

4-H Rabbit Project –2024 Fair Job Assignments

Superintendent = Heather Teadt (269-625-6266)

Assistant Superintendents = Nancy Mangus (269-760-8808)

Kaley Thornburgh (269-760-2975)

Attention: Please notify the St. Joseph County MSU Extension office immediately at 467-5511 if you find you are unable to carry out one or more of your work assignments.

“Thank you” in advance for your help!

Date	Time	Job Assignment	No. Helpers Needed	Volunteers 2024
Tues. 9/10	5:30-7:30p.m.	Preparation of Rabbit Barn and unload shavings.		Heather, Nancy, Kaley Mendon Green Clovers 4-H Club Howardsville 4-H Club Rolling Clovers 4H Club
Fri. 9/13	4:00-7:00 p.m.	Check-In, Weigh-In and Housing of 4-H Rabbits Arrive by 3:30 p.m.	12-14	1. Heather Teadt (Supt) - Market Registration and Weights 2. (Breeding Stock Registration) 3. (Official Scales) 4. (Official Scales) 5. Lisa Frohnafel - Health Checks 6. (Health Checks) 7. (Health Checks) 8. (Line Director) 9. (Line Director) 10. (Assist kids with cage cards) 11. (Assist kids with cage cards) 12. Denise Holtz – Unofficial Scales 13. All 4-H Rabbit Leaders Paper only by Monday, August 12 14.
Sat. 9/14	2:00-6:00 p.m.	Skill-a-thon and Interviews/Evaluations Arrive by 1:30 p.m.	12-14	1. Heather Teadt (Supt.) 2. Nancy Mangus (Asst. Supt.) 3. Kaley Thornburgh (Asst. Supt.) 4. (Skill-a-thon Proctor) 5. (Skill-a-thon Proctor) 6. (Skill-a-thon Proctor) 8. (Breeding Stock Eval Clerk) 9. (Breeding Stock Eval Clerk) 10. (Market Eval Clerk) 11. (Market Eval Clerk) 12. (Market Eval Clerk) 13. (Runner) 14. (Skill-a-thon registration)
Sat. 9/14	Due to 4-H Fair Office by 10:00 a.m.	Prepare hand-written lists of market rabbit class assignments and deliver to 4-H Fair Office for computer input.	1	1. Heather Teadt (Supt.)
Sat. 9/14	6:00 p.m.	Set-up for and assist with the 4-H Rabbit Show.	Everyone!	1. Heather Teadt (Supt.) 2. ALL leaders and members!
Sun. 9/15	8:00 a.m.	Cloverbud Set-Up/Check-In	3	1. (Health Checks) 2. (Clerk) 3. (Line Organizer)

Date	Time	Job Assignment	No. Helpers Needed	Volunteers 2024
Sun. 9/15	9:00 a.m.	4-H Rabbit Show Arrive by 8:15 a.m.	10-12	1. Heather Teadt (Supt.) - Announce 2. Nancy Mangus (Asst. Supt.) - Runner and ribbons 3. Kaley Thornburgh (Asst. Supt.) - Clerk & Tally Score Sheets 4. Sara Lindsey - Clerk & Tally Score sheets 5. Karen Hensell - Book 6. Kayla Hensell - Book 7. (Clerk for judge) 8. (Clerk for judge) 9. (Clerk for judge) 10. (Clerk for judge) 11. 12.
Sun. 9/15	Due to 4-H Fair Office by Monday	Deliver 4-H Market Rabbit sale order to 4-H Fair Office for computer input.	1	1. Heather Teadt (Supt.)
Sun. 9/15		Write names on Trophy Cards	2	1. 2.
Wed. 9/18	7:00 p.m.	Sale Set-Up	<u>ALL</u>	1. Heather Teadt (Supt.) 2. Nancy Mangus (Asst. Supt.) 3. Kaley Thornburgh (Asst. Supt.) 4. All Rabbit Leaders
Thurs. 9/19	Approx. 11:15 a.m.	Line-up of 4-H Rabbit for the Small Animal Market Livestock Sale. The sale starts at 10:00 a.m. 2024 Sale Order: Turkeys, Chickens, Rabbits, Goats	5	1. Kaley Thornburgh (Asst. Supt.) 2. Nancy Mangus (Asst. Supt.) 3. (Hand out numbers) 4. (Help kids get buyers name on pen) 5. (Help kids get buyers name on pen)
Thurs. 9/19	Approx. 12:00 p.m. (noon)	Recording of buyer number, buyer name and sale amount for each “sale”, with distribution of the sale information to the member as he/she leaves the sale ring.	2	1. Heather Teadt (Supt) 2. Sara Lindsey
Thurs. 9/19	After Sale	Watch buyers that may think they take immediate possession of their rabbits. Help the kids write buyer info on their cage tags.	2	1. Kari McGrady 2.
Sat. 9/21	10:00 p.m.	Check out/loading of 4-H market Rabbit destined for processing, plus clean-up of cages following load-out.	Annually rotating club assignment: Min. of 4 helpers/club	Clubs responsible in 2024: 1. Burr Oak 2. Happy Herdsmen
Sun. 9/22	6:00 a.m.	Cleaning of barn, power wash cages	Rotating Clubs	Clubs responsible for 2024 1. Leonidas Do-Best 2. Countryside 3. Farmtastic
Tue. 10/1	9:00 a.m. - ???	Placing of telephone calls to buyers reminding them of date, time and location to pick up processed rabbits.	1	1.
Wed. 10/2	5:00 - 7:00 p.m.	Distribute processed animals to buyers at building #45. Arrive at 3:30 p.m. to help set-up for distribution.	4	1. Heather Teadt (Supt) 2. Nancy Mangus (Asst Supt) 3. Kaley Thornburgh (Asst Supt) 4. (anyone to help) 5. (anyone to help)