

**ST. JOSEPH COUNTY 4-H YOUTH PROGRAM  
2018 ST. JOSEPH COUNTY GRANGE FAIR**

## **BUILDING MONITOR RESPONSIBILITIES**

**RE: 4-H STILL PROJECT EXHIBIT BUILDINGS NO. 43 AND NO. 44 (EAST END)**

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Each building monitor will receive a copy of this information sheet at "check-in" for his/her shift.

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1. Please **REPORT** to the **4-H Fair Office** (located between Building No. 43 and Building No. 44) at least five (5) minutes prior to your assigned building monitoring shift to "check in" and receive a copy of the "Building Monitor Responsibilities" information sheet and a 4-H "**ASK ME**" building monitor vest.
2. **WEAR** the building monitor "**Ask Me**" vest to help draw the public's attention to you as someone "in charge".
3. **INQUIRE** at the 4-H Fair Office if there is any special assistance you can provide while on duty (i.e. rearrange/"straighten" exhibits, adjust exhibit tags so they are in clear sight of the viewing public, clean glass surfaces of glass display cases, etc.).
4. **DIVIDE** the buildings into **three (3) "monitoring areas"** (west door to middle of building, and east door to middle of building X 2) to insure coverage of the entire 4-H exhibit areas.
5. **KEEP ACTIVE** and periodically "circulate" around your half of the building so the public notices your presence.
6. Politely, but firmly, **DISCOURAGE** fair-goers from touching and picking up exhibits.  
**Exception:** Fair-goers are allowed to look through project notebooks such as Teen Leadership, Horse Science, Dog Husbandry, etc.
7. Periodically **GO TO** and **STAND** at the exit at your end of the building in an effort to discourage people from attempting to remove an exhibit from the building without the permission of the 4-H Fair Office.
8. **ACQUAINT YOURSELF** with which exhibits are in which location in the building you're monitoring so you can easily assist fair-goers who ask for help in locating a particular type of exhibit. (If you are unable to find a particular exhibit in the building you are monitoring, let the individual you are trying to assist know he/she should go to the 4-H Fair Office for further assistance.)
9. **HELP** keep the building neat and clean by picking up trash and depositing it in the trash barrels located outside the main entrance doors.
10. **REPORT** any and all problems/concerns to the 4-H Fair Office immediately!
11. Please **DO NOT LEAVE** your building monitoring location until the person who is replacing you has arrived on site to replace you. However, if it is over five (5) minutes past your shift time, and your replacement has not arrived, please report the situation to the 4-H Fair Office.
12. **RETURN** to the 4-H Fair office once your replacement monitor has arrived, and turn in your "Ask Me" vest.

**~ Thank you very much for your help !!! ~**