

2010-2011

**Nueces County Junior
Livestock Show and Sale**

**POLICY & PROCEDURES
HANDBOOK**
(Approved 9-28-2010)

Committee/Division Responsibilities

Superintendent/Chairman

- * Keeps the committee informed of Show policies and changes
- * Coordinates requests and information among committee/division and Office management
- * Review and submit budgets
- * Review operational concerns with NCJLS Board of Directors and Logistics & Operations Chairman
- * Approves and submits Committee/Division roster changes annually
- * Supports the committee/division members at committee functions
- * Organize Committee members for division NCJLS Validations

Office Manager

- * Works with the committee chairman/division superintendents to facilitate committee decisions and prepare for each division's Show
- * Informs committee/divisions of decisions made by NCJLS Board.
- * Approves roster changes
- * Provides necessary supplies for all meetings
- * Works with Public Relation committee to coordinate all media activities, press releases, public service announcements and advertising
- * Works with club/chapter leaders to distribute & receive Show entry information, notify club/chapter leaders of changes & updates and distribute items necessary for Show.

Bookkeeper

- * Processes committee vendor bids, purchase orders, invoices and payment requests
- * Works with the committee/division on operational budgets
- * Processes committee dues account payments collected by committee leadership
- * Provides financial reports to committee leadership, including sales, budgets, etc.
- * Maintain accurate up-to-date financial records for NCJLS Board meetings.

4-H Club Leaders/AST/FCCLA

- *Distribute NCJLS update/information to club/chapter members.
 - *Distribute NCJLS entry forms & NCJLS Rule Book to club/chapter members and collect completed entry material and monies for Show.
 - *Collect and reconcile entry/miscellaneous fees from club/chapter members
 - *Insure all entries are complete with all necessary signatures (stamped signatures NOT accepted) & notarized correctly.
 - *Notify all members of changes and keep all members informed and up-to-date.
- Club/Chapter leaders are the link between exhibitors and NCJLS Show information.

Fiscal Responsibility Overview

Budgeting

- * Officers in charge and committee chairmen should work with their management and staff coordinators to budget for each fiscal year.
- * Budgets need to include committee operating accounts and awards accounts (additional awards not listed in NCJLS Rule Book).
- * Bookkeeper will provide chairmen with a budget worksheet in August of each year for each pertinent committee account.
- * Proposed budgets need to be turned in to the bookkeeper by the assigned deadline.
- * The Show's fiscal year begins Oct. 1 of the year preceding the annual event (for example, the 2011 fiscal year begins Oct. 1, 2010).
- * Failure to comply with Show policy in the area of fiscal responsibility will negatively impact a member's eligibility to serve as a Superintendent.

Expenditures

- * Volunteers of the Nueces County Junior Livestock Show may not make financial commitments for the organization without the advance approval of their chairman/Superintendent.
- * All expenditures must be approved in advance by the NCJLS Board.
- * Increased revenues do not constitute approval of increased expenditures.

Contracts

- * Contracts obligating the Nueces County Junior Livestock Show, or any of its committees, must be reviewed by the NCJLS Board and the applicable business unit (marketing, livestock, operations, etc).
- * Once reviewed and approved by NCJLS Board and the applicable business unit, contracts obligating the Nueces County Junior Livestock Show must be signed by the Nueces County Junior Livestock Show and Sale's president, or authorized Show official. Committee members are not authorized signatories for the Nueces County Junior Livestock Show and Sale and thus may NOT sign contracts on the Nueces County Junior Livestock Show and Sale's behalf.
- * Executed contracts will be kept on file in the Show's Administrative Office.

Collecting Money at Committee Events

For dues and all other funds collected at committee events or by committee members, please follow these procedures:

Payments

- * Issue a receipt to the member using a pre-numbered receipt book. The receipt should include the member name, amount paid, method of payment and type of payment (e.g., Horse Show Committee dues). Receipt books can be obtained from NCJLS Show Office. If an error is made on a receipt, the receipt should be voided and all copies of the receipt should remain in the receipt book.
- * Log the payment on the committee deposit reconciliation form. The deposit reconciliation form can be obtained at the NCJLS Show Office or online at

www.ncjls.com. Please ensure all information is included on the deposit reconciliation form.

* At the end of the event, the person collecting the money should total the form, and if cash or check payment, verify the cash and checks collected to the form totals. Then, sign the form and attach one set of receipts to the form. Retain a copy of the deposit reconciliation form for the committee's records.

* The receipt book, deposit reconciliation form and money collected should be submitted to the NCJLS Bookkeeper as soon as possible, but, in any event, no more than *five days* after the payment is collected.

Making Purchases for Approved Committee Activities

General

* All committee expenditures must be approved in writing in advance of the activity by the Division Superintendent. Purchase requisition forms are available from the NCJLS Show Office or online at www.ncjls.com.

* The Nueces County Junior Livestock Show is generally exempt from paying sales tax, so, in most circumstances, sales tax will not be reimbursed. The Show's tax exempt number and exemption forms are available from the NCJLS Show Office.

* Please submit the original invoices and original purchase requisition to the NCJLS Show Office.

How to Pay an Invoice

When the purchase requisition and invoice match:

* Prior to purchasing goods or services, submit a purchase requisition form for approval by the committee chairman/superintendent.

* Obtain an invoice from the vendor when the purchase is made.

* Attach the original approved purchase requisition to the invoice and submit the invoice to the NCJLS Show Office.

* Submit the information to the NCJLS Show Office at least five days before checks are processed by the Bookkeeper. Checks are generally processed on the 15th and last day of each month.

How to Request a Check

If the vendor will not invoice the Show, a check can be obtained to pay the vendor at the point of purchase or service.

* Prior to purchasing goods or services, submit a purchase requisition form for approval by the committee chairman/superintendent.

* Complete a check request form. Check requests are available from NCJLS Show Office.

* Attach supporting documentation to the check request (e.g., the approved purchase requisition, the vendor quote).

* Submit the check request and supporting documentation to the NCJLS Show Office at least five days before checks are processed by the NCJLS Bookkeeper on the 15th and last day of each month.

Requesting Out-of-Pocket Expense Reimbursements

General

- * All committee expenditures must be approved in writing in advance by the committee chairman/superintendent. Purchase requisition forms are available from the NCJLS Show Office.
- * The Nueces County Junior Livestock Show is generally exempt from paying sales tax, so sales tax will not be reimbursed in most cases. The tax exempt number and exemption forms are available from the NCJLS Show Office.
- * All reimbursement requests are due to the NCJLS Bookkeeper within 30 days of the date of expenditure.
- * The Show does not reimburse volunteers for mileage expense.

Recommendations

- * Encourage committee members to take advantage of the Show's purchasing power by using Show vendors and the Show's purchasing process instead of making individual out-of-pocket purchases.
- * Order necessary office supplies from NCJLS Show Office. The NCJLS Show Office has a full stock of supplies on hand at all times.
- * Plan ahead! Be sure to time purchases and paperwork submission appropriately.

Out-of pocket expenses cannot be reimbursed through petty cash.

To Receive Reimbursement

- * Complete the Committeeman's Expense Reimbursement Form ("expense form") available at the NCJLS Show Office.
- * Tape the original, itemized receipts to letter sized piece of paper and attach to the expense form. A credit card authorization slip is not an itemized receipt. Copies are not acceptable.
- * Submit the completed expense form to the NCJLS Show Office.
- * Submit the expense form to the NCJLS Show Office at least five days before checks are processed by the NCJLS Bookkeeper. Checks are cut on the 15th and last day of each month.

Completing the Expense Form

At the top of the form, write the name of the person to be reimbursed, address and committee name. Indicate whether the person would like the check mailed to the address listed or held at the Show offices for your pick-up.

Column 1: Date Incurred

Record the date the expense was incurred.

Column 2: Name of Vendor

For purchases, provide the vendor name and the item purchased. For meals, list who was there and the business purpose.

Column 3: Description

Provide pertinent, detailed information about the expense incurred. If the expense incurred is travel-related, please describe the trip (e.g., FFA Regional Meeting in Midland, Texas).

Column 4: Coding

Please leave this column blank so the staff coordinator can add the proper account code.

Office will complete last line: Approved by, Date, Check Amount, Check No. and Check date.

Managing Accounts With the Show

Committee membership requires an individual to be a Show member in good standing. Dues must be paid, and there should not be delinquent accounts with the Show.

General

- * For questions about accounts with the Show, please contact the NCJLS Bookkeeper.
- * On an annual basis, members with delinquent accounts will be reported to the committee chairman/superintendent and are subject to removal from their committee(s).

Returned Checks

- * If a check written to the Show is returned for insufficient funds, please contact the NCJLS Bookkeeper immediately to make payment arrangements. Payment for returned checks must be remitted directly to the Accounting Operations Department.
- * There is a \$25 fee for all returned checks. This fee must be remitted directly to the Accounting Operations Department, regardless of the purpose of the original check.
- * Members with more than two returned checks in a year may be subject to removal from their committee(s).

Fund-Raising

Committee Events

- * Committees may acquire additional monies for their divisions. Committee or Show funds cannot be used to purchase items.
- * If a committee advertises or promotes that the proceeds of an event go directly to the Scholarship Fund, then the proceeds must go to the Scholarship Fund. There are no exceptions.

Committee Chairman Responsibilities

As chairmen of the Show, you help lead the organization through representing a sizeable volunteer workforce. Please remember that these individuals invest a tremendous amount of talent, time and effort, serving as Show volunteers. Be respectful of these contributions, and schedule meetings only when necessary. Also, keep the meetings moving and on task, again recognizing the value of these volunteers.

Be a Leader

- * Set and direct the business of the committee.
- * Preside at all meetings.

- * Set a positive example.
- * Plan duties for all members to ensure active individual participation.
- * Be enthusiastic.
- * Keep the committee focused on its role.
- * Remember the committee and Show goals when planning activities and meetings.

Plan and Schedule All Activities

* Work with the NCJLS Show Office to set a meeting calendar for the upcoming year as soon as possible.

* **Submit minutes from ALL meetings to the NCJLS Show Office (Failure to do so will result in NO COMPLIMENTARY Committee Parking Passes).**

- Schedule meetings at least two weeks in advance.
- The schedule is tentative until the committee chairman/superintendent has confirmed that all meeting dates, times and locations have been set.

* Schedule only meetings that are necessary — those that have clear and specific objectives, such as:

- an orientation/initial planning meeting to review previous show, select judge and review rule changes;

- a progress meeting; and

- * Set an agenda for each meeting.

- Call the meeting to order. (Always start on time.)
- Briefly state the reason for the meeting.
- Keep the meeting moving.
- Talk to the group as a whole, not to individuals.
- Retain control of the meeting, but do not stifle discussion.
- Invite constructive criticism, solicit support and clarify unresolved issues.
- Remind members to sign the roster and verify their contact information.
- Report on, or call for, reports from previous meetings or for committee accomplishments between meetings.

- Ask for unfinished business.
- Discuss new business.
- Make special announcements.
- Adjourn.

Develop the Committee

- * Have enough members to perform the duties and responsibilities of the committee.
- * Ensure the committee is not so large that it has idle members.
- * Select members who are willing to carry out their share of the committee's workload.
- * Select and develop future leaders for the committee and the Show.
- * Evaluate committee structure to ensure reporting relationships accurately meet the needs of the committee.

Enforce Show Policies

* Become familiar with, and enforce, Show policies as discussed in detail throughout this handbook.

Important Committee Reminders

Smoking

* Richard M. Borchard Fairgrounds is a nonsmoking facility. Smoking is not permitted in the building, including Show offices, meeting rooms, concourses, Board Dining Room, exhibit areas, restrooms and stairwells.

Individual Committee Information

Ag Mech & Handicrafts Committee

- * Members are primarily responsible for the Agricultural Mechanics Project Show, assisting with setup, judging and operation of the competition.
- * Committee Chairman/Superintendent must submit a detailed account of monies raised for additional Ag Mech & Handicrafts Awards not listed in NCJLS Rule Book (example – bank statements, receipts for items purchased, etc.)
- * Secure Judge for Ag Mech & Handicrafts Show. Notify NCJLS Show Office of names & addresses. NCJLS Show Office will send confirmation letter to judges and reminder one (1) month before Show.

Alumni Bar-B-Que Committee/Team Roping

* This committee organizes, promotes and conducts the Bar-B-Que Contest and Team Roping. Their duties include team relations, meat judging, recycling, food service to the public and publicity.

Awards Committee

- * Secure prizes listed in NCJLS Rule Book
- * Request bids from three (3) award supply vendors.
- * Prepare Division Boxes (awards, thank you letter information, etc) prior to show.

Cattle Committee

- * This committee organizes and conducts the Beef Cattle (Market Steer, Carcass & Breeding Beef Heifer) show, assist with award donors, and sets up the Show facilities. Committee members also help with record keeping and the operation of the show, including receiving, checking in and assisting the judge.
- * Members must attend and assist with County Validation.
- * Requirements subject to complimentary car pass approval.

Commercial Booths

* Members of this committee greet and work with commercial exhibitors at all inside and outside venues. They monitor all contractual requirements, and assist vendors and Show management with a variety of vendor-related matters.

Homemaking Committee

* This committee organizes and conducts the Homemaking Division show, assist with award donors, and sets up the Show facilities. Committee members also help with record keeping and the operation of the show, including receiving, checking in and assisting the judge.

Horse Show Committee

* Members of the Horse Show committees are directly responsible for the physical arrangement of the shows. They assist with the setup of barrels, poles, jumps and obstacles; check in each exhibitor at the arena gate; and ensure that all trophies and ribbons are ready for presentation at the conclusion of each class.

* Committee Chairman/Superintendent must submit a detailed account of monies raised for additional Horse Show not listed in NCJLS Rule Book (example – list of donors, receipts for items purchased, etc.)

* Secure Judge for Performance Classes. Notify NCJLS Show Office of name & address. NCJLS Show Office will send confirmation letter to judge and reminder one (1) month before Show.

Livestock Judging Committee

* Members of this committee accept entries, arrange classes, set class breaks, set up awards tables and ensure Thank you letters are submitted for awards.

* Prepare and review entry applications.

Logistics & Operations Committee

* Members of this committee are responsible for securing much of the equipment needed for the successful operation of the livestock show, and Alumni BBQ Cook Off & Team Roping..

* During the Show, this committee coordinates the services for numerous Show events, functions and meetings. Members supervise room setup, beverage and food service, sound requirements, and any other activities necessary for a successful event or function.

* Members of this committee are responsible for preparing signs for the Show.

* Members review show schedule and suggest any changes necessary for next year's Show.

Market Lamb Committee

* This committee is responsible for greeting and working with Market Lamb exhibitors during each year's Show, and assisting the superintendents in the judging rings to coordinate individual class competition.

* Members must attend and assist with County Validation.

* Requirements subject to complimentary car pass approval.

Market Swine Committee

- * This committee is responsible for greeting and working with Market Swine exhibitors during each year's Show, and assisting the superintendents in the judging rings to coordinate individual class competition.
- * Members must attend and assist with County Validation.
- * Requirements subject to complimentary car pass approval.

Meat Goat Committee

- * This committee is responsible for greeting and working with Meat Goat exhibitors during each year's Show, and assisting the superintendents in the judging rings to coordinate individual class competition.
- * Members must attend and assist with County Validation.
- * Requirements subject to complimentary car pass approval.

Office Staff

- * Office Manager augment the Show's Information Systems Division in its effort to implement, enhance and maintain processes and services for committees and the organization. It provides comprehensive logistical support, training and support resources for the Show. The committee also assists in the introduction of new technologies to help streamline business processes and save on hardware acquisition and system maintenance.
- * Office Manager assist with Data Entry, Division Class sheets, Sale Program, etc.

Parade

- * The Robstown Area Development Council is responsible for organizing and positioning parade participants for the annual Downtown Parade. Members work closely with city officials, establish the parade route and provide parade marshals along the route.

Parking Committee

- * This committee is responsible for assisting attendees and exhibitors with information and directions around the Show grounds.
- * Responsible for directing traffic to designated parking areas.
- * Insuring all visitors/exhibitors are parked in designated parking areas with parking permit visible on front windshield.
- * Has duty of contacting tow truck to remove any parking violators at the owner's expense.

Poultry Committee

- * This committee organizes and conducts the Broiler and Turkey shows, assist with award donors, and sets up the Show facilities. Committee members also help with record keeping and the operation of the show, including receiving, checking in and assisting the judge.
- * Members must attend and assist with County Validation.
- * Requirements subject to complimentary car pass approval.

* All exhibitors MUST purchase their poultry projects to be eligible to participate in the Nueces County Junior Livestock Show.

Sale Committee

Scholarship Committee

Queen Contest Committee

- * This committee organizes and conducts the Queen Contest, assist with award and Queen Scholarship donors, and arrange set up the Show facilities. Committee members also help with record keeping and the operation of the show, including receiving, checking in and assisting the judge.
- * Committee is responsible for verifying all Queen contestants have met their requirements during show and sale.

Rabbit Committee

- * This committee organizes and conducts the rabbit show, assist with award donors, and sets up the Show facilities. Committee members also help with record keeping and the operation of the show, including receiving and cooping rabbits and assisting the judge.
- * Members must attend and assist with County Validation.
- * Requirements subject to complimentary car pass approval.

Residence Avoidance Committee

- * This committee is responsible for working with the residue avoidance program, designed to ensure quality meat products and drug free.

School Tours Committee

- * This education-based committee offers tours for groups visiting the Nueces County Junior Livestock Show Committee members guide tours in Richard M. Borchard Fairgrounds, as well as give directions and assistance to field trip groups attending the Show.
- *They also are responsible for the care of lost children and assist with distribution of the Show's Official Visitors Guide.
- *Make all arrangements and scheduling between Show and Schools or Tour Groups.
- *Educate and arrange student volunteers with Tour Groups for supervision.

Online Services

General Information

- * Entries are accepted online for livestock competitions, horse show, and Homemaking
- * A calendar of public events is listed.
- * Frequently used forms are available online
- * Meeting notices and specific committee information are available through the member services section of the online member accounts.

Advertising and Public Service Announcement Procedures

- * All advertising and public service announcements (free or paid) — print, Web, broadcast and any other — must be approved in advance and placed by the Show's Board and Public Relations Department.
- * Please submit scripts and/or ads to the staff coordinator, who will coordinate with the Advertising and Public Relations Department for approval. This approval process will occur in a timely manner.
- * Advertisements cannot be sold or included in programs or other committee publications as a benefit for a contribution, or as a fund raiser, or for any other purpose.
- * An ad is any acknowledgment that includes address, phone numbers, e-mail addresses, Web site references and/or URL, promotional tag lines and/or products/services.

Banner Request

General

- * Banners are available for advertisement display at the Richard M Borchard Regional Fairgrounds at a cost of \$500.00. In appreciation of our Volume Buyers (\$10,000 or more), banner cost is complimentary
- * Businesses must submit a Banner Request Form (available at the NCJLS website – www.ncjls.com) and return to the NCJLS Show Office.
- * ALL Banner proceeds will be donated to the NCJLS Scholarship Fund.
- * ALL Banner Request Forms must be submitted by deadline to be eligible to display.
- * ALL Banners must be submitted to Logistics & Operations Committee or the NCJLS Show Office by deadline.

Conflict of Interest Policy

While this policy directly applies to those listed in the Policy Objective, it should guide the actions of ALL volunteers.

Policy Objective

To establish a standard of conduct for directors, officers, Executive Committee members and employees of the Nueces County Junior Livestock Show and Sale to assure that authority is exercised in good faith to serve the best interests of the Show and that a possible conflict of interest does not occur.

Business Transactions

* Directors, officers, Executive Committee members and responsible employees (herein referred to as designated individuals) stand in a joint relationship with the Nueces County Junior Livestock Show and Sale, and are expected to exercise their authority in

good faith to serve the best interests of the Show. At any time when their personal or other business interests might influence their judgment in matters involving the Show, a potential conflict of interest exists.

* It is important that an independent review be made of any transaction/situation, whether proposed or already completed, involving the Show and another enterprise in which a director, officer, Executive Committee member, responsible employee or a member of their immediate family, may have a direct or indirect interest or has a reasonable expectation of obtaining such an interest; or where a course of action being considered by the Nueces County Junior Livestock Show may affect, either directly or indirectly, the personal or other business interests of the designated individuals, or a member of their immediate family. Family includes spouses, siblings, children and grandchildren, parents and grandparents, and in-laws.

* Upon discovery of a potential duality of interest, a written description of the transaction or situation, with a complete disclosure of all relevant facts, must promptly be submitted to the president for consideration and subsequent consultation with the chairman of the board. If both are in agreement that a conflict of interest is not likely to result from the transaction or situation, it will then be approved. If the president and chairman of the board do not agree, the transaction or situation should be submitted for review by the Executive Committee, and thereafter approved by the board of directors. Examples of situations which potentially could result in a conflict of interest are as follows:

- Business transactions (sale of goods, services or property), a loan of personal property between the Show and a designated individual, or an enterprise in which the individual or a member of his immediate family is an officer, director, significant shareholder or partner;

- Transactions between a designated individual and a third party when that third party also deals with the Show or seeks to do so (Routine business relationships conducted at an arm's length basis are not included.);

- Business activities of designated individuals which may directly or indirectly depend upon the taking of certain action by the Show; and

- Disposition of a business opportunity to which the Show may be entitled, but of which a designated individual may wish to take advantage personally.

* Factual situations similar to the examples set forth above do not necessarily constitute conflicts of interest, but they do create the potential of a conflict. Many other similar circumstances may create this potential. This policy is based on the concept that full disclosure offers the only effective means for assuring that a possible conflict of interest does not become a reality.

* It is recognized that, in the routine conduct of business, a number of normal continuing business interrelationships exist which could cause practical problems should literal compliance with the review procedure be required. For example, an attorney may serve as a director of the Show while his firm serves as counsel; an insurance agent may serve as a director while he or his agency places insurance business with the Show.

* It is not the intent of this policy that every routine business transaction arising out of such established and continuing relationships be approved by the president. However, it is expected that the existence of such relationships shall be disclosed and understood by both. Any transaction which is not routine in the business relationship, or which

involves terms or conditions which the Show does not normally offer or receive in comparable business transactions with unaffiliated parties, shall be submitted for review in accordance with the policy expressed herein.

Committee Transactions

* Individual members of a committee may not sell Show-related or committee-related goods or services to their respective committees or to individual members of the committee unless that person and/or his/her company is the best of three arms length bids.

Investment/Contract Transactions

* Any designated individual involved in making a recommendation for the purchase or sale of a particular investment or in the approval of a contract, must disclose in the recommendation, or at the time of approval in the case of a contract, whether he or a family member owns, directly or indirectly, any interest in the enterprise which is the subject of the recommendation or contract, and whether he has owned any such interest within the past 12 months.

Gifts

* Employees or other designated individuals, including committee volunteers, of the Nueces County Junior Livestock Show and Sale who establish outside business relationships on behalf of the Show with outside suppliers, vendors and/or contractors are prohibited from accepting gifts or favors which exceed a nominal value

* The acceptance of tangible or intangible favors by employees for the approval of contract agreements, special considerations or delivery of merchandise/supplies to the Show may be considered grounds for termination. Any attempt to bribe a designated individual should be promptly reported in writing to the president.

* Any gift or favor extended which is determined excessive or to be of more than nominal value must be approved by the president or his appropriate designee prior to acceptance. Failure to comply may result in termination or other appropriate action and the item(s) in question shall become the property of the Nueces County Junior Livestock Show and Sale.

* At the end of each fiscal year (Sept. 30), employees or other designated individuals, including committee volunteers, who have received gifts should report all gifts received and the names of the individuals providing the gifts. This should be submitted in writing to the president as a supplement to the annual conflict of interest questionnaire.

Miscellaneous

* Following the adoption of this policy, and thereafter on an annual basis (Sept. 30), or when an individual is initially employed or becomes an officer, member of the board of directors or member of the Executive Committee, the president shall provide a copy of this policy to each, along with a questionnaire to be completed, returned and subsequently filed for periodic review.

* Any questions concerning policy compliance should be addressed to the president or his appropriate designee. This policy will be strictly enforced and consistently applied on the date of approval.

Bidding Procedures

Bidding procedures help ensure that all items purchased by the Nueces County Junior Livestock Show and Sale are of the quality/type desired and are acquired at the lowest possible price.

- * Bids must be received before purchases exceeding \$1,000 are made, unless exception is provided in writing by a member.
- * Three bids from three different providers should be obtained.
- * If the low bid is refused and another is accepted, reasons for the action must be documented and submitted.

Emergency Procedures

Objective

* To provide information, procedures and a plan of action to protect life and property in the event of an emergency during Showtime operations.

Media Relations

* Information to the news media or the public concerning emergency activities will be released by Nueces County Junior Livestock Show and Sale. Employees and Volunteers will direct all inquiries to the Public Relations Chairman to prevent speculation, conjecture and subsequently, the release of misinformation.

Evacuation Information

* In the event of a disaster or similar emergency at the Nueces County Junior Livestock Show and Sale the Richard M Borchard Regional Fairgrounds has an Evacuation Plan on hand

* The priority in evacuating any of these facilities is the safety of all people involved. All species of livestock/animals should be left in place until the emergency can be further evaluated.

* Emergency evacuation information for each of these areas is as follows:

Equipment Procurement Policy

Policy Objective

* To specify guidelines and procedures to be used in obtaining equipment needed for the Nueces County Junior Livestock Show and Sale.

General Information and Procedures

* Due to insurance requirements/costs and the potential liability associated with borrowing or renting equipment, all equipment requests for the Show must be made according to the established procedures expressed herein.

* Requests for equipment must initially be made through the chairman of the Logistics & Operations Committee, as far in advance of the Show as possible. Committee chairmen, through their appropriate officer in charge, shall submit all requests to their staff coordinator who will then forward the requests to the chairman responsible for buildings and grounds.

* All equipment, whether on loan or rented, must be delivered to the Show's grounds for proper check in and inspection prior to use.

Equipment Loaning

* The Show cannot loan any equipment (i.e., radios, tables, chairs, etc.) to a committee or individual hosting a non-Show-related committee function off-site.

A list of equipment, as well as equipment and cart request forms, follow.

Committee Volunteer Letterhead

The Show provides committees with standard committee volunteer letterhead to be used for official correspondence.

* Letterhead is available from the staff coordinator.

* If the committee wants to identify itself, the name of the committee may be placed under "Committee Volunteer" at the top of the letterhead.

Appointment Policy

Policy Objective

* To specify guidelines and procedures to be followed when establishing individuals as Nueces County Junior Livestock Show and Sale committee members.

Policy Guidelines

* The committee chairman/superintendent shall have the initial responsibility for selecting committee members to serve on his/her respective committee.

* Under no circumstances should a potential committee member be notified of a specific committee appointment by anyone other than the appropriate chairman/superintendent.

* If the individual has not a paid member the Show, membership must be established, with payment (\$1.00 yearly/\$25.00 lifetime) made, prior to actual appointment.

* Committee members:

- must be at least 21 years of age

- must be members of, and in good standing with, the Nueces County Junior Livestock Show and Sale. An individual shall not be appointed to serve on a committee if he/she has a delinquent account with the Nueces County Junior Livestock Show and Sale as of the designated payment deadline of the appointment year.

* A member may serve on as many committees as he/she wishes.

- Each committee should be large enough to handle assigned responsibilities, but not so large as to have idle members.

* Each committee member must be willing to accept assignments and handle his/her share of responsibilities.

* Failure of a committee member to perform at the expected level may result in removal from the committee.

- Removal from a committee is recommended by the chairman/superintendent and approved by the NCJLS Board of Directors.

- Members removed from a committee must be sent written notification from the chairman.

Appointment Steps

- * After committee chairmen/superintendent have been appointed by the Board of Directors, each chairman or official designee must review the current committee roster to determine appropriate changes needed.
- All roster changes which include adds and drops, must be approved by the committee chairman/superintendent.
- Volunteers dropped from a committee must be indicated on the roster change form with a notation on why the person has left the committee. Ex: Resigned, Did not meet requirements, etc.
- A copy of the roster change is forwarded to the NCJLS Show Office for NCJLS Board for approval.

Membership Policy

Policy Objective

- * To specify the adopted policies concerning membership in the Nueces County Junior Livestock Show and Sale and the guidelines/procedures to be used in applying for and obtaining membership in the Show.

Eligibility for Membership

- * Membership is open to any individual who is interested in supporting the Show's mission.

Types of Membership

- * **Annual** (Feb 1 – Jan 31) - Currently requires a fee of \$1.00, and the applicable membership fee each year thereafter to remain active.
- * **Life** - Currently requires a fee of \$25.00, and no subsequent membership dues or assessments thereafter for the remainder of the member's life.

Method

- * Persons interested in obtaining membership in the Nueces County Junior Livestock Show and Sale must complete a membership form titled "Membership Application" from a Show staff member or online at www.ncjls.com.
- * The applicant must provide all the information requested on the application. Failure to provide all required information will prohibit processing of the application.
- * When the application has been completed, the membership agreement and appropriate fees should be forwarded to the NCJLS Show Office, or processed online.

Suspension and Expulsion

- * Any member, life or annual, may be suspended or expelled by the Executive Committee and board of directors when it is the consensus of the groups that a member is a detriment to the welfare of the Nueces County Junior Livestock Show and Sale.
- * Suspension or expulsion from membership shall take effect after the member has been notified of the action in writing by the Nueces County Junior Livestock Show and Sale.

Miscellaneous

- * Memberships are issued on an individual basis only. There are no provisions for company, corporate or family memberships.

* Members are responsible for updating their contact information on file when changes are made. Members may update their information with the NCJLS Show Office or by email to ncjlsoffice@aol.com.

NCJLS Badge Policy

Policy Objective

* To document guidelines and procedures to be used in the annual distribution/management of NCJLS badges.

General Information and Procedures

* One (1) NCJLS Badge will be available to Directors/Committee Chair/Superintendents at a cost of \$5.00/each.

* NCJLS badges shall not be issued to, or worn by, individuals under the age of 21.

* Director/Committee Chair/Superintendents shall receive only one (1) NCJLS badge for participation regardless of the number of committees on which they serve.

2011 Parking Procedures

* 5 day NCJLS Parking Passes can be purchased for \$15.00/each

* NCJLS Parking Passes do NOT guarantee pass holder back lot parking (parking on a first come first serve basis)

* All NCJLS Parking Pass holders MUST abide by parking guide lines. (NO parking in Fire Lanes and blocking dumpsters) Violators will be towed at the owner's expense.

Select diagram of RMBRF for Parking

General Parking Information

* General Parking area will be in the Front Lots.

* Shuttle should transport visitors to the Front gate.

Fund-Raising Approval Policy for Public Events

Public Fund-Raising Events

Many Show committees' purpose is to promote and support the Show. These committees hold fund-raising activities that are targeted to the general public; therefore, these guidelines and requirements must be followed. These events are closely related to the committees' goals, and money generated from these events are deposited in the operating or awards accounts.

Approvals

1. Every committee fund-raising activity open to the public must be approved by the NCJLS Board.

2. Each request must be made on the official Committee Event Approval Form (events open to the general public) with all sections completed.

3. This approval process applies to all fund-raising activities, to include ongoing events and activities that have been approved (by whatever process) in prior years. All Show committees and subcommittees must comply with this policy.
4. The completed committee event approval form must be approved by all of the following: the requesting committee chairman and the NCJLS Board of Directors.
5. First-time events must be submitted at least 30 days prior to the event. Recurring events must be resubmitted for approval annually 30 days prior to the planned event date. An approved event, however, is subject to review.

Guidelines

1. Approved events must be implemented in accordance with Show policy and a thorough and accurate audit trail must be maintained for revenues, donated goods and services, and expenses.
2. Show policy stipulates that all funds and revenues raised by any type of committee activity (collected by committee members for any purpose) must be deposited in Show bank accounts. Separate committee bank account statements must be reconciled and submitted to the NCJLS Bookkeeper for records.

Scholarship

Fund-Raising

* Only designated and approved committees may raise funds for scholarships.