



**Iowa Bulletin:** IA360-24-2

**Date:** June 18, 2024

**Subject:** PER – Staffing the USDA Booth at the 2024 Iowa State Fair

**Action Required By: July 26, 2024**

**Purpose.** To inform NRCS employees of the opportunity to conduct conservation outreach at the 2024 Iowa State Fair.

**Expiration Date.** August 18, 2024

**Background.** The Natural Resources Conservation Service (NRCS) is joining other United States Department of Agriculture (USDA) agencies to host a booth at the Iowa State Fair, August 8-18, 2024. All NRCS employees are invited to help run the USDA booth and share conservation information with thousands of fairgoers. Duties include distributing USDA materials, interacting with customers, answering questions, running games, and being a positive representative of our agency and department.

**Explanation.** The USDA booth will again be in the southwest corner of the second floor of the John Deere Agriculture Building.

**Employees who wish to work at the State Fair must get prior approval from their supervisor.** After receiving approval, you may sign up for a shift online through [2024 Team USDA State Fair Booth Signup](#) (NRCS staff may begin signing up for shifts on June 17).

Shift options include:

- 9 a.m. - 1 p.m.
- 11 p.m. - 2 p.m.
- 1 - 5 p.m.
- 3 - 6 p.m.
- 5 - 8 p.m.

Note: Shifts on August 12, 2024, are reserved for USDA veteran employees in honor and celebration of Veteran's Day at the Iowa State Fair. If you are a Veteran and would like to work at the fair on August 12, 2024, please contact Jason Johnson, State Public Affairs Specialist, at [jason.r.johnson@USDA.gov](mailto:jason.r.johnson@USDA.gov) or (515) 323-2701. Ag Leadership Day is on August 14, 2024.

**Here's how to sign up for a shift**

1. Click this link to see our Sign-Up on SignUp.com: [2024 Team USDA State Fair Booth Signup](#)
2. Review the options listed and choose the spot(s) you like.
3. Please put NRCS behind your name when you sign up (i.e. Jason Johnson – NRCS).

Weekday shifts are authorized up to eight hours of official time for traveling to and from the USDA booth and for time working in the booth. Since employees are volunteering, approved employees who sign up for an evening or weekend shift may earn compensatory time (Comp Time). Employees may receive Comp Time for the length of their shift, plus up to two hours of travel time, if the employees' home or duty station exceeds 50 miles, whichever is closest.

Admission tickets and additional guidance will be provided. Government vehicles may be used for transportation. If a government vehicle is not available, personal vehicle mileage may be authorized at the appropriate rate. Parking expenses are subject to reimbursement by completing a Standard Form (SF) 1164, "Claim for Reimbursement for Expenditures on Official Business." Receipts must be provided

**DIST:** E

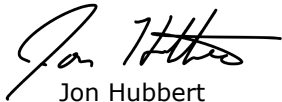
for parking. Free parking options and low-cost shuttle options are available. For more information, please go to [www.iowastatefair.org/visit/parking-dart-park-ride/](http://www.iowastatefair.org/visit/parking-dart-park-ride/).

**Team USDA State Fair Volunteer Meeting:** Monday, August 5, 2024, 10 a.m., held via Teams. [click here to join the meeting](#). This will be recorded for those unable to attend.

**Dress Code**

Please wear an NRCS or USDA collared shirt or a nice NRCS or USDA t-shirt while working the booth. If you do not have one, please wear a plain white, green or blue collared shirt. Pants, capris, and nice shorts are acceptable. A free USDA shirt can be ordered through the following link: [#TeamUSDA Shirts \(google.com\)](#). If you volunteered in 2023, we ask that you please utilize the same shirt.

**Contact.** Jason Johnson, State Public Affairs Specialist, at (515) 323-2701 if you have questions.



Jon Hubbert  
State Conservationist