

## **Important Dates**

- **July 30 5-5:45 p.m. Employee Center open for our Payroll Paperwork and ID processing**
- **July 30 6-9 p.m. Public Relations/Communications Workshop Libby Conference Center MN State Fair.** Please let me know if you are coming so that we can arrange for food. ***Your attendance is strongly encouraged.***
- **Sunday, Aug. 17 from 1 p.m. onwards we are having our set-up and picnic at the Fair. Free food and pay to all who show up to help!** Please let me know if you are coming so that we can arrange for food. **We will also need help, if you have time on the 15<sup>th</sup>, 16<sup>th</sup>, 18<sup>th</sup> & 19<sup>th</sup>.**
- **August 19, 7 p.m. Staff orientation at the Milking Parlor in the Barn on the fairgrounds.** You are expected to be here unless you have cleared your absence with me.
- **August 20 Moo Booth and Parlor training** (parlor anytime, Booth at 6 p.m.) **If you are new you are expected to be here unless you have cleared your absence with me. Returning employees are also encouraged to attend.**
- **August 21-Sept. 1 MN State Fair!**

## **Just a few reminders:**

If you haven't filled out your application, please do it immediately! Processing time is longer this year, again, due to background checks. I only get your payroll paperwork once you have passed this check. (Many of you have done this already and have received your payroll letter of agreement.) You are not an employee until you have passed this background check!!

## **Public Relations Training**

July 30 starting at 6 p.m. we will have our annual staff Public Relations/Communications training. We will also update staff on new activities and will have old and new staff work together on some issues. All of this will occur at the Libby Conference Center on the State Fair grounds. The Conference Center is just inside the main gates off of Snelling. Take the first left after entering the fairground and in approximately ½ block the Conference Center will be on your right.

**Dinner/supper will be served and will be available starting at 6 p.m., we will kick off the meeting at about 6:30 p.m. and will run until 9 p.m. at the very latest.** You will be paid for your attendance at this meeting. Immediately prior to this meeting (5-5:45 p.m.) the Employment Center will be open especially for us to get payroll paperwork and IDs processed. It would be great to get a lot of people going over to do this to help the Center staff get as much paperwork done, as early as possible.

***New this year!!!!*** If you have mailed in your payroll paperwork (letter of agreement and workers comp form) you may go to the Employment Office at any time listed on the pink map and get your paperwork taken care of and your staff ID made. Remember that you will need to bring proof of your ability to work in the U.S. Please, see the enclosed I-9 page for documents that prove your eligibility to work in the U.S.. You must bring these documents with you to get your ID. If you do not have the documents they will not give you an ID! If you have questions on what documents to bring to prove eligibility to work you may contact the Employment Center at 651-642-2403.

July 30 staff t-shirts and tickets will be available. If you processed your paperwork before then you will need to go back and pick up your tickets and t-shirts. In addition to the times listed on the map you may want to go to the special opening that the Employment Center has for us. On July 30 from 5-5:45 p.m. the Employment Center will be open for our staff only to get their payroll paperwork and IDs processed. The payroll paperwork is your second set of paperwork that you receive from me. If you have not filled out two sets of paperwork yet, it means that your application has not been fully processed yet. **Please do not go to the Center unless you have received the second set of paperwork from me!!!!!!!!!!**

If you have just received your payroll paperwork you may bring it in with you to get your paperwork processed. It is not necessary to mail it. Just bring the completed paperwork and proof of eligibility to work to the Employment Center.

If you have any questions about these items or anything else related to the fair please give me a call at 651-645-3275; fax 651-917-9637; or e-mail [moldx001@tc.umn.edu](mailto:moldx001@tc.umn.edu).

I look forward to seeing you on the 30<sup>th</sup>!

Thanks for your attention.

Sincerely,

Doris Mold  
Milking Parlor Superintendent  
and Moo Booth Coordinator