

Building Guide Information

The number beside your club indicates the number of members/advisors/parents that are to serve on the indicated date and time. If you have more volunteers than required, you might want to split the shift. A minimum of 3 guides, (more are always welcome) are needed in each of the three 4-H buildings (#10, #12). **Adult volunteers or parent should be present in each building, especially for the late evening shifts when extra security and supervision is welcomed.**

Have your guides sign-in and get a badge in **BUILDING #11 the 4-H Office**. Please **WEAR** the “4-H BUILDING GUIDE” BADGE WHILE WORKING YOUR SHIFT. Rotating buildings during your shift is encouraged. Also, please return your badge to the box when you sign out.

Duties of the Building Guides are:

- Share information about 4-H with visitors
- To make sure visitors observe the “NO SMOKING” signs.
- Keep the grounds around buildings #10, and #12 picked up and flowers watered.
 - Pick up any litter on the floor.
 - Sweep building floor and the cement in front of the building.
 - Be sure all debris is swept up and put in the trash.
 - Please do not leave swept trash in the midway.
- Report any fencing that comes loose.
- Wipe and clean glass tops and fronts of the display cases.
- Provide information to fair visitors.

You are representing Medina County 4-H; let's remember “***to make the best better.***”

If your club is unable to make the scheduled time, please make arrangements with another club to change shifts.

Thanks for helping us with this important duty of the fair!

Building Guide Responsibilities and Schedule

Guides are to:

1. Sign-in at Building 10 and wear the Building Guide Badge while working your shift.
2. Pick up papers, cups and any other litter found on the floor.
3. Sweep the floor when it gets dirty and sweep the cement in front of the building. Please put all debris in the trash; do not sweep it out the door.
4. Report any fencing that comes loose.
5. Wipe and clean the glass tops and fronts of the display cases.
6. **Keep an eye on the booths and exhibits so people will not disturb the items.**
7. Give information to fair visitors.
8. Make sure visitors observe the “NO SMOKING” signs.
9. Water plants and keep the grounds around Buildings #10, and #12 picked up.
10. When your shift is finished, return the name badge to the box and sign that you have completed your shift.
11. Remember to **Smile . . . Smile . . . Smile!** *You are representing Medina County 4-H!*

#10 Small Booth Building = 3 guides
#12 4-H Activity Building = 3 guides

REVISION	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00- 12:00 am	Buildings Open at Noon	Lodi Loyal Lads and Lassies (6)	Buckeye Bunch (6)	Brunswick Saddlers (6)	Garfield Bees (6)	Medina County Underdogs (6)	Mavericks (6)
12:00 –2:00 pm	5-18 Spin Club (6)	Backyard Crusaders (6)	Sharon Livewires (6)	Hinckley Highlanders (6)	Guildford Go-fers (6)	Goat Gang (6)	Buckaroos (6)
2:00 – 4:00 pm	Lichfield Leprechauns (6)	Harrisville Topnotchers (6)	Hinkley Backyard Buzzards (6)	Mallet Creek (6)	Guilford Kool Kats (6)	Litchfield Friendly Workers (6)	Valley City Vikings (6)
4:00 – 6:00 pm	Chippewa Chipmunks (6)	Wadsworth Jolly Workers (6)	Homer Highlights (6)	Country Cruisers (6)	Spunky Spurs (6)	Super Outstanding Sevillians (6)	Challengers (6)
6:00 – 8:00 pm	The Challangers (6)	Blazing Stars (6)	Bravados (6)	Medina County Sharpshooters (6)	Chatham Farmers (6)	Phoenix (6)	Adult Volunteers Buildings Close @ 8PM
8:00 – 10:00 pm	Renegades (6)	Just Horsin' Around (6)	Sharon Flying Horse and Pony (6)	Westfield Trailblazers (6)	Model RR Club (6)	Cattel Rustlers (6)	