

## **K-State Research & Extension Role at Fairs & Shows**

This document outlines the roles and responsibilities of K-State Research and Extension local units and the Boards of Fair Associations concerning the planning and implementation of fairs and shows in which 4-H youth development events and activities are held.

### **Kansas Extension County Law**

2-616. Purpose and duties of extension council...limitations. (A) Each county extension council or district council shall have for its sole purpose the giving of instruction and practical demonstrations in agriculture, marketing, home economics, 4-H club and youth work, community and resource development, and economic development initiatives to all persons in the county or extension district... Extension councils and extension districts shall not engage in commercial or private enterprises, legislative programs, or other activities not authorized by this act and shall not give preferred service to any individual, group or organization. (b) County extension councils and the governing bodies of extension districts...may collect fees for specific services which require special equipment or personnel...but such councils and governing bodies shall not collect membership dues nor shall such councils and governing bodies collect dues for or pay dues to any local, state or national organization or association ... (c) ... agents ...shall make available to all groups and organizations in the county, multicounty area or extension district, as the case may be, equal opportunity to cooperate in the educational extension program.

### **K-State Research & Extension Policy**

The local 4-H Youth Development program is administered by the extension board in partnership with the K-State Research and Extension area director, within the policies and guidelines set forth by the director of the Kansas State University Agricultural Experiment Station and Cooperative Extension Service.

Participation in the 4-H youth division of fairs is to be based on the following criteria:  
The exhibit is the result of knowledge and skills learned within the 4-H project experience in the local club, group, event, enrichment program, or individual participation.  
The 4-H member is owner of project. In the case of dairy and horse projects, in which leasing of animals for 4-H projects is allowed, the 4-H members is considered the owner of the animal during the current project year.

Extension entities are not permitted by the Kansas Law to engage in commercial enterprises, which the 4-H Livestock/Premium Sales provide as a preferred service for the respective project enrollees; therefore, 4-H Livestock/Premium Sales will be managed by the Fair Association or sponsoring organization, where existing, or be contracted to a third, bonded party by the Extension Executive Board.

### **Deductibility for Livestock or Project Sales, Auctions, or Similar Events**

When the fair board or other organization sponsors a livestock or project sale or auction — and the proceeds go to the 4-H member, not to the organization — the sale amount is not a tax deductible donation. In some situations, it might be a deductible business expense for the buyer.

In situations where the 4-H member retains ownership of the animal or project, proceeds from the sale pass through the sponsoring organization and go directly to the 4-H member. The sponsoring organization is only a conduit for the sale. As a simple conduit, the sponsor cannot view sales proceeds as income to the organization.

Organizers should clarify for potential purchasers that they will not make a charitable contribution to the organization, but instead will purchase the animal or project through the organization for the direct benefit of the 4-H member.

### **County Fair Policy Authority**

The Extension Board is the policy making authority for 4-H Youth Development division of the fair. Rules and regulations must conform to policies and procedures established by the Director of Extension.

Local extension units will determine ownership and enrollment deadlines for local fairs/expositions/shows/events of 4-H divisions to meet state qualifications. In some cases, 4-H age may determine enrollment. Individual projects may have requirements such as enrollment, weigh-in, or tagging.

Fair boards may not establish rules and regulations for participation of 4-H members in the 4-H division at fairs/expositions/shows. Fair boards may, with the approval of the extension board, establish club meeting attendance policies for eligibility for participating in a livestock or project sale, auction, or similar event for 4-H exhibitors. If eligibility rules are established and approved by the extension board, requirements should be in place and communicated to all 4-H participants by October 1, the beginning of the 4-H year.

Fair boards do make rules and regulations for open class divisions of fairs/expositions/shows.

### **Responsibilities for Extension Agent**

#### **The Extension Agent or their designee will:**

- Assure that accessibility and involvement in the 4-H division of fairs is open to all Extension 4-H youth development participants. While some segments may have some eligibility requirements, at a minimum level all Extension 4-H youth development participants must be allowed to enter to receive evaluative feedback on exhibits created that reflect new knowledge and skills mastered since the last fair.

- Assure that all activities and events in the 4-H division of fairs are accessible to 4-H youth development participants with disabilities and that reasonable accommodations are provided for such persons according to the American with Disabilities Act (ADA). Extension's accommodations are limited to its educational programming role. The Fair Association is responsible for providing accessible facilities.
- Communicates rules, educational opportunities and deadlines to 4-H participants, volunteers, and parents.
- Coordinates county/district weigh-ins, identification processes and registration for 4-H market livestock entries and other divisions where ownership requirements must be validated.
- Provides for the coordination of all 4-H exhibits and activities.
- Communicates changes, concerns, and recommendations from the 4-H division to the Board of the Fair Association.
- Provides organizational technical assistance for class development appropriate education programs and materials for 4-H.
- Supports, encourages, and recognizes 4-H volunteers.
- Maintains communication with the Board of the Fair Association, assuring that all rules and regulations for participation by 4-H members conform to the policies and procedures approved by the Director, K-State Research & Extension.
- Secures superintendents and judges for 4-H events. This assignment may be in cooperation with the Board of the Fair Association.
- Provides rules and guidelines to 4-H superintendents.
- Communicates equipment and supply needs to the Board of the Fair Association.

### **Responsibilities for the Board of the Fair Association**

#### **The Board of the Fair Association will:**

- Provide management for facilities, entertainment, commercial exhibits and vendors.
- Provide management of open class divisions, including securing superintendents, judges,

and supplies, as well as facilitating the determination of open classes and the registration, acceptance, and release of open class entries.

- Provide secretarial and clerical support for Fair Association.
- Provide equipment and supplies for open class and 4-H divisions.
- Provide for janitorial/custodial service, maintenance, grounds-keeping and security personnel including parking lot attendants.
- Provide facilities, equipment, and personnel, and seek County Commissioner support, private donors, and any additional revenue sources to operate the Fair.
- Communicate with Extension Executive Board and Extension Agents.
- Provide for Fair premiums and rewards for both 4-H and open class divisions.
- Are responsible for all commercial enterprises of the Fair including the livestock sale.

## **Kansas Department of 4-H Youth Development Policies Related to County Fairs**

*Resource: Kansas Department of 4-H Youth Development Policy Guide, revised April 2013*

### **D8.1 Attendance**

Attendance at 4-H club meetings may not be a requirement for participating in a particular 4-H event or for exhibiting at the county fair. Enrollment in a specific project is necessary, and participation may be required if training is considered necessary for the health and safety of participants for that project or activity to participate in a 4-H event or exhibit at the county fair. (Examples: quality assurance in livestock project, shooting sports safety training, and food preservation.)

### **D8.2 Attendance for 4-H Clubs/Groups**

4-H clubs/groups may not establish club meeting attendance policies for eligibility to exhibit at the county level or beyond. 4-H clubs may establish attendance policies for a member to run for election as a club officer, apply for a club scholarship, and/or participate in other special club opportunities offered to club members at the club level.

### **G2 Commercial Enterprises**

Extension entities are not permitted by the Kansas County Extension Council Law to engage in commercial enterprises or to give preferred service to any individual, group, or organization. 144-H Project Prospect Sales/4-H Premium Sales provide a preferred service for the respective project enrollees; therefore, 4-H Project Prospect Sales/4-H Premium Sales will be managed by the local fair association, sponsoring organization, or a third, bonded party.

### **G8 Deductibility for Livestock or Project Sales, Auctions, or Similar Events**

When the fair board or other organization sponsors a livestock or project sale or auction - and the

proceeds go to the 4-H member, not to the organization - the sale amount is not a tax-deductible donation. In some situations, it might be a deductible business expense for the buyer.

In situations where the 4-H member retains ownership of the animal or project, proceeds from the sale pass through the sponsoring organization and go directly to the 4-H member. The sponsoring organization is only a conduit for the sale. As a simple conduit, the sponsor cannot view sales proceeds as income to the organization.

Organizers should clarify for potential purchasers that they will not make a charitable contribution to the organization, but instead will purchase the animal or project through the organization for the direct benefit of the 4-H member.

Tax Issues for Local Extension Offices, Principles of Managing Non-Appropriated Funds, and Volunteer Financial Review Committee and Financial Review Report  
[http://www.ksre.ksu.edu/Employee\\_Resources/p.aspx?tabid=282](http://www.ksre.ksu.edu/Employee_Resources/p.aspx?tabid=282)

## **J2 Fairs/Shows/Expositions**

The Kansas County Extension Council Law (2-616) states that “Each ... extension council shall have for its ... purpose the giving of instruction and practical demonstrations in ... 4-H club and youth work ... to all persons in the county (district) ... (and that) councils shall not engage in commercial or private enterprises ... or other activities not authorized by this act and shall not give preferred service to any individual, group or organization.”

### **J2.1 Participation Rules**

4-H member participation for 4-H fairs or the 4-H division is based on the following criteria.

- The exhibit is the result of knowledge and skills learned within the 4-H project experience in the local club, group, event, enrichment program, or individual participation.
- The 4-H member is owner of project. In the case of dairy and horse projects, in which leasing of animals for 4-H projects is allowed, the 4-H member is considered the owner of the animal during the current project year.
- Local extension units will determine ownership and enrollment deadlines for local fairs/expositions/shows/events of 4-H divisions to meet state qualifications. In some cases, 4-H age may determine enrollment. Individual projects may have requirements such as enrollment, weigh-in, or tagging.
- State nominations or qualifying shows will determine ownership and enrollment deadline (i.e., Market Animal nomination due date or District Horse Shows.) The extension agent with 4-H or livestock responsibilities is responsible for verifying 4-H membership/eligibility. Market animal nominations are due to Department of Animal Sciences and Industry at Kansas State University for participation at Kansas State Fair and Kansas Junior Livestock Show.

### **J2.2 Sale of 4-H Exhibits (Including Animals)**

Any 4-H exhibit sold at public auction or by private contract is not eligible to be exhibited at the Kansas State Fair or Kansas Junior Livestock Show. Public auction includes: premium sale, ribbon auction, or similar event. If the project is sold, regardless of ownership changes, on the date of the transaction the 4-H member has given up the right to exhibit that specific animal or product in the future. In the case of livestock, market animals sold are ineligible to be shown as breeding animals in the future. Non-livestock exhibits (perishable foods, photographs, etc.) may be reproduced for the Kansas State Fair. It is the responsibility of the local extension unit to report tag number of animals sold in a premium sale to the Department of Animal Sciences and Industry, Kansas State University.

Animal Sciences Youth Livestock Page  
<http://www.asi.ksu.edu/p.aspx?tabid=58>

### **J2.3 County Fair Policy Authority**

The extension board is the policy-making authority for the 4-H Youth Development division of the fair. Rules and regulations must conform to policies and procedures established by the director of extension. Fair boards may not establish rules and regulations for participation of 4-H members in the 4-H division at fairs/expositions/shows. Fair boards may, with the approval of the extension board, establish club meeting attendance policies for eligibility to participate in a livestock or project sale, auction, or similar event for 4-H exhibitors. If eligibility rules are established and approved by the extension board, requirements should be in place and communicated to all 4-H participants by October 1, the beginning of the 4-H year. Fair boards do make rules and regulations for open class divisions of fairs/expositions/shows.

K-State Research and Extension Role at Fairs and Shows

<http://www.kansas4-h.org/doc15276.ashx>

Document revised from *Task Force Report on Fairs and Shows*  
April 2013