

Minidoka County 4-H Leaders Association Food Booth Committee

Membership:

Committee will include four or five members of the Minidoka County 4-H Leaders Association in good standing. One member will be the current Treasurer of the Minidoka County 4-H Leaders Association. A representative of the Minidoka County Extension Office will serve as an ex-official member.

Responsibilities:

- ☼ Committee members will be selected yearly by membership by the March meeting
- ☼ A Chairperson will be selected from the committee to delegate responsibilities
- ☼ Yearly - review all food booth materials including charge account rules, shift rules, food booth workers job descriptions and committee responsibilities
- ☼ Obtain Health permit from District Health Department
- ☼ Assign shifts to clubs not represented at the June meeting
- ☼ Prepare the Beginning and Ending Inventory sheet for the committee's use
- ☼ Committee will set up the booth the Sunday prior to the fair and clean up the Sunday after fair
- ☼ Each committee member is responsible for overseeing the booth at least one day during the fair
- ☼ Get \$500 cash to start booth Monday morning of fair. \$250 will be in the till; the other \$250 will be at the Extension Office.
- ☼ Fill out Sales Tax Permit form and distribute forms as indicated.
- ☼ Review and organize charge account applications and slips daily during fair week
- ☼ Treasurer will pick up the sealed money bag at least twice daily during fair week
- ☼ Address any problems or questions that arise
- ☼ Using inventory sheets from previous year and paid receipts compile a list of all food and supplies used during the current year
- ☼ Attend September 4-H Leaders' Association meeting to report

Other (voted on 4-H Leaders' Association meeting 5-11-2015):

- ☼ Clubs volunteering to work at least two shifts have first choice
- ☼ Clubs cannot double up; each club is responsible for a shift