
CACTUS and SUCCULENT SOCIETY of NEW MEXICO

P.O. Box 21357
Albuquerque, New Mexico 87154-1357
<https://www.CactusSocietyNM.org>
cssofnm@gmail.com

CACTUS AND SUCCULENT LEAD CLERK'S DUTIES AND RESPONSIBILITIES

Preparation

Prior to the event the Lead Clerk needs to obtain two clipboards, preferably the box variety, magnifiers, and small colored flags. Utilizing box clipboards better contains the supplies needed by the clerks including copies of the appropriate handouts, pens, flags, scrap or note paper, scissors, and magnifiers (sometimes needed by judges when insects are suspected). The remaining supplies required on clerks' carts are found in the Show and Sale supplies container.

The Show Chairman recruits a minimum of six volunteers to act as clerks. A seventh may be recruited to act as an alternate in case one of the six doesn't show or is late and the judging needs to begin. Approximately a week prior to the Show the Lead Clerk needs to send emails to the clerks with instructions that include arrival time for both time needed for choosing teams and the briefing and any other pertinent information. (Clerks who wish to purchase the pre-sale plants they are authorized as contributors of show plants need to arrive earlier since it will be their only chance before the event is opened to the public and need to be made aware of that in the Lead Clerk's email.) The email also needs to attach a copy of the Duties and Responsibilities handout with the request to review it.

On the morning of setup day, you will receive from the member maintaining exhibitor numbers three copies of the Show Entrants form—one marked "MASTER," one marked "CACTUS," and one marked "SUCCULENTS." The Master is to be used to add any numbers needed for exhibitors entering plants who have not already obtained a number. For convenience you will also receive an alphabetic list to lookup numbers for those individuals who can't remember their number or if they have one. That should be checked prior to assigning a new number. Before leaving on setup day, any newly assigned numbers need to be added to the Cactus and to the Succulent forms.

Prior to leaving on setup day, the Lead Clerk needs to set up two carts for use by the clerks. The two narrow red carts at the Garden Center are used since they fit down the narrow aisles in the show plants area. The carts should each contain a clipboard with the appropriate Show Entrants form affixed to the top. The box (or the cart) should contain copies of both the Clerks handout and the Presenting Plants handout since either or both may be needed during the judging. Also required are pens (checked to make sure they work), flags, a magnifier, and scissors. The cart needs to contain a sufficient supply of each kind of ribbon and two staplers (filled with staples).

Approximately 15 minutes prior to the time judging is scheduled to begin, the Lead Clerk needs to assemble the clerks for assignments and a briefing. Volunteers usually have a preference for which team they would prefer and which duties they are most comfortable doing. Volunteers should be instructed on how to properly enter the ribbon information on the Show Entrant form using hash marks and how to note plants without the exhibitor's number so that it can be located again and identified. The Duties and Responsibilities handout should be reviewed to ensure each clerk understands his/her role.

Assistance During Judging

The Lead Clerk needs to remain available to answer questions and provide whatever support and/or assistance is required by the clerks and judges. He/she also needs to oversee the placing of the 95+ plants to ensure they are properly and esthetically placed by the clerks.

Final Judging

The Lead Clerk will transfer numbers from the two clerk's Show Entrant forms onto the Master form and ensure that the number of ribbons matches the number of plants that were entered. He/she will tally up the ribbon numbers for each entrant, and in case of a tie in numbers, count points: (Blue ribbons – 4 points, Red ribbons – 3 points, White ribbons – 2 points, and Honorable Mention – 1 point). The entrant with the most blue ribbons wins the Sweepstakes award. In case of a tie, other ribbons count. He/she will place the Sweepstakes ribbon on one of the winner's "front table" plants. Be sure to make a note of the Sweepstakes winner, who wins a subscription to the C & S Journal.

The Lead Clerk with the help of one or more of the clerks should check the counts of each category to make sure that no plant has been missed, and no plant has been counted twice. Accuracy is important since it can impact who wins the Sweepstakes ribbon. A reconciliation at the end of the judging is often required. **The Lead Clerk should assist the Show Chair in compiling a list of all the rosette winners that includes the name of the exhibitor as well as the name of the plant.**

Note: The list of rosette winners has other uses and the total counts track whether show plant entries are static, increasing or decreasing.