

February 2022

Partnership Agreement  
Between  
Story County Fair Board  
and  
Story County Agricultural Extension District  
Story County School District(s)

Now, on this \_ day of February 2022 this Partnership Agreement (hereafter "AGREEMENT") is entered into between Story County Fair Board (hereafter "FAIR BOARD"), Story County Agricultural Extension District (hereafter "COUNTY EXTENSION COUNCIL"), Story County School Districts (hereafter "SCHOOLS") for the purpose of coordinating the relationship, events, activities, and responsibilities of the parties, including the presentation of the Story County Fair (hereafter "County Fair").

**Background, Iowa Code and Overarching rules.**

A. FAIR BOARD is the Board of Directors of the corporate organization that has the authority and responsibility under Iowa Code, Section 174.3, to manage county fair events and the county fairgrounds.

B. COUNTY EXTENSION COUNCIL, referred to as simply EXTENSION, is the elected officials that make up the County Agricultural Extension District and has the authority and responsibility under Iowa Code, Section 176A.8 to prepare for the educational program on extension work in agriculture, human sciences, community development and 4-H Club work in cooperation with ISU EXTENSION and OUTREACH.

C. ISU EXTENSION and OUTREACH, part of Iowa State University, has the authority and responsibility under Iowa Code, 266.4 and 266.5, to organize and conduct agricultural and human sciences extension work, including 4-H Club youth development activities, and, under Federal law, 7 U.S.C. 3410349, 18 U.S.C 707 and 7CFR Part 8, has the

responsibility to manage the events and activities involving 4-H Clubs and the use of the 4-H Name and Emblem.

D. The Iowa FFA Association is comprised of nearly 15,000 members enrolled in over 235 local chapters.

The Iowa FFA Association is supported, in part, by the Iowa FFA Foundation and the Iowa Department of Education. The Carl D. Perkins Act of 2006 is the funding source that the Iowa Department of Education uses to assist FFA. The Perkins Act specifically includes career and technical student organization activities as allowable uses of funds at the state and local level. Iowa's approved Perkins's plan states:

"The IDE will partner with secondary and post-secondary institutions to encourage student participation in Career and Technical Student Organizations (CTSOs). Participation in CTOSs not only provides the CTE student with an opportunity to gain leadership skills but also provides the CTE

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student with an opportunity to explore and consider the possibility of teaching in a CTE area. Perkins state leadership funding will be allocated in support of CTSOs to assist with membership recruiting and processing, financial management and oversight, coordination of state officers' activities, conference planning and organizational activities."

### Purpose of the County Fair:

- County fairs are important to rural communities and honor Iowa's agricultural heritage and culture. This AGREEMENT addresses youth educational and exhibition activities that are important to developing confidence, leadership, and integrity.

### Mission statement of each party.

- Fair Board: To celebrate Story County by providing a quality environment and safe facilities to further education and to offer entertainment for all ages.
- Extension and Outreach: To provide education and partnerships designed to solve today's problems and prepare for the future.
- FFA: FFA makes a positive difference in the lives of students by developing their potential for leadership, growth, and career success through agricultural education.

Define the relationship of the Parties and the importance of regular and effective communication.

### The parties should:

- Both a representative from EXTENSION and FFA will attend Fair Board meetings. The FFA representative will be determined by the FFA advisors in the county. EXTENSION and FFA will not have voting rights on the FAIR BOARD. EXTENSION and FFA representatives will email meeting minutes to staff and advisors.
- EXTENSION, FFA, and FAIR BOARD will meet the Wednesday before and the Wednesday after fair. Project superintendents will be invited to meetings. The purpose of the meeting will be to review the plans for the fair and then reflect on how the fair was executed.
- Verification from the State FFA Association (Iowa) will be required to ensure that the FFA chapter is in good standing. FFA advisors of each chapter school will be responsible for discussions with School Board about the fair.
- A ribbon auction for FFA and 4-H market animals will take place. Emblems will be used for each organization responsible for the event and will be used under the terms of each organization. No emblem will be used without written permission by another group.
- Fair board President (representative) will be responsible for external communications during the fair. Fair board President should coordinate communication with the Extension Regional Director and a FFA advisor representative.

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### **Risk management**

The Story County Fair Board has written procedures for addressing risk management including preventative steps such as training and review, emergency management and evacuation plans during the fair. Such plans are kept at the Fair Board office. All evacuation routes are clearly posted on the fairground. The Fair Board assures that their volunteers are properly trained and covered by insurance.

Each Party to this AGREEMENT is responsible for obtaining and maintaining appropriate insurance or self-insurance to protect it and its officers, employees or agents against liabilities that may arise from that Party's involvement in the activities or events that are the subject of this AGREEMENT. However, liabilities of members of the FAIR BOARD arising out of activities on behalf of the FAIR BOARD are addressed in the Fair Board Handbook.

All Livestock and Static Superintendents and all 13 FAIR BOARD of Directors, the FAIR BOARD Manager, and FAIR BOARD Secretary/Treasurer shall complete background screenings paid for by the EXTENSION Office. All FFA volunteers will be screened following the appropriate school district policy and process.

### **FAIR BOARD Responsibilities:**

Providing resources for infrastructure that help to make the county fair possible. Fair Boards will:  
(source Iowa Code 174.13)

- Determine the dates of county fair
- Provide appropriate facilities for the fair
- Maintenance and upkeep of the county fair grounds
- Security during all fair related activities
- Pay premiums
- Approval, training, and selection of judges for 4-H livestock shows.
- List all livestock judges in fair book, fair website and share to 4-H newsletter.

FAIR BOARD shall provide for indemnification of BOARD members by policy or by its ByLaws. Service of ISU EXTENSION employees, COUNTY EXTENSION COUNCIL members or their appointees shall be contingent upon FAIR BOARD providing evidence of Directors and Officer's insurance protecting such persons from liability when acting on behalf of the FAIR BOARD.

### **EXTENSION Responsibilities:**

EXTENSION, having ultimate authority and jurisdiction over the Story County 4-H Program, will have final decision-making authority over rules and guidelines pertaining to all 4-H events and activities, including 4-H involvement in the county fair.

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All Livestock weigh-ins will be accomplished according to the state 4-H guidelines as outlined in the publications 4-H 202 (Iowa 4-H Animal and Poultry Identification, Weighing and Exhibiting Requirements for County, State, and Interstate Shows), 4-H 106 a-f (Livestock Identification Forms) and the 4-H/FFA Code of Ethics.

Story County Extension will purchase and maintain the FairEntry program. The program will be accessible to only extension employees to ensure the privacy of all 4-H members. Information necessary to conducting livestock shows will be shared following check in/weigh in at the county fair.

All rules and guidelines must be in compliance with the overall Iowa 4-H exhibiting rules and guidelines.

Responsibility for the following

- o Creation, implementation, and enforcement of rules related to all 4-H events
- o Supervision of all necessary activities concerning the 4-H Program
- o Determining eligibility of 4-H members and projects
- o Approval and training of volunteers who work with the 4-H program or 4-H members
- o Approval, training, and selection of judges for all 4-H static exhibit shows.
- o List all static judges in fairbook, fair website and share to 4-H newsletter.

### **School Responsibilities:**

Story County Schools, having ultimate authority and jurisdiction over the Ames, Ballard, Collins-Maxwell, Colo-NESCO, Nevada, and Roland-Story FFA Chapters, will have final decision making authority over rules and guidelines pertaining to all FFA events and activities, including FFA involvement in the county fair.

All Livestock weigh-ins will be accomplished according to the state FFA guidelines as outlined in FFA 202 Animal Identification, Weighing & Exhibition Requirements County, State and Interstate Shows and the 4-H/FFA Code of Ethics.

All rules and guidelines must be in compliance with the overall Iowa FFA exhibiting rules and guidelines.

Responsibility for the following

- o Creation, implementation, and enforcement of rules related to all FFA only events
- o Supervision of all necessary activities concerning the FFA Program
- o Determining eligibility of FFA members and projects
- o FFA can show through FFA age defined eligibility
- o Approval and training of volunteers who work with the FFA program or FFA members

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Determine and list Other Responsibilities

The parties have determined responsibility for other activities as provided in the attached document entitled "Other Fair Related Tasks."

	Extension	Fair Board	FFA
Communication about the fair	X	X	X
Promotion and advertising prior to the fair?	_____	X	_____
Planned media before, during and after fair?	_____	X	_____
Emergency communication, during the fair?	_____	X	_____
Reporting results, pictures of participants, etc.?	_____	X	_____
Recognition and thank you of sponsors?	_____	X	_____

Each organization will provide the following for their program's Volunteer management:

Volunteer responsibilities and the liability	X	X	X
How volunteers will be recruited and screened?	X	X	X
Their term of service and grounds and method for dismissal?	X	X	X

Risk management:

Who is responsible for fair goer safety?	_____	X	_____
Emergency planning and communicating with authorities	_____	X	_____
Communicating the emergency plan for natural disasters	_____	X	_____
Security and biosecurity	_____	X	_____
Liability (and insurance) for fair areas or activities	_____	X	_____
Policy and plan on free speech (protests, posters)	_____	X	_____

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Finance:

Incidental costs?	_____	X	_____
Fund raising?	_____	X	_____
Premiums and funding for them?	_____	X	_____
Auction organization and use of funds?	_____	X	_____
Funding oversight procedures?	_____	X	_____

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Participation:

Eligible to enter the youth shows at your fair?	X	X	X
Entry process and actual entries?	X	X	_____
Hires and pays the judges?	X	X	_____
Awards and secures funding for them?	_____	X	_____
Orders ribbons and trophies?	_____	X	_____
Rules used?	X	X	X
Preparation and printing of the fair book?	_____	X	_____
Listing of judges in the fair book?	X	X	_____
Resolves disputes?	X	X	X
Contacts the fair veterinarian.	_____	X	_____

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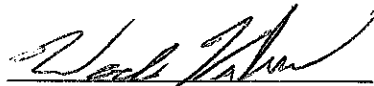
See Attachments for communication flow chart and detailed task assignment.

This AGREEMENT was entered on this date February \_\_, 2022 and will be revisited every two years.

Signatures



COUNTY EXTENSION COUNCIL Chair



FAIR BOARD President



FFA Representative for  
the County

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Communication Flow Chart

Attachment 1

