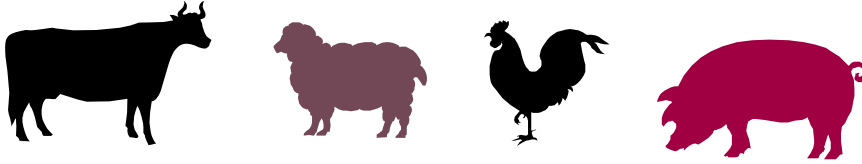


LINCOLN COUNTY
4-H ANIMAL SCIENCE



GREENBOOK

STATEMENT OF PURPOSE AND PERSPECTIVE

It is the purpose of this “Lincoln County 4-H Animal Greenbook” to:

- A) Set forth clarifications and specify local county rules,
- B) Be used as a guide in understanding requirements for any county 4-H animal science events, and
- C) To define the rules of sportsmanship, herdsmanship, animal auction eligibility/participation and conduct expected of 4-H members as they participate in the county 4-H program.

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4-H Activities Code of Conduct

Your participation in 4-H activities carries the responsibility of representing Oregon 4-H to the public. You are expected to conduct yourself in a manner that reflects well on your state, county, club, as well as yourself. Your contribution to the program is as important as what you receive from the program.

1. You are expected to attend all parts of the planned program. Inform those in charge if you are not feeling well or have a schedule conflict.
2. On overnight activities, observe hours established and be in your room when indicated. Boys are not allowed in “girls only” designated areas nor girls in “boys only” designated areas.
3. Dress appropriate to the occasion. At all times be courteous, clean and display good manners.
4. Language must be appropriate and respectful of others. No swearing.
5. Participants are not to leave the assigned program area at any time without written permission of the person in charge of the group except as part of the planned program. (Example: dormitories, cabins, campus, campsite, etc.)
6. Participants will not use tobacco, alcohol, drugs (except those directed by doctor) or fireworks or remain in the immediate area where they are being used. Only 4-H Shooting Sports participants will handle firearms and only in secured designated areas under the direct supervision of a trained 4-H Shooting Sports leader.
7. Criminal law violations (including, without limitations, shoplifting, theft, drug possession, under-age tobacco use or under-aged drinking) will NOT be tolerated.
8. Avoid roughness and damage to room furnishings, equipment, etc. Participants are financially responsible for any damage or misconduct.
9. 4-H activities are to encourage interaction among all members of the group, but not exclusively with another person. Kissing and other sexual displays of personal affection distract from the group and are not appropriate behavior.

Violators May Expect:

1. To have the opportunity to explain actions to staff in charge.
2. Behavior that is disruptive to the event will be noted and a letter describing such may be sent to parents and county 4-H leadership.
3. Violation may result in dismissal and the offender being sent home at parental expense.
4. Violations involving numbers 5 & 6 above will result in the offender being sent home at the earliest convenience at the parents’ expense and can result in criminal charges.

Lincoln County 4-H Animal Science Committee Operating Guidelines

Name: Lincoln County 4-H Animal Science Committee

Purpose: The Animal Science Committee (heretofore known as ASC) is to review, develop, and improve opportunities concerning the Lincoln County Animal Science program. The ASC will follow Oregon 4-H guidelines.

Membership: Membership of the ASC shall consist of all enrolled 4-H Animal Science members, club leaders, resource leaders, 4-H parents; everyone in attendance at any ASC meeting is eligible to vote.

Responsibilities:

1. The ASC is an advisory group to the Lincoln County Leaders' Association and 4-H agents.
2. The duties of the ASC shall be to transact all necessary business and report all major decisions by the ASC to enrolled animal project members and leaders.
3. The ASC shall be responsible for planning, implementing, carrying out and evaluating a yearly program of activities for the 4-H Animal Science Program.
4. The ASC shall promote, review, and evaluate the county 4-H Animal Science Program activities and shall provide feedback to the Lincoln County 4-H Leaders' Association as it related to the Lincoln County 4-H Animal Science Program.
5. The ASC shall be responsible for heading any ASC fundraising activities for the 4-H Animal Science Program and its activities.
6. The ASC shall make recommendations for the county 4-H Animal Science Greenbook in accordance with 4-H program guidelines. All changes need to be reviewed by agent before adoption.

Meetings:

1. Meetings will use the consensus method for decision-making. When rules of the order are challenged, Rules of Order and Parliamentary Practice, by Henry M. Roberts will be the official order guide.
2. Regularly scheduled meetings of this ASC will take place on the third Tuesday of the month except as decided by the ASC. Time of the meetings shall be set by the ASC.
3. Greenbook changes shall be presented to the ASC in October and November, voted on in January, and remains in effect until the following fall.

Actions:

1. Decisions will be made by the general consensus of the members present at a meeting of the ASC.
2. When a consensus cannot be reached at the ASC meeting a written notice will be sent to all enrolled leaders to be brought back to the next ASC meeting, whereupon action will take place.
3. In the event time does not allow written notice, the Executive Board of the ASC may take a poll of enrolled Animal Science Leaders by phone or personal contact.
4. In the case of a member not able to attend, he or she can place his or her vote with a representative of the Extension 4-H staff to bring to the meeting as a proxy vote.

Officers: The officers shall be Chair, Vice-Chair, Secretary, Treasurer – These offices make up the Executive Board. Other officers are the Reporter, and Youth Court.

Duties of the Officers:

1. The duties of the Chair shall be to preside at all meetings and supervise the work of the ASC.
2. The duties of the Vice-Chair shall be to act for the Chair in his/her absence. The Vice-Chair shall also maintain yearly records of 4-H member's participation points for ASC review (scholarship, loans, etc.)
3. The duties of the Secretary shall be to keep accurate records of all meetings and assist the 4-H staff secretary in mailings as needed. Keep up to date notebook of meeting minutes and relevant materials, write letters of correspondence for the group including thank you notes, requests for sponsors.
4. The duties of the Treasurer shall be to care for all moneys, pay all bills, keep a written record of money received and spent, report financial activity at each ASC meeting. To coordinate all financial efforts in accord with the Lincoln County 4-H Leaders' Association. Prepare a financial report by annually for the 4-H Leaders' Association for non-profit reporting.
5. The duties of the Reporter shall be to write articles and work on publicity for animal events (newspapers, radio, etc.) and to work as a publicity advisor to the Youth Court.
6. The duties of the Youth Court are to be in touch with other youth in their project area as to concerns, questions, suggestions, ideas for clinics, etc. and bring them to the ASC meetings for discussion and to report back to their area. Youth Court members also represent ASC at public events, such as parades, radio spots, etc. A Youth Court application form is included in the Reference Section of this document.

Terms:

1. Nominations and voting done at the October meeting;
2. Newly elected officers assume duties in November;
3. The treasurer and chair may not be from the same family;
4. Executive officers shall be elected annually;
5. In the case of a vacancy of an officer, it should be filled by a majority vote of the ASC.
6. Any interested animal science 4-H member is eligible to serve on the ASC Youth Court

Event Responsibilities:

1. The Lincoln County Extension office will hold and maintain all files relevant to the events conducted in Lincoln County in order to provide equal access to public information.
2. The Chair shall appoint subcommittees necessary to carry out the goals and objectives of the Animal Science Program. The Chair shall appoint a chair of the subcommittee who will report the progress to the ASC.
3. Livestock Judging contests & Bowls: The ASC is responsible for getting a judge, location, assemble questions and/or animals, and recruit volunteers to assist. All registered 4-H Animal Science youth may participate, but only intermediates and seniors will be selected for teams. After the event, the ASC will determine the senior and intermediate teams. These teams may participate in the regional event.
4. Fair: The ASC is responsible for getting judges, showmanship arena, judging table, and pack animal course set up. The ASC is also responsible for recruiting volunteers to assist and clerk, preparing and assembling all files and forms as needed. All registered 4-H Animal Science youth may participate.
5. Clinics & Shows: The ASC is responsible for planning, getting a judge or speakers as necessary, determining location, recruiting volunteers to assist, providing notification of event, preparing necessary paperwork for each clinic.
6. Fundraisers & Service Projects: The ASC is responsible for providing materials needed for ASC fundraisers & Service Projects (e.g., Dippity Ewe), recruiting volunteers, and obtaining any additional insurance needed for the event.

Changes to Guidelines: These guidelines should be reviewed as needs change. The guidelines can be amended by a majority vote of the members present provided the changes have been submitted in writing at least 2 weeks prior to the vote.

Participation Point System

4-H members will be responsible for tracking, documenting, and submitting points and turning them in with records in September for final review and awards. A form for recording points is in Appendix I - Reference Section.

All 4-H Animal Science Project members will be required to earn a minimum of 100 participation points during the 4-H year in order to be eligible for ASC scholarship recommendations, county medallions and other awards. The points may be earned for the following:

<u>Activity</u>	<u>Points</u>
Attend Animal Science Committee Meetings	5 each
Participate in County and/or State 4-H functions (e.g., Youth Forum, 4-H Camp)	5 each
Participate in 4-H sponsored clinic/training/show	20 each
Community service that benefits others outside 4-H (Ex: Youth in Action, Dippity Ewe)	20 each
Public event participation as 4-H'er (Ex: 4-H parade entry, radio spot)	10 each
Fair Clean-Up Day/set up day	20 each
Turn in Records on time	20 total
<i>Minimum total possible points =</i>	100 total

I. GENERAL POLICY GUIDELINES FOR ALL 4-H ANIMAL SCIENCE EVENTS

All leaders, superintends and the county agent have the right and responsibility to enforce the rules, regulations and safety guidelines as stated in this Greenbook, the 4-H Fair rules and general “4-H Activities Code of Conduct”.

A. CODE OF CONDUCT:

All 4-H animal science events will be governed by the general “4-H Activities Code of Conduct”, included in this Greenbook and on the back of the annual 4-H Membership Application.

4-H members are expected to be respectful and courteous at all times toward all adults and other 4-H members, irrespective of club association. Disrespect shown to any leader, parent, show or clinic official, clerk, or spectator may result in forfeiture of county participation and/or State eligibility. Disrespect may include, but is not limited to, swearing, yelling, inappropriate hand gestures, temper displays and/or insubordination.

B. SUBSTANCE USE:

No 4-H member shall, at any time, smoke, drink alcohol, or take illegal drugs while representing their club or 4-H in general; or while attending any 4-H event. Furthermore, members are strongly discouraged from associating with others who indulge in such practices.

C. ANIMAL HEALTH AND SAFETY:

All animals should have their immunizations up to date. Animals may receive a clinical examination upon arrival at any 4-H animal science event, and any animal showing evidence of infectious, contagious diseases, transmissible vermin, or painful unsoundness may not be exhibited.

Mistreatment or overly aggressive behavior will not be tolerated at any 4-H event, at any time. Mistreatment or aggressive behavior will be described as any discipline or training done to an excessive degree and/or delivered in anger. Violations may result in forfeiture of county participation and/or disciplinary action.

D. VOLUNTEERS AND OFFICIALS:

Leaders, parents and interested citizens are encouraged and welcomed to participate and assist at all 4-H animal events. Indeed, without the help and support of these adults, the 4-H program would be extremely limited. However, to avoid unnecessary criticism or possible unfairness, certain guidelines shall be in effect regarding all volunteers:

1. No parent shall clerk in the class division in which their child is competing.
2. No parent or leader shall, at any time during any animal science competition, discuss any exhibitor’s performance with the judge.
3. Conversation between clerks and/or time keepers and the judge(s) shall be kept to a minimum during activities.
4. No coaching or instructing from parents, leaders or spectators during any judged showmanship contest.

E. VARIANCE PROCESS

If a 4-H member believes that they have a situation justifiable of special allowances they may have the opportunity to appeal to the Program Management Advisory committee and 4-H staff. The committee is made up of appointed members from different project areas, including adults and youth. The committee will make a recommendation based on information presented to them and what is in the best interest for the 4-H member, their parent(s)/guardian(s) and the 4-H program as a whole.

The process to submit for a special allowance is:

1. Submit the issue in writing to the 4-H agent or 4-H staff. This statement should include all important facts and information related to the situation. It should also include what the 4-Her feels the solution to be.
2. The Agent and/or staff will determine if it's an issue appropriate for review.
3. If the concern is a Program Management Advisory committee issue, the staff member will assemble the members for a meeting and notify all those involved.
4. The 4-H'er, his/her parent(s)/guardian(s) and the club leader should try to be present at the meeting.
5. The committee will ask questions to all involved. Those who are involved will leave the meeting. The committee will discuss the issue, do further research if necessary and come to a conclusion on the matter.
6. The committee makes a recommendation to 4-H staff. **The 4-H staff's decision is final.**
7. The 4-H agent or staff member will notify the 4-Her as soon as a decision is made.

II. SHOWMANSHIP CONTESTS

A. *GENERAL SHOWMANSHIP RULES FOR ALL 4-H ANIMAL SCIENCE ACTIVITIES*

1. Livestock, poultry & waterfowl, pigeon, small animal, and pocket pet exhibitors are required to participate in showmanship contests relating to their exhibits.
2. A 4-H member may enter only one showmanship contest for each kind of livestock/animal project.
3. Contestants must show their own animals which are entered in a 4-H Conformation Class at the show. Exception: Dog or cat members may enter a dog or cat for showmanship only.
4. 4-H members are expected to do their own fitting and training for the show. Junior contestants may have assistance with hoof trimming, clipping and blocking, but should do part of the work themselves. Rough clipping and blocking will not count against junior contestants. Intermediates and Seniors should do their own clipping and blocking and should be able to demonstrate if asked.
5. Judges may ask questions about the member's animal or about fitting and showing.
6. The showmanship guides in the project bulletin and 4-H Showmanship shall be the references for questions that may arise.
7. Anyone being coached from the sideline during showmanship can be disqualified by either the judge, 4-H Superintendent and/or Extension Agent.
8. Closed-toe shoes must be worn during all animal science showmanship classes and at all times when the exhibitor is working with or around animals. Boots are recommended when working around animals in wet or sloppy conditions.
9. Except when being shown, animals should be confined securely in cages or pens, not tied to stalls. Exception: cattle may be haltered and tied securely within the confines of their designated area.
10. Unruly animals that may pose a safety hazard to other 4-H'ers and/or spectators may be excused from a class or from the event entirely, unless brought under control.
11. No horned animals may be exhibited in any 4-H animal science event.

B. 4-H LIVESTOCK SHOWMANSHIP SCORE CARDS

The purpose of 4-H livestock showmanship is to teach boys and girls courtesy, good grooming, poise and confidence; and how to fit, train and handle animals.

Basis for Scoring:

Club member.....	25
(Clean, neat, courteous, attentive, confident)	
The Animal - condition and grooming.....	25
(Clean, good condition for breeding or market, feet trimmed, properly groomed)	
Showing the Animal.....	50

100 points

C. SMALL ANIMAL ROUND ROBIN

Each class (rabbits, cavies, pocket pets, poultry & waterfowl, pigeons, and dogs) will select all champions of each animal class. The winners of each division will then meet to select a grand champion showman. In the case where one 4-H member is the grand champion showman for more than one species, he/she must choose one animal to represent/use in the Round Robin contest. The reserve champion showman for the other species will participate in the Round Robin with their own animal. Anyone being coached from the sidelines can be disqualified by the judge, the 4-H Superintendent and/or Extension Agent. At least three entries in at least three classes are necessary for the contest to be held.

D. LARGE ANIMAL ROUND ROBIN

All large animal grand champion showmen can compete in this class. The above rules apply.

III. ELIGIBILITY AND REQUIREMENTS FOR COUNTY FAIR

THIS SECTION APPLIES TO ALL 4-H ANIMAL SCIENCE PROJECT MEMBERS.

1. Members must be registered in 4-H and have paid their insurance by March 15th.
2. Members must own the animal they are going to exhibit at the fair for a minimum of 60 days prior to fair. Exception: Market chickens and market rabbits.
3. Members may lease an animal to show at fair. A signed lease (SAMPLE form is in the Reference Section of this document) must be on file with the ASC and Extension Office by May 15th.
4. A 4-H project animal may be owned by a member of the immediate family. The member or family must have possession of the animal by May 15th and the animal must remain in their possession through the end of County Fair. If a member is chosen for the State Fair competition, the animal must continue to remain in the member's possession through the completion of State Fair.
5. For any change of animal(s) after May 15th due to injury, illness or death see the Variance Process (located on page 9)
6. Class divisions at County Fair will be as follows: Junior (grades 4, 5, 6); Intermediates (grades 7, 8, 9); Senior (grades 10, 11, 12). Grade is determined as of September 1 of current year. 4-H Adventurers (Grades K-3) are not eligible for individual competition at any 4-H event.
7. If a member has never before shown a project animal at County Fair, they will be eligible for a "Novice" designation in that project showmanship class.
8. ALL county fair exhibitors MUST enter and be judged in their appropriate Showmanship class to participate in conformation classes and/or the livestock auction and/or qualify for State Fair with their project animal.
9. All animal exhibitors MUST attend all barn meetings, as per the Fair schedule, unless excused by the barn superintendent. Leaders and parents are encouraged to attend.
10. Leaders and parents are required to serve at least one supervisory shift of barn duty during county fair. In the event they are not able to serve a scheduled shift, they are responsible for finding a replacement.
11. It is recommended that leaders, parents, and members who wish to participate in the livestock fair attend a minimum of 4 Animal Science/Auction committee meetings a year.
12. 4-H'ers and their parents are responsible for the timely removal of their animals, pen/cage takedown & cleanup following fair on Sunday afternoon.
13. All exhibitors showing market steers need to fill out and turn in an E-slip prior to the market steer being loaded out after the auction.
14. JUDGES'S DECISIONS ARE FINAL; if there are disputes about how an event was judged, the 4-H'er, parent, or leader is encouraged to submit their concerns in writing to the ASC and extension agent.

IV. COUNTY FAIR CLASS AND CONTEST INFORMATION

1. Entry blanks are to be completed by the 4-H member. It is the exhibitor's responsibility to read the entry form carefully, complete it correctly, and turn it in to the extension office prior to the deadline stated on the form.
2. To enable Lincoln County 4-H members to qualify for and compete at State Fair, classes in showmanship, conformation, and others will be offered at the County Fair, as noted in the current year fair book. Several classes are noted as County Only, as there is no equivalent competition at State Fair.

V. SPECIFIC RULES AND GUIDELINES FOR LINCOLN COUNTY 4-H FAIR

For additional specific rules, please refer to the "4-H Fair Exhibitor's Guide" for the current year.

1. Stalls and barn aisles must be kept clear of pitchforks, rakes, shovels, wheelbarrows or other dangerous objects. Please use courtesy when sharing the barn equipment, and replace all tools promptly.
2. No animals will be allowed in the tent area, on the front lawn or any place they are not authorized on the fairgrounds.
3. All animals exhibited in 4-H classes must be kept in the barn, except for grooming and showing times, or during open class events the animal is cross-entered in. If the barn is full, the Executive ASC will determine alternatives.
4. Do not borrow or use another 4-H member's tack or equipment without permission.
5. Each exhibitor is expected to care for their animal while in the barn. The member shall provide all necessary feed and supplies, feeders, and buckets.
6. No parking is permitted on the fairgrounds during fair. This is a rule of the Fire Marshall.
7. No smoking in the barns; or in any building on the fairgrounds.
8. No dogs allowed in barns, arena or other animal areas with the exception of service dogs.
9. All barn decorations must be fire retardant and placed in a manner so that animals won't eat them.
10. Exhibitors who are planning to camp out at fair in trailers or tents should make arrangements directly with the main fair office. All camping permits will be issued by the Fairgrounds fair office.
11. Only 4-H Livestock allowed in the 4-H Barn.
12. Class changes must be made before judging begins.
13. All animals exhibited at the show are to be available to be used in 4-H judging contests if needed.
14. Non-Registered (grade) females may be shown in 4-H classes. They shall be entered in the breed class.
15. Crossbred animals may be shown in 4-H Crossbred classes.
16. Crossbred classes are not intended for entry of purebred animals not meeting breed standards.
17. All cattle must be double-tied with both a neck rope and a halter.
18. Any cattle female entering the fair must be vaccinated against Brucellosis in a manner approved by the Oregon Department of Agriculture.
19. Dairy cattle must be vaccinated between the ages of 4-8 months; beef cattle, 4-10 months. A veterinarian's recommendation should be followed.
20. All sheep and goats that are known jumpers must be tied or otherwise restrained.
21. Sexually intact sheep and goats must have Scrapie ID tags.
22. All animals are subject to inspection by a veterinarian. No animal shall be allowed to remain on the grounds that shows evidence of any infectious or contagious disease.
23. If an animal in the ring cannot be controlled by the 4-H member and endangers other animals in the show ring, they should be excused by the judge from the ring and not placed.
24. If the barn superintendent and/or extension agent considered an animal a safety hazard to members and/or spectators they must be removed from fair with loss of premiums.
25. Carry cages are highly recommended for the transport of all birds and small animals.
26. Only the exhibitor may remove animals from pens and cages, unless the exhibitor is not available and an emergency exists requiring immediate medical attention of the animal. In that case, either the barn superintendent or attending veterinarian may remove the animal.
27. 4-Hers are to be in the barn area unless they have been excused by a barn superintendent.
28. Feeding and cost portion of the Feed and Growth Record for 4-H Market Animals needs to be completed and turned into judges of market conformation classes in order to be eligible for market classes or auction. This form will be returned to the exhibitor at the completion of judging.
29. Due to concerns about communicable disease, small animals (chickens, turkeys, waterfowl, and rabbits) may not be exhibited in open class.
30. No intact male llama or alpaca can be entered at county fair in the 4-H division.

VI. SPECIAL AWARDS AT LINCOLN COUNTY FAIR

A) HERDSMANSHIP

4-H Herdsmanship encourages 4-H members to make a presentable exhibit for the public and helps develop teamwork, cooperation, and pride. It involves courtesy, cooperation, neatness, safety, and proper care of animals. Leaders and parents are encouraged to give guidance, but members must do their own work. All materials used in decorations must be fire retardant.

Scoring (100 points total)

Members (20 points) – To be observed when present; continuous attendance not required. Neat and clean appearance. Exhibit friendliness, courtesy, cooperation, and positive attitude. Work must be done by members. Wear appropriate shoes and clothes at all times. Completed pen entry cards visible from front of cage/pen. Decorations appropriate to fair theme and, when possible, incorporating educational information.

Animals (40 points) – Securely caged, penned, or tied (cattle only), clean and comfortable, regularly fed and cared for.

Exhibit Area (30 points) – Clean pens, cages, and alleys for visitors. Secure pen/cage door.

Tack Area (10 points) - Neat and orderly tack and feed area. Feed and equipment safely stored.

B) SPORTSMANSHIP

Developing excellent sportsmanship is one of the key components of the 4-H program. During the County Fair, those exhibitors demonstrating outstanding sportsmanship will be presented with sportsmanship awards.

Everyone present in the barn is eligible to nominate 4-H'ers for sportsmanship. Any 4-H member receiving votes will receive a sportsmanship award. 4-H'ers who demonstrates outstanding and consistent sportsmanship every day during fair will be nominated for an overall fair sportsmanship award.

VIII. ADDITIONAL STATE FAIR / STATE EVENTS REQUIREMENTS

1. **PLEASE NOTE:** All 4-H members chosen to represent Lincoln County at State Events/State Fair must notify the extension office two weeks prior to State Fair if they are unable to participate.
2. All 4-H members who exhibit an animal project at State Fair will receive a Lincoln County 4-H ASC T-shirt.

Lincoln County 4-H Auction Committee Operating Guidelines

Name: Lincoln County 4-H Auction Committee

Purpose: The Auction Committee is to review, develop, and improve opportunities concerning the Lincoln County 4-H/FFA Auction. The Auction Committee will follow Oregon 4-H guidelines.

Membership: Membership of the Auction Committee shall consist of all enrolled 4-H Animal Science members, club leaders, resource leaders, 4-H parents, and Lincoln County Livestock Association members; everyone in attendance at any Auction meeting is eligible to vote.

Responsibilities:

1. The Auction Committee is an advisory group to the Lincoln County Leaders' Association and 4-H agents.
2. The duties of the Auction Committee shall be to transact all necessary business and report all major decisions by the Auction Committee to enrolled Animal Science project members and leaders.
3. The Auction Committee shall be responsible for planning, implementing, and carrying out and evaluating the yearly 4-H/FFA Market Auction.
4. The Auction Committee shall make recommendations for the county 4-H Animal Science Greenbook in accordance with 4-H program guidelines. All changes need to be reviewed by agent before adoption.

Meetings - will follow the same format as ASC meetings.

Actions:

1. Decisions will be made by the general consensus of the members present at a meeting of the Auction Committee.
2. When a consensus cannot be reached at the meeting a written notice will be sent to all enrolled leaders to be brought back to the next Auction Committee meeting, whereupon action will take place.
3. In the event time does not allow written notice, the Executive Board of the Auction Committee may take a poll of the majority of enrolled Auction Committee voting leaders by phone or personal contact.
4. In the case of a member not able to attend, he or she can place his or her vote with a representative of the Extension 4-H staff to bring to the meeting as a proxy vote.

Officers: The officers shall be Chair, Vice-Chair, Secretary, Treasurer – These offices make up the Executive Board.

Duties of the Officers:

1. The duties of the Chair shall be to preside at all meetings, supervise the work of the Auction Committee, its officers, and to serve as a superintendent at the 4-H/FFA Market Auction at the Lincoln County Fair.
2. The duties of the Vice-Chair shall be to act for the Chair in his/her absence and to serve as the assistant superintendent at the 4-H/FFA Market Auction at the Lincoln County Fair.
3. The duties of the Secretary shall be to keep accurate records of all meetings, and assist the 4-H staff secretary in mailings as needed.
4. The duties of the Treasurer shall be to care for all moneys, pay all bills, keep a written record of money received and spent, report financial activity at each Auction Committee meeting. To coordinate all financial efforts in accord with the Lincoln County 4-H Leaders' Association. Prepare a financial report by annually for the 4-H Leaders' Association for non-profit reporting.

Terms:

1. Nominations and voting done at the October meeting;
2. Newly elected officers assume duties in November;
3. The treasurer and chair may not be from the same family;

4. Executive officers shall be elected annually;
5. In the case of a vacancy of an officer, it should be filled by a majority vote of the Auction Committee.

I. 4-H MARKET ANIMAL AUCTION

Cooperatively sponsored by the Lincoln County 4-H Animal Science Committee, Market Animal Auction Committee and the Lincoln County Livestock Association

Objectives:

1. Provide an outlet for market animals raised as 4-H projects.
2. Expose 4-H members to one marketing process.
3. Be an opportunity for Lincoln County citizens to interact with a youth program.
4. Encourage 4-H members to become more aware of good management practices and economical production techniques in a livestock enterprise.
5. Provide an opportunity for recognition of the efforts expended by 4-H members in connection with their livestock projects.
6. Be a way for the public to learn more about the livestock industry in general.

AUCTION GUIDELINES

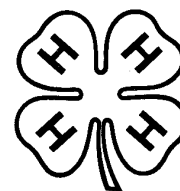
1. All animals in the market animal program must be weighed and ear tagged prior to the Fair, as follows (market poultry and rabbits will not be weighed until the fair):
 - Beef - 120 days
 - Sheep, Swine and Market Goats - 60 days
2. The following rates of gain are required from weigh-in to fair: beef – 2.00 lbs minimum average daily gain; lambs – 25 lbs minimum total gain; swine – 1.50 lbs minimum average daily gain.
3. Animals must be owned by, and in possession of, the member at the time of weighing and tagged. Animals must be castrated by the time of weigh-in. Steers must also be dehorned.
4. The official sale weight of all animals will be taken starting at 7:00 a.m. on the opening day of fair. Animals will be weighed one time only. Whatever the scales reads is the weight that will determine eligibility for the auction. A 4% pencil shrink will be figured on beef and 2-3% pencil shrink swine, sheep and market goats. Brand and transportation certificates must be presented at this time. Steers only: brand inspection certificates or e-slip must be presented at this time.
5. No un-castrated or stag animals will be allowed to be sold at the auction, as determined by a vet check and/or Auction Committee.
6. All animals must meet weight guidelines as noted in the current year fairbook to sell through the auction.
7. All animals meeting the weight requirements will be evaluated by a qualified judge who will estimate if beef will grade prime, choice or select; if sheep will grade prime or choice; if hogs will grade US 1 or 2.
8. The animals meeting the above estimated carcass grades will be eligible for the sale. No white ribbon or standard animals will be offered for sale.
9. Market lambs must have lamb's teeth and carry no more than 1/2 inch of wool at the time of auction.
10. To qualify for exhibition in Oregon 4-H Livestock Shows after January 1, 2004, Market Lambs must be docked in such a way that the tail (dock) can be lifted.
11. Each member can weigh in 4 turkeys at fair (2 toms and 2 hens). There will be a final weigh-in to see if they made their target weight.

12. Market chickens must be sold in broiler (fryer) pen of three and exhibited in that class.
13. Each member may weigh-in 4 fryers and choose 3 of them for one market pen or can weigh-in 8 fryers and choose 6 of them for two market pens. Only one pen would be allowed to auction.
14. Member must enter a “meat rabbit” breed, such as Californians, Satins, Rex, New Zealands, etc. No small rabbit breeds will be accepted.
15. Sale order will be determined by show ring placing. At the judges discretion the market animal classes may need to be divided into two or more classes. The top individuals will then be brought back for consideration as champion and reserve. In the case of two or more classes, the sale order will be determined by the champion and reserve followed by a zig-zag sale order from the separate classes.
16. Each 4-H member is limited to one sale per species with a maximum of three sales.
17. All exhibitors will dress for auction as they should appear in showmanship classes and groomed for showmanship judging.
18. Photo of market animals for the auction will be taken at the auction.
19. All large animals selling in the auction shall be slaughtered to prevent animals going back into flocks/herds or being shown at other fairs.
20. A transportation waiver will be required for all animals going to slaughter. If unwilling to sign, then the individual will be responsible for providing transport to slaughter.
21. Animals which have been previously sold through a finished market animal sale connected with a fair or livestock show are not eligible for exhibition or sale.
22. Consignment of livestock will be to the Lincoln County Livestock Association and a maximum 6% sales commission will be deducted to offset the cost of conducting the sale. Payment will be required at the conclusion of the sale.
23. When a person purchases an animal for their own use and the carcass does not grade on the rail as estimated by the judge, it will be the purchaser’s responsibility to accept the carcass as graded.
24. If the animal is condemned in the slaughter process (because of disease, use of medication, infection, etc.) it is the seller’s (4-H member’s) responsibility to absorb the loss.
25. Artificial coloring of any animal or any artificial means of removing or remedying physical defects of conformation in animals such as lifting or filling under the skin will be considered as fraud and deception. All animals giving evidence of such treatment before or after slaughter will result in the owner being barred from future shows and all awards and sale proceeds being withheld from current show.
26. All bids will be taken by the pound, except for poultry, waterfowl, and rabbits, which are sold by the pen.
27. Auctioneer’s sale ticket is the official and final price of the animal sold. Transfer of ownership of market animals takes place at the time of sale when auctioneer cries, “Sold”. However, members retain responsibility of care and feeding of animals until they are transported to slaughter.
28. Animals are offered for sale with no guarantee that there will be a buyer for every animal.
29. Pooled contributions will be accepted. If a bid from pooled contribution is not successful, these will become donations and will go to the Lockler Loan and Scholarship funds.
30. Feeding and cost portion of the Feed and Growth Record for 4-H Market Animals need to be completed and turned into judges of market conformation classes in order to be eligible for market classes or auction. This form will be returned to the exhibitor at the completion of judging

Appendix I - Reference Section

Youth Court Application
Sample Animal Lease Agreement
Participation Point Tracking Form

Application for the Lincoln County 4-H Youth Court Program



Name _____ 4-H Club _____

Address _____

Phone _____ Cell Phone _____

Email _____

Please list the other after school activities you are involved in (including 4-H)?

Information about the project(s) you will be representing:

Type of project work accomplished to date:

The purpose of this 4-H Youth Corps Program is to promote the Lincoln County 4-H Program. The 4-H Corps members will participate in the all scheduled events in such a way as to bring the 4-H Program to the attention of the general public in a positive way. Each member of this 4-H Corps Program will be expected to exhibit leadership skills and community service. Members will need to be able to participate in parades and other events as they come up.

There will be a major time commitment on the part of each member, their parent or legal guardian and the advisors. Because of this time commitment on the part of so many people, each member will be expected to participate in the events, including fund raising. There will be times when events are not scheduled very far in advance; each member will be expected to participate even at such short notice.

I agree to the above statements and will have transportation available for myself and my horse if needed.

(Over)

You are a traveling ambassador for Lincoln County 4-H program.

I agree that my behavior and attire will be appropriate at all times.

I acknowledge that if taking an animal to an event, it will be viewed by the general public as a representative of Lincoln County 4-H program; therefore, I will keep my animal clean, in healthy condition, and properly cared for.

I will abide by the rules I have signed at all times.

I understand that there will be expenses involved that may not be covered by 4-H fundraising.

Signature of participant

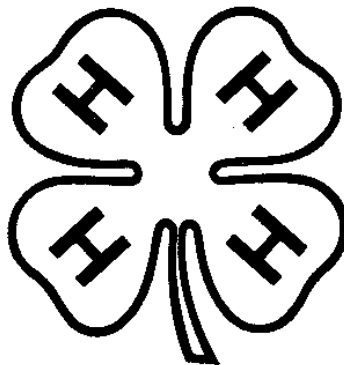
Date

Signature of parent or guardian

Date

Rules for Lincoln County 4-H Youth Court Members

1. Each member must be enrolled in a 4-H project.
2. Each member must have their own transportation when necessary.
3. Participation in Corps events is required. Members will participate in all events, including fund raising.
4. Members will commit the required time to the Youth Corps Program for this 4-H calendar year.
5. No smoking, drinking/drugs, or foul language at any time. Illegal/unlawful activities will not be tolerated.
6. Handling and training of animals will be done in a humane manner at all times, whether done by the member or another person commissioned by the member.
7. Member will be respectful of yourself, other Youth Corps members, parents, advisors, event coordinators and the general public.
8. Current 4-H safety rules will be followed at all times.
9. During any and all events the decision of the advisors will be the final word. If further discussion is necessary it will follow at a later date. If the grievance can not be settled between the members and advisors, it will be taken to the Animal Science Committee Executive Board and the current 4-H agent.



**Lincoln County 4-H
Sample Animal Lease Agreement
(this form will not be accepted as a lease agreement – it is purely for example)**

ALL LEASE AGREEMENTS MUST BE ON FILE WITH THE EXTENSION OFFICE 60 DAYS BEFORE COUNTY FAIR FOR FAIR ELIGIBILITY

THIS AGREEMENT made and entered into this _____ day of _____, 200__, by and between _____, hereinafter known as the LESSOR, and _____, hereinafter known as the LESSEE.

WITNESS THAT: WHEREAS, Lessor is the owner of a certain animal, more specifically described as follows:
Name:

Registration Number (if any)

Breed:

Description and Markings:

NOW WHEREAS, Lessee is desirous of leasing said above described animal, IT IS THEREFORE AGREED AS FOLLOWS:

1. Lessor does hereby lease to the Lessee, the same above described animal, for a period of ____ months, commencing on the ____ day of _____, 200__, for the following uses:
(Name purpose of lease, e.g. breeding, showing, etc.)
2. For and in consideration of the lease of the above described animal, Lessee hereby agrees as follows:
3. Lessee agrees to use every precaution to protect said animal from illness, accident, injury, theft, or fire, through the supervision and adequate equipment, and to exercise proper feeding and sanitation program.
4. Lessee agrees to consult with the Lessor regarding special training, and agrees that no one else shall care for or use the animal, and that the said animal will not be sub-let.
5. Lessor agrees to the said animal being entered in a registered class (if applicable) at the Lincoln County Fair or other such events, and agrees to make the registration papers or photocopy available to the Lessee for presentation at the fair office for entry, and also agrees that the Lessee may receive all premium money that may result from the showing of said animal at the Fair event.
6. As further consideration for this lease, Lessee agrees to bear all cost for required ancillary services such as veterinarian and shearer, and further agrees to provide the following specific services at the intervals indicated:
Inoculations _____; Worming _____;
Other _____.
7. It is expressly understood and agreed that the Lessee shall be obligated to use ordinary care in the maintenance of said animal, and while being responsible for his own negligence, Lessee is not an insurer or guarantor of said animal, and will not be responsible for injury to or loss of said animal, and will not be responsible for injury of said animal without fault.
8. In the event that the animal subject to this agreement is a female, Lessee's right to breed said animal and the ownership of any offspring produced by subject to the following terms and conditions:

Choice of male: _____; Ownership of offspring: _____;
Right to breed _____; Extension of Lease to time of weaning _____.

- 9. Lessor shall have the right at any time to inspect said animal to determine condition any may, at his/her option and his/her own expense, provide for a veterinary examination. Lessor may at any time retrieve the animal if Lessee fails to carry out any of the terms of this agreement or does not provide ordinary care and maintenance for the animal or improperly handles or trains said animal.
- 10. State any other privileges of the Lessor:
- 11. Other conditions specified by Lessor and Lessee: (e.g., special care and handling; training; feeding procedures; environment where animal is kept, etc.)

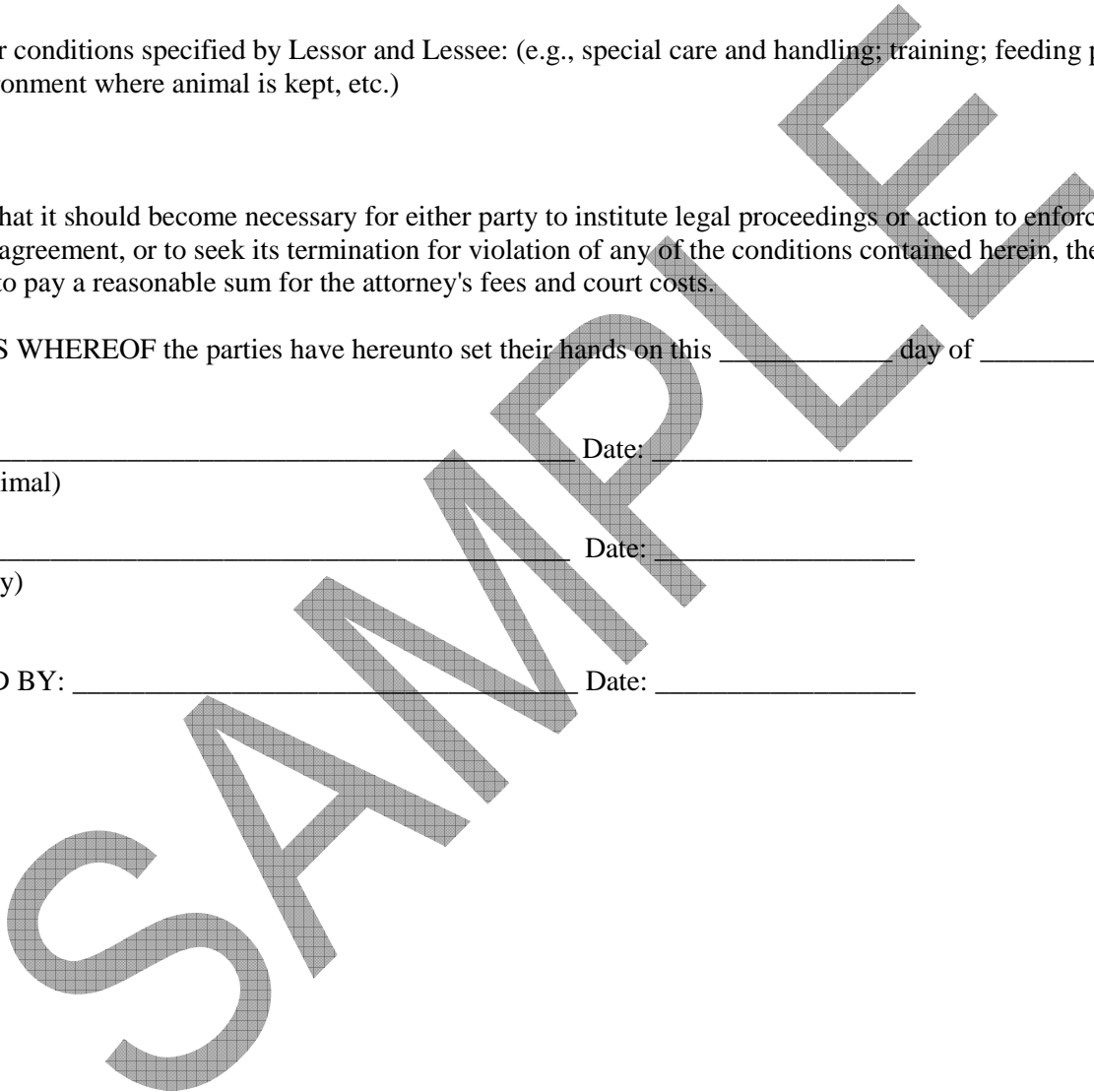
In the event that it should become necessary for either party to institute legal proceedings or action to enforce any of the terms of this agreement, or to seek its termination for violation of any of the conditions contained herein, the defendant party agrees to pay a reasonable sum for the attorney's fees and court costs.

IN WITNESS WHEREOF the parties have hereunto set their hands on this _____ day of _____, 200__.

LESSOR _____ Date: _____
(Owner of animal)

LESSEE _____ Date: _____
(Leasing party)

WITNESSED BY: _____ Date: _____



***Lincoln County
Participation Point Tracking Form***

Name

Club Name

Year

****Minimum total of points needed: 100pts.***

Attend Animal Science Committee Meetings (5 pts. each)

Date:

Date:

Date:

Participate in County and/or State 4-H Activities (5 pts. each)

Activity/Date:

Activity/Date:

Participate in 4-H sponsored clinic/training/show (20 pts. each)

Event/Date:

Event/Date:

Event/Date:

Community service that benefits others outside 4-H (20 pts. each)
(Youth in Action, Dippity Ewe, Awards Day Service, Other Service/Date)

Public event participation as 4-H'er (10 pts. each)
(4-H parade entry, Radio spot)

Other public presentation/date (20 pts. Each)
(Fair Clean-Up Day, Fair set up day)

Turn in Records on time (20pts. Total)
(List date turned in)

(Signature of Leader or Parent)

(Vice-Chair, ASC)

(Recorded date)

Appendix II - Market Animal Forms

Memorandum of Understanding

Add-on Form

Country of Origin Label

Feed and Growth Records - Large animals

Feed and Growth Records - Small animals

LINCLON COUNTY

MEMORANDUM OF UNDERSTANDING WITH 4-H MEMBERS AND PARENTS

Regarding the upcoming 4-H Livestock Auction:

All members shall be responsible for their animal until they are shipped to slaughter.

All members shall pay a maximum of 6% sales commission which will defer the cost of the auction; including but not limited to transportation of animals to slaughter, advertising, photography, certification of scales, postage, and any other necessary expenses.

All members shall be responsible for weighing in market animals (steers at 120 days and hogs, market goats and sheep at 60 days) and the proper identification tags for all their animals at the time of weigh-in. (No weigh-in will be required for turkeys, rabbits and chickens this year.)

All parents and members shall be:

- Aware that a feed and growth record form must be completed and given to the judge at the market class at fair in order for the animal to be eligible to be sold at the auction;
- Aware that e-slips will be required for all steers and Scrapie I.D. tags for all sheep and goats.
- Aware that low quality, white ribbon and standard animals as determined by the judge will not be offered for sale.
- Aware that they may lose money and are not guaranteed a sale on their animal.
- Expected to assist with the auction.
- Able to provide and contact at least five potential buyers per animal.
- Responsible for the follow-up thank you note (thank you notes to be turned in to the designated person before the conclusion of fair.)
- Responsible for contacting buyers by phone or personal contact the day before the sale.
- Responsible for assisting with the placing of post-auction buyer recognition in local papers.
- If animal is condemned in the slaughter process (because of disease, use of medicine, infection, etc.), it is the seller's (4-H member's) responsibility to absorb the loss.

I further understand that

Animals must meet the following weight guidelines at fair:

- Beef 1000 lbs. – suggest max. 1250 lbs.
- Sheep 100 lbs. – 160 lbs.
- Swine 220 lbs. - 290 lbs.
- Goat 60 – 120 lbs.

Recommended weights for small animals:

- Hen turkeys 14-18 lbs.
- Tom turkeys 18-25 lbs
- Chickens 4–6 lbs
- Rabbits 4.5-6 lbs.

Members may enter two animals of a single species (goats, beef, sheep, and swine) in the market class but will only be eligible to sell one.

Animals not reaching the weigh-in weights of the fair will be placed in a feeder class.

Animals exceeding the weight limits may show in the market class but will not be eligible to sell in the auction.

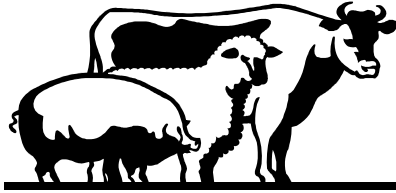
I have read and agree to follow the above guidelines.

Member's signature

Date

Parent's signature

Date



Add – On Sheet
Lincoln County 4-H Animal Auction

“Add On” money will be in addition to the sale price of an animal. If you give an add-on you will only be supplementing the auction price of an animal, not purchasing an animal at the auction.

Business Name _____ Contact Person _____

Address

Phone: _____ Signature _____

Bidder Number: _____

Kind of animal: _____ Steer _____ Hog _____ Lamb _____ Turkey _____ Chickens _____ Rabbits
_____ Lockler Lamb _____ Fair Lamb

Designated 4-H Member _____

I would like to add on this amount \$ _____ per pound or per animal

Completed forms must be turned in no later than close of auction table the night of the auction. Payment must be made with form.

NO Exceptions

If an animal is not offered for sale through the auction for any reason all add-on monies will be become null and void.

Keep this portion for your records: “Add-ons” may be tax deductible. Please contact your tax preparer for further information

PAID TO THE LINCOLN COUNTY LIVESTOCK ASSOCIATION

CHECK NUMBER: _____ AMOUNT: _____ DATE: _____

Recommended Country of Origin Affidavit/Declaration Statements

Continuous Country of Origin Affidavit/Declaration: *(This following affidavit could be used by any operation in the livestock chain attesting to the Country of Origin of livestock but particularly for first-level producers.)*

As an affidavit is deemed by USDA as an official record of Country of Origin, I attest through first-hand knowledge, normal business records, or producer affidavit(s) that all livestock referenced by this document or other communications specific to the transaction and transferred are of _____ origin. Should the origin of my livestock become other than that described above, I agree to notify the buyer/agent when this occurs.

This affidavit/declaration shall remain in effect until revoked in writing by the undersigned and is delivered to _____ (agent/buyer).

Signature

Date

Business/Farm/Ranch Names/Location

Origin Declaration Language for Seller/Buyer Invoices and Other Sales Documents with a Continuous Declaration on Record or as a Stand-Alone Declaration of Origin: *(The following statement would be used as a supporting declaration of origin specific to transactions involving livestock from persons with a continuous affidavit on file, or as a stand alone affidavit/declaration on specific transaction(s) on invoices, check-in sheets and other sales documents.)*

I attest that all livestock referenced by this document and transferred are of _____ origin.

Signature

Date

Appended Declaration Statement for Immediate/Direct Supplier Transactions to Packers: *(Some packers may request that their immediate/direct suppliers add the following language to the continuous or sales record affidavit/declaration statements to affirm the period of time in which Country of Origin records would be maintained by their immediate suppliers. This may be necessary as packers are required by law to maintain Country of Origin records for one-year and they must be able to obtain records from their immediate suppliers within that one-year period to substantiate country of origin claims)*

I attest that _____ (Insert business name) has, and will maintain records of livestock origin for one year from the date of delivery of the livestock to the packer/buyer.

I attest that these records reflecting specific transactions are available for inspection for the sole purpose of compliance with an audit as described by the country-of-origin labeling provisions contained in the Farm Security and Rural Investment Act of 2002 as amended. (P.L. 108-767, USCA section 1638a, 2003).

Feed and Growth Record for Large 4-H Market Animals

This form to be turned in to Judge during Market Class in order to be eligible for Auction

(For 4-H members who want to keep more complete records on market beef, sheep, swine, and other market animals and be able to figure rate of gain, cost of gain, and ability to use feed. This record is in addition to other records in the 4-H Animal Science Project.)

Name _____ County _____

Use one record sheet for each animal or pen of animals. Start weight and feed records at the time of official weigh-in. weigh your animals monthly if possible. Keep one sheet per animal or pen.

Name or description of animal(s)
or pen of animals: _____

Kind (market steer, lamb, swine, etc.) _____ Ear Tag #: _____

Identification of animal(s) _____

Birth date of animal(s) _____ Purchase date or obtained _____

Breed of sire _____ Breed of dam _____

Rate of Gain

	Weight	Date
Ending	_____	_____
Beginning	_____	_____

Pounds Gained: _____ Number of growing days _____ Average daily gain _____
(Calculate the average daily gain by dividing the lb gained by the number of growing days.)

Count the amount of feed fed since weigh-in.

Pounds of feed fed _____ lb gained _____ = feed efficiency _____
(from back of this sheet) (lb of feed/lb gained)

Count the cost of feed fed since weigh-in.

Cost of feed _____ lb gained _____ = Cost of feed/lb gained _____
(Calculate the cost of feed per lb gained by dividing the cost of feed by the lb gained.)

Feed Record

Month	Kinds of feed – (Ration No. 1, rolled barley, alfalfa hay, etc.)								Total cost of feed
							<i>Pasture</i>		
	lbs.	cost	lbs.	cost	lbs.	cost	days	cost	
		\$		\$		\$		\$	
Total		\$		\$		\$		\$	

Financial Summary (up to date of Fair)

Cost of Animal \$ _____ (Animal Science Record – page 1)
 Cost of feed \$ _____ (other side)
 Cost of other expenses \$ _____
 Total cost \$ _____
 Sale price \$ _____
 Profit/loss \$ _____
 (Subtract the total cost from the sale price. Enter this figure on page 4 of the 4-H Animal Science Record)

Profit/loss per lb \$ _____
 (Calculate the profit/loss per lb by dividing the profit/loss by the lbs. gained)

Carcass data: Yield grade _____
 (1, 2, 3, 4)

Quality grade _____
 (Prime, Choice, Select)

(Revised 3/07)



Oregon State University Extension Service offers educational programs, activities, and materials—without discrimination to race, color, sex, sexual orientation, national origin, age, marital status, disability, or disabled veteran or Vietnam-era veteran status—as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of

Feed and Growth Record

For Small 4-H Market Animals

This form to be turned in to Judge during Market Class in order to be eligible for Auction

(For 4-H members who want to keep more complete records on market poultry and rabbits and be able to figure rate of gain, cost of gain, and ability to use feed. This record is in addition to other records in the 4-H Animal Science Project.)

Name _____ County _____

Use one record sheet for each animal or pen of animals. Start weight and feed records at the time of official weigh-in. Weigh your animals monthly if possible. Keep one sheet per animal or pen.

Name or description of animal(s)
or pen of animals: _____

Kind (chicken, rabbit, turkey, etc.) _____

Identification of animal(s) _____

Approximate birth date of animal(s) _____ Purchase date or obtained _____

Breed of sire(rabbit only) _____ Breed of dam (rabbit only) _____

Rate of Gain

	Weight	Date
Ending	_____	_____

Pounds Gained: _____ Number of growing days _____ Average daily gain _____
(Calculate the average daily gain by dividing the lb gained by the number of growing days.)

Count the amount of feed fed.

Pounds of feed fed _____ lb gained _____ = feed
efficiency _____ = feed
(from back of this sheet) (lb of feed/lb gained)

Count the cost of feed fed since weigh-in.

Cost of feed _____ lb gained _____ = Cost of feed/lb gained

_____ (Calculate the cost of feed per lb gained by dividing the cost of feed by the lb gained.)

Feed Record

Week	Kinds of feed								Total cost of feed
							<i>Pasture</i>		
	lb	Cost	lb	cost	lb	cost	days	cost	
		\$		\$		\$		\$	
Total		\$		\$		\$		\$	

Financial Summary (up to date of Fair)

Cost of Animal \$ _____ (Animal Science Record – page 1)
 Cost of feed \$ _____ (other side)
 Cost of other expenses \$ _____
 Total cost \$ _____
 Sale price \$ _____
 Profit/loss \$ _____
 (Subtract the total cost from the sale price. Enter this figure on page 4 of the 4-H Animal Science Record)
 Profit/loss per lb \$ _____
 (Calculate the profit/loss per lb by dividing the profit/loss by the lb gained)

(4/06)



Oregon State University Extension Service offers educational programs, activities, and materials—without discrimination to race, color, sex, sexual orientation, national origin, age, marital status, disability, or disabled veteran or Vietnam-era veteran status—as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Appendix III - Other Pertinent Information

Memorandums of Understanding with:

Lincoln Co. Livestock Association

OSU Extension Service

4-H Auction Supporters

Lockler Memorial Fund Guidelines

Lockler Loan (livestock) Application

MEMORANDUM OF UNDERSTANDING
WITH
THE LINCOLN COUNTY LIVESTOCK ASSOCIATION

Suggested list of responsibilities:

The organization shall be responsible for the handling of funds related to the management of a 4-H Livestock Auction. This may include issuing of checks, collections of funds, and payment of bills directly related to the auction itself.

The organization shall be responsible for the procurement of a licensed auctioneer to conduct the auction.

The organization shall share the responsibility for organizing members to serve as ring men, sales clerks, bid takers, and clerk assistants.

The organizations shall be responsible for assistance in the acquisition of potential buyers for the sale.

The organization shall be an incorporated, non-profit organization with volunteer membership.

The organization shall be responsible for the collection of the designated commission percentage fees assessed per animal.

MEMORANDUM OF UNDERSTANDING
WITH
THE OSU EXTENSION SERVICE, LINCOLN COUNTY

The OSU Extension Service, Lincoln County, shall provide for:

An educational program to reinforce the objectives of the 4-H Market Program.

The assistance prior to the sale/fair with typing and other management functions

The supervision, coordination, and direction to the Market Animal Program.

The coordination between sponsoring organization Auction Committee, County Fair Board, and other affiliated organizations.

The usage of 4-H name and symbol as outlined in tax exempt status and the 4-H Organizations PA 1282.

Summary of Sale.

**MEMORANDUM OF UNDERSTANDING
WITH
*4-H AUCTION SUPPORTERS***

As a supporter of the 4-H Market Animal Auction you can expect:

To receive a picture of the 4-Her and animal that you have supported which is appropriate for public display;

To receive public acknowledgement of your support of the 4-H Market Animal Auction;

That all animals that meet the weight limitations have been evaluated on the hoof by a judge with an estimated quality grade of beef rating select, choice or prime; sheep grading choice or prime; and hogs grading US 1 or 2 will be offered for sale. White ribbon, standard grade animals will not be eligible for sale;

That when you purchase an animal for your own use and the carcass does not grade on the rail as estimated by the judge, it will be the purchaser's responsibility to accept the carcass as graded;

If you choose to utilize the meat yourself, that the auction committee will coordinate the transportation to slaughter and communicate your cutting orders. You will be responsible for covering the slaughter charge, cut/wrap and freeze charges.

If you decide not to utilize the meat for personal consumption, that the auction committee will make arrangements with the slaughter company to re-sell the carcass.

If the animal you purchase is condemned in the slaughter process (due to disease, medication, etc..) it is the seller's (4-H member's) responsibility to absorb the loss;

That the transfer of ownership takes places at the time of sale, however, the member retains responsibility of care and feeding of the animal until transportation to slaughter.

The auctioneer's sale ticket is the official and final price to the animal sold;

It is up to the individual and their accountant/tax preparer to determine tax deductibility of financial support;

The official sale weight was taken on the first day of the fair on certified scales. An overnight shrink without feed and water has been taken on all steers and hogs;

Animals are offered for sale with no guarantee of buyer of every animal;

The sale order has been determined by the show ring placing.

Rocky Lockler Memorial Fund Loan Program Committee Guidelines

1. The loan fund shall be provided to 4-H club members in the Lincoln County 4-H program to help finance their 4-H market livestock projects.
2. The fund shall be administered by a committee of at least three and not more than five individuals. It is suggested that the committee include representatives of: a) Market Auction Committee; b) Extension Office representative; c) a member of the Lockler family or their designee; d) an attorney or bank representative; e) a representative from the Lincoln County 4-H Council. The committee shall be referred to as the ROCKY LOCKLER MEMORIAL FUND LOAN COMMITTEE. Its function shall be to assist the Rocky Lockler Memorial Committee in making loans to worthy applicants and to assist in the establishment of procedures and rules as will best fit the purpose of the fund and its intent. Two committee representatives shall be required to approve all loan applications.
3. A loan interview will be required as part of the loan approval process. The applicant and his/her parent/guardian/co-signer must be present at the interview. The interview will be conducted by a representative of the ROCKY LOCKLER MEMORIAL FUND LOAN COMMITTEE and a 4-H representative.
4. Applicants for loans shall submit all loan application materials to the Rocky Lockler Memorial Fund Loan Program, c/o Lincoln County Extension Office, 29 SE 2nd St., Newport, OR 97365. The LOAN COMMITTEE shall examine and give consideration to applicant's character, financial circumstances, 4-H accomplishments and initiative in his/her community.
5. The application for a loan is to include endorsement by the member's 4-H club leader which can not be a parent or guardian. The recommendation form is provided and should be returned to the 4-H office by the club leader. If the applicant is not a club member, he or she shall obtain a recommendation from a responsible person in his/her community.
6. The note shall be a promissory note, and shall be signed by an adult guarantor. The "loss payable" insurance policy is the responsibility of the individual.
7. The terms of the repayment of any loan shall be determined by the loan committee. Repayment is to be made to the Rocky Lockler Memorial Fund Loan Program. The loan fees are: Steers - \$15.00; hogs - \$5.00; and sheep - \$5.00.
8. The place of deposit of the Rocky Lockler Memorial Fund is with the Lincoln County 4-H Leaders Association.
9. The Rocky Lockler Memorial Fund Committee are expressly relieved from all responsibility for the repayment of the loans made from the loan fund and any losses incurred by the fund by reason of the failure of recipients to repay the loan. The matter of extensions and renewals shall be left entirely to the discretion of the Loan Committee.
10. There will be only one allotted scholarship per family per year.

(Revised April 2007)

Rocky Lockler Memorial Fund Loan Application Procedures

All applicants must complete an application packet which includes: a) an application form; b) budget sheet; c) 4-H Club Leader recommendation form.

The project budget will include all estimated income and expenses and an estimated profit.

When a loan is approved, a promissory note must be signed by the applicant and adult guarantor (co-signer.) No funds will be disbursed without a signed note. All funds will be disbursed with one check made payable to the applicant and co-signer. The amount of the loan and loan fees will be subtracted from the Market Auction checks. For those animals not meeting the auction guidelines, due date of the promissory note shall be September 1st. Loans may be repaid at any time prior to the maturity without penalty.

Applicants who do not pay their loan by the due date may also be charged default interest. In addition, if collection becomes necessary, all collection and legal fees will be charged to the loan guarantors.

Loans will be considered for market auction animals only. Animals are to be sold through the Lincoln County Fair Auction program. Animals not meeting the auction guidelines and eligible for auction sale will be handled in the most appropriate and expedient manner to ensure loan repayment by September 1st. Only one animal per applicant will be eligible per year.

Maximum loan amounts and loan fees are as follows:

<u>Species</u>	<u>Maximum Loan</u>	<u>Loan Fee</u>
Steer	\$500.00	\$15.00
Hog	\$100.00	\$ 5.00
Sheep	\$100.00	\$ 5.00

Livestock projects are a learning experience for the young people involved. To get additional benefit from a project, the following items are recommended:

4-H members should have their own checking account and handle their own money (with parent or guardian supervision.)

4-H loan applicants must complete their own loan application packets.

Feeding programs should be prepared by the 4-H members themselves. The feeding plan should include types of feed, amounts to be fed and the timing of feed changes or increases or decreases.

The 4-H member also agrees to represent Lincoln County 4-H in a positive manner at all times. If the 4-H member does not represent the 4-H program according to the state 4-H guidelines and the standards of the Lincoln County 4-H Agent and Lincoln County 4-H Council, the loan will be repaid immediately upon notification by the 4-H Agent.

(Revised April 2007)

**Rocky Lockler Memorial Fund
Loan Application Form**

Name _____ Grade _____ Age _____ Phone _____

Address _____

Name of Parent or Guardian _____

Social Security Number _____

4-H Club _____ Leader _____

Years in 4-H _____ Project Completed: _____

Experience with Livestock Management:

I am applying for a loan of \$ _____ as part payment on (describe purchase) _____

_____ which I can buy for \$ _____.

I have \$ _____ to apply toward the payment which I have earned by _____

Please state your plans for pasture, supplementary feed, housing/pens and livestock care and management:

How do you plan to repay the loan?

I plan to purchase my livestock from:

I am in the _____ grade. I agree to carry and renew insurance on animals or materials for which this loan is used. The insurance will carry a "loss payable" clause to the "Rocky Lockler Memorial 4-H Fund" up to the amount of the loan in the event there is a loss of an animal purchased with money borrowed.

Signed: _____ Date: _____

4-H member

Approval of Parent or Guardian

I have considered the project which my son/daughter desire to carry on under the supervision of the 4-H Club Leader, _____, and I consider that he/she has the ability to carry it out successfully and repay the loan for which he/she is applying. I approve and recommend the loan requested.

Parent or Guardian

Date

(Revised April 2007)

**Rocky Lockler Memorial Fund
Livestock Loan Program**

4-H Club Leader Loan Recommendation

Recommendation for _____
(Name of 4-H Applicant)

Plan to purchase ___ steer ___ hog ___ lamb
Amount of Loan \$ _____

_____ I DO recommend the applicant

_____ I DO NOT recommend the applicant

Reasons for your recommendation with regard to the following categories:

1. Financial Need:

2. Reliability:

3. Facilities:

4. Commitment to complete project:

Other comments:

Signature of 4-H Leader (Not 4-H'ers Parent or Guardian)

Date

Information provided in this recommendation is CONFIDENTIAL.

Please return to: Lincoln County Extension Office, 29 SE 2nd St., Newport, OR 97365

DUE DATES: Steer – November 1st

Hog/Lamb – April 1st

**Rocky Lockler Memorial Fund
Livestock Loan Program**

Budget for Market Livestock Project

Applicant Name _____
Project _____

<u>Estimated Expenses</u>	<u>No. or Amount</u>	<u>Price per unit</u>	<u>Total Value</u>
1. Cost of Market Animal	_____	_____	_____
2. Grain	_____	_____	_____
3. Hay	_____	_____	_____
4. Pasture	_____	_____	_____
5. Salt and Mineral	_____	_____	_____
6. Medication (i.e., wormer/vac., etc.)	_____	_____	_____
7. Insurance (required)	_____	_____	_____
8. Equipment	_____	_____	_____
9. Loan Fee	_____	_____	_____
10. Other (list)	_____	_____	_____
	_____	_____	_____
11. Total Estimated Expenses	=====	=====	=====

<u>Estimated Income</u> (include all estimated costs)	<u>No. or Amount</u>	<u>Price per unit</u>	<u>Total Value</u>
1. Sale of Animal	_____	_____	_____
2. Premiums	_____	_____	_____
3. Other (list)	_____	_____	_____
	_____	_____	_____
Total Estimated Income	_____	_____	_____
Total Estimated Expenses (From line 11)	_____	_____	_____
Estimated Profit (Total Estimated Income Minus Total Estimated Expenses	=====	=====	=====

Feeding and Management Plan (Include type of feeds which will be used, daily feeding amounts, time and type of vaccinations, procedure for providing salt and mineral facilities, etc.)

I have reviewed and approved this budget and feeding/management plan.

Signature of 4-H Club Leader

Date

(Revised April 2007)

**Rocky Lockler Memorial Fund
Loan Program Committee Use**

Name _____
Eligibility Confirmed _____
Application Complete: Yes ___ No ___ Explanation: _____

Selection Criteria:
Character

4-H Accomplishments (including leadership and community service)

Livestock Experience

Financial Circumstances

Initiative in Community

Interview Comments

I find this applicant: _____ acceptable _____ unacceptable
Explanation:

Signature: _____ Date: _____

(Revised April 2007)