

FAIR EARLY RELEASE FORM

The Fair Board, Project Superintendents, Programming Committees and County 4-H Agents are enthusiastic about giving every opportunity to youth to complete their project(s) by exhibiting at Fair. The Fair Board recognizes that there are situations when an early release is necessary. In those instances exhibitors should contact their project superintendent to obtain information regarding alternative methods of exhibiting or completing the project year. The following procedure has been established to approve the early release of projects. Please see the fairbook for a list of reasons.

Approval of early release requests will abide by the following procedures:

- A. Approval will be in writing prior to the first day of Fair.
- B. Approval will be given jointly by the project superintendent and a majority of the executive officers of the Fair Board. For project areas that do not have a superintendent, a Fair Board member will participate in the approval process.
- C. The project superintendent will keep copies of all early releases to be reviewed by the Fair and must be submitted to the Fair Board Secretary.
- D. In emergency situations that require an early release, approvals must be obtained from three (3) persons consisting of the Project Superintendent, the Livestock Committee Chairperson or the Exhibit Building Chairperson, and one of the Fair Board Executive Officers. Approved early release shall be no earlier than 7:00 p.m., Friday evening. If at any time the above process is disputed, parties involved should refer to the grievance policy in the Fair Book.

Please fill out all pertinent information regarding your early release request and submit to your project superintendent by July 1 of the current fair year.

Exhibitor Name _____ Club _____

Address _____ Club Leader: _____

City, State, Zip _____ Leader Phone# _____

Exhibitor Phone# _____ Projects (list all on back of this sheet) _____

Explanation of need for early release _____

Type of proof: (Show Bill, Invitation, etc) _____

Unexcused early removal or other responsibilities (ex: improper care of animals after sale) or rules not upheld will be fined the amount of the premium and the exhibitor unable to show at KCYF in the following year.

If at any time the above process is disputed, parties involved should refer to the grievance policy in the Fair Book.

Project Superintendent Name _____ Date _____

(print)

Project Superintendent Signature _____ Approved: yes no

Fair Board Executive Officer Signature _____ Date _____

Fair Board Executive Officer Signature _____ Date _____

Fair Board Executive Officer Signature _____ Date _____

Explanation of Denial _____