3. All approved Volunteer Adult Contacts (VACs) may be required to complete online or in-person volunteer training. It is extremely important each VAC is aware of the procedures involved with supervising youth to protect themselves from risk/liability and unnecessary aggravation. We anticipate training to include identifying sexual harassment, hazing, bullying, first aid, event responder training, etc.
4. VACs must conduct themselves in a manner that is in the best interest of youth participants and Wisconsin State Fair. VACs may not use their volunteer authority or title for purposes of private or personal gain. VACs are expected to conduct themselves with courteous manners/language, exhibit good sportsmanship, serve as a positive role model, treat others with respect and demonstrate reasonable conflict resolution skills. In addition, VACs may not consume or be under the influence of alcohol or illegal substances while in this supervisory volunteer role at Wisconsin State Fair.
5. When transporting youth, VACs must operate motor vehicles and other equipment in a safe and reliable manner and only with a valid operator's license, legally required insurance and comply with all related state regulations and laws.
6. VACs must see that animals are treated in a humane manner and teach junior exhibitors to provide appropriate animal care and management for public exhibition.
7. All VACs are required to inform Wisconsin State Fair management of any policy/rule infractions or inappropriate behaviors if incidents occur (including but not limited to: poor attitudes, alcohol/drug possession or usage, vandalism, hazing, violence). *Failure to report any policy/rule infractions or inappropriate behaviors may lead Wisconsin State Fair and you (the VAC) to unwanted criticism and/or legal liabilities and challenges.*
8. Wisconsin State Fair Agriculture employees in the Junior Beef, Dairy, Goat, Poultry, Rabbit, Sheep and Swine Departments are **NOT** eligible to serve as a VAC during their active employment.
9. Tommy G. Thompson Youth Center – Youth Center lodging procedures are similar to 2023. Rooms during Junior sessions may only be occupied by approved VAGCs, VAICs and Junior exhibitors showing in the current show rotation. Wisconsin State Fair will send reservation forms directly to all approved VAGCs in April. VAICs are eligible

to rent a room if space permits; they will be notified if rooms are available. Additional Youth Center information is available at [TGT Junior Summary.pdf \(wistatefair.com\)](#)

10. Wisconsin State Fair will no longer coordinate nightline. It is up to each individual Volunteer Adult Group Contact to coordinate any nightline duties for his/her group members.

Important Dates:

- February 20 Application submission opens for VAGCs and VAICs.
Please do not fax or drop off applications in person. Submit by mail or email, not both.
- March 27** **VAGC Application Deadline** – Approved VAGCs will be notified as approvals are made.
- April 5 List of Approved VAGCs/Group names is posted on website with phone and email information.
Exhibitors are encouraged to contact the VAGC for approval before entering a group selection with their entries.
- Mid-April Online Junior Show entries open.
- May 22** **Junior entry deadline** Entries must be completed and paid online by **7 pm Central Time**; after 7 pm a \$100 late fee per exhibitor will be charged in addition to regular entry fees.
- May 22** **DNA Sample Submission deadline** DNA samples and 840 identification for Market Beef, Goat, Sheep, and Swine must be postmarked by May 22, 2024, to be eligible for champion awards.
- May 29** **Junior late entry deadline** Late entries must be completed and paid online by **5 pm Central Time** with a late fee. *After 5 pm Central Time, **no Junior show entries are accepted.***
- Mid June VAGCs will receive an email from Wisconsin State Fair listing Junior exhibitors who have selected their group in the online entry process. VAGCs may accept or decline any exhibitor from the group list until June 21, 2024.
- If a VAGC group has more than 10 exhibitors, the VAGC must find assistants to work with the group so that the group has 1 adult leader or assistant present at the Fair for every 10 exhibitors. Assistant VAGCs must submit VAGC applications by June 28, 2024.
- June 23** **Group Acceptance Deadline** – VAGCs must notify WSF by June 21st of any exhibitors they wish to decline from their group list. Emails should be sent to entryoffice@wistatefair.com. Once a junior exhibitor has been accepted by a VAGC, a he/she may not be removed from the group without approval of the Agriculture Director.
- Wisconsin State Fair will notify junior exhibitors not accepted by the group they selected at entry. Non-accepted exhibitors will be considered independent exhibitors and will be stalled on their own in the barns. They will need to identify a VAIC, who must submit a VAIC application for WSF approval prior to July 7. Failure to provide a VAIC may result in non-acceptance of junior show entries.
- June 30** **VAGC assistant applications due.** Assistants need to submit a VAC application and authorize a background check for WSF approval. Approved assistants will be notified as approvals are made.
- Early July VAGCs (Leaders and Assistants) and VAICs will be informed of any required online training obligation. It is extremely important each VAGC is aware of the procedures involved with supervising youth to protect themselves from risk/liability and unnecessary aggravation.
- Mid-July VAGCs will be notified of their group barn stalling assignments.