

# OFA REPORT FORM INSTRUCTIONS

## GENERAL INFORMATION

### INTERIM USAGE

**Interim Usage** — during your most recently completed fiscal year (**July 1, 2017 – June 30, 2018**), the number of times the fairgrounds was used by each of the groups described and the estimate of the total number of people participating. Be sure to count each time the grounds are used during the year by a group as a usage. Have user provide attendance figures.

**Usages by Youth** — Activities that are primarily for kids (18 years old and younger) even if adults participate. Usages include 4-H/FFA meetings, practice and shows, Boy and Girl Scout meetings, BMX bicycle practice, high-school equine teams and any other usages serving the needs of school age and below.

**Usages by Public** — include public meetings, dances, craft fairs, home shows, RV shows, boat shows, car clubs, horse and dog shows and basically anything open to the public not requiring invitation. These usages can be paid and non-paid events and may be attended by youth and adults.

**Usages by Private** — include wedding receptions, seminars and company meetings. These usages are limited to access by invitation and may be attended by youth and adults.

### GENERAL INFORMATION

**Donations and Sponsorships** — During your most recently completed fiscal year (July/2017 – June/2018), list the cash, materials and labor received for the betterment of the fair and fairgrounds. Cash is self-explanatory. Materials are the retail value of goods and supplies such as concrete, asphalt, paint, lumber, straw and shavings. Include in materials the actual cost of renting equipment that was donated. **PLEASE NOTE: Do not include cash sponsorships or materials and services traded for sponsorships for your 2018 fair. These amounts will be requested later on the form.**

**Number of Volunteers** — Volunteers provide valuable resources for the fair. They include 4-H leaders, flower clubs, master gardeners and service clubs. Some fair workers volunteer during the fair also. Include here any hours of labor associated with a donation or sponsorship. Keeping a volunteer chart helps to account for their hours. Count the volunteers only once per fiscal year. Labor amount for volunteer hours are figured at today's minimum wage unless you have a more concrete wage rate to use.

**Staff** — Full time staff includes anyone working over 2,000 hours per calendar year. Part time staff works less than 2,000 hours per calendar year.

**Annual Payroll** — Figure should come from your actual budget or the amount reported to I.R.S. Include all payroll and payroll taxes and payroll benefits.

**Number of OFA Service Members** — The number of service members who your fair hired both during the fair and interim. Count each business used only once. A list of current Service Members

can be found on the OFA website: [www.oregonfairs.org](http://www.oregonfairs.org) in the section titled Providers of Goods and Services to Fairs.

## **SOCIAL BENEFITS**

**Use by other Organizations** — Total number of school or non-profit organizations that take advantage of the fair or the fairgrounds during the year to raise money that is re-invested in the community. Include 4-H/FFA, school clubs and organizations, school sports, service clubs (Lions, Rotary, Kiwanis), YMCA, cub and boy scouts, girl scouts, brownies, adult and family services, youth oriented groups and social services. Provide an estimate of the total gross revenue generated by these organizations during the fair and from interim events.

## **ANNUAL FUNDING SOURCES**

Indicate in dollars the amount you received from each of the sources listed. State, County General Fund, Interim Operations and Other Income are for fiscal year ending June 30, 2018. Annual Fair revenue should come from your 2018 fair.

**County General Fund** — include monies, if any, received from county general fund.

**Interim Operations** — include building and ground rents, fair board sponsored events, food concessions, RV parking, storage, labor charges, electrical charges and equipment rentals. Other — include any of the following; transient room tax, cash donations, gifts, grants, memorials, city support, horse race meet and economic development support.

**Annual Fair** — include parking fees, gate admissions, carnival receipts, commercial space rentals, entertainment admissions and sponsorships, % of food concessions, dance receipts, rodeo tickets, beer gardens, entry fees, premium book advertising and sale of fair merchandise.

## **INFORMATION ABOUT YOUR FAIR AND FAIRGROUNDS**

**Attendance** — most recent Fair or Fair & Rodeo attendance including paid, credentials, volunteers, guests, commercial exhibitors, livestock exhibitors, superintendents, concessionaires, 4-H/FFA and carnival.

**Paid Gate** — dollar amount of total admissions received as recorded. Do not include parking.

**Junior Livestock Auction Receipts** — gross dollar sales from Junior Livestock Auction.

**Total amount of cash sponsorships for fair** — dollar amount of paid sponsorships and advertising for run of the Fair.

**Total amount of sponsorship trades (materials, advertising, etc.) for fair** — dollar value of materials, advertising, services, etc. traded for sponsorships and advertising for run of the Fair.

**Premiums Paid** — dollar amount of cash premiums paid. Cost of trophies, ribbons, sponsorships and donated items for awards for 4-H/FFA or Open Class.

**Judges Costs** — total cost associated with judges including fees, transportation, lodging, meals, postage and phone.

**Number of Exhibits** — exhibits need to be recorded in three categories; adult, 4H/FFA and other youth (ages twelve and younger). Do not include commercial exhibitors, food vendors or educational displays.

**Number of Exhibitors** — total number of exhibitors in adult, 4H/FFA and other youth. Do not include commercial exhibitors, food vendors or educational displays.

**Number of Food Vendors and Commercial Exhibitors** — include vendors and exhibitors that promote items for sale.

**Number of Educational Displays** — number of displays that teach or inform including; schools, non-profit organizations, local and state government, milking parlor, forest service, fire prevention and demonstrations during fair.

**Free Services** — check all of the free services provided during the fair. List any free service not listed in the “other” column.

**Admission** — what are your admission charges for adults, children and senior citizens? What age do you use for children and senior citizens?

#### **FAIR BOARD SIGNATURE**

Have the chair or a member of the fair board indicate by their signature that they have reviewed this report.

#### **COUNTY FAIR REPORT DUE DATE**

Please ensure that your completed County Fair Report will be submitted online or postmarked on or before **November 10, 2018**.