

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

## **BUILDING MONITOR RESPONSIBILITIES**

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

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

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 !!! ~