



Michigan State University Extension Volunteers at Fair

PROGRAM DEFINITION

MSU Extension may coordinate or provide volunteers for fairs. When individuals fulfill roles at a fair under the direction of MSU Extension, they need to be screened appropriately. These roles may include those who serve as superintendents, food stand volunteers, judges, clerks, guards in exhibit buildings, and individuals who help with educational displays and outreach coordinated by MSU Extension.

GOLD VOLUNTEER ROLES

In many counties, MSU Extension partners with fairs in a variety of ways. Gold volunteers often have direct contact with 4-H youth who are also fair participants. MSU Extension 4-H volunteers frequently conduct tasks related to 4-H educational experiences or are under the direction of an MSU Extension staff person.

Examples may include:

- Individuals representing MSU Extension through outreach, such as an informational table, an activity table, or demonstrations at the fair.
- 4-H food booth volunteers who provide leadership or collect funds
- Superintendents for 4-H classes
- Volunteers who are handling finances (ie. auctions, merchandise)
- Volunteers providing oversight to youth handling or collecting funds
- Individuals who have access to sensitive participant information

SILVER VOLUNTEER ROLES

Volunteers who have little to no contact with program participants can have Silver level screening. Volunteers who assist with these items regularly should be screened at a Gold volunteer level. Silver volunteers have no access to sensitive information.

Examples may include:

- Individuals volunteering for a shift at a food booth with at least one Gold Volunteer or MSU Extension employee present at all times.
- Exhibit building volunteers
- Clerks for 4-H classes or shows
- Judges hired and paid by MSU Extension or 4-H funds when they are not alone with the youth.

PARENTS, PARTNERS, OR FRIENDS (NO BACKGROUND CHECK OR INTERVIEW)

- Oftentimes, there are needs at fair that arise quickly or are not anticipated. It is recognized that parents, partners, and friends of the program will sometimes step in to provide support in the moment. Screening is not required if the following conditions are met; however, staff should work with the individual to obtain Silver status if they frequently/regularly assist with MSU Extension programs, events or activities. This includes individuals who:
 - Do not represent MSU Extension, but may represent a partner organization.

To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)

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- Have minimal interactions with participants and no meaningful conversations.
- Help in a public area with other Gold or Silver MSU Extension volunteers or MSU Extension staff members (if youth are involved).

Examples may include:

- Employees and volunteers coordinated and supervised by the fair.
- Parking attendants.
- People offering impromptu cleanup or setup help at an event.
- Gate attendants.
- Ring stewards.

VEST COACH SUPPORT

Other volunteer roles unique to a fair may require discussion between 4-H staff and their VEST coach to determine the appropriate screening level. If you are unsure what level of screening a volunteer should receive, 4-H staff should contact their VEST coach.