

2024 VOLUNTEER ADULT CONTACT (VAC) PROGRAM

Wisconsin State Fair strives to offer youth programs that create a safe, educational and memorable experience for participants. Recent program updates have focused on improving procedures that increase junior exhibitor safety and clarity of responsibility and preparedness of adults in supervisory roles. Current Wisconsin State Fair guidelines require approved volunteer adults in supervisory roles to be at least 21 years of age and to agree to have their criminal background records reviewed by Wisconsin State Fair. Additionally, volunteer adults agree to receive training (as available) in multiple child protection areas to better prepare them for an enjoyable and successful supervision experience.

Junior show exhibitors have two (2) options when participating at the Fair:

Option 1: GROUP Participation: The youth exhibitor wishes to participate as part of a group and agrees to be supervised by an approved Wisconsin State Fair Volunteer Adult Group Contact (VAGC). The group may be from a specific organization, geographic area, or any group of exhibitors the VAGC agrees to supervise. It is the youth exhibitor's responsibility to contact the VAGC in advance of entry to discuss participation in their group. ***The junior exhibitor will be stalled in the barn with his/her VAGC group.***

Examples: Leaf County Exhibitors
BRT Exhibit – (exhibitors from Brush-Rhino-Twig Counties)
Prairie Pioneer exhibitors – (Jones, Smith, Washington and Lincoln families)
Spotted Leopard Show Team – (breed or other specific affiliation).

Option 2: INDEPENDENT Participation: The youth exhibitor chooses to participate as an individual/siblings and designates a Volunteer Adult Independent Contact (VAIC). The VAIC must agree to supervise said exhibitor/siblings and be approved by Wisconsin State Fair following an application and criminal background check. Independent participation means ***the exhibitor(s) will not be identified/affiliated/stalled as part of a group and will be randomly assigned stalling/pen space.***

Junior exhibitors must declare their participation option at time of entry (no later than the Junior entry deadline). After the entry deadline, exhibitors' names will be shared with the VAGC, who will confirm the exhibitors' acceptance or denial for that group. Youth who are not accepted by an approved VAGC or who do not select a group at time of entry will be considered independent exhibitors and must designate a VAIC who will apply for approval and supervise them. There will be no other group/independent switching after entry.

Wisconsin State Fair Approved Volunteer Adult Contacts (VAC)

Volunteer Adult Group Contact (VAGC):

Group Leader Lead, coordinate and supervise Wisconsin State Fair Junior Show exhibitors in a group format (option 1 above). VAGCs must be age 21 and over and submit a completed Volunteer Adult Group Contact application by March 27, 2024.

VAGCs will be notified of their acceptance or denial as approvals are made. Approved VAGC names with contact information will be posted on the Wisconsin State Fair website in early April, allowing Junior exhibitors time to communicate (prior to making their entries) with the VAGC(s) they wish to exhibit with at the 2024 Wisconsin State Fair.

If an approved group has more than 10 junior show exhibitors (determined after the entry deadline), the VAGC must then identify a VAGC Group Assistant(s) to help supervise group exhibitors at a ratio of **1 adult to 10 junior show exhibitors**.

Example: 15 junior exhibitors are exhibiting within group animal exhibit "Blue River Dairy".
The exhibit will need 1 VAGC and 1 assistant VAGC.

VAGCs and the required number of group assistants should be present at Wisconsin State Fair at all times during the respective junior show.

Group Assistant All assistant VAGCs must be age 21 and over and submit the same completed application process as the VAGC (group leader) by June 28, 2024.

Volunteer Adult Independent Contact (VAIC): Lead, coordinate and supervise a Wisconsin State Fair Junior Show independent animal exhibitor/siblings (option 2 above). Junior exhibitors who choose to participate as independent must designate a Volunteer Adult Independent Contact (VAIC), age 21 and over, who must submit a completed Volunteer Adult Independent Contact application no later than the Junior entry deadline (May 22, 2024). The VAIC should be present at Wisconsin State Fair at all times during the respective junior show.

All applications for VACs (Volunteer Adult Group Contact Leaders and Assistants, and Volunteer Adult Independent Contacts) will be reviewed by Wisconsin State Fair management. Acceptance is based on the applicant's completed application, a criminal background record check, prior Wisconsin State Fair supervisory experience and/or reference checks.

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, Goats, Poultry, Rabbits, 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 additional 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.

Return Application to: Entry Office, Wisconsin State Fair, 640 South 84th Street, West Allis, WI 53214
Or email to: entryoffice@wistatefair.com

**2024 Wisconsin State Fair
VOLUNTEER ADULT CONTACT APPLICATION**

Please Print all Information

I am applying to be a Wisconsin State Fair approved **VOLUNTEER ADULT CONTACT** (*choose only **one***):

Volunteer Adult Group Contact (VAGC)

Lead, coordinate and supervise a **group** of Junior Show animal exhibitors while participating in Fair programs. Groups may consist of Junior animal exhibitors from a single county, multiple counties or other criteria as defined by the VAGC. *Choose only **one***: **Group Leader** due March 27, 2024
 Group Assistant due June 30, 2024

Volunteer Adult Independent Contact (VAIC) Application due May 22, 2024

Lead, coordinate and supervise an **independent** Wisconsin State Fair Junior Show animal exhibitor while participating in Fair programs. Junior exhibitors (*including those over age 18*) who choose to stall as independent must have an adult contact (age 21 and over).

Name of Exhibitor(s) VAIC is responsible for _____

Relationship of VAIC to Exhibitor _____ **Species Exhibited** _____

LAST Name _____ **FIRST Name** _____ **MIDDLE Name** _____

Date of Birth _____ Male Female

Cell Phone Number (____) _____ Secondary Phone (____) _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Please list any youth organization with which you are affiliated that may provide a reference for your approval as a Wisconsin State Fair Volunteer Adult Contact _____

*Wisconsin State Fair takes seriously its obligation to provide a safe environment for all who attend the Fair.
Wisconsin State Fair will annually conduct a criminal background check of all applicants and may require
online or in-person volunteer training to provide a safer environment for the well-being of all.
Information obtained may not automatically disqualify applicants from consideration.*

CRIMINAL BACKGROUND RECORD CHECK INFORMATION:

1) Have you been approved as a past Wisconsin State Fair Junior Division adult volunteer/facilitator? Yes No
If yes, please list the most current year: _____ number of years: _____ Affiliation: _____

2) Have you completed a Wisconsin State Fair Youth Protection program? Yes No
If yes, please list the year completed: _____

3) Do you have children participating in the Wisconsin State Fair Junior Division Livestock Shows? Yes No
If yes, please circle the Junior Division Department in which the child is/children are participating:

Beef Dairy Goat Poultry Rabbit Sheep Swine

4) Are you or have you been known by any other name(s)? (maiden, marriage, legally changed, etc.) Yes No
If yes, what name(s)? _____

CRIMINAL BACKGROUND RECORDS CHECK INFORMATION (continued):

5) Have you ever been convicted of violating any civil, state, or federal law or local ordinance for actions involving sexual conduct, physical abuse of a child, and/or contributing to the delinquency of a child? Yes No

6) Have you ever been convicted of any criminal offense (including criminal traffic matters; no general traffic violations) in any jurisdiction? Yes No
If yes, list convictions: _____

7) Is any investigation or criminal charge pending against you in any jurisdiction? Yes No
If yes, list charges: _____

GROUP EXHIBIT INFORMATION

Contact Information for publication to be completed only by Volunteer Adult Group Contacts

Group Name _____
Example: XX County exhibit, Lost River Area exhibit, Hwy 12 Ramblers exhibit, Udder Fabulous Exhibit, etc.

Species (circle all that apply):

Beef Dairy Boer/Mkt Goat Dairy Goat Poultry Rabbit Sheep Breeding Swine Market Swine

Phone _____ **Email** _____

Estimated number of Junior exhibitors who may exhibit in this group _____

PLEASE NOTE: Groups of more than 10 exhibitors will need approved Assistant VAGCs so that there is one VAGC or Assistant for every 10 exhibitors. Additional assistant volunteer adult group contacts should not apply until after the Junior Late entry deadline (May 29, 2024) when group exhibitor numbers are confirmed.

Specific criteria or limitations for exhibitor to be eligible to exhibit with this group: _____

Please communicate your group requirements/expectations with potential exhibitors before accepting them into your group. Junior exhibitors may not switch their VAGC group selection once entries have been submitted. If a VAGC does not approve an exhibitor, the junior exhibitor will be eligible to participate as an independent exhibitor. Group shopping after entry deadline is not allowed.

If a VAGC group includes more than 10 Junior show exhibitors, the VAGC is responsible to find additional adult volunteers to assist in supervising the group’s exhibitors while participating in Wisconsin State Fair programs. The required ratio is **1 adult to 10 Junior exhibitors**. See above instructions for VAGC leaders and assistants.

I authorize WSFP to conduct a criminal background check and verify the information provided above. I understand that this form may be used as authorization for WSFP to run any subsequent background checks and that it is my responsibility to inform the Director of Agriculture of Wisconsin State Fair Park within one (1) business day if anything in my background changes.

I acknowledge and understand, through this application process, all information in this document is true and complete to the best of my knowledge and that any falsification or omission of information will disqualify me from consideration. Additionally, I have read the Wisconsin State Fair Junior Rules and Regulations and the above guidelines, and I agree to abide by them.

Signature: _____ **Date:** _____

Return Application (pages 3 & 4) to: Agriculture Entry Office, Wisconsin State Fair, 640 S 84th St, West Allis, WI 53214
or email (pages 3 & 4) to: entryoffice@wistatefair.com