

United States Department of Agriculture



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

July 12, 2004

To be sent via E-mail

MINNESOTA BULLETIN NO. 260-4-22

SUBJECT: INF - 2004 MINNESOTA STATE FAIR

Purpose. To request volunteers to staff the NRCS booth.

Expiration Date. September 30, 2004.

Action Requested by July 23, 2004

The Natural Resources Conservation Service will exhibit and distribute publications at the Minnesota State Fair, to be held August 26- September 6, 2004. Volunteers are needed to staff our booth, which will be located in the Empire Commons Building. The booth must be staffed from 9 a.m. to 9 p.m. daily. Each day will be divided into the following four-hour shifts:

9 a.m. to 1 p.m. 1 p.m. to 5 p.m. 5 p.m. to 9 p.m.

Employees covered under the Fair Labor Standards Act should make sure they select shifts within their normal work hours and account for travel time. Proximity to the Twin Cities will be a factor in selecting volunteers.

Interested employees should first obtain permission from their supervisors. Please e-mail your name, desired shift(s) and shirt size to barbara.nesbitt@mn.usda.gov by **July 23**. (See attachment) More detailed information about the 2004 State Fair will be provided to selected volunteers. For more information, contact Julie MacSwain, Public Affairs Specialist, at 651-602-7859.

WILLIAM HUNT
State Conservationist

Attachment – Draft State Fair Volunteer Schedule

DIST: AE

2004 Signup Sheet
Please get approval from your supervisor

Wednesday, August 25 - Set Up

Thursday, August 26

9 am to 1 p.m.
1 p.m. to 5 p.m.
5 p.m. to 9 p.m.

Friday, August 27

9 a.m. to 1 p.m.
1 p.m. to 5 p.m.
5 p.m. to 9 p.m.

Saturday, August 28

*Request for Compensatory Time Off
(MN-PER-005) must be submitted*

9 a.m. to 1 p.m.
1 p.m. to 5 p.m.
5 p.m. to 9 p.m.

Sunday, August 29

*Work on Sunday Request must be submitted by
letter to the State Conservationist for consideration.*

9 a.m. to 1 p.m. –
1 p.m. to 5 p.m.
5 p.m. to 9 p.m.

Monday, August 30 – Seniors & Kids

Days

9 a.m. to 1 p.m.
1 p.m. to 5 p.m.
5 p.m. to 9 p.m.

Tuesday, August 31 - Kids Days

9 a.m. to 1 p.m.
1 p.m. to 5 p.m.
5 p.m. to 9 p.m.

Wednesday, September 1

9 a.m. to 1 p.m.
1 p.m. to 5 p.m.
5 p.m. to 9 p.m.

Thursday, September 2 Seniors Day

9 a.m. to 1 p.m.
1 p.m. to 5 p.m.
5 p.m. to 9 p.m.

Friday, September 3

9 a.m. to 1 p.m.
1 p.m. to 5 p.m.
5 p.m. to 9 p.m.

Saturday, September 4

*Request for Compensatory Time Off
(MN-PER-005) must be submitted*

9 a.m. to 1 p.m.
1 p.m. to 5 p.m.
5 p.m. to 9 p.m.

Sunday, September 5

*Work on Sunday Request must be submitted by
letter to the State Conservationist for consideration.*

9 a.m. to 1 p.m.
1 p.m. to 5 p.m.
5 p.m. to 9 p.m.

**Monday, September 6 (Labor Day) Last
Chance Day**

*Work on Holiday Request must be submitted by
letter to the State Conservationist for consideration.*

9 a.m. to 1 p.m.
1 p.m. to 5 p.m.
5 p.m. to 9 p.m.

Tuesday, September 7- Take Down