

TEEN CLERK JOB DESCRIPTION (13 years and older)

1. Arrive at the 4-H Exhibit Building at Armada Fairgrounds and check in at the Teen Clerk sign in area near the 4-H Youth Exhibit Building.
2. Before club judging is started, arrive at your Department under the concession tent
3. Introduce yourself to the judge(s) and 4-H Superintendent(s).
4. Assist the judge whenever necessary and ask the judge what you can do for them. This may include getting beverages, forms, ribbons, supplies, etc.
5. Make sure that entry tags are properly attached to the project and 4-Hers Club name is on the back of the entry tag. If there is no tag, ask 4-H Superintendent where you can get new tag.
6. Make sure that the 4-Her has written their name, club, department, section and class on the evaluation sheet. If they don't have evaluation sheet, give them a new one.
7. Assist in recording the judge's results on both halves of the entry tags and attach the appropriately colored ribbon to the project.
8. After a project is judged (that is not "Best of Show"), take the project to the 4-H Youth Exhibit Building. 4-H Exhibit Building Superintendent will then give you further instructions of where to place it.
9. The judge may ask you to set aside a project that will be considered for "Best of Show". After the judge has re-judged for final "Best of Show", take the item to the "Best of Show" display in the 4-H Exhibit Building.
10. Politely tell parents and other youth that the judging area is for the 4-H exhibitor only.
11. Stay with the your judge until judging is completed. If judging is completed for all entries in that department, check with 4-H Superintendent for further duties.
12. Inform the 4-H Superintendent when you will be leaving and sign out at the sign in table to receive certificate.

THANK YOU FOR ALL YOUR ASSISTANCE DURING SHOW DAY!!

**C means CITIZENSHIP
L means LEADERSHIP
E means EFFICIENT
R means RESPONSIBLE
K means KNOWLEDGABLE**



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