

Fair Dates: July 27 – Aug. 1, 2026



Custer County Fairgrounds
West end of Capitol Avenue
Mackay, ID 83251

2026 FAIR SECRETARY APPLICATION

PLEASE TYPE OR PRINT CLEARLY

NOTE: This application does **NOT** guarantee your acceptance as a Fair Secretary. All information must be completed, or the application will not be accepted. Applications that are not legible will be rejected. This application must be received no later than **June 29th, 2026**. Applications can be dropped off at the UI Extension Office (1340 E. Pleasant Avenue in Challis) or emailed to sdbaker@uidaho.edu.

NAME: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

HOME PHONE NUMBER: _____ CELL PHONE NUMBER: _____

E-MAIL: _____



Signature of Applicant

Date

LIST ANY EXPERIENCE YOU MAY HAVE RELATED TO THE DUTIES OF THIS POSITION: *(use additional pages if necessary).*

DESCRIBE REASONS WHY THE FAIR BOARD SHOULD CONSIDER YOU AS PROSPECTIVE APPOINTEE FOR THE POSITION OF FAIR SECRETARY: *(use additional pages if necessary).*

DETAILS OF THE FAIR SECRETARY POSITION:

- The appointee will be employed the week of Fair (and possibly days prior to or after the Fair to complete job tasks) to assist the Custer County Fair Board to coordinate and implement many non 4-H/FFA functions at the Fair. Duties during the week of Fair include, but are not limited to:
 - In cooperation with the Open Class Superintendent, the Fair Secretary will:
 - Secure judges for all open class divisions (8 total).
 - Provide judges with open class rules, entry information, meal ticket (if available) prior to judging day.
 - *The Fair Secretary will act as the Fair Board point-of-contact for the Open Class Judges.*
 - Select and provide oversight for the team that checks-in and sets-up the Open Class exhibits in Challis and Mackay (including transportation of exhibits from Challis to Mackay), as well as helps with judging.
 - Ensure all exhibits are checked out and picked up on Saturday at the Fair, and all open class premiums are paid to exhibitors.
 - Oversee the update of the Open Class section of the Custer County Fair Book and provide information to the Extension Office by June 25.
 - Oversee the update of the Open Class entry form and provide information to the Extension Office by June 25.
 - Print, address, and mail (or deliver) copies of the Open Class section of the Fair Book to Open Class mailing list.
 - In charge of entering all Open Class exhibits and entries into the computer, organizing and printing judging sheets, and entering final judging information and premium payout into spreadsheets to provide reports to the Custer County Fair Board following the Fair.
 - In charge of entering results into a spreadsheet and figuring premiums for each exhibit and exhibitor following judging. Work with Fair Board secretary/treasurer to obtain cash premiums to pay each exhibitor when exhibits are picked up and checked out on Saturday.
 - Work with Fair Board to provide meal tickets (or provide lunch) for Open Class check-in team on Monday and judging team (judges plus helpers) on Tuesday.
 - Ensure judges complete payment/travel form and are paid (if requested). Provide payment/travel forms to Fair Board secretary following Fair.
 - Coordinate the Pie Contest including selecting judges, preparing entry forms, judging score sheets, organizing drop-off and transportation for Challis and Mackay entries, and sale of the entries. Provide information on Contest to Extension Office by June 25 (for Fair Book, website, advertising)
 - Coordinate the Dance on Friday night, including hiring a DJ, set-up equipment, payment to DJ, selecting alternate location in case of rain, and lock up of Exhibit Building following event.
 - Provide oversight and coordination with Exhibit Building security team.
 - Provide oversight and coordination with Grounds Maintenance Help (bathroom cleaners and garbage patrol) and non-food vendors and serve as the point of contact for the Fair Board during Fair.
 - Assist Concession Stand Coordinator with the oversight of the primary and secondary food concession vendors and serve as the point of contact for the Fair Board during Fair.
- The appointee will be expected to be on the Fairground property during the week of Fair (Monday, July 27 to Saturday, August 1, 2026). Additional hours may be required.
- The appointee must be able to coordinate with the University of Idaho Extension Office in Challis the week before, during, and after Fair.
- At the request of the Fair Board, appointee may need to travel (at your own expense) between Challis (office) and Mackay (Fair Grounds) to assist in Fair business.
- The appointee must be 18 or older and have a valid Idaho State driver's license.
- The appointee shall be paid up to \$1,000. Payment will be made the week after the Fair when the Custer County Fair Board Chairman determines that all Fair business associated with the appointee's duties are concluded.

Please return completed application to:

Attn: Jake Zollinger
Custer County Fair Board Chairman
University of Idaho Extension, Custer County Office
PO Box 160
1340 E. Pleasant Avenue, STE B.
Challis, ID 83226

Email: sdbaker@uidaho.edu

Deadline: Monday, June 29, 2026 by 6:00 pm