

- **2017 MA 4-H Days in the New England Center: Friday and Saturday, September 15-16.**
- Due date for original copies of Registration Form 1 and 2 and Big E Health Form (for adult dorm chaperones and all youth participants):

*Postmarked by July 15<sup>th</sup>*

Mail to Linda Horn, 4-H Youth Development, Slobody Building, Suite A4, 101 University Dr., Amherst, MA, 01002

- Decisions will be made by August 8th and all registered families will be contacted either by e-mail or phone with the results.  
Those individuals not chosen for a stage slot (as there are limited spaces) and have checked “yes” on their registration form will be asked to participate in a MA 4-H action exhibit. Action exhibit topics will be announced at that time.
- All members and clubs must follow through on their commitment to participate. Clubs and members should not sign-up for more days than they are able to commit to as this may take slots from other members who would have liked to participate. All club action exhibits must have an adult volunteer as one of the organizers who will take responsibility for the club at the Big E.
- Remember that you represent Massachusetts 4-H. Always be polite and respectful. All Massachusetts 4-H Code of Conduct Rules and dress code must be adhered to at all times.
- Who is in charge? First is the member’s 4-H chaperone; every member attending must have a designated chaperone (generally their parent or leader) for their entire participation in the New England Center. MA 4-H will have several individuals in the building. Linda Horn, Assistant 4-H Program Director, or a 4-H staff designee, will be there. Terry Brown is the New England Center Building 4-H Coordinator and oversees this area when 4-H occupies the New England Center. These staff may ask your youth or adults to change something or help in some way. Please be sure your members and adults know this and be respectful of those in charge.
- Clothing:  
Action Exhibits – members are to wear a 4-H T-Shirt with khaki-style pants or dress jeans/pants (no torn or tattered jeans, please)  
Stage – members may wear 4-H shirt and slacks or choose something dressier. Costumes appropriate to the performance are also welcome – please place a 4-H logo on costume  
**NO:** bare midriffs, shorts, short-skirts, ripped clothing, low-cut tops, spaghetti straps, undergarments showing, muscle shirts, open-toed shoes



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- Orientation at the Big E: All youth and chaperones must attend the orientation that is held on the first morning that they participate. Arrive at door #2 at the New England Center building by 8 a.m. (you will not be able to enter the building until 8:00).
- All participants and at least one chaperone from their group are asked to participate in the parade at the end of the day. Line-up: 4:30 PM – behind the state buildings – find the MA 4-H delegation so that we can march together; 4-H and state flags and the Massachusetts and NE Center banners are to be picked up at the NE building – check with MA 4-H supervisor.
- Funding for your club action exhibit: Please try to have items donated through your community contacts. MA is no longer receiving money from the Big E to help with our expenses.
- Tickets, parking pass, dorm info, specific stage times: In early September you will receive a packet with this information in the mail. *If you do not receive it by Sept. 8 contact Linda Horn.*
- If you have questions prior to the event you can contact Linda Horn at [lrhorn@umext.umass.edu](mailto:lrhorn@umext.umass.edu) or at 413-577-0332.



## Action Exhibits:

Bring: All the supplies you need for your action exhibit including extension cords, hammers, tacks, items to give out to public, table top easels etc. See special request sheet.

**Posters** – should be seen at least 5' away; one should have club name and town with 4-H logo.

Size of Exhibit Area – The composite bulletin boards behind the tables are 4' x 4' and attached to the wall. Action exhibit area includes ½ circular tables so that two people can stand comfortably behind them (see pictures above). All the tables handicapped accessible as they are sitting directly on the floor. The tables are skirted. There will be electric outlets behind each table.

Display on counter – items to help convey your topic; cover all brand names neatly.

Club banner – you need to have a club banner (or make a poster) on the board behind your table.

Table top – needs to be covered with plastic covering – note: semi-circular table  
Available: electrical outlet, storage room, stove & refrigerator in backroom

Grab attention of public – come up with ways to draw the public into your area;  
Stand up in booth to encourage people to come and learn more.  
There is no eating allowed in the booth. Members are given a break for lunch.

Hand-outs – include directions/recipes, supply items, games having to do with your subject,  
places to find information, etc. These are optional.

Develop a time schedule for workers in your booth – remember to include meal breaks!!

Time frame –

- 8:00 AM required orientation.
- Exhibit must be set-up by 9:45 a.m.; action exhibit operating from 10 AM – 4:30 PM.

When off duty, members & volunteers should not be hanging around at their booth – keep free for visitors to the area as there is not much extra room. Only youth are to be in the booth! There are benches in close proximity that adults may sit on. Adults will also be asked to work at the information table for a one hour shift. Sign up will be on the day of the Big E.

### **Information for All Stage Presenters (Performances and Visual Presentations)**

Available for your use: 3 microphones – one of them is a head set. There is a storage area and changing room. Instruments may have a microphone – be sure to test sound balance between any singers and instrument. One easel and table are provided. Refer to the special requests sheet to let us know of other needs that we might be able to help with.

Note: All stage presenters and performers are expected to introduce themselves. They must bring all their own equipment. Performers should bring their own CD or MP3 player. A CD player is available and may work if you have the appropriate cord.

Stage size: 12' x 24' with side ramp (on right side if facing the stage) and back stage entrances. Men's changing room on left, ladies on right side as you face the stage.

Time Frame: Each presenter will have one or two 15 minute time slots per day.

4-H area in the New England Center building is open to the public from 10 AM – 5 PM.

All equipment must be set-up and removed just prior/after performance (space for storage there).

Presenters: Keep in mind that you will be speaking into a microphone as you present. You will have a few minutes to practice after the morning orientation.

Any stage presenters preparing food will not be allowed to give out samples to the audience.

## **Information Specific to Food and Nutrition Action Exhibits:**

Due to MA state health regulations we need to be sure our food preparers are serving food to the public correctly. This is a good learning opportunity for our members to learn about safe serving practices for the public. Please be advised of the following:

- ***If your club will be preparing food you must bring at least one ServSafe certified volunteer to be on-site during your action exhibit time*** to supervise and be sure clubs are following good preparation/serving/storing procedures.
- Please provide cutting boards (if needed) for each variety of food: ex. Fruit, vegetable, each type of meat, other.
- All cold foods must be kept at 40 degrees or colder. A refrigerator is on site in the NEC kitchen. Please provide ice to keep your cold items cold when serving.
- All hot foods must be served at the required temperatures for type of food item. Please let the MA NEC coordinator ahead of time what type of food you are preparing so that we can tell you what the MA regulations are for that food or service. There is a stove in the kitchen and we recommend a warming tray if needed. You are also welcome to bring a clean microwave.
- Once food is out of required temperature for four hours the food must be thrown away and all tools used to prepare must be thoroughly cleaned and disinfected.
- All food servers should have hair pulled back and should wear a clean hat (please: no writing on hat unless it is a 4-H one). Preparers need to also wear an apron and remove all jewelry (rings, necklaces, earrings, non-4-H dorm bracelets and watches).
- The MA 4-H Program requests no fresh or frozen seafood served.
- No foods may be prepared at home and then served to the public as home kitchens usually have not been health board certified. (If your kitchen has been certified please bring the certification with you – ex. Syrup producers, etc.) You may use food from stores and restaurants as long as food stays within the required temperatures during transportation and has not been opened until you arrive and used for preparation.
- When you change shifts please clean all tools before using with new members.
- All members touching food and supplies need to wear food gloves during their time in the booth. Gloves need to be changed for the following reasons:
  - are cut or touch items other than food items
  - member changes the type of food variety they are cutting ex. Switches from vegetable to fruit or to meat, etc
  - member leaves the booth for any reason
  - please be sure not to touch your hair, face, or clothes when wearing gloves
- Due to NEC 4-H policy all brand names on products need to be covered!
- Ingredients need to be readily available for those seeking allergy information.
- Please post if the following ingredients are included: ground or tree nuts, milk products, soy, wheat products.
- Bring sign telling public when samples will be given out.

***\*\*\* If you are ServSafe Certified please send us a copy of your ServSafe and Allergen Certificates with your registration.***