



COMMITTEEMAN APPLICATION

Want to make a difference in the community, meet new people and have fun all at the same time? Then the Heart O' Texas Fair & Rodeo is looking for someone like you! You don't have to be a cattle rancher or a rodeo competitor to become involved. You can join any of our 22 committees and help create the excitement and atmosphere of this annual event.

Our Committees

Academic Rodeo—organizes the Math & Spelling Bees plus other academic contests.
Ambassadors—provides extra service by recognizing special guests and sponsors.
Back Porch Club—provides added customer service to patrons of the Back Porch Club.
Calf Scramble—helps secure financial aid utilized by area kids in purchasing animals to show at the next year's Fair.
Continuing Education—a year round committee, that helps raise scholarship funds for the youth of McLennan County.
Creative Arts and Education—provides demonstration, displays and competitive events that involve the Creative Arts.
Design and Construction—develops the festive look for the Extraco Events Center.
Golf Tournament—assist in a one day, golf tournament with the stars of the rodeo.
Hometown Stage—recruit, promote, organize and manage activities for the Hometown Stage, providing entertainment for Fair goers.
Information & Services—provides general information for all visitors.
Kick-off—this group organizes a special event that celebrates the beginning of the Heart O' Texas Fair & Rodeo.
Kids Zone—manages and facilitates all aspects of the Kids Zone, including Mutton Bustin' and Stick Horse Rodeo.
Livestock—produces each livestock show and judging contest.
Livestock Greeters—makes sure each Livestock Show participant has a friendly and informative greeting upon their arrival.
Margarita & Salsa Festival—produces one of the greatest outdoor concerts in Central Texas.
Operations—works closely with the staff to ensure proper placement and design of the grounds layout and signage.
Public Relations—ensures that Central Texas knows what's happening at the Fair, through social media outlets.
Rodeo—produces PRCA rodeo performances during the course of the Fair along with three performances during the RAM Texas Circuit Finals.
Rodeo Express—greet and transports guests to and from their vehicles during the Fair.
South 40 Expo—organizes the South 40 Outdoor Expo, which includes a BBQ Cook-Off and the South 40 Trail Fishing Tournament, raising money for scholarships.
Sweethearts—a year round committee, that helps local high school girls provide promotional support for the Fair & Rodeo.
Wine & Beer Garden—organizes, creates and maintains a fun atmosphere, specializing in Texas brewed wines and beers.

Our **committeemen** are the **heart** and **soul** of our events year round. Their support enables us to continue our mission of providing quality entertainment, giving back to the community through **youth scholarships** and creating a **positive economic impact** within Central Texas.

Thank you for your interest in becoming a **Heart O' Texas Fair & Rodeo Committeeman** and we look forward to having you join our **family!**

hotfair.com
ExtracoEventsCenter.com



Our mission is to produce events for education, entertainment and agricultural experiences at the premier multi-use facility while giving back through youth scholarships and a positive economic impact to Central Texas.

Committeemen Benefits

Becoming a Committee Member provides certain perks. In return for your hard work, the Fair & Rodeo wants to say thank you for all that you do. As a Committee Member you will receive a benefit package valued at more than \$500! Items include:

Credentials—your credentials will allow you to come to the Fair for free for the entire 10 days of the Fair.

Parking—as a committee person you will be allowed to park for free in a special parking area for the entire year at all events held at the Extraco Events Center.

Upcoming Event Information—as a committee member you'll be the first to know about new events coming to the Extraco Events Center through eblasts and the Extraco Events Center's quarterly newsletter, The Heartbeat.

Committee Member Appreciation Dinner—each January the Fair & Rodeo's Executive Board cooks a great meal and presents special awards. Added entertainment is a bonus as the staff says thank you for all your hard work.

General Committeeman Policies

- Individuals must be at least 21 years of age to serve on a committee and receive committeemen credentials.
- Committeemen are required to sell at least \$50 in pre-sale tickets, Board of Directors are required to sell at least \$250.
- Credentials are non-transferable and are for the exclusive use of the individuals to whom they are issued. The act of loaning, giving or selling badges to other individuals is strictly prohibited.
- The term VIP includes: members of the Executive Committee, members of the Board of Directors, officers, Committee Chairmen, Lifetime Committee Members and Sponsors.
- Any member/individual found to be duplicating or attempting to reproduce badges, parking permits or other similar items without written permission from HOTFR management may be prosecuted to the fullest extent of the law and/or permanently expelled from HOTFR Committee membership.
- Credentials issued which are stolen or lost may be replaced if the badge holder submits a written statement to the President/CEO's office documenting the extenuating circumstances. Depending on the circumstances involved, the Fair shall not be obligated to replace a badge that has been lost or stolen.
- Credentials shall be issued only to committee members, staff and individuals approved by members of the Executive Committee or their designee. Such badges shall be issued by the President's office for the expressed purpose of conducting daily duties, responsibilities, public relations endeavors and general promotion of the HOTFR.



- Credential holder agrees to sign a Liability Release/Indemnity form and a Code of Ethics Acknowledgement form prior to receiving badge or beginning service as a HOTFR Committeeman.
- Individuals issued credentials shall adhere to the rules, procedures and guidelines expressed herein. Under no circumstances shall individuals receive more than one (1) committee badge except in cases as stated herein. Proven abuse of badge privileges shall be considered grounds for forfeiture of the badge and possible revocation of HOTFR privileges. Conduct of badge holders should always be positive and consistent with the aims, purposes, character and integrity of the HOTFR as outlined in the Committee Management Program Vision Statement and Code of Ethics.

Code of Ethics

Purpose

The reputation for fairness and excellence depends on the collective commitment of our directors, officers, committee members and employee family working together in a manner that merits trust and confidence from our customers, communities, and most importantly, the youth we serve. The purpose of this document is to convey those basic principles of conduct.

Objective

The primary objective of this document is to reinforce accountability for responsible and mature behavior in all who represent our organization.

Standards of Conduct

- All persons professionally associated with our organization are expected to adhere to the spirit and the letter of all laws, rules and regulations. Illegal or unethical actions are unacceptable, and willful violation of the substance, intent, or implementation of this document will be grounds for appropriate disciplinary action.
- Each employee or Committeeman must manage business affairs so as to avoid situations that might lead to conflict, or even suspicion of conflict, between one's self-interest and one's obligation to our organization or its customers. An individual's position must never be used, directly or indirectly, for private gain, to advance personal interests or to obtain favors or benefits for himself/herself

Code of Ethics Continued.

- Each employee or Committeeman must keep the interest of the HOTFR foremost in mind while providing assistance to spectators, performers and participants of the HOTFR.
- Each employee or Committeeman must give, to the best of his/her ability, comprehensive and thorough support of the respective committee membership.
- Each employee or Committeeman must acknowledge and support the proper and authorized uses of HOTFR equipment and resources.
- Each employee or Committeeman must thoroughly understand the needs of the respective committee before proceeding with recommendations.
- Each employee or Committeeman must be honest And trustworthy, avoid harm to others, be fair and not discriminate and respect the privacy of others.
- Each employee or Committeeman must avoid the consumption of alcoholic beverages before coming on duty or while on duty.
- Each employee or Committeeman must avoid making financial commitments for the HOTFR without advance approval by HOTFR management.
- All statements to the media are to be approved by the president, or appointee of the HOTFR management team.

Monitoring the Code of Ethics

Responsibility, with commensurate authority for communicating and assuring compliance of the Code of Ethics, is placed with the President along with the Board of Directors and Committee Chair. The Board of Directors' Executive Committee or Committee Chair shall act as a peer review committee to review any instance of misconduct, impropriety, or the appearance of either.

Policy Review

No less than annually, this policy shall be reviewed by management with recommended changes presented to the Board of Directors.

Release of Liability

In consideration for being allowed entry into and participation in activities (the "Activities") associated with the Extraco Events Center and the Back Porch Club (collectively, "HOTFR"), the undersigned hereby releases and discharges HOTFR; their insurance carriers, their legal representatives; their present and former corporate parents, subsidiaries, affiliates, predecessors, and successors; their present and former directors, officers, employees, agents, and representatives, and the respective heirs, administrators, executors, successors, and assigns of any of the foregoing (collectively, the "HOTFR Parties") from any and all claims, causes of action, suits, or demands for personal injury, death or property damage accrued or to accrue in the future, known, or unknown relating to or arising out of any negligent, grossly negligent, and/or intentional acts on the part of the undersigned in connection with the undersigned's entry into and participation in the Activities. The undersigned further agrees, on behalf of himself/herself and on behalf of any and all of his/her heirs, successors and assigns, to DEFEND, INDEMNIFY and HOLD HARMLESS the HOTFR Parties from and against all claims, demands, or causes of action for personal injury, death or property damage, including without limitation, all costs, expenses and legal fees incurred in defending the same, made by, or through the undersigned, or on his/her behalf, relating to or arising out of any negligent, grossly negligent and/or intentional acts on the part of the undersigned in connection with the undersigned's entry into and participation in the Activities. The undersigned warrants that he/she has read this Agreement and fully understands it to be a release of all claims, known or unknown, present or future, that he/she has or may have against the HOTFR.

Contact Information

Morgan Smart

Coordinator of Fair Events

254-224-8288 Morgan@hotfair.com





Heart O' Texas Fair & Rodeo Committeeman Application Form

(Please fill out completely)

Personal Information:

Full Name: _____ Middle Initial: _____ Last Name: _____ Date of Birth: ____/____/____ Sex: M____ F____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ E-mail Address: _____

Business/Firm Name: _____ Your Title/Position: _____ Bus. Phone: _____

Referred by: _____

Committee Selection:

First Committee Choice: _____

Second Committee Choice: _____

Third Committee Choice: _____

Rules and Regulations (Please Initial):

_____ I acknowledge that I have reviewed and fully understand the Release of Liability and Indemnity Agreement to be a release of all claims, known or unknown, present or future, that I have or may have against the HOTF&R.

_____ I acknowledge that I have reviewed the Code of Ethics Policy and agree to abide by its standards.

_____ I understand if accepted as a Committeeman of the HOT Fair that I must abide by all the rules, regulations and policies and promise to do so. I also understand that being a Committeeman is for me, as an individual, and may neither be transferred nor assigned. In accordance with its Code of Ethics the HOT Fair reserves the right to revoke Committeeman status.

Please note: Applying as a Committeeman does not guarantee committee appointment.

Signature of Applicant: _____ Date: _____

RECOMMENDED FOR COMMITTEEMAN STATUS BY: (two signatures required)

Chairman Name: _____

Signature: _____
(Chairman, Vice Chairman or Committeeman)

Committee Member Name: _____

Signature: _____
(Chairman, Vice Chairman or Committeeman)

FOR OFFICE USE ONLY

Application Received: _____

Welcome Packet Sent: _____

1st Choice Approval Request Sent: _____

Approved: _____

Denied: _____

2nd Choice Approval Request Sent: _____

Approved: _____

Denied: _____

3rd Choice Approval Request Sent: _____

Approved: _____

Denied: _____

Please return completed application to the Heart O' Texas Fair & Rodeo Office in person, via mail, email or fax.
4601 Bosque Blvd. Waco, Texas 76710 Morgan@hotfair.com Fax: 254-776-1667