

Teen Clerk Specifications to Agents

- TEEN CLERKS:** Your cooperation in recruiting youth volunteers to serve as teen clerks will be greatly appreciated. **LODGING AND MEAL ARRANGEMENTS FOR TEEN CLERKS ARE HANDLED BY THE CAMP TOBIN OFFICE.** Please do not reserve dorm space or meals for them when reserving for other participants.
- APPLICATION PROCESS:** Return postmarked by **July 1** to:
Connie Cecil
Campus Delivery 4040
Colorado State University
Fort Collins, CO 80523
- REQUIREMENTS:** Applicant must be **13** years or older prior to December 31 of the previous year.
- PURPOSE:**
- To assist with entering and judging of home economics, general and natural resources projects.
 - To assist superintendents with contests (i.e. Demonstrations, Creative Cooks, Cake Decorating).
 - To pass out 4-H information and answer questions at the Information Booths (3 buildings/3 booths).
- RESPONSIBILITIES:**
- Accurately record entry information on each project entered.
 - Correctly arrange entries in such a way that all class entries are together.
 - Present each entry, in total, to judge as requested until complete class is judged.
 - Accurately record comments and scoring on individual comment sheets which are to accompany each entry.
 - Accurately record all ribbon and placing designations on result sheets and attach appropriate ribbon to exhibit.
 - Carefully arrange exhibits, in total, to facilitate display.
 - Assist superintendents and display volunteers as requested.
 - Assist contest superintendents as requested.
- ADVISORS:** Julia Hurdlebrink, Consumer Science & General Superintendent; Barbie Garnet, General and Natural Resources Superintendent and specific contest superintendents.
- TRAINING AND/OR RESOURCES:**
- Attend orientation of procedures by superintendents.
 - Room and meals in the 4-H dorm and dining hall as stated in the teen clerk contract.
 - Received after accepted for position.
- SELECTION PROCESS:**
- Written application with recommendation from extension agent.
 - Applications screened and placed on a first come/first served basis.
 - Applicants notified through Extension agents of their selection.