

## **PURPOSE**

The 4-H County Fair grievance process provides a vehicle by which to respond to 4-H members' concerns relating to all 4-H activities during the fair.

## **WHAT ISSUES MAY BE FILED IN A GRIEVANCE**

A grievance committee may be convened for the following situations/reasons:

- Alleged wrongdoing.
- Rule violations from what is published in the fair book.

The fair is the responsibility of the Butler County Extension Board and the Butler County Fair Association; questions need to be addressed to the Fair Board President, Extension Director or 4-H Agent. The 4-H Agent can answer questions regarding the 4-H program such as enrollment, etc. The Extension Office Professionals have been great help putting the fair together. Please do not direct complaints, suggestions, etc. to them but rather to one of the above listed. Any grievances will be handled by the Extension Board Grievance committee consisting of Extension Executive Board representative(s), 4-H Agent, Extension Director, Fair Board President, and Division Superintendent(s).

- Any grievances must be delivered in writing, signed and dated by the person making the protest and discussed with the 4-H Agent or Extension Director.
- Grievances must be received by the 4-H Agent or Extension Director within 24 hours following the occasion for the grievance.
- Such grievances must state plainly the cause of the complaint or appeal, and must be submitted to the 4-H Agent or Extension Director. Upon receipt of a qualified grievance, the Extension Agent(s) will promptly notify the grievance committee and any and all persons involved.
- The committee will act within 24 hours of receiving a written complaint. If a resolution cannot be reached, the 4-H Program Development Committee will hear the grievance and make a recommendation to the Butler Co. Extension Board, meeting the 1<sup>st</sup> Tuesday of each month.
- Following any decision, the course of action will be entered into writing and delivered to the any and all persons involved.