



Clallam County Fairgrounds Parks, Fair & Facilities Department

1608 W. 16th Street
Port Angeles, WA 98363

May 19, 2025

To: Clallam County Fair Advisory Board

The regular monthly meeting of the Clallam County Fair Advisory Board will be held **Wednesday, May 28, 2025 at 6:00 p.m.** at the **Clallam County Courthouse, 223 E. Fourth Street, Room 160**, in the **Board of Commissioners Board Room**. ***This meeting will be recorded on Zoom.***

*****Attention*****

Fair Advisory Board meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use Meeting ID: **881 0699 0452** and passcode: **12345** and use *9 to raise your hand.

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/88106990452> and use Meeting ID: **881 0699 0452** and passcode: **12345**.

This meeting can be viewed on a live stream at this link: [Live & Archived Meetings Online | Clallam County, WA \(clallamcountywa.gov\)](#)

Public comment can be directed to Clallam County Parks, Fair & Facilities at 360.417.2291 or via email at web_fairgrounds@clallamcountywa.gov

AGENDA

- A. Call to Order, Pledge of Allegiance, Land Acknowledgement
- B. Determination of Quorum
- C. Request for Modification/Approval of Minutes
- D. Public Comment on Agenda Items – *Please limit comments to 3 minutes*
- E. Committee Reports
 - 1. Pacific Northwest Junior Livestock Auction
 - 2. 4-H / WSU Extension
 - 3. Rodeo – Olympic Peninsula Rodeo Association ("OPRA")
 - 4. Fair General Sponsorships
 - 5. Royalty Court
 - 6. Hospitality House
 - 7. Camping and Parking
- F. Special Committee Reports
 - 1. Fair Ribbons & Trophies
 - 2. State Fair Commission- Evaluation Guidelines (*Fair Advisory Board Leadership*)

G. Unfinished Business

1. Volunteer Applications; "Returning" Volunteers Application
 - Utilization of Volunteer Group Registration Agreement / Time Record- *county volunteer accident coverage*
2. 2026 Master Fee Schedule Recommendation Committee- *status report*

H. New Business

1. Exhibitors Guide / New Animal Entry Forms
2. America 250 kick off 2025 & observance 2026 <https://america250wa.org/>
 - Clallam County Chairman- David Brownell, Executive Director, North Olympic History Center
 - 2025 County Fair Kick Off- George Washington Reenactor strolling performance, Thursday, 9 am -12 noon
 - Adopt a 2026 fair theme – emphasizing the America 250 Celebration

I. Staff Reports

1. ~~Manager's Report~~
2. Director's Report
 - Fairground events- *Online calendar*
 - Fair T-shirt Order- *Fair Attendee, FAB & Commissioner Shirts*
 - Fair Advertising-2025 fair, *strategic marketing & Social Media initiatives, style guides, BRANDING*
 - Fair Entertainment Update- *online and social media schedule*
 - Fairground maintenance and planning- *Board Prioritize Post-Fair Barn Superintendent Repairs & Scheduling winter barn vacancy for repair access (no vehicle & vessel storage- revenue loss planning)*
 - Vendor and Food Vendor Contract Status and remaining available space
 - WSDA Fair Grant K5041- *Dog Barn Status*
 - Fairgrounds Key Records, Inventory (who has what). Everyone who needs a specific key should have a specific key. **No nice to have keys.**
 - Information Booth and T Shirt Sales-
 - Location- Front window of the manager's office
 - Signage- Staff to modify the existing sign to hang over the window
 - Sales- Credit card only for t-shirt sales at the same window.
 - Credit card sales last year; there were no issues. County staff are working on the full admissions implementation for this year

J. Public Comment on Non-Agenda Items – *Please limit comments to 3 minutes*

K. Adjournment

INSTRUCTIONS FOR SPEAKING AT A FAIR BOARD MEETING

- Members of the public wishing to address the Board on general items may do so during the designated times on the agenda.
- The Chair may limit the comment period to three minutes for each speaker subject to Board concurrence.
- General comments, applause, or booing from audience members are inappropriate and may result in removal.

These guidelines are intended to promote an orderly system for conducting Board Meetings so that each person has an opportunity to be heard and to ensure that exercising their right of free speech embarrasses no one.



F 2
Washington State Department of Agriculture
Fairs Program
PO Box 42560
Olympia, WA 98504-2560
(360) 902-2043

WASHINGTON STATE FAIRS COMMISSION

GUIDELINES FOR EVALUATION OF COUNTY AND AREA FAIRS

PRE FAIR:

1. WSDA notifies the fairs four to six weeks in advance of event who the visiting Commissioner will be and sends them the **Pre Fair Information Sheet For Commissioners** to fill out and return to the Commissioner and WSDA. The Commissioner should receive the completed Pre Fair Information Sheet at least two weeks before visiting the fair.
2. Fairs should be ready for evaluation every day they are open to the public. It is the Commissioner's option to notify the fair of the specific day(s) of evaluation.
3. Commissioners may visit an assigned fair on any day and for any hours the fairs have advertised to be open to the public.
4. Commissioners will notify the main fair office upon arrival and set up a time and place for the exit interview with superintendents and directors if desired by management.
5. Commissioners will evaluate without the accompaniment of fair officials unless the Commissioner decides otherwise.

SCORING GUIDELINES:

The following guidelines are based on what is needed for an excellent score; any less than excellent may be scored on the following scale:

Available Points	Excellent to Very Good	Good or Average	Needs Improvement or Non-existent
75	60 - 75	30 - 59	0 - 24
50	40 - 50	20 - 39	0 - 19
30	24 - 30	12 - 23	0 - 11
25	20 - 25	10 - 19	0 - 9
20	16 - 20	8 - 15	0 - 7
15	10 - 15	6 - 9	0 - 5
10	8 - 10	4 - 7	0 - 3
5	4 - 5	2 - 3	0 - 1

GENERAL:

Organization and Management

How well have the officers and management of the fair accomplished their Aims and Purposes, organized their event, maintained their facilities, and used financial resources (*see information on Pre Fair Information Sheet for Commissioners*).

Balance of Fair

All categories represented are well balanced and appropriate for the size of the fair.

Community Support

Evidence of community support shown throughout the fair.

Educational Impact to Public and Participants

Educational impact is for both public and exhibitor is demonstrated throughout the entire fair.

AIMS AND PURPOSES:

Aims and purposes will be displayed for the public and in the premium book. Are they displayed for the public in a prominent and clear manner?

GROUNDS (reminder, all criteria represent the “perfect fair”; not all fairs will be perfect):

- Grounds should be clean with landscaping and grassy areas. Entrance and exit gates clean, signed and attractively painted and adequately staffed to handle the public. Overall conditions of buildings should be in good repair, clean and with adequate lighting for displays/exhibits. Grounds should be well lighted, have good traffic patterns, and be handicapped accessible. County/area fairs should have directional signs to fairgrounds, have organized parking areas, and information booth(s).
- Staff and volunteers are knowledgeable of emergency procedures. Security is visible on the grounds and adequate for the size of event.
- Waste Disposal Methods: Should not be accessible to or hinder the general public. Safe and accessible to exhibitors. Removal should be done before or at low attendance hours. Litter Barrel waste removal on grounds adequate and safe. Wash racks: Adequate for number of animals, easy access to barns, clean and safe.
- Show Rings: Well defined, includes signage listing show schedule, decorated, adequate size, well-lighted, level surface, close to barns and not crossing public traffic lanes without safety precautions in place.
- Fair information booth or display clearly identified and staffed.
- Direction signs on grounds and in town: Direction signs on grounds should be prominent and easily understood. All buildings should be signed correctly.

- Adequate hand sanitizing stations.
- Buildings and barns are signed and shown on maps for easy viewing.

EATING FACILITIES:

There are clean facilities on the grounds that provide variety and adequately serve without undo waiting in lines.

RESTROOMS:

- Restrooms are clean, supplied and inspected several times during the day.
- Restrooms that have facilities for babies, parents, and handicapped should be signed outside of restrooms or if in separate location should have signs by the facility and throughout the fairgrounds indicating where facilities are available.

AGRICULTURE FEATURE EXHIBIT:

Feature agricultural product(s) or related activity, as a separate exhibit or display (may be competitive). Up to 50 points can be awarded for each of the following:

- Product(s) openly displayed (photos are permitted)
- The importance of the product to the local area is explained
- The economic impact/value of the product(s) is provided
- The display is educational for the public

NOTE: See last page for more information regarding Agricultural Feature Exhibit.

COMMERCIAL EXHIBITS AND DISPLAYS:

Scored to the number of commercial exhibits by community or area businesses.

SPECIAL EXHIBITS, DISPLAYS OR COMPETITIONS:

Special exhibits are scored on the basis of displays deemed educational and items in display not in competition or receiving individual premiums. This category would include vintage farm machinery.

AGRICULTURAL DISPLAY:

All displays must be geared for agriculture with educational value, to be considered for points. If it is marked for grange, and something else is there or it is empty, it is a vacancy.

SPECIAL NOTE: Educational value should include who, what, where, when, how or how not, and should be substantially geared towards the fair's major audience, should be displayed in or near the department (or at the display/exhibit) it pertains to.

CONTRACTED DISPLAYS AND EXHIBITS:

Petting zoos, reptiles, exotic animals, livestock, etc. must be attractive, have signs, proper lighting and identification, and have showmanship.

YOUTH ORGANIZATION UNIT DISPLAYS:

Should be adequate for size of fair, have educational value and an attendant on duty. Judge quality of display. Display will be evaluated once and in one category only! If more than one group is displayed, average the score.

STILL LIFE EXHIBITS:

- All must have an attractive decor with signs indicating the department as well as the division.
- To qualify for score, each age category must have the following: open, FFA, and 4-H shown separately, separate judging area and display signed accordingly. If 4-H and FFA are shown together, a local agreement must be submitted to the appropriate commissioner.
- Each area must have educational material and an attendant on duty.
- Demonstrations receive more points if they are live demonstrations and engage the public. Demonstrations may also include video presentations. Demonstrations do not have to be in progress at all hours; however, there should be a schedule of when demonstrations will occur in order to be given credit.

LIVESTOCK AND SMALL ANIMALS:

- All must have an attractive decor with signs indicating each department. (4-H, FFA, open youth and adult divisions must be stalled or penned in separate areas but together by division.).
- All divisions will be evaluated for educational value.
- Animals must be properly stalled and safely contained, clean and well cared for. Stalls, walkways, and tack areas should be free of manure, debris, pop cans, food, and clothing, and free of excess straw or shavings. Empty feed pans should be removed and the water kept clean.
- To qualify for score, each age category must have the following: open, FFA, and 4-H shown separately, separate judging area and display signed accordingly. If 4-H and FFA are shown together, a local agreement must be submitted to the appropriate commissioner.
- Designated attendant on duty.
- Exhibitor neatly dressed and adequate exhibitors available to give information.

Agricultural Display – County & Area Fairs

State law defines an "**agricultural fair**" as a fair or exhibition which is intended to promote agriculture and support rural economic development by including a balanced variety of exhibits of livestock and agricultural products, as well as related arts and manufactures; including products of the farm home and educational contests, displays, and demonstrations designed to train youth and to promote the welfare of farm people and rural living.

In addition to other displays, county and area fairs are eligible to receive up to 200 evaluation points from the assigned Fairs Commissioner for an "agricultural display."

To receive points, the following components need to be present:

Signage

- You need directional signs so that fair attendees can locate the display.
- You need appropriate size signage within the display explaining the various aspects of what is presented.
- There must be a sign that labels the display as an "Agriculture Display" or "Agriculture Feature Exhibit" and that you locate the display in a prominent area.

Economic Impact

- Use economic information related to the agricultural product being featured or displayed.
- You can feature one or more agricultural products. Most relevant would be products from your area.
- If recent economic data is not available, use the most recent economic information available and label it accordingly.

Education Information

- Use any other information that relates to the agricultural product(s) being displayed. It can also be a bi-product of the product(s), a demonstration, pamphlets, videos, photos, etc.
- If the display is unattended (no person available to answer questions, etc.), make sure the display is self-explanatory.
- In addition to educational, the display should be aesthetically pleasing for the viewers.

SPECIAL NOTE: Your Agriculture Feature Exhibit does not need to be new each year. You may have an existing Agriculture Feature Exhibit and add to it each year as you see fit.



Official Evaluation Report – County / Area Fairs

Name of Fair: _____

Date of Evaluation: _____

Commissioner: _____

Points (Grand Total): _____

Overview

Overview			
1. General	Available	Awarded	Comments
Organization and Management Extent Fair effectively utilizes financial resources, physical facilities, board of directors, staff, and volunteers to accomplish its aims and purposes. Staff/volunteers have knowledge of emergency and security procedures.	75		
Balance of Fair (Exhibits, Displays, and Attractions) Agriculture, forestry, aquaculture, entertainment, home economics, commercial, youth. Includes cultural diversity of community it serves.	25		
Community Support Evidence of community support	25		
Educational Impact to Public and Participants Extent fair provides an educational learning experience	75		
2. Aims and Purposes			
Printed in the exhibitor's guide and program and displayed at the entrance gates, and in barns and buildings	50		
3. Grounds			
Grounds and buildings – general attractiveness and good overall condition, handicap accessible, landscaping, lighting, decorated entrances, well-signed	75		
Security – visible on the grounds	20		
Waste disposal methods, recycling, manure disposal, and wash racks are adequate and kept clean	20		
Signage is adequate and clearly visible for information and services, such as lost tots and first aid	20		
Show rings include signs listing show schedule	15		
Fair information booth or display clearly identified and staffed	15		
Sufficient directional signs leading to and from fairgrounds	15		
Adequate hand sanitizing stations	15		
Buildings and barns are signed and shown on maps	20		
4. Eating Facilities			
Clean and attractive, front and back, clean tables	20		
Adequate number and variety of food served	20		

5. Restrooms	Available	Awarded	Comments
Clean and supplied with soap and paper towels or air dryers; adequate size, number and distribution; including facilities for changing babies and hooks for clothes and handbags	50		
6. Agriculture Feature Exhibit			
Agriculture Feature Exhibit focused on state and local area's agriculture product(s) or related activity - Must be signed "Agriculture Feature Exhibit". Product(s) displayed (can use photos)	50		
Economic importance of product(s) to state and local area	50		
Quality of presentation	50		
Educational value of display to public	50		
7. Commercial Exhibits and Displays			
General attractiveness, signs, showmanship, lighting, identification and variety	30		
Machinery of the present	30		
8. Special Exhibits, Displays and Activities			
Such as: seniors, special people, science exhibits, animal farm, market livestock sale, forestry, lapidary, aquaculture, Master Gardener, rodeo, parades, banquets, museum, vintage machinery	75		
9. Agriculture Displays (Grange, Farm Bureau, Commodity or Community Organizations)			
General attractiveness and educational value	25		
Displays and exhibits have educational value and attendant(s) are available for information	25		
10. Youth Organization Table or Booth Displays (Camp Fire, Scouts, Junior Grange)			
General attractiveness	20		
Showmanship, signs, identification	20		
Educational value, attendant available to give information	20		
11. Contracted Displays and Exhibits (Petting Zoos, Reptiles, Exotic Animals, Livestock etc.)			
General attractiveness, signs, showmanship, lighting, identification, and variety	30		
12. Presentations and/or Demonstrations – Open Class Adult and Youth			
Billboards or announcements of presentations /demos	25		
Area provided in buildings and times posted	25		
In still life and livestock buildings	25		
Quality of presentation	25		
13. Presentations and/or Demonstrations – 4-H, FFA			
Billboards or announcements of presentations /demos	25		
Area provided in buildings and times posted	25		
In still life and livestock buildings	25		
Quality of presentation	25		
Overview Total:		1230	

Still Life Exhibits				
14. Baked Goods	Available	Adult & Youth Open Class	4-H, FFA	Comments
General attractiveness, properly signed, educational value, attendant or building superintendent available	25			
15. Food Preservation /Dried Herbs				
General attractiveness, properly signed, educational value, attendant or building superintendent available	25			
16. Clothing /Sewn Items				
General attractiveness, properly signed, educational value, attendant or building superintendent available	25			
17. Decorative Arts – e.g., Quilts, Afghans, Spinning, Weaving, etc.				
General attractiveness, properly signed, educational value, attendant or building superintendent available	25			
18. Creative Arts, Paints, Sculpture, and Computer Graphics				
General attractiveness, properly signed, educational value, attendant or building superintendent available	25			
19. Photography				
General attractiveness, properly signed, educational value, attendant or building superintendent available	25			
20. Crafts and Hobbies – Includes Woodworking, Wine, Beer				
General attractiveness, properly signed, educational value, attendant or building superintendent available	25			
21. Horticulture – Fresh Herbs /Fruits and Vegetables, including Living Plants				
General attractiveness, properly signed, educational value, attendant or building superintendent available	25			
22. Crops – Hay, Grains, Eggs, Honey, Grapes, Hops, Forestry, Aquaculture				
General attractiveness, properly signed, educational value, attendant or building superintendent available	25			
23. Floral – Including Ornamentals, Bonsai, etc.				
General attractiveness, properly signed, educational value, attendant or building superintendent available	25			
24. Shop Exhibits /Ag Mechanics /Technology /STEM				
General attractiveness, properly signed, educational value, attendant or building superintendent available	25			
25. Other Displays and Contests not listed above				
Club or other displays	10			
Demonstrations, contests, tractor driving	10			
Meal preparation, style shows	10			
Still Life Exhibits Total:		305		

Livestock – Large Animals				
26. Beef Cattle	Available	Adult & Youth Open Class	4-H, FFA	Comments
General attractiveness – barns, stalls decorated	20			
Herdsmanship – clean animals, walkways, stalls, tack area	20			
Educational value – posters, displays, handouts, attendant available	20			
Stall cards – animals and exhibitor identified	10			
27. Dairy Cattle				
General attractiveness – barns, stalls decorated	20			
Herdsmanship – clean animals, walkways, stalls, tack area	20			
Educational value – posters, displays, handouts, attendant available	20			
Stall cards – animals and exhibitor identified	10			
28. Goats				
General attractiveness – barns, stalls decorated	20			
Herdsmanship – clean animals, walkways, stalls, tack area	20			
Educational value – posters, displays, handouts, attendant available	20			
Stall cards – animals and exhibitor identified	10			
29. Sheep				
General attractiveness – barns, stalls decorated	20			
Herdsmanship – clean animals, walkways, stalls, tack area	20			
Educational value – posters, displays, handouts, attendant available	20			
Stall cards – animals and exhibitor identified	10			
30. Swine				
General attractiveness – barns, stalls decorated	20			
Herdsmanship – clean animals, walkways, stalls, tack area	20			
Educational value – posters, displays, handouts, attendant available	20			
Stall cards – animals and exhibitor identified	10			
31. Horses /Long Ears				
General attractiveness – barns, stalls decorated	20			
Herdsmanship – clean animals, walkways, stalls, tack area	20			
Educational value – posters, displays, handouts, attendant available	20			
Stall cards – animals and exhibitor identified	10			
32. Llamas / Alpacas				
General attractiveness – barns, stalls decorated	20			
Herdsmanship – clean animals, walkways, stalls, tack area	20			
Educational value – posters, displays, handouts, attendant available	20			
Stall cards – animals and exhibitor identified	10			
Livestock – Large Animals Total:		490		

Small Animals				
33. Poultry – Birds – Pigeons	Available	Adult & Youth Open Class	4-H, FFA	Comments
General attractiveness – barns decorated	10			
Herdsmanship – aisles, cages, tack area clean, animals groomed	15			
Educational value – posters, special displays, attendant available	15			
Animals and exhibitor identified	10			
34. Rabbits – Cavies – Pocket Pets				
General attractiveness – barns decorated	10			
Herdsmanship – aisles, cages, tack area clean, animals groomed	15			
Educational value – posters, special displays, attendant available	15			
Animals and exhibitor identified	10			
35. Cats				
General attractiveness – barns decorated	10			
Individual cages themed and decorated	5			
Herdsmanship – aisles, tack area clean, animals groomed	10			
Educational value – posters, special displays, attendant available	15			
Animals and exhibitor identified	10			
36. Dogs				
General attractiveness – barns decorated	10			
Individual bench areas themed and decorated	5			
Herdsmanship – aisles, tack area clean, animals groomed	10			
Educational value – posters, special displays, attendant available	15			
Animals and exhibitor identified	10			
37. Other Animal Exhibits (not necessarily in exhibitor's guide), such as Sugar Gliders, Hedgehogs, Rats, Reptiles				
General attractiveness – barns decorated	10			
Herdsmanship – aisles, cages, tack area clean, animals groomed	15			
Educational value – posters, special displays, attendant available	15			
Animals and exhibitor identified	10			
Small Animals Total:		250		

Scoring Summary		
	Available Points	Actual Points
Overview	1230	
Still Life Exhibits – Adult and Youth Open Class	305	
– 4-H, FFA	305	
Livestock – Large Animals – Adult and Youth Open Class	490	
– 4-H, FFA	490	
Livestock – Small Animals – Adult and Youth Open Class	250	
– 4-H, FFA	250	
GRAND TOTAL	3320	

Instructions

To qualify for a full score, the fair shall have on display or exhibit and open to the public:

- (1) Three or more large animal categories, such as beef, sheep, swine, horses, dairy, goats, and llamas;
- (2) Three or more small animal categories, such as dogs, cats, poultry, rabbits, covies, and pocket pets;
- (3) Three or more still life categories, such as baked goods, food preservation, clothing and sewn items, decorative arts, fine arts, photography, horticulture, crops, floriculture, crafts and hobbies, ag mechanics, and STEM.

Other Instructions

- Maximum of one half score for competitive exhibits not seen.
- Exhibits must be on grounds for at least 7 hours for evaluation.
- Contracted exhibits are to be considered as a special display.
- When fair is open to the public, and advertised as such, all exhibit buildings should be open and ready.
- Mules, draft horses, miniature ponies, etc. may be substituted for horses or be considered a special exhibit.

Three areas of this fair that did particularly well
1.
2.
3.
Recommendations for improving quality of fair
1.
2.
3.
Commissioner's Black and White Ribbon awarded to
Other comments

Information collected by WSDA becomes a public record and may be disclosed unless exempted by federal or state law.



Clallam County Volunteer Group Registration Agreement/Time Record

Date of Service:

Print Group Name	Street Address	Home Phone	Cellular Phone
Print Group Leader Name	City State Zip	Work Phone	E-mail
Work Site Name	County Supervisor Name		
Location	Department		
Type of Work			

Representations: Volunteer desires to have the opportunity to perform a public service and to enhance personal growth providing assistance to the County. County agrees to provide Volunteer with the opportunity to perform public service provided that the following terms and conditions are met.

Agreement: As a registered volunteer for Clallam County, the volunteer agrees to:

- perform the volunteer service as provided for in this agreement with direction and supervision from the County and in compliance with all applicable rules, regulations, and laws.
- submit complete and accurate record of all time spent in volunteer service, including date of service and position held in accordance with department standards.
- indemnify and hold the County harmless from any negligent action on the part of Volunteer in the performance of the service provided for in this agreement.
- certify that he/she has taken all necessary precautions to be certain that he/she is in proper condition, and states that he/she is in proper condition to participate in the above described duties.

The county shall provide State Industrial Insurance through its self-insured program for any covered injury or illness that may occur while Volunteer is performing service as provided herein.

I have read and understand the County Volunteer Group Registration Agreement

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CLALLAM COUNTY VOLUNTEER APPLICATION Up to Two Days Actively Supervised Project

Return Completed Application to:
Clallam County Human Resources Department
223 E. 4th St., Suite 16
Port Angeles, WA 98362-3015

Clallam County is an Equal Opportunity Employer & Drug Free Workplace

- Complete the application thoroughly. Applications that are incomplete will not be accepted.
- Be sure to sign your name and enter the date you signed it where the application asks. Original signature is required.
- Keep a copy of your application and any attachments because what you submit will not be returned.

GENERAL INFORMATION

Name (First, Middle Initial, Last):	Volunteer Program
Residence Address:	City, State, Zip:
Day Phone:	Do you have current CPR: ☐ Yes ☐ No
Evening Phone:	Do you have current First Aid: ☐ Yes ☐ No
Are you over 18 years of age? ☐ Yes ☐ No	
If under age 18 has parent given consent to volunteer for Clallam County? ☐ Yes ☐ No	
Parent/Guardian signature if under 18: _____ Print Name: _____	

EMERGENCY CONTACTS

Please list two people to notify in case of emergency. *If under 18 years of age, please list a parent/guardian as ONE of the two people to contact in case of an emergency.*

Name: _____	Relationship: _____
Address: _____	
City, State & Zip Code: _____	
Phone: (Home) _____	(Work): _____
Name: _____	Relationship: _____
Address: _____	
City, State & Zip Code: _____	
Phone: (Home) _____	(Work): _____

Pursuant to the requirements of RCW 43.43.830-840, we must ask you to complete the following disclosure statement. This information will be kept confidential.

Have you ever been convicted of any of the following crimes against persons?

YES NO

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Aggravated, first or second degree murder |
| ☐ | ☐ | First or second degree kidnapping |
| ☐ | ☐ | First, second or third degree assault |
| ☐ | ☐ | First, second or third degree rape |
| ☐ | ☐ | First, second or third degree statutory rape |
| ☐ | ☐ | First or second degree robbery |
| ☐ | ☐ | First degree arson |
| ☐ | ☐ | First degree burglary |
| ☐ | ☐ | First or second degree manslaughter |
| ☐ | ☐ | First or second degree extortion |
| ☐ | ☐ | Indecent liberties |
| ☐ | ☐ | Incest |
| ☐ | ☐ | Vehicular homicide |
| ☐ | ☐ | First degree promoting prostitution |
| ☐ | ☐ | Communication with a minor |
| ☐ | ☐ | Unlawful imprisonment |
| ☐ | ☐ | Simple assault |
| ☐ | ☐ | Sexual exploitation of minors |
| ☐ | ☐ | First or second degree criminal mistreatment |
| ☐ | ☐ | Child abuse or neglect as defined in RCW 26.44.020 |
| ☐ | ☐ | First or second degree custodial interference |
| ☐ | ☐ | Malicious harassment |
| ☐ | ☐ | First, second or third degree child molestation |
| ☐ | ☐ | First or second degree sexual misconduct with a minor |
| ☐ | ☐ | Patronizing a juvenile prostitute |
| ☐ | ☐ | Child abandonment |
| ☐ | ☐ | Promoting pornography |
| ☐ | ☐ | Selling or distributing erotic material to a minor |
| ☐ | ☐ | Custodial assault |
| ☐ | ☐ | Violation of child abuse restraining order |
| ☐ | ☐ | Child buying or selling |
| ☐ | ☐ | Prostitution |
| ☐ | ☐ | Or any of these crimes as they have been renamed |

If your answer is "yes" to any of the above, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

Has (a) a dependency action, (b) a domestic relations proceeding, or (c) a disciplinary board final decision found you to have sexually assaulted or exploited a minor, or to have physically abused or sexually abused a minor? ☐ YES ☐ NO

If your answer is "yes", please describe and provide the date(s) of the finding(s) and the penalty(ies) imposed.

REPRESENTATIONS

Volunteer desires to have the opportunity to perform a public service and to enhance personal growth providing assistance to the County.

County agrees to provide Volunteer with the opportunity to perform a public service provided that the following terms and conditions are met.

AGREEMENTS

County shall provide Volunteer with the opportunity to perform a public service by providing assistance to the department in the capacity/position of volunteer laborer.

County shall provide supplemental medical insurance through its self-insured program for any covered injury or illness that may occur while Volunteer is performing service as provided herein.

Volunteer agrees to perform the volunteer service as provided for in this agreement with direction and supervision from the County and in compliance with all applicable rules, regulations, laws, and county policies.

Volunteer agrees to submit complete and accurate record of all time spent in volunteer service, including date of service and position held in accordance with department standards.

Volunteer shall indemnify and hold the County harmless from any negligent action on the part of Volunteer in the performance of the service provided for in this agreement.

Volunteer certifies that he/she has taken all necessary precautions to be certain that he/she is in proper condition, and states that he/she is in proper condition to participate in the above described duties.

Volunteer is not considered to be a Clallam County employee for any purpose. Injury compensation will be provided as described above.

Volunteer is expected to report the hours worked to the on-site county supervisor prior to leaving the work location. This is a requirement for volunteering with Clallam County and is necessary for injury compensation, should that be necessary, and recognition benefits.

Selection and dismissal as a volunteer is totally at the discretion of the on-site county supervisor or department head or elected official and may be with or without cause. No property rights are created by volunteering for the County.

I certify under penalty of perjury that the above information is true, correct and complete. I understand that if I am selected, I can be discharged for any misrepresentation or omission in the above statement.

Signed in the City of _____, Washington, this _____ day of _____, 20____.

- Volunteer is not allowed to drive County vehicles or their personal vehicle while on County business.
- Volunteer is not authorized to operate any motorized equipment (private or County owned) unless specifically authorized by the Department Head in advance.
- Volunteer must be supervised by a County Employee and/or their Designee at all times.
- Prior to initiating work, the volunteer must complete and submit a volunteer application. This application is to be reviewed by the on-site supervisor prior to start of work. Completed applications are to be turned into HR the next business day following the work project.
- The on-site supervisor is to conduct a safety briefing with the volunteer(s) prior to start of work as directed by the Department Head.

X

Project Supervisor Signature

Date

Volunteer Signature

Volunteer Full Name (print)

Project Supervisor to fill out:

Number of hours worked by Volunteer _____



CLALLAM COUNTY VOLUNTEER APPLICATION

Email the Completed Application to:

alexander.gordash@clallamcountywa.gov

Clallam County Human Resources | Risk Management
223 E. 4th St., Suite 16
Port Angeles, WA 98362

Complete the application thoroughly. Applications that are incomplete will not be accepted. **DO NOT** double side the application.

GENERAL INFORMATION

Name (First, Middle Initial, Last):	Volunteer Program:
Mailing Address:	Name of County Employee you'll be working with:
City, State, Zip:	Length of Desired Service:
Contact Phone:	How did you hear about this Volunteer Opportunity?
Email:	Will you have access to a County Computer: YES ☐ NO ☐
Are you over 18 years of age? YES NO	Do you intend to drive on behalf of the County: YES ☐ NO ☐ (If you said yes to the above question, a Driving Abstract will be required)

REFERENCES

LIST THREE INDIVIDUALS NOT RELATED TO YOU WHO CAN PROVIDE JOB-RELATED OR CHARACTER REFERENCE INFORMATION ABOUT YOU. NAME, ADDRESS AND PHONE INFORMATION IS REQUIRED.

1. NAME OF REFERENCE _____ RELATIONSHIP _____
ADDRESS _____
EMAIL _____ PHONE _____
2. NAME OF REFERENCE _____ RELATIONSHIP _____
ADDRESS _____
EMAIL _____ PHONE _____
3. NAME OF REFERENCE _____ RELATIONSHIP _____
ADDRESS _____
EMAIL _____ PHONE _____

SKILLS & LICENSES

Work experience:

Place of employment, if employed:

Volunteer experience: _____

Special training/courses (include computer training): _____

Clallam County does not place volunteers in positions of direct supervision by a relative. Please list any relatives (including spouse) employed by Clallam County:

Name of Relative: _____ Department: _____

Name of Relative: _____ Department: _____

EMERGENCY CONTACTS

Please list two people to notify in case of emergency. *If under 18 years of age, please list a parent/guardian as ONE of the two people to contact in case of an emergency.*

Name: _____ Relationship: _____

Address: _____

City, State & Zip Code: _____

Phone: (Home) _____ (Work): _____

Name: _____ Relationship: _____

Address: _____

City, State & Zip Code: _____

Phone: (Home) _____ (Work): _____

Notice to Volunteers

Volunteers are not considered to be Clallam County employees for any purpose. Injury compensation will be provided as described in the service agreement. The data furnished on this form is furnished voluntarily and will only be used to contact, interview and place volunteers in their assignments. Volunteers are expected to track all hours served on the time sheets provided. This is a requirement for volunteering with Clallam County and provides injury compensation, should that be necessary, and recognition benefits. Selection and dismissal as a volunteer is totally at the discretion of the department head or elected official and may be with or without cause. No property rights are created by volunteering for the County. NOTE: Based on length of time applicant is volunteering, additional training may be required.

SIGNATURE: _____

DATE: _____



CLALLAM COUNTY CONFIDENTIALITY AGREEMENT

As an employee or volunteer of Clallam County, I understand that I may have access to "Confidential Information," which includes but is not limited to intelligence information, criminal history information, record information, investigative information, financial information, business practices/strategies, medical records, social security numbers, tax information, payroll, data bases and other sensitive information, regardless of whether such information is expressly designated as "Confidential Information" at the time of its creation. Confidential Information may be in written, electronic or oral form.

I must comply with the following rules to be a volunteer or employee of Clallam County.

1. I will not access or view any Confidential Information, or utilize equipment, other than what is required to do my job.
2. I will not disclose or discuss any Confidential Information with others, including friends or family, unless doing so serves a purpose or function of County government.
3. I understand my personal access code, user ID numbers and passwords used to access County computer systems must not be disclosed and are an essential part of retaining confidentiality unless authorized to do so and permissible by County policy (420).
4. I understand improper disclosure of such information by me, could be a violation of law as well as Clallam County Policy, and I would then be subject to disciplinary action up to and including dismissal, in addition to any civil or criminal penalty provided by law.
5. I will not assist any other person in obtaining or reviewing Confidential Information that the other person is not authorized to obtain or review, and I will immediately report to my department head or direct supervisor any activity that is a violation of this Agreement or any County policy.
6. I will always act in a professional manner with respect to Confidential Information, such that I will not discuss Confidential Information where unauthorized listeners might hear it, nor will I engage in transmitting or repeating gossip or hearsay, knowing that such disclosures could reflect unfavorably on both the County and me.
7. Transportation of Confidential Information shall be done with all County safeguards in place.
8. If I cease employment or volunteer status with the County I will leave in the custody of the County all Confidential Information, regardless of their format.
9. I understand the terms of this Agreement continue to apply after I am no longer a County employee or volunteer.

BY SIGNING THIS DOCUMENT I UNDERSTAND AND AGREE TO THE FOLLOWING:

I HAVE READ THE ABOVE AGREEMENT AND AGREE TO COMPLY WITH ALL OF ITS TERMS. I UNDERSTAND THAT VIOLATION OF THIS AGREEMENT MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISCHARGE OF EMPLOYMENT AND/OR SUSPENSION AND LOSS OF PRIVILEGES, IN ACCORDANCE WITH CLALLAM COUNTY'S DISCIPLINE POLICY, AS WELL AS LEGAL LIABILITY.

SIGNATURE OF EMPLOYEE/VOLUNTEER: _____

PRINT NAME: _____ DATE: _____



Request for Driving Record:

FIRST NAME	MIDDLE NAME	LAST NAME
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PLEASE COMPLETE THE FOLLOWING: DO YOU HAVE A VALID DRIVER'S LICENSE? ☐ YES ☐ NO. IF YES, PLEASE INDICATE STATE/NUMBER: _____. HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS OR BEEN INVOLVED IN A VEHICULAR ACCIDENT IN THE LAST 5 YEARS? ☐ YES ☐ NO. IF YES, PLEASE LIST AND EXPLAIN ALL INCIDENTS. INCLUDE ANY NOTICES YOU HAVE RECEIVED SINCE GETTING AN ABSTRACT OF DRIVING RECORD WITHIN THE LAST 6 MONTHS.

STATE	MONTH/YEAR	TYPE OF VIOLATION/EXPLANATION

If more space is needed, please attach additional sheets of paper.

Infractions or citations will not necessary remove you from consideration, but the County will consider your driving record and insurability when making employment decisions.

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

SIGNATURE OF APPLICANT

DATE SIGNED

A Complete Driving Record: For pre-employment purposes, once a *Conditional Offer of Employment* has been made, Applicants need to submit their Driving Abstract to Clallam County Human Resources. Complete driving records may be obtained online from the Washington State Department of Licensing, or at any Washington State Department of Licensing branch office, for a fee of \$15.00. (Other states may have different procedures.) This fee is at the applicant's own expense. We will only accept driving records that are *less than six (6) months old*.

Volunteers: Please note County Volunteers are also expected to submit a Driving Abstract. Refer to the above paragraph for information on where to do so. This fee will be reimbursed by the County. However, you must submit your receipt in order to be reimbursed. Please understand that reimbursement may take up to three weeks.

County Driving Standards:

Applicants for positions in which the occupant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants may be disqualified from driving on behalf of the County under the following circumstances:

Violations: More than two moving infractions within the preceding three years, or felony, or criminal traffic violations within the preceding five years.



**CLALLAM COUNTY
WAIVER AND AUTHORIZATION TO RELEASE
PERSONAL HISTORY INFORMATION**

TO BE COMPLETED BY APPLICANT FOR THE PURPOSE OF A BACKGROUND CHECK

A complete personal and criminal background investigation will be conducted before hiring and/or volunteering for this position. Your fingerprint record may be checked through the Federal Bureau of Investigation. Therefore, the following information is necessary. Other physical, mental or job-related tests may be required depending upon the position for which you are applying. Proof of name and date of birth is required. *I fully understand that this document, and all information contained herein, is subject to release during the process of collecting information outlined below.*

I CERTIFY THAT THE INFORMATION PROVIDED BELOW IS COMPLETE AND ACCURATE:

NAME: _____

OTHER NAMES KNOWN BY: _____ **DATE OF BIRTH:** _____

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION:

TO WHOM IT MAY CONCERN: I, _____, sign this waiver and authorization (or "authorization") knowingly and voluntarily and acknowledge by signing this document I am surrendering certain legal rights I may otherwise hold, such as those provided in federal law at 5 U.S.C. §552(a). I, _____, do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of Clallam County, whether the said records are of public, private or confidential nature.

I understand that any information obtained by a personal history background investigation that is developed directly or indirectly, in whole or in part, based upon this authorization will be considered in determining my suitability for employment by the Clallam County Human Resources Department. I understand that all materials pertaining to this background investigation become the property of the Clallam County Human Resources Department and I will not have access to any of the background investigation.

I emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal and professional life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Clallam County Human Resources Department to consider in determining my suitability for employment by that Department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and to the sources of information specifically identified herein.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions (including credit reports and/or ratings); employment and pre-employment records, including pre-employment background investigation reports, investigative files, efficiency ratings or other forms of evaluations, complaints or grievances filed by or against me, and salary records; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal, civil and /or traffic records; the results of any polygraph examination, any medical records, any psychological testing and analysis plus recommendation, any military service records, records of complaint of a civil nature made by or against me, whatsoever located and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest. I also authorize Clallam County Human Resources Department or its designated agent bearing this release to obtain a certified abstract of my full driving record.

I agree to indemnify and hold harmless any person to whom this request is presented and their agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of their compliance with this request. I also agree to indemnify and hold harmless Clallam County, its agents and employees from and against all claims for damages, losses and expenses, including reasonable attorney's fees, arising out of, or by reason of, release of such information identified in this document. I further understand, the sources of confidential information will not be revealed to me. I will make NO attempt to gain access to the information in possession of Clallam County and/or its agencies or departments in conjunction with this employment process. I hereby expressly waive any right I may have to request such information from Clallam County.

* A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature. The original of this form is maintained at the Clallam County Human Resources Department and will be made available upon request.

This release will expire ninety (90) days after date of execution and, prior to that time may be revoked by the applicant. However revocation of this "Waiver and Authorization of Release" will be deemed a simultaneous withdrawal of the signer's application for County employment.

Signature

Date Signed

Printed Name



CLALLAM COUNTY Volunteer | Boards & Committee Disclosure Statement

Pursuant to the requirements of RCW 43.43.830-840, we must ask you to complete the following disclosure statement. This information will be kept confidential.

HAVE YOU EVER BEEN CONVICTED OF ANY OF THE FOLLOWING CRIMES AGAINST PERSONS (SEE BELOW):

Aggravated, first or second degree murder; First or second degree kidnapping; First, second or third degree assault; First, second or third degree rape; First, second or third degree statutory rape; First or second degree robbery; First degree arson; First degree burglary; First or second degree manslaughter; First or second degree extortion; Indecent liberties; Incest; Vehicular homicide; First degree promoting prostitution; Communication with a minor; Unlawful imprisonment; Simple assault; Sexual exploitation of minors; First or second degree criminal mistreatment; Child abuse or neglect as defined in RCW 26.44.020; First or second degree custodial interference; Malicious harassment; First, second or third degree child molestation; First or second degree sexual misconduct with a minor; Patronizing a juvenile prostitute; Child abandonment; Promoting pornography; Selling or distributing erotic material to a minor; Custodial assault; Violation of child abuse restraining order; Child buying or selling; Prostitution; Or any of these crimes as they have been renamed.

If your answer is "yes" to any of the above, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

Has (a) a dependency action, (b) a domestic relations proceeding, or (c) a disciplinary board final decision found you to have sexually assaulted or exploited a minor, or to have physically abused or sexually abused a minor? ☐ YES ☐ NO

If your answer is "yes", please describe and provide the date(s) of the finding(s) and the penalty(ies) imposed.

A Washington State Patrol criminal history search along with a search of the National Sex Offender database will be conducted. I understand that if I am selected, my volunteer position is conditioned on receipt of a satisfactory report from the above entities.

I certify under penalty of perjury that the above information is true, correct and complete. I understand that if I am selected, I can be discharged for any misrepresentation or omission in the above statement.

Notice to Volunteers

Volunteers are not considered to be Clallam County employees for any purpose. The data furnished on this form is furnished voluntarily and will only be used to contact, interview and place volunteers in their assignments. Volunteers are expected to track all hours served on time sheets provided. This is a requirement for volunteering with Clallam County and provides injury compensation, should that be necessary, and recognition benefits. Selection and dismissal as a volunteer is totally at the discretion of the department head or elected official and may be with or without cause. No property rights are created by volunteering for the County.

SIGNATURE OF APPLICANT

DATE SIGNED



CLALLAM COUNTY RETURNING VOLUNTEER APPLICATION

(This Application is for Volunteers Returning on an Annual Basis)

Email the Completed Application to:

alexander.gordash@clallamcountywa.gov

Clallam County Human Resources | Risk Management
223 E. 4th St., Suite 16 Port Angeles, WA 98362

GENERAL INFORMATION

Name (First, Middle Initial, Last):

Volunteer Program:

Mailing Address:

Name of County Employee you'll be working with:

City, State, Zip:

Length of Desired Service:

Contact Phone:

Email:

Please make sure to submit all of the following documents if you will be driving:

☐ Copy of Driver's License ☐ Copy of Insurance Card(s) ☐ Driving Abstract ☐ Driving Abstract Receipt

Please submit the following document if you will not be driving:

☐ County Vehicle & Drivable Equipment Non-Use Agreement Form

Clallam County does not place volunteers in positions of direct supervision by a relative. Please list any relatives (including spouse) employed by Clallam County.

Name of Relative:

Department:

Emergency Contact

Name: Relationship:

Address:

City, State & Zip Code:

Phone: (Home/Cell): (Work):

Notice to Volunteer

Volunteers are not considered to be Clallam County employees for any purpose. Injury compensation will be provided as described in the service agreement. The data furnished on this form is furnished voluntarily and will only be used to contact, interview and place volunteers in their assignments. Volunteers are expected to track all hours served on the time sheets provided. This is a requirement for volunteering with Clallam County and provides injury compensation, should that be necessary, and recognition benefits. Selection and dismissal as a volunteer is totally at the discretion of the department head or elected official and may be with or without cause. No property rights are created by volunteering for the County. NOTE: Based on length of time applicant is volunteering, additional training may be required.

Signature:

Date:



CLALLAM COUNTY CONFIDENTIALITY AGREEMENT

As an employee or volunteer of Clallam County, I understand that I may have access to "Confidential Information," which includes but is not limited to intelligence information, criminal history information, record information, investigative information, financial information, business practices/strategies, medical records, social security numbers, tax information, payroll, data bases and other sensitive information, regardless of whether such information is expressly designated as "Confidential Information" at the time of its creation. Confidential Information may be in written, electronic or oral form.

I must comply with the following rules to be a volunteer or employee of Clallam County.

1. I will not access or view any Confidential Information, or utilize equipment, other than what is required to do my job.
2. I will not disclose or discuss any Confidential Information with others, including friends or family, unless doing so serves a purpose or function of County government.
3. I understand my personal access code, user ID numbers and passwords used to access County computer systems must not be disclosed and are an essential part of retaining confidentiality unless authorized to do so and permissible by County policy (420).
4. I understand improper disclosure of such information by me, could be a violation of law as well as Clallam County Policy, and I would then be subject to disciplinary action up to and including dismissal, in addition to any civil or criminal penalty provided by law.
5. I will not assist any other person in obtaining or reviewing Confidential Information that the other person is not authorized to obtain or review, and I will immediately report to my department head or direct supervisor any activity that is a violation of this Agreement or any County policy.
6. I will always act in a professional manner with respect to Confidential Information, such that I will not discuss Confidential Information where unauthorized listeners might hear it, nor will I engage in transmitting or repeating gossip or hearsay, knowing that such disclosures could reflect unfavorably on both the County and me.
7. Transportation of Confidential Information shall be done with all County safeguards in place.
8. If I cease employment or volunteer status with the County I will leave in the custody of the County all Confidential Information, regardless of their format.
9. I understand the terms of this Agreement continue to apply after I am no longer a County employee or volunteer.

BY SIGNING THIS DOCUMENT I UNDERSTAND AND AGREE TO THE FOLLOWING:

I HAVE READ THE ABOVE AGREEMENT AND AGREE TO COMPLY WITH ALL OF ITS TERMS. I UNDERSTAND THAT VIOLATION OF THIS AGREEMENT MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISCHARGE OF EMPLOYMENT AND/OR SUSPENSION AND LOSS OF PRIVILEGES, IN ACCORDANCE WITH CLALLAM COUNTY'S DISCIPLINE POLICY, AS WELL AS LEGAL LIABILITY.

SIGNATURE OF EMPLOYEE/VOLUNTEER: _____

PRINT NAME: _____ DATE: _____



Request for Driving Record:

FIRST NAME	MIDDLE NAME	LAST NAME
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PLEASE COMPLETE THE FOLLOWING: DO YOU HAVE A VALID DRIVER'S LICENSE? ☐ YES ☐ NO. IF YES, PLEASE INDICATE STATE/NUMBER: _____. HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS OR BEEN INVOLVED IN A VEHICULAR ACCIDENT IN THE LAST 5 YEARS? ☐ YES ☐ NO. IF YES, PLEASE LIST AND EXPLAIN ALL INCIDENTS. INCLUDE ANY NOTICES YOU HAVE RECEIVED SINCE GETTING AN ABSTRACT OF DRIVING RECORD WITHIN THE LAST 6 MONTHS.

STATE	MONTH/YEAR	TYPE OF VIOLATION/EXPLANATION

If more space is needed, please attach additional sheets of paper.

Infractions or citations will not necessarily remove you from consideration, but the County will consider your driving record and insurability when making employment decisions.

The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.

SIGNATURE OF APPLICANT _____

DATE SIGNED _____

A Complete Driving Record: For pre-employment purposes, once a *Conditional Offer of Employment* has been made, Applicants need to submit their Driving Abstract to Clallam County Human Resources. Complete driving records may be obtained online from the Washington State Department of Licensing, or at any Washington State Department of Licensing branch office, for a fee of \$15.00. (Other states may have different procedures.) This fee is at the applicant's own expense. We will only accept driving records that are *less than six (6) months old*.

Volunteers: Please note County Volunteers are also expected to submit a Driving Abstract. Refer to the above paragraph for information on where to do so. This fee will be reimbursed by the County. However, you must submit your receipt in order to be reimbursed. Please understand that reimbursement may take up to three weeks.

County Driving Standards:

Applicants for positions in which the occupant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants may be disqualified from driving on behalf of the County under the following circumstances:

Violations: More than two moving infractions within the preceding three years, or felony, or criminal traffic violations within the preceding five years.



**CLALLAM COUNTY
WAIVER AND AUTHORIZATION TO RELEASE
PERSONAL HISTORY INFORMATION**

TO BE COMPLETED BY APPLICANT FOR THE PURPOSE OF A BACKGROUND CHECK

A complete personal and criminal background investigation will be conducted before hiring and/or volunteering for this position. Your fingerprint record may be checked through the Federal Bureau of Investigation. Therefore, the following information is necessary. Other physical, mental or job-related tests may be required depending upon the position for which you are applying. Proof of name and date of birth is required. *I fully understand that this document, and all information contained herein, is subject to release during the process of collecting information outlined below.*

I CERTIFY THAT THE INFORMATION PROVIDED BELOW IS COMPLETE AND ACCURATE:

NAME: _____

OTHER NAMES KNOWN BY: _____ **DATE OF BIRTH:** _____

WAIVER AND AUTHORIZATION TO RELEASE INFORMATION:

TO WHOM IT MAY CONCERN: I, _____, sign this waiver and authorization (or "authorization") knowingly and voluntarily and acknowledge by signing this document I am surrendering certain legal rights I may otherwise hold, such as those provided in federal law at 5 U.S.C. §552(a). I, _____, do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of Clallam County, whether the said records are of public, private or confidential nature.

I understand that any information obtained by a personal history background investigation that is developed directly or indirectly, in whole or in part, based upon this authorization will be considered in determining my suitability for employment by the Clallam County Human Resources Department. I understand that all materials pertaining to this background investigation become the property of the Clallam County Human Resources Department and I will not have access to any of the background investigation.

I emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal and professional life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Clallam County Human Resources Department to consider in determining my suitability for employment by that Department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and to the sources of information specifically identified herein.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions (including credit reports and/or ratings); employment and pre-employment records, including pre-employment background investigation reports, investigative files, efficiency ratings or other forms of evaluations, complaints or grievances filed by or against me, and salary records; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal, civil and /or traffic records; the results of any polygraph examination, any medical records, any psychological testing and analysis plus recommendation, any military service records, records of complaint of a civil nature made by or against me, whatsoever located and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest. I also authorize Clallam County Human Resources Department or its designated agent bearing this release to obtain a certified abstract of my full driving record.

I agree to indemnify and hold harmless any person to whom this request is presented and their agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of their compliance with this request. I also agree to indemnify and hold harmless Clallam County, its agents and employees from and against all claims for damages, losses and expenses, including reasonable attorney's fees, arising out of, or by reason of, release of such information identified in this document. I further understand, the sources of confidential information will not be revealed to me. I will make NO attempt to gain access to the information in possession of Clallam County and/or its agencies or departments in conjunction with this employment process. I hereby expressly waive any right I may have to request such information from Clallam County.

* A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature. The original of this form is maintained at the Clallam County Human Resources Department and will be made available upon request.

This release will expire ninety (90) days after date of execution and, prior to that time may be revoked by the applicant. However revocation of this "Waiver and Authorization of Release" will be deemed a simultaneous withdrawal of the signer's application for County employment.

Signature

Date Signed

Printed Name



CLALLAM COUNTY Volunteer | Boards & Committee Disclosure Statement

Pursuant to the requirements of RCW 43.43.830-840, we must ask you to complete the following disclosure statement. This information will be kept confidential.

HAVE YOU EVER BEEN CONVICTED OF ANY OF THE FOLLOWING CRIMES AGAINST PERSONS (SEE BELOW):

Aggravated, first or second degree murder; First or second degree kidnapping; First, second or third degree assault; First, second or third degree rape; First, second or third degree statutory rape; First or second degree robbery; First degree arson; First degree burglary; First or second degree manslaughter; First or second degree extortion; Indecent liberties; Incest; Vehicular homicide; First degree promoting prostitution; Communication with a minor; Unlawful imprisonment; Simple assault; Sexual exploitation of minors; First or second degree criminal mistreatment; Child abuse or neglect as defined in RCW 26.44.020; First or second degree custodial interference; Malicious harassment; First, second or third degree child molestation; First or second degree sexual misconduct with a minor; Patronizing a juvenile prostitute; Child abandonment; Promoting pornography; Selling or distributing erotic material to a minor; Custodial assault; Violation of child abuse restraining order; Child buying or selling; Prostitution; Or any of these crimes as they have been renamed.

If your answer is "yes" to any of the above, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

Has (a) a dependency action, (b) a domestic relations proceeding, or (c) a disciplinary board final decision found you to have sexually assaulted or exploited a minor, or to have physically abused or sexually abused a minor? ☐ YES ☐ NO

If your answer is "yes", please describe and provide the date(s) of the finding(s) and the penalty(ies) imposed.

A Washington State Patrol criminal history search along with a search of the National Sex Offender database will be conducted. I understand that if I am selected, my volunteer position is conditioned on receipt of a satisfactory report from the above entities.

I certify under penalty of perjury that the above information is true, correct and complete. I understand that if I am selected, I can be discharged for any misrepresentation or omission in the above statement.

Notice to Volunteers

Volunteers are not considered to be Clallam County employees for any purpose. The data furnished on this form is furnished voluntarily and will only be used to contact, interview and place volunteers in their assignments. Volunteers are expected to track all hours served on time sheets provided. This is a requirement for volunteering with Clallam County and provides injury compensation, should that be necessary, and recognition benefits. Selection and dismissal as a volunteer is totally at the discretion of the department head or elected official and may be with or without cause. No property rights are created by volunteering for the County.

SIGNATURE OF APPLICANT

DATE SIGNED



Clallam County

County Vehicle & Drivable Equipment Non-Use Agreement Form

This agreement entered into by and between CLALLAM COUNTY, a political subdivision of the State of Washington (hereinafter referred to as "County"), and _____, (hereinafter referred to as Employee/Volunteer).

AGREEMENT:

Employee/Volunteer certifies that he/she will, under no circumstances:

1. Drive a County owned vehicle or operate drivable equipment.

or

2. Use their personal vehicle on County business.

County employee responsible for supervision of Employee/Volunteer: _____

Period during which such volunteer duties are to be performed: _____

Dated this _____ day of _____, 20 ____.

Volunteer Signature

Witness

Clallam County Department Head Signature

Earley, Melissa

From: Ozias, Mark
Sent: Friday, May 9, 2025 1:55 PM
To: Crawford, Donald
Subject: RE: Fair board support for America 250

Thanks Don. Here you go:

Members of the Fair Advisory Board,

I write today to encourage you to consider how the Clallam County Fair might participate in the "America 250" project, a nonpartisan nationwide effort to celebrate the 250th Anniversary of The United States of America on July 4, 2026.

The journey toward this historic milestone is an opportunity to pause and reflect on our nation's past, honor the contributions of all Americans, and look ahead toward the future we want to create for the next generation and beyond.

There are a variety of ways communities can get involved, ranging from collecting and sharing unique American stories, to helping compile an oral history of the United States, to a focus on reinvigorating volunteerism and public service. You can review the America 250 website to learn more about the entirety of planned programming.

Nothing is more American (in my humble opinion) than our Clallam County Fair and I look forward to hearing what creative ideas you may have about how we can help celebrate and mark this important milestone in our history.

Sincerely,

Mark Ozias
Clallam County Commissioner

Mark Ozias

Clallam County Commissioner

** Please note my new email address: mark.ozias@clallamcountywa.gov*

** This correspondence may be subject to disclosure under the Public Records Act.*

From: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Sent: Friday, May 9, 2025 4:58 AM
To: Ozias, Mark <mark.ozias@clallamcountywa.gov>

Cc: Gores, Loni <loni.gores@clallamcountywa.gov>; Mielke, Todd <Todd.Mielke@clallamcountywa.gov>

Subject: Fair board support for America 250

Commissioner Ozias,

I am working on the May Fair Board Agenda and am going to introduce the America 250 request for a related theme in 2026. I am hopeful that you will draft a simple email in support of an America 250-type theme for the 2026 Clallam County Fair. It can be a simple statement of encouragement- 2-3 sentences. I need it by next Wednesday or Thursday.

Thank you for your consideration of this request.

Don Crawford

Get [Outlook for iOS](#)

DEMONSTRATIONS

Running continuously throughout the day:

- 4-H/FFA Building Demonstrations throughout Fair - Check the building for a schedule of events
- Art Demonstrations/Activities - All day everyday (Art Barn)
- Antique Equipment Demonstrations
- Cat Barn Demonstrations 11 am - 3 pm
- Live Bee Hive & Honey Extractor from the Beekeepers (Ag Barn)
- Gardening advice from plant experts at the Master Gardeners booth (Ag Barn)
- North Olympic Peninsula Railroaders (Hobbies & Crafts in the Home Arts Barn)
- Cribbage-Sequim Valley Peggers and Rain Shadow Peggers - Come play a "Pro" (Hobbies & Crafts in the Home Arts Barn)
- Hobbies & Crafts/Home Arts - Daily Demonstrations
- Photography - Daily Demonstrations
- Floral Barn - Daily Demonstrations in both Design & Judging Horticulture
- Fly Tyers Demonstrations - Home Arts Barn



Sizes and colors limited

**Don't Forget To Stop
By The Fair Office
To Buy Your
2025 Fair T-Shirt
And Sweatshirt!**

\$18-\$48

THEME CONTEST FOR 2026!

Have you always thought:
"I could come up with a great theme for the Fair"?
Then enter the 2025 Fair Theme Contest. Get the rules and a form at any Entrance or the Info Booth, write down your ideas, and if your theme is chosen, you win \$100 and 2 Fair Season Passes for 2026!

All Fair in the Kid Zone!

Strait Foam Fun (cost)
Laser Tag (cost)
Miniature Golf (cost)
Stryder Bikes, only on Kids Day, 8/15! (free)
Sequim Robotics (free)

Hey Kids!

On Thursday, remember to fill out your Kids' Day Booklet and return it to the Fair Office so you can collect your goodie bag and enter to win a Grand Prize!

Limited amount of Goodie Bags for those who show their completed booklet to the Fair Office

CLALLAM COUNTY FAIR WISHES TO THANK THE FOLLOWING SPONSORS:

FAIR SPONSORS

7 Cedars
Airport Garden
Alliance Automotive
Applebee's
Augeles Collision Repair
Arrow Septic
Bayview Transmission
Bekkevar Logging & Trucking
Best Friends Pet Care
Big 5 Sporting Goods
Cabled Fiber & Yarn
Clallam County PUD
Clallam Transit
Coastal Farm & Ranch
Coho Custom Designs
Correction Connection
Dahlgren Logging
Domino's Pizza
Dungeness Kids Co.
Farmers Insurance
Forks Outfitters
Fors Financial Consulting
Frugals
Fryer Insurance Agency
Hermann Brothers Logging & Construction
Home Depot
Interfur U.S., Inc.
KONP
Laurel Lanes
Les Schwab (Sequim & P.A.)
Linda Jadasohn
Merrill & Ring, Inc.
Michaels
Mt St Helens Reforestation
Nicholas Worley Trucking
Oly Lodging Company
Olympic Game Farm
Olympic Inn & Suites
Pacific Forest Management
Parrish Trucking, Inc.
Pen Print
Peninsula Bottling
Peninsula Daily News
Peninsula Tanks
Port Angeles Hardwood
Port Angeles Power Equipment
Port Angeles Veterinary Clinic
Port Townsend Paper Corp.
PNWJLA
Price Ford
Richard (Bud) & Laurie Davies
Schodowski Law, Inc.

Sequim Gazette
Shear Elegance
Sunny Farms Country Store
Swain's
Tractor Supply
Walmart, Sequim
Walmart, Port Angeles
Washington Forest Production
Westport Yachts
Wildier Auto Center
Zenovic & Associates

FAIR ROYALTY SPONSORS

APS Electrical Contractor INC
Coldwell Banker Uptown Realty-
Sarah Forshaw
DA Brown Trucking LLC
Evergreen 76/Subway Forks
Fat Yeti Froyo
Fog Horn Olive Oil and Co.
Fogtown Coffee Bar
Forks Elks Lodge #2524
Forks Outfitters
Grocery Outlet Port Angeles
Hermann Brothers Logging and
Construction
Johnson Creek Veterinary Ser-
vices, J. David Kirner, DVM
Leitz Farm Supply
Loop and Stitch
Nicholas Worthy Trucking, INC
North Olympic History Center
Odyssey Bookshop
Peninsula Awards and Trophy
Ruddell Auto Mall
Security Services
Shear Elegance Hair Studio
The Coffee Cottage
The Lodge at Sherwood Village
The Other Guys Auto and Truck
Center
Triple S. Contracting, LLC
Zenovic and Associations

Thank you!

(con't)

Clallam County Fair

bee-lieve
in the MAGIC
of the Fair

AUGUST 14-17, 2025
SCHEDULE OF EVENTS

GRANDSTAND:

4-H Western Games
10:00 am Thursday

Draft Horse Show
1:00 pm Friday

Pro Logging Show
11:00 am Saturday

Rodeo
6:00 pm Friday/5:00 pm Saturday

Demo Derby
4:00 pm Sunday



Please note: Entertainment, acts, demos, shows, etc. are subject to change.

WILDER AUTO COMMUNITY STAGE

THURSDAY- August 14

- 11:30 pm - Bread & Gravy & the Harmony
Honey Buns
3:30 pm - Todd Macadangdang
5:30 pm - Bread & Gravy Duo
7:30 pm - Austin Jenckes with Cody Beebe &
The Crooks

FRIDAY- August 15

- 12:00 pm - Stardust Big Band
2:30 pm - Native Dance Performance
4:30 pm - Santa Poco
7:30 pm - Nearly Dan - Steely Dan Tribute

SATURDAY- August 16

- 10:00 am - The Happy Soles Line Dancing
11:30 am - Dean & the Persuaders
1:30 pm - Echo
3:30 pm - Black Diamond Junction
7:30 pm - Infinity Project - Journey Tribute

SUNDAY- August 17

- 12:00 am - Queens & Aces
3:30 pm - Supernostalgic

SUNNY FARMS CENTER STAGE

THURSDAY- August 14

- 10:00am - Opening Ceremony
12:00 pm - Roberto the Magnificent
1:00 pm - Five Acres Sound Waves
Marimbas
2:30 pm - Luck of the Draw
4:30 pm - Roberto the Magnificent
6:00 pm - Farm Family of the Year
Announced

FRIDAY- August 15

- 10:30 am - Roberto the Magnificent
11:45 am - Olympic Peninsula
Ukelele Strummers
1:00 pm - Roberto the Magnificent
5:00 pm - Roberto the Magnificent

SATURDAY- August 16

- 12:00 pm - Buttercup Lane
2:15 pm - Shula Azhar Belly Dancing
3:30 pm - Diane Romero

SUNDAY- August 17

- 8:30 am - Cowboy Church
11:00 am - Happy Valley Band
1:00 pm - Hawaii Amor
3:30 pm - Simonson Bag of Bones

ANIMAL SHOWS

THURSDAY-August 14

- 9:00 am
4-H/Adult Western Games
4-H Dog Information Test
4-H/FFA/Open Swine

- 9:30 am
Poultry Open Pee-Wee Fitting & Showing
4-H/FFA Poultry Fitting & Showing
Poultry Adult Fitting & Showing
4-H/FFA/Open Poultry Type Class
4-H/FFA Turkey Fit & Show
4H Poultry Market Type
10:00 am
Open 4-H/Adult Mini Horse Classes Lunge Line, Jumping in
Hand, Ground Driving, Cart Driving
11:00 am
4-H/FFA Beef Fitting & Showing followed by 4-H Beef Type
Classes & Open Type Classes followed by 4-H/FFA/Open Breed
Market Steers
1:00 pm
4-H/FFA Rabbit & Judging Contest
4-H Dog Rally-O
Open 4-H/Adult Horse Reining
1:30 pm
Open 4H-H/Adult Horse Bareback Classes
2:30 pm
Open 4-H/Adult Horse Western Dressage Test
3:00 pm
4-H/FFA/Open Breed Market Steers
4:00 pm
4-H/Adult Horse Costume Class
5:00 pm
4-H Cat Judging Contest

FRIDAY-August 15

- 9:00 am
4-H/Adult All Horse Showmanship
4-H Dog Judging & Oral Reasoning
10:00 am
4-H/FFA/Open Sheep Fitting & Showing, followed by Type classes
4-H Cat Fitting & Showing
4H Dog Obedience
10:30 am
4-H/FFA Rabbit, Fitting & Showing
4-H/FFA/Open Rabbit Type/Fur Classes
4H Dog Fitting & Showing followed by Conformation
11:00 am
4-H/FFA Dairy Cattle Fitting & Showing,
followed by 4H/Open Dairy Type Classes
11:30 am
Open/4-H/FFA Pygmy, Dairy, Pack & Market Goat
Fitting & Showing, followed by Type Classes
12:00 pm
4-H Horse Halter Championship Class
1:00 pm
4-H Horse Judging
2:00 pm
Fleece show (time approx , following sheep show)
3:00 pm
4-H Quality Assurance Skill-A-Thon
4:00 pm
Open 4-H/Adult Costume Class

ANIMAL SHOWS

SATURDAY-August 16

- 9:00 am
Open 4-H/Adult English Dressage and Dressage Flat Classes
10:00 am
Cat Barn Q&A with Pet Posse
12:00 pm
Pacific Northwest Junior Livestock Auction
(Located at the Sheep/Swine Arena)
Open 4-H/Adult Huntseat
4-H Intermediate & Senior Disciplined Rail
1:00 pm
4-H Cat Type Classes
4-H Dog Agility
Open 4-H/Adult Saddle Seat
3:00 pm
Open Cat Show
4:00 pm
4-H Dog Intermediate/Senior Costume Class
4:30 pm
4-H Horse Groom Squad

SUNDAY-August 17

- 9:00 am
Open 4-H/Adult Horse Trail Classes
10:00 am
4-H Rabbit & Poultry Costume Class
4-H/FFA Large Livestock Round Robin
Cat Barn Demonstration Fit/Show
11:00 am
4-H Intermediate & Senior Western Disciplined Rail and Stock Seat
Open Large Livestock Pee-wee Fitting & Showing
12:00 pm
Open Pee-Wee Dairy & Beef Fit & Show
12:30 pm
Lads & Ladies Lead - Sheep
1:00 pm
4H Dog Agility
1:30 pm
Open Large Livestock Adult Fitting & Showing
2:00 pm
4-H/FFA Small Animal Round Robin
3:00 pm
Sheep & Goat Costume Class & Play Day
Horse & Rider Watermelon Eating Contest
4H Cat Costume Class
4:00 pm
4-H Primary/Junior Dog Costume Class

★ *Please note: Entertainment, acts, demos, shows,
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