



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

Transmitted via Email

MINNESOTA BULLETIN No. 260-8-17

May 6, 2008

SUBJECT: INF- 2008 MINNESOTA STATE FAIR

Purpose: To request volunteers to staff NRCS booth at the Minnesota State Fair.

ACTION DUE BY: July 15, 2008

Expiration Date: September 30, 2008.

The Natural Resources Conservation Service will exhibit again this year at the Minnesota State Fair which will be held August 21, 2008 – September 1, 2008. Volunteers are needed to staff our NRCS booth located in the Empire Commons Building. This year's theme will be the National NRCS Campaign: "*Conservation. Our Purpose. Our Passion.*"

The booth must be staffed from the time frame of 9 a.m. to 9 p.m. daily. Each day will be divided into the following four-hour shifts:

9 a.m. – 1 p.m.

1 p.m. – 5 p.m.

5 p.m. – 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 the selection of volunteers. Please note: Employees who are approved to work at the State Fair will be eligible for expense reimbursement, i.e., parking and mileage reimbursement.

Interested employees should first obtain permission from their supervisors. Please e-mail your desired shift(s) and shirt size to julie.macswain@mn.usda.gov by July 15, 2008. Attached you will find several documents which will provide you with additional information about the Minnesota State Fair. For more information, please contact Julie MacSwain, Public Affairs Specialist at (651) 602-7859 or via e-mail at: julie.macswain@mn.usda.gov

// s //

WILLIAM HUNT
State Conservationist

Attachments

DIST: AE

Helping People Help the Land

An Equal Opportunity Provider and Employer



Why is Minnesota NRCS doing a booth at the Minnesota State Fair?

The Minnesota State Fair is a great opportunity to reach many people who have never heard about NRCS. The NRCS has two main goals for the booth at the State Fair.

1. Increase awareness of NRCS as a go-to resource for conservation on private lands.
2. Enable fair guests to interact with NRCS employees and earth team volunteers.

What are the general role expectations of fair booth workers and volunteers? What's the setup for the fair booth?

Shifts at the booth are four hours long, and two volunteers are needed per shift. Each shift should be prepared to interact with the public that visits the NRCS booth. Make sure that you wear your state fair shirt and an appropriate pair of casual pants and comfortable shoes. You might also want to bring a bottle of water with you. Restrooms for both men and women are located directly across from the NRCS fair booth.

If a fair guest asks you a question that you do not know, write the question down on a piece of paper and attach to the clipboard located in our state fair booth. Make sure that you collect the necessary information so that follow-up can be made with the fair guest after the Minnesota State Fair has ended.

Minnesota State Fair August 21, 2008 – September 1, 2008

2008 Signup Sheet

Please get approval from your supervisor

Monday-Wednesday, August 18-20-Set Up

Thursday, August 21

9 am to 1 p.m. –

1 p.m. to 5 p.m.

5 p.m. to 9 p.m.

Friday, August 22

9 a.m. to 1 p.m.

1 p.m. to 5 p.m.

5 p.m. to 9 p.m.

Saturday, August 23

*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 24

*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 25 –

9 a.m. to 1 p.m.

1 p.m. to 5 p.m.

5 p.m. to 9 p.m.

Tuesday, August 26 -

9 a.m. to 1 p.m. –

1 p.m. to 5 p.m.

5 p.m. to 9 p.m.

Wednesday, August 27

9 a.m. to 1 p.m.

1 p.m. to 5 p.m.

5 p.m. to 9 p.m.

Thursday, August 28

9 a.m. to 1 p.m.

1 p.m. to 5 p.m.

5 p.m. to 9 p.m.

Friday, August 29

9 a.m. to 1 p.m.

1 p.m. to 5 p.m.

5 p.m. to 9 p.m.

Saturday, August 30

*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 31

*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 1 (Labor 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 2- Take Down