

Leavenworth County Fair Grievance Process

What is the purpose of a grievance?

- The 4-H Fair Grievance provides a process to respond to the concerns of 4-H members relating to all 4-H activities during the fair.

Who may file a grievance?

- Any 4-H member and his/her parent/guardian.

What issues may be brought before the grievance committee?

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

What issues may NOT be brought before the grievance committee?

- Judges decisions . . . which are final.
- Issues related to deadlines for member project enrollment, livestock identification, and county fair pre-registration.
- Code of Conduct type issues which are already covered on the on-line participation form which every 4-H member fills out at the time of enrollment.

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The committee will be comprised of:

- Extension Agents
- Superintendent whose project area is involved in the grievance
- Extension Board Member
- Project leader for the related project
- At large member as needed

The person who filed the grievance will follow this process:

- Submit the grievance to the Extension 4-H Office on the fairgrounds.
- Fill out the official grievance form available at the Extension 4-H Office.
- Sign the grievance form before submitting it.
- The grievance needs to be filed within 24 hours of the issue.
- A response to the grievance will be given within 24 hours of when the grievance was filed. The decision of the Committee will be final.

The Grievance Committee will follow these steps in handling the grievance:

- The committee will address the written grievance through a face-to-face meeting.
- The individual filing the grievance can decide whether to be present during the meeting.
- Only those individuals directly involved in the situation may attend or speak during the meeting.
- Grievor party is expected to provide documentation or evidence at the hearing if requested. If they refuse or do not cooperate, the committee can end the meeting or give an unfavorable response to the grievance.
- After information is presented, the committee will meet privately to discuss the issue and determine the outcome/decision.
- Decisions are based on a majority rule of the committee.
- Committee members are expected to keep all discussions confidential.
- A designated committee member will share the final decision of the committee with those who filed the grievance within 24 hours of the hearing in both a written and verbal format.
- All parties involved are expected to act civilly. Inappropriate behavior or profanity from either side may cause the hearing to be terminated.
- **Please note** – the grievance process **cannot** stop any planned fair activity.