



Hello Winnebago County 4-H club leaders and volunteers. The 4-H "Dipper" is a tradition that has been a part of the Winnebago County 4-H program for over 30 years when it started out as a small ice cream stand at the County Fair. More than 250 youth and adult volunteers work at "The Dipper" each year. All funds raised support Winnebago County 4-H events and activities.

In addition, "The Dipper" provides youth the opportunity to learn valuable business skills. Youth are trained in safe food handling procedures, customer service, time management and how to work as a team. As a result, 4-H youth are more prepared to enter the work force as young adults.

Every year we ask clubs to provide adult and youth volunteers to staff and run "The Dipper" so we can provide breakfast, lunch, and dinner to all those who are at the fairgrounds during the week of the county fair. In response to club and volunteer feedback, the Dipper Committee is testing a new way for volunteers to sign up for shifts at the Dipper. It is our hope that this new system will allow for more youth and adults to find shifts around the other fair commitments they may have showing animals, performing at the showcase stage, or other fair activities.

We are utilizing SignUpGenius to process shift sign-ups for the 2021 Dipper season. Shifts are at the same times with recommended numbers of adults and youth for each shift. The goal is for individuals and/or clubs to sign up for shifts during the week of fair. We will use the traditional club schedule that was used previously to ask for volunteers for shifts that may be short on volunteers. We feel that this will provide flexibility for the adults and youth in choosing shifts in the event their traditional club scheduled time was not optimal for them. These adults and youth can then choose times that work best for them.

To test this process and see how this may look before we try to "go live" for the actual fair, we have created a sample sign up for us to test how clubs will utilize the site and what shift numbers may look like. We know that the official fair schedule isn't published yet, so when picking shifts, we recommend thinking about when things were in the past and see how this may change the way your club and/or your members may choose shifts. You can choose to fill shifts as a club as in the past or split your volunteers across multiple shifts and multiple days.

Clubs traditionally were assigned two shifts during the week of fair to provide volunteers for the Dipper. We ask that adults and youth that will work the Dipper sign up for a minimum of two shifts to meet the same commitment as in the past. You will see that we have a Shift Manager, Adults and Older Youth, and Younger Youth slots to meet the needs of families. It also helps us have the correct personnel on hand for any issues that may arise during the shifts.

Please see the enclosed instructions on how to sign up for Dipper shifts using SignUpGenius. We welcome feedback on your thoughts on the process and you can provide feedback by sending an e-mail to [dipper@winnebago4hleaders.org](mailto:dipper@winnebago4hleaders.org).

Thank you for helping us test out this new way to schedule our volunteers for the Dipper.

The Dipper Committee



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## Please complete your Dipper Shift Signup by March 1, 2021

Reminder: This is a test run of the sign-up process. We are looking for feedback and a sample of what a real sign-up will look like. Please try to be as accurate and realistic as possible as you sign up to volunteer.

1. The 2021 Dipper Sign-up is located at the following link:

<https://www.signupgenius.com/go/9040d49adae2da3f85-20201>

2. Review the dates/times of the shifts and click on the Sign Up box next to the desired shift.

3. Click the **Submit and Sign Up** button at the bottom of the screen

4. Provide your **Club Name** and the number of positions you will fill with adults and youth.

5. Provide your Name and contact information

6. Click **Sign Up Now** to complete the process

You should receive an e-mail and/or text message with a confirmation of your selected slots. We will not use your contact information for any other purpose than to remind you for your shifts.

Thank you for supporting Winnebago County 4-H and the Dipper!