




Arapahoe County Extension Office  
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DATE: May 2, 2017  
TO: Home Ec and General Project Members and Leaders  
FROM: Shaylen R. Florez, 4-H Program Coordinator   
RE: 2017 Arapahoe County Fair Information

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Remember to do your entry online @ [ArapahoeCounty.FairEntry.com](http://ArapahoeCounty.FairEntry.com). The system will be ready for entries by June 1. The 4-H Fairbook is usually delivered in April/May to organizational leaders. You may also find it on our website at: [arapahoeextension.org](http://arapahoeextension.org). Pre-entries are due by Friday, June 23, 2017.

The Grand Champion fair awards will be presented at the annual Achievement Program that is scheduled for Sunday, October 1, 2017.

The **HOME EC AND GENERAL JUDGING** is scheduled to begin at 8 AM on Monday, July 24, 2017 at the fairgrounds (Exhibition Hall-new location for judging). The entrance will be in a different door. So watch for the signs. We are going to schedule specific times for project interviews. The times will be mailed out to you a week or so before interview judging and will be posted to website. Please pay attention to those times and we ask that you arrive 10 minutes ahead of time to check-in. Interview Judging may be scheduled past 3 PM depending on number of entries. ***If you do not plan to be there for interview, please mark on online entry and email Shaylen @ [sflorez@arapahoe.gov](mailto:sflorez@arapahoe.gov). If the projects are coming in for judging, but with no interview, they will need to be checked in by 8 am so that the judges can judge them during their down time.***

**PLEASE** read through project exhibit requirements, project display judging, display board guidelines and awards information in the 2017 Arapahoe County Fairbook. If display boards are not the proper size they will be disqualified. Please make sure all projects are properly labeled (including your project label cards that will arrive with interview letter). **Remember to bring completed E-RECORDS along with your projects to be judged.** Please make sure to get leaders' signatures prior to the day of fair. If you need copies of E-Records please contact the 4-H office at 303-730-1920.

**RELEASE** will be on Sunday, July 30 @ 6 PM-not any sooner! Please make sure to pick up your exhibits at that time or arrange for them to be picked up by a family member/friend/or club representative. Please be aware that we will only be there until 7 PM. Due to no room @ our Extension Office for storage of the projects, you must pick up your exhibits on July 30. If they move on state they will need to be returned to the Extension Office by a specific date.

### **Donor Thank You Notes**

1. A thank you note must be written to each donor (i.e. IREA, Four Rivers, etc.)
2. **All donations with the name and address of the donor to be thanked will be placed in envelopes and distributed to exhibitors at the following fair exhibit check-in events:**
  - a. 4-H Cat Show
  - b. 4-H Dog Show
  - c. 4-H Consumer Science & General Project Judging
  - d. 4-H Mandatory Livestock Meeting
  - e. Horse Show English/Western Written Test
3. **All Donor thank you notes for fair donations (i.e. IREA, etc.) must be presented at the fair check-in events listed above in order to receive the donation at check-in.**
4. **The Donor(s) name and mailing address will be available at the 4-H fair office.**
5. **Exhibitors who do not present a thank you note at the listed check-in events will have the opportunity to bring their thank you notes to the 4-H Fair office by noon on Sunday, July 30 in order to receive exhibitor donations.**
6. **In order for exhibits to be released on Sunday, July 30, donations distributed and fair premiums paid, a thank you note must be presented in an unsealed, addressed stamped envelope with the name and address of donor prior to receiving the donations.**
7. If your thank you note is deemed unacceptable, you will be asked to re-write it.

### **All Thank You Note Envelopes:**

- a. Must be properly addressed (in ink) and stamped to be considered complete.
- b. Must have the complete name and address of the buyer/donor. Donor names and addresses will be available at each exhibit check in event.
- c. Must have a complete return address with name and address of youth.

We'll see you at the County Fair Monday, July 24, 2017! If you have any questions, please contact me at 303-730-1920. Thanks.

