

PLEASE PRINT CLEARLY

DIVISION STATISTICS

EXHIBITOR PREMIUM EXPENSES

Business Name	Total Spent	Receipt	Reason	On Acct	Check	Other
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
TOTAL PREMIUM COST \$						

TEEN LEADER PREMIUMS

Teen Leader Name	Total Spent	Receipt	Reason	On Acct	Check	Division Award
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
TOTAL COST TEEN LEADER PREMIUMS \$						

DIVISION EXPENSES NON- PREMIUM (Example: Judges, division printing)

Business or PERSON Name	Total Spent	Receipt	Reason	On Acct	Check	Other
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
	\$	Yes or No				
TOTAL COST NON PREMIUM \$						

Total Cost of Premiums:	\$
Total Cost of Trophies:	\$
Total Cost of Teen Leader Premiums:	\$
Total Cost of Division Expenses (non-premium)	\$
OVERALL DIVISION GRAND TOTAL \$ _____	

Division Check Request Form

Reason for Check	Please circle reason if for reimbursement receipt must be turned in prior to check being processed
Reimbursement Judge Teen Leader To be Paid On WCYF Charge Acct Other: _____	
Name of Recipient:	
Contact for recipient: (address if we are mailing the check)	
Amount \$	
How are we processing the check? Mailing Check or Giving Check to Superintendent for reimbursement	
Signature of Superintendent Requesting X	

OFFICE USE ONLY

Check #	Check Amount \$
_____ Check Mailed _____ Check given to Super _____ Check given to recipient	
OTHER NOTES:	

=====

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Whatcom County Youth Fair Superintendents PRE- Youth Fair CHECK IN

Division:

Superintendent:

Questions to ask yourself as you prepare for WCYF

Have you reviewed your budget for your division?

Have you ordered prizes?

Have you ordered supplies?

Have you prepared educational materials and lessons?

Have you found helpers?

What is your division cap?

Have you found professionals in the area?

Have you made a schedule? Youth Fair is 10-4

Have you completed your WCYF Needs requests by the March Meeting?

Have you updated your contact information?

Have you emailed your exhibitors with division specific information?

The Superintendents Meeting is Thursday prior to the youth fair at 6PM . Please plan on attending

If you need help please call a board member or fair manager.

Please, call if you will be needing shavings, straw, or anything moved or ordered for you prior.

Don't be afraid to ask questions. We are all a team and in this together.

Your division location is predetermined by the number of exhibitors in each area. We do our best to accommodate.

Whatcom County Youth Fair Superintendents Check-Out

ASK YOURSELF!!! Does the area look as good or better than when I arrived to set up?

Division:		
Superintendent Name:		
Did you complete your red book providing all check requests and receipts?	YES	NO
Did you turn in your RED book?	YES	NO
Did you turn in your badge?	YES	NO
Did you turn in the Yellow biosecurity bucket? (Animal divisions only)	YES	NO
Did you return all chairs to the bunks?	YES	NO
Did you wipe down all tables and return to table bunk?	YES	NO
Did you pick up all trash? Place trash in trash cans not in sawdust piles	YES	NO
Did you pitch stalls to bunkers?	YES	NO
Did you help with leaf blowing or sweeping your area (animals only)	YES	NO
Did you remove all signage from your area?	YES	NO
Did you clean up the floors and pick everything up that was left behind?	YES	NO
Did you return all borrowed WCYF equipment and office supplies to the office?	YES	NO
Did you place all trash cans to the NORTH side of your barn and area?	YES	NO
Did you collapse and stack any leftover cardboard and place it beside trash cans?	YES	NO
Did you return your WCYF totes and left over inventory to the WCYF Trailer?	YES	NO
Will you be willing to return to be the superintendent again next year?	YES NO MAYBE LET'S TALK	

Additional Comments:

We truly appreciate all you do for the youth and our community who benefit from the Whatcom County Youth Fair. All superintendents who complete this on time are eligible for a PRIZE DRAWING.

DIVISION SPECIFIC DONATIONS RECEIVED

Non division specific donations please use donor forms for WCYF general fund donations.

[illegible]

Whatcom County Youth Fair Division Needs

Division:	
Name of Superintendent Requesting:	
# of exhibitors attending this year:	
Items Needed:	How Many?
Bleachers	
Tables	
Chairs	
Dividers (Expo only)	Limited quantities available
<i>Special Division Needs or Requests:</i>	
Cages	Exact # needed
Stalls	
Bales of hay or straw	
Stall Cards	Circle one Make own or Have WCYF print # needed
Division Letters with envelopes	
Extra requests:	

PLEASE NOTE:

These are the # of items you will be given or as close to as we can be. You should try to be as close to accurate as needed to not create extra last minute work or charges for the WCYF.

Each division will be required to put shavings in their own locations Thursday night and responsible for cleaning any stalls used.

*** We will **not** be removing stalls in the light horse barn for tack areas, storage or arenas without prior approval and talking to Monica or Theresa. All removal of stalls will be your responsibility to take down and put back up.*