March 1, 2018

Susie Green

123 Clover Lane

Kinsley, KS 67547

Dear Susie,

Mark your calendars for July 15-19, 2018 in Kinsley. As you may already know, the success of any community event relies heavily upon volunteer leadership. We are currently seeking volunteers to help during the Clover County Fair. Would you be willing to serve as a superintendent for the 4-H & Open Class Clothing & Textiles?

Exhibits in the 4-H & Open Class Clothing & Textiles division will be **entered on Wednesday, July 15 from 10:00 am to noon** and **judged at 1:00 pm in the Fair Building.** All exhibits will be released on Sunday, July 19th from 1:00-2:00 pm, with the exception of livestock, which will be released between 8:00 am-2:00 pm.

The responsibilities of a superintendent include:

* exhibit check-in
* recording results
* writing judge’s comments
* displaying exhibits
* attaching awards ribbons to entry if needed
* releasing exhibits

4-H members will also be there to assist you as jr. superintendents. In an effort to thank you for all of your time & service, we’d like you to note that the Clover County 4-H Ambassadors will host a luncheon for all superintendents and judges at noon on Wednesday, July 15th.

Please contact the Extension Office at 620-555-1234 by April 1st as to whether or not you will be able to help. Should you say yes, you will receive more information about your specific division, entries, judges, etc. as the fair gets closer. We appreciate your help and look forward to working with you if your schedule permits.

Sincerely,

Clover County Extension Agent Clover County Extension Agent

Family & Consumer Sciences Agriculture & Natural Resources