4-H INFORMATION BOOTH

Staffing the 4-H Information Booth is an important public relations role to greet and meet the public and represent 4-H to the fair going public. In the past the 4-H Information Booth was staffed by Club Booth and Table Display exhibitors. It was decided that a more equitable way to share the responsibility was to have all clubs exhibiting in the 4-H Exhibit Building take part.

We are asking each club that exhibits in the 4-H Exhibit Building to contribute one or two teams consisting of 3-4 people. Each team signs up for a two-hour block as hosts. A team consists of 2-3 members and a parent or leader.

Following are the responsibilities of the people at the Information Desk:
- Check in with the “On Duty” 4-H Superintendent 5-10 minutes before your scheduled time. The Superintendent will orient you to your responsibilities.
- Clean and neat dress and appearance are appropriate. 4-H T-shirt or other 4-H recognition would be desirable. Wear your best 4-H smile.
- A minimum of three people is needed. One person is located at the Information Desk, one person is upstairs, and one adult assists where needed.
- 4-H’ers are host and hostess for the visitors who go through the 4-H Exhibit Building. You may answer questions or assist the public to better understand 4-H and the exhibits.
- Protect 4-H exhibits. Don’t allow visitors behind barriers or into unauthorized areas. Don’t allow anyone to remove or damage exhibits.
- Enjoy yourself and be a warm and friendly host.

For each team that your club is willing to provide place:
- 1 for first choice
- 2 for second choice
- 3 for third choice and
- 4 for fourth choice

4-H Information Booth Schedule

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CLUB NAME _____________________________________________ ______________________________
LEADER ______________________________________________
TELEPHONE______________________________ EMAIL: ______________________________________

Due by **July 1** in the Extension Office