

United States Department of Agriculture



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

June 24, 2013

IOWA BULLETIN NO. IA260-13-2

SUBJECT: INF – STAFFING THE USDA BOOTH AT THE 2013 IOWA STATE FAIR

ACTION REQUIRED BY: JULY 19, 2013

PURPOSE. To inform NRCS employees of the opportunity to conduct conservation outreach at the 2013 Iowa State Fair.

EXPIRATION DATE. September 30, 2014

The Natural Resources Conservation Service (NRCS) is joining with nine other United States Department of Agriculture (USDA) agencies to host a booth at this year's Iowa State Fair from August 8-18, 2013. All NRCS employees are invited to help run the USDA booth and share conservation information with thousands of fairgoers. Duties include distributing NRCS materials, answering questions, and being a positive representative of our agency and department.

A maximum of twenty State Fair booth shifts will be filled by NRCS employees.
Sign-up begins July 8, 2013, and will end at close of business on July 19, 2013.

The USDA booth will be located in the southwest corner of the second floor of the Agriculture Building. There will be five shifts this year. The shifts are 9 a.m. - 2 p.m., 11 a.m. – 4 p.m., 2 - 6 p.m., 4 – 8 p.m., and 6 - 9 p.m.

Employees who wish to work at the State Fair must get prior approval from their supervisor. After you receive approval, you may sign up for a shift online. You no longer need to reserve your spot and wait for notification. You will be able to see which shifts are available “live” online and reserve your spot at that time.

Here's how it works in 3 easy steps:

1. Click this link to go to our invitation page on VolunteerSpot: <http://vols.pt/ie8FDv>.
2. Enter your email address: (You will NOT need to register an account on VolunteerSpot).
3. Sign up! Choose your spots - VolunteerSpot will send you an automated confirmation and reminders.

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Helping People Help the Land

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No overtime or compensatory time may be incurred. Approved attendees are authorized up to eight hours of official time for traveling to and from the USDA booth and for their time working in the booth. Admission tickets and additional guidance will be provided. Government vehicles will be used for transportation. If a government vehicle is not available, personal vehicle mileage, at the reduced rate, may be authorized. Parking expenses are subject to reimbursement.

USDA booth volunteers will be asked to wear a plain white collared shirt.

Contact Laura Crowell, State Public Affairs Officer, at (515) 323-2207 if you have questions.

/s/
Jay T. Mar
State Conservationist