



Calhoun County Fair, Marshall, Michigan 2020 Recognized Youth Organization Application

Organization Name: _____

Organization's Administrative Leader: _____

Leader's Address: _____

Leader's Phone: _____ Leader's Email: _____

Federal Tax ID Number: _____ Number of Youth Members in Club: _____

Areas of Participation (please circle all that apply):

Livestock: Beef, Beef Breeding, Dairy, Dairy Starter Calf, Dog, Draft Horse, Pleasure Horse, Mini Horse, Poultry, Rabbit, Goat, Sheep, Swine

Nonlivestock: Agriculture, Ceramics, Clowning, Culinary Arts, Demonstrations, Education/Leadership, Fine Arts, Floriculture, Folk Arts, Horticulture, Industrial Arts, Natural Resources/Entomology, Needlework, Photography, Safety

Supporting Documents:

Please attach the following documents to your application: 1) A copy of your bylaws, 2) A roster of youth members and additional adult leaders with their names, date of birth, addresses, emails, and phone numbers.

- Membership rosters and Recognized Youth Organization Applications must be submitted by May 15, 2020, to the fairgrounds office: cçaisoffice@gmail.com or PO Box 311, Marshall MI 49068. It is your responsibility, along with the superintendents and club leaders in each area, to communicate what is expected. All youth livestock members must be recorded at the fairgrounds office prior to spring weigh-in.
- If you are an organization that requires dues or receives funding, you must have a Federal ID Number. The CCAIS Tax ID number can be used, for more information please contact the fairgrounds office. If you do not require dues and/or receive funding, please indicate that above.

Please see the Recognized Youth Organization Guidelines for more information

By signing below, I acknowledge the requirements and guidelines attached, and attest that all information submitted is complete and accurate to my knowledge:

Leader's Signature: _____ Date: _____

OFFICE USE:	
Date Received:	Received By:

2020 Recognized Youth Organization Guidelines

General Guidelines:

1. A Recognized Youth Organization (RYO) Application must be filled out and submitted to the fairgrounds office by May 15, 2020. Email to ccaioffice@gmail.com or mail to PO Box 311, Marshall MI 49068
2. Returning organizations must submit a written statement to the fairgrounds office by May 15, 2020, updating information, leaders, members, and bylaws, along with their intent to continue.
3. Organizations must submit bylaws to the fairgrounds office when application is submitted and update yearly (or when bylaws change)
4. Organizations using the CCAIS 501c3 nonprofit statues must do their banking with Chemical Bank and have a copy of the monthly bank statements sent to ccaioffice@gmail.com or PO Box 311, Marshall MI 49068.
5. Youth Organization Members must be Michigan residents.
6. Members wishing to sell at the small or large animal auction must be reported members and submit DNA and species paperwork prior to weigh-in/tagging. No exceptions!
7. Final member list is to be submitted by May 15th each year.
8. New members after May 15th are not eligible to show at that year's fair.
9. The RYO leader must specify what area(s) the organization's members will participate in.
10. Superintendent contact information is available at the fairgrounds office for each project/species area.
11. All participants must follow barn rules and those rules set forth in the fair book.
12. Background checks – In the event that your RYO does not do background checks on adult leaders, the Fair Board will have them done initially when signing up and again every three years. Sex Offender checks will be done every six months.

Livestock/Animal Guidelines:

1. Leaders and youth must attend mandatory meetings organized by the superintendent of the project area/species (ie weigh-in, educational, auction info, rate of gain, clean up, etc)
2. Any youth wishing to sell at either the small or large animal auction must be a reported club member by weigh-in and attend the spring weigh-in and the auction promotion meeting set by the superintendent and auction committee.
3. Fair Entry Forms that contain livestock projects that will be sold at the small or large animal auctions must be completed online prior to spring weigh-in/tagging. Exceptions include rabbits and poultry, which must be completed by July 9th.
4. Entry forms with livestock/animals (horses, dogs, breeding stock) not being sold at auction must be completed online by May 1st to receive stall assignments.
5. All youth participants must participate in showmanship for each species of animal they exhibit.
6. All market animals receiving Grand or Reserve Champion placings must be sold at the perspective small or large animal auction.
7. All species are responsible for their own cages, gates, feeders, waterers, and barn cleaning tools.

Nonlivestock Guidelines:

1. Project guidelines are available at the fairgrounds office and on the fairgrounds website at www.CalhounCountyFairgrounds.com
2. Membership rosters of RYO participating in nonlivestock project areas are due to the fairgrounds office by May 15th. Email ccaioffice@gmail.com or mail to PO Box 311, Marshall MI 49068
3. Members enrolled after May 15th are not eligible to show at that year's fair.
4. Fair Entry Forms must be turned into the fairgrounds office by July 9th (or completed online by July 9th).
5. All nonlivestock projects will be judged the Saturday prior to fair between 8am-1pm.

Other Guidelines:

1. RYOs and members can submit feedback (comments, concerns, complaints) about the superintendents to the fairgrounds office each year. Feedback must be received by September 15th to be considered in that year's evaluation of the superintendent.
2. RYO Leaders are expected to support the superintendent and help with barn, booth, show, and auction duties.

Process for Review and Revision:

1. Suggestions and/or comments regarding these guidelines will be accepted at the fairgrounds office in writing until September 15th each year.
2. The appropriate committee (livestock or Nonlivestock) will review the written feedback and provide recommendations to the Fair Board on revisions to these guidelines 30 days in advance of the November Annual Meeting.
3. Revisions to these guidelines must be approved by the Fair Board at a public meeting before going into effect.

2020 Recognized Youth Organization Ages

Youth participants at the Calhoun County Fair must be between the ages of 6 and 21, unless otherwise stated below. All ages are as of January 1st of the year in which they will exhibit.

Participants 26 years of age by January 1st of the fair year or younger, who have been determined to be eligible for special education services by the local school district, may participate in classes under the educational projects and demonstration projects.

All youth must follow the rules set forth by their club bylaws. The following minimum ages apply to youth participating competitively at the Calhoun County Fair showing livestock/ animals:

6 years old	7 years old	8 years old
Sheep Goat Swine Poultry Rabbit Miniature Horse Dog	Dairy Beef Breeding	Dairy Starter Beef Draft Horse Pleasure Horse

Nonlivestock Exhibits:

Must be 6 years of age and not older than 21 years of age as of January 1st of the year of exhibit/fair

Exception: Cloverbuds must be 5 years of age by January 1st of the year of fair, contact the MSUe for more information.

Educational Exhibits:

Must be 6 years of age and not older than 21 years of age as of January 1st of the year of exhibit/fair

Exception: Cloverbuds must be 5 years of age by January 1st of the year of fair, contact the MSUe for more information.

2020 Annual Timeline for Registered Youth Organizations

February 1st

- New Recognized Youth Organizations (RYO) must submit to the fairgrounds office:
 - A completed Registered Youth Organization Form
 - A copy of the RYO's bylaws
 - A roster of youth members and adult leaders
 - If the RYO will fall under the CCAIS nonprofit status, they must do their banking with Chemical Bank and have a monthly bank statement sent to the fairgrounds office (ccaIsoffice@gmail.com or PO Box 311, Marshall MI 49068)
- Returning RYOs must submit to the fairgrounds office:
 - A written statement updating contact information and explaining their intent to participate in the coming year
 - Notification of any bylaw changes
 - An updated RYO roster

May 15th or within two weeks of species weigh-in:

- Updated membership rosters should be submitted to the fairgrounds office. Only members registered by this date will be eligible to show at this year's fair
- Livestock Entry Forms will be filled out at weigh-in and submitted to the superintendent.
- Entry forms with livestock/animal projects that will not be sold at auction must be submitted to the superintendent for that species (Beef Breeding, Dairy, Goat, Dog, Horse)

July 9th

- Entry forms with nonlivestock entries are due to the fairgrounds office (or completed online)
- Entry forms with rabbit and/or poultry entries must be submitted to the superintendent for that species

August

- All nonlivestock entries will be judged the Saturday before fair between 8am-1pm

September 15th

- Feedback (comments, concerns, complaints) about superintendents must be submitted in writing to the fairgrounds office for review by the Superintendent Committee
- Feedback (changes, concerns) about the Registered Youth Organization Guidelines must be submitted in writing to the fairgrounds office for review by the RYO Committee