July 1, 2018

Joe Public

123 Clover Lane

Kinsley, KS 67547

Dear Joe,

Thank you for volunteering to be a **4-H & Open Class Clothing & Textiles Superintendent**. We wouldn’t be able to have a successful county fair without your help and leadership!

Exhibits in the 4-H & Open Class Clothing & Textiles division will be entered on Wednesday, July 15 from 10:00 am - Noon and judged at 1:00 pm on July 15 in the Fair Building. All exhibits will be released on Sunday, July 19, 2085 from 1:00-2:00 pm, with the exception of livestock, which will be released anytime between 8:00 am -1:00 pm.

Enclosed is a fair book. Please be sure to read your division so that you are familiar with your division’s rules and guidelines. If you have any questions about entries, judging, recording results, ribbons, etc, please don’t hesitate to contact us before the event.

4-H members will also be there to assist you as Jr. Superintendents. Also enclosed is a superintendent list for the 2018 Clover County Fair for you to review. 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 an Appreciation Luncheon for all superintendents and judges at noon on Wednesday, July 15 in the Fair Building.

Your job as a superintendent includes:

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

Included with this letter is a note to superintendents about consultative judging, as well as a check list for superintendents. This will help you to better understand your important role. Please contact the Extension Office at 620-555-1234 if you have any questions. We appreciate your help and look forward to working with you!

Sincerely,

Clover County Extension Agent Clover County Extension Agent

Family & Consumer Sciences Agriculture & Natural Resources