

# **GUIDELINES**

## **FOR VOLUNTEERING AT THE LINN COUNTY FAIR**

### **AND RECEIVING A FRIEND OF THE FAIR T-SHIRT**

Because The Linn County Fair is now a 501C3 charity we must record volunteer hours. These hours are used when we apply for private, state, and federal grants to help improve the fairgrounds. These volunteer records must be available in case of an audit. Therefore, several guidelines have been developed concerning volunteers.

- 1) Volunteering children must be at least 8 years old.
- 2) Children between the ages of 8-12 must work with a parent or adult while volunteering.
- 3) Each volunteer must fill out a time sheet (see below), and at the completion of the task have it signed by the supervising adult or a Linn County Fair Association Member.
- 4) These time sheets must be turned in to gatehouse as soon as possible.
- 5) The 2010 "GOT FAIR" Friends of the Fair T-shirt can be obtained ONLY AFTER 4 hours of volunteer work are completed (at one time or an accumulation of hours).
- 6) Only one T-shirt per individual.
- 7) The volunteer work that we do at the fair is to ensure that our visitors have a great fair experience and come back to visit us again. As volunteers you are representing the Linn County Fair, so please be friendly, kind, and courteous to all our visitors.

### **THE LINN COUNTY FAIR**

#### **VOLUNTEER TIME CARD**

DATE \_\_\_\_\_ TIME IN \_\_\_\_\_ TIME OUT \_\_\_\_\_

NAME \_\_\_\_\_ PHONE/EMAIL \_\_\_\_\_

TASK \_\_\_\_\_

AGE \_\_\_\_\_ (check if over 18 yrs.) \_\_\_\_\_

CORP. CHALLENGE GAMES TEAM NAME (if applicable) \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_