

2023-24 Mat-Su Copper River District 4-H/FFA

Jr. Market Livestock Auction Project Rules & Educational Insert

This is a required component of your auction project record book.

Please direct any questions to Kalea Hogate, Mat-Su/Copper River 4-H Agent (907) 745-3360
kmhogate@alaska.edu or the livestock committee chair at
MSCR-4-HLivestockAuctionCommittee@googlegroups.com

Participants must register online to participate in the auction.

Deadline to register is April 15, 2024 @ 11:59 pm

<https://forms.gle/UCKsgmzWZ6eSfx3F7>

The Jr. Market Livestock project is an educational opportunity requiring youth to accomplish a variety of skills, including raising an animal, keeping accurate project records, and attending events related to this project. The culmination of this project is participation in the 4-H/FFA Jr. Market Livestock Auction at the Alaska State Fair.

Please ask your 4-H/FFA leaders if you have questions, conflicts, or extenuating circumstances. Please contact the livestock committee directly for possible exceptions. If an emergency falls between the livestock committee monthly meetings, contacting the executive committee directly is acceptable (see #29).

Livestock committee meetings are the first Thursday of every month at 7 pm at the Cooperative Extension Service (CES) Office. All are welcome. Voting privileges are based on enrollment and attendance (a minimum of 4 meetings attended in the past 12 months are required for voting privileges; see Bylaws for details).

Requirements for Auction Participation

1. Enrollment/Eligibility:

- Participants must live within the boundaries of the Mat-Su Copper River or FFA Mat-Su District. Participants from other districts will be handled on a case-by-case basis. The Livestock Committee will determine whether the district program is able to absorb the impact of the out of district youth member auctioning. Youth outside of the district that participated in the previous auction year may participate without the exception.
- Participants must be **enrolled in 4-H** prior to attending the mandatory informational auction meeting (It's best to enroll at the beginning of the 4-H year in October, FFA begins when school begins in the fall).
- Participants must be at least grade 3 during the 2023-2024 school year to participate in this event and are eligible through their normal senior year of high school. Market beef & heritage beef participants must be grade 6+ (Students may auction at the fair a few months after they graduate).
- With approval from the committee a graduate may be absent from the fair if it conflicts with post-secondary education or training.
- Youth must be at least 8 years of age to participate in competitive 4-H programs. The 4-H age is the age of the individual on August 15th 2023 per state 4-H Handbook.
- **Junior:** 8-11 years old
- **Intermediate:** 12-14 years old
- **Senior:** 15-18 years old

2. Participants must abide by the rules of the Alaska State Fair, 4-H Exhibitor's Guide, and Alaska 4-H Handbook. They must be in good standing with their 4-H club or FFA chapter.
3. **Mandatory Informational Meetings:** Must attend 1 of 3 offered.
 - **February 1, March 7, or April 4, 2024, 5:30-7:30 pm** at the CES office.
 - Participant must be enrolled in 4-H/FFA prior to this meeting for it to count.
 - **A parent or legal guardian must also attend.**
 - Returning participants 16 and older may attend without a parent.
4. **Animal Requirements: See attached sheet with table of requirements (page 7).**
 - Must be born on or after the dates listed in the table.
 - Animals must be in the possession of the participant by the date listed in table.
 - Pens of small stock should be the same breed and uniform in color.
 - There are minimum and maximum weights for each animal class listed in the table.
 - All male animals (large livestock) must be castrated and all large market beef dehorned sufficiently in advance to allow for complete healing. If animals are determined to have incomplete healing at the time of check-in, they will be disqualified.
 - Reindeer must be de-antlered before processing.
5. **Multiple animal registration:** Participants may raise multiple animals and multiple species, but must register each animal online (Google Form due April 15). After fair conformation the participant must choose which animal to sell. If the animal is the same species, they must sell whichever animal placed highest unless they previously designate that animal to be saved for breeding at a livestock committee meeting. The deadline to request this exception is the August 2024 livestock committee meeting.
6. **Back up animals:** A participant family may have multiple backup animals. If the animal is being used as a backup for multiple kids in the same family, they only need to be registered under one child. Please note on the registration that it is a family back up animal.
7. **Required care by participant:** Participants must care for their own animal a **minimum** of 75% of the possession time. Parents may assist, but participants are responsible for the majority of the animal's feeding, show preparation, and hands-on grooming.
8. **Dangerous animals:** Dirty, uncontrollable, or dangerous animals, as determined by the livestock committee, may be excused from the shows and fair and sent home.
9. **Unethical Practices:** Participants will not use abusive, fraudulent, illegal, deceptive, or questionable practices in the feeding, fitting, and showing of their animal(s); nor will they allow their parents, supervisor, or any other individual to employ such practices with their animal(s). If caught doing so, they may lose the privilege of marketing an animal in the current and/or following year's fair.
10. **Vaccinations:**
 - Required Cattle Vaccinations: "IBR, BVD, PI3, BRSV" given twice; a month apart with the second dose given at least 2 weeks before an event. Do not give "Live Vaccines" within 2 weeks of an event. Recommended: "Clostridia 7- or 8-way Vaccine" given twice, a month apart, with the second dose given at least 2 weeks before an event. Read the withdrawal time information on each vaccine to confirm when the last possible date to give a vaccine is. If the withdrawal time exceeds 2 weeks, please defer to manufacture recommendations before vaccinating 2 weeks prior to harvest date.
 - Required Swine Vaccines: Erysipelas, given twice; a month apart with the second dose given at least 2 weeks before an event. Exception: Rally Days- only one is required beforehand as they may not have owned them quite long enough.
 - Recommended Sheep and Goat Vaccines: Clostridia Types C, D, & T

11. Required Workshops: These are held October-September. Please check monthly 4-H emails for workshops offered.

- Four total workshops are required, three must be in person.
- Workshops must be completed by August 28.
- YQCA (Youth for the Quality Care of Animals) is required and counts as 1 of the 4 workshops.
 - <https://yqcaprogram.org/>
 - Class can be completed on-line or in person.
 - Sign up and pay \$12 for the appropriate class based on age.
 - Once complete, print and include the completion certificate in your record book.
 - An in-person version of this class will be offered.

Families and clubs are encouraged to plan and host a workshop!

12. Rally Days: June 5, 3:00-8:00 pm

- Small stock animals are not required to be brought to Rally Days.
- Small stock participants must attend to fill out paperwork.
- **Participants must bring their Large Livestock to the fairgrounds.**
- Participants can ask the livestock committee for permission to allow a family member to bring the animal in their place if there is a schedule conflict.
- Large Livestock will be checked by a vet; bring your vaccination records.
- Animals will be given an ear tag.
- Animals will be weighed.
- Participants will reserve pens for the fair (Due 7/5).
- Participants will request and pay for fair parking passes (Due 7/5). Bring a check or cash to pay if you'd like to turn it in at Rally Days. Deadline for payment is 7/5.
- Participants can sign up for their herdsman shift.
- Participants will register animals for shows at the fair.
- Participants can pick up marketing materials for buyer contacts (posters, brochures, paperwork).
 - Optional livestock workshops will be taught on June 6; details to come.

13. Fair Tickets: Each exhibitor may request tickets to the fair for 4-H week to allow entrance to feed and take care of their animals. Adults may purchase discounted parking passes. Per 4-H Agent, payment must be received no later than 7/5 or discount passes will not be requested.

14. Buyer Contacts: These are formal presentations where participants invite businesses to attend the auction.

- Each participant will contact and give a presentation to a minimum of 3 potential buyers for the livestock auction (See "Buyer Contact "How To page" below, page 13).
- An additional buyer must be found if the buyer declines a presentation, cannot be reached, or if the presentation cannot be in-person. Please inform the Buyer Contact Committee Representative (Heather Corbridge 4halaska@gmail.com) if you need additional contacts or have questions.
- Presentations must be **in person**.
- Returning participants will have the same buyers as the previous year, unless they contact the Buyer Contact Committee Representative stating they would like to recycle some of their contacts.
- New participants will be assigned new buyers if they select that option at registration.
- Buyer Contact completion information must be turned in via Google Docs by July 12.
- Brochures, posters, and auction information will be provided by the Livestock Committee and available for pick up at the CES Office starting the end of May. They will also be at Rally Days.

15. **Record Books:** 4-H record books can be found online in your ZSuite account, on the Alaska 4-H website <https://www.uaf.edu/ces/4-h/get-involved/current-member/forms.php>, or you can request a printed copy at the CES Office. FFA AET record books will be accepted as well, however, the **Project Rules & Educational Insert (this document) is a requirement that needs to be completed and turned in with the FFA record book.**
- A completed record book includes these 3 components and should be together in a binder or folder or submitted electronically to kmhogate@alaska.edu or MSCR-4-HLivestockAuctionCommittee@googlegroups.com
 1. 4-H General Record Book (or FFA AET record book)
 2. 4-H Livestock project insert (or FFA AET record book)
 3. 4-H/FFA Jr. Market Livestock Auction Project Rules & Educational Insert (this document) required in addition to the FFA AET record book.
16. **Record Book completion: Record Books must be completed by the 4-H/FFA student to the best of their ability.** The quality of students' record books will be judged based on what is considered developmentally appropriate. Younger students will have less sophisticated work, thus will be evaluated accordingly. Some parental help is expected where needed, especially for special needs cases. Please reach out to the district 4-H Agent by July 8 for accommodations. All accommodations will remain confidential. Please allow the student to do all the recording and writing they can complete. Those requiring accommodations will be reviewed by 4-H Agent at parent request or put aside to be reviewed by a committee member.
17. **Record Book Checks:**
- Up to date 4-H record books **or** FFA AET record book will be turned in to the CES office by **August 5, 4:30 pm** to be checked for deficiencies.
 - Corrections if needed must be resubmitted by August 15, 4:30 pm.
 - Completed record books will be turned in to the CES Office by **September 20, 4:30 pm**. Record books must be complete to receive auction check. Record books will be judged for awards.
18. **Fair Week Requirements:** Small Stock check in/market weigh in, **Tuesday August 27 from 3:00-7:00pm**; Large Stock will be weighed on **Wednesday August 28 from 3:00-6:30 pm at Fair Barn.**
- Animals entered in open shows and already at the fair may begin weigh-in at 2:00 pm.
 - Animals will be required to pass a vet check – bring vaccination records.
 - Entry weights will be used as the sale weights.
 - Any animals over maximum sale weight may be sold, but weight over the maximum will not be charged to the buyer.
 - Animals that do not reach the minimum weight will not be sold in the auction.
 - Animals within 5% of minimum weight will be allowed to reweigh Friday morning prior to the auction, no later than 10 am. If the animal meets the minimum weight requirement, then it will qualify to auction. This reweigh must be done with at least 2 people present, and at least one board member. The second person should not be related to the participants whose animal is being reweighed. Every effort will be made to have 1 board member and 1 member of the weights committee present for the reweigh. Animals that reweigh and are over the minimum weight on Friday may only sell at the minimum weight.
19. Participants **MUST** attend required meetings during the fair:
- **Wednesday, August 28 @ 7:00 pm**
 - **Saturday August 31 @ 9:00 am**
 - **Monday, September 2 @ 6:30 pm** (a family member can represent at this meeting)

20. Participants must attend the auction from 8:00 am – 5:00 pm **Saturday, August 31.**

- Lunch will be provided for participants.
- A parent is expected to be there for the day and help where needed. This does not count towards required adult volunteer hours.

21. The judge places the eligible animals on the American System, which will constitute the sale order. The judge's decision is final.

22. **Required Shows:**

- Auction animals must be shown by the participant in the market show (conformation). If the participant has more than one animal in any given market show, they may ask another 4-H participant to show their back up animal(s).
- Large Livestock market classes are on Thursday, August 29 at 4:00 pm.
- Small Stock conformation is judged in the pen Wednesday night; participant will not be present.
- Small Stock showmanship is on Thursday, August 29 at 11:00 am in the barn.
- Large Livestock showmanship: participants must show their auction animal or animal of the same species they own in the showmanship class on Friday, August 30 (Jr. 10:00 am, Int. 12:00 pm, Sr. 2:00 pm). The participant may not use an animal that is not owned by them or their family.
- Participants must wear appropriate show attire for all livestock shows during the fair. Show attire is nice pants- no holes; long-sleeved, button-down shirt (no logo wear except 4-H and FFA). Large Livestock participants must wear sturdy leather boots. Small Stock must wear closed toe and closed heel shoes (sandals, tennis shoes, and heels are prohibited). Auction attire must be neat attire and may only represent 4-H or FFA.
- Small Stock show categories are:
 - a) Poultry: chicken, turkey, game bird
 - b) Waterfowl: duck, goose, bantam duck
 - c) Rabbits
 - d) Cavies

23. **Required Care and Supplies at the Fair:**

- Participants are responsible for feeding, watering, and cleaning their animal's pen morning and night at the fair.
- Participants will need fair tickets to get into the fair; you can request these at Rally Days. Parents can request and pay for parking passes.
- Barn hours: **7:00 am-10:00 am** for morning cleaning and feeding; **5:00 pm-8:00 pm** for evening feeding & spot cleaning as needed. **Small Stock please check in with herdsman on duty.**
- Specific instructions for small stock cage bedding and cleaning will be posted at the fair.
- Participants will bring feed and water dishes as needed for their animals.
- Participant will bring feed for their animal; the fair will provide hay & straw.
- Participants will make a poster for their pen that includes participant name, club or chapter, animal name, breed, age, breeder, tag #, and weight.
- Every pen and cage must have a poster or card with the required information.
- Animals must remain at the fair until check out (7:00 pm) on Monday, September 2.
- Large Livestock auction animals will be loaded at 7:00 pm unless the buyer has made other arrangements with the barn superintendent. Loading instructions will be provided during the mandatory meeting. You may be required to bring your animal home and deliver it to the slaughterhouse later that week.
- All pens must be completely cleaned and checked off before leaving the fair Monday, September 2 for Large Livestock and Tuesday, September 3 for Small Livestock.
- Fines will be issued for dirty pens and unfed/unwatered animals. See Fines & Fees # 32.

24. **Herdsman:** Participant is required to work a herdsman shift at the fair. Sign-up will be available at Rally Days. During herdsman shift you're asked to clean up the barn, engage with the public and talk to them about 4-H, and/or sell raffle tickets. If you sign up for herdsman duty outside of the 4-H week, you will be required to purchase a ticket at your expense. **If you miss your herdsman shift, contact the livestock committee for a make up day or assignment. This is a requirement to auction.**
25. **Hospitality Shift:** Adults willing to work a hospitality shift at the June Tull 4-H building will receive one admittance ticket to enter the fair and one additional ticket. Sign-ups will be made available through the 4-H office and tickets available for pick-up at Will-Call the day of the hospitality shift. During this shift you'll answer questions about 4-H and keep an eye on the static 4-H exhibits.
26. **Thank You Cards:** Participants will write notes to their buyer as well as to the businesses that added on funds.
 - Cards will need to be turned in to the CES Office by **September 20 at 4:30 pm**
 - Cards need to be unsealed, addressed, and stamped.
 - Envelopes to **buyer** must be 5x7" so we can add a **photo**.
 - Participant must purchase and apply appropriate postage for each card.
 - Cards must be handwritten; addresses may be printed.
 - Addresses will be provided the week after the auction.
 - A list of Add-Ons donors and buyers will be provided at the Monday meeting after the auction.
 - Please write a minimum of 3 sentences. More is better!
 - Thank you cards will be checked by the Livestock Committee and volunteers.
 - Please let the committee know one week in advance if there are special considerations that need to be made.
27. **Small Stock Processing:**
 - Exhibitors selling Small Stock are required to help with group Small Stock processing on **September 2, 2024** by providing an adult helper/sponsor and requested supplies specific to your species in coordination with the Small Stock committee.
 - These hours will not count toward required adult volunteer hours.
 - Small Stock participants will deliver their processed market project to their buyer no later than **September 10, 2024**.
 - Participants must report to the Small Stock Committee by 9/10 with a photo ensuring delivery has been made. An email address or text number will be provided on processing day.
 - Please freeze product if not delivered within 48 hours.
28. **Auction Sales Fee:** A **5%** sale fee is collected by the district Livestock Committee from the funds received by the 4-H/ FFA member to help cover expenses related to the Livestock auction and supporting youth activities. Some of these items include marketing materials, fitting stands, judge, livestock camp and workshops, etc.
29. The Mat-Su Livestock Committee has final authority on interpretation of all rules for the market livestock project. If a participant needs an exception, please email the committee and plan on attending a Livestock Committee meeting to formally request an exception. Requests for exceptions must be presented and approved at a Livestock Committee meeting if possible. If there isn't a meeting available due to timing, the Executive Board can meet and approve or deny the exception.
30. **Auction Payment:** Livestock sales checks will be available for pickup at the CES Office once buyer payments have been settled. Date varies and is based on when buyer funds are received.
31. **Volunteer hours:** A Parent/Guardian/Project Supervisor will sign up for and perform a minimum of 6 hours of volunteer duties in connection with the 2023-2024 livestock program. They will also volunteer on the day of the auction from 8:00 am-5:00 pm. This can be 1 person, or a combination of helping adults (e.g. grandparent, friend, aunt, etc.). A list of volunteer opportunities will be provided by the Livestock Committee. See additional information below.

32. Changes may occur due to unforeseen circumstances (pandemic, slaughterhouse closure, etc.). In the event changes occur, the committee will determine a new plan of action. Each participant will be given the opportunity to continue or discontinue their involvement with the program.

33. **FINES & FEES:**

- **Late buyer contacts, record books, or thank you cards: \$25/day late including weekends. If contacts are not received by July 25 participant will not be eligible to auction.**
- **Dirty Pens or Unfed/Unwatered animals at the fair: \$25/day large livestock, \$10/day small stock. If fines exceed \$100/large livestock, or \$40/small stock, then participant will not be eligible to auction.**
- **Missed meetings at the fair: 10% of auction check up to \$100.**

**4-H Shows Alaska State Fair 2024 August 29-September 2
Alaska State Fairgrounds Farm Exhibits Building (BARN)**

Thursday Show Schedule

Small Stock Showmanship

11am

*Small stock confirmation will take place Wednesday night in pens. Exhibitors will not be present.

**Large Livestock Market
Classes**

These times are an approximation-however; shows will NOT start before the given time

Goats 4:00

Sheep 4:15

Swine 4:45

Young Beef & Beef 5:30

Yak: 6:00

**Friday Showmanship
Schedule**

These times are an approximation-however; shows will NOT start before the given time

JR: 10:00am

Intermediate: 12pm

Senior: 2:00pm

Species order: goat, sheep, swine, beef, dairy, yak, round robin

Be aware the fair does not open until 11:00, if you have people coming to watch they can enter through the livestock gate.

**Monday Breeding
Show Schedule**

Breeding shows will begin at 2 pm and proceed in the following order.

Goats

Sheep

Swine

Dairy

Beef

Yak

Animal Requirements:

| SPECIES | Possession Dates: | Minimum & Maximum Sale weight | Maximum age: | Animals must be born on or after date: |
|---------------------------|--------------------------|--|---------------------|---|
| Reindeer | December 1, 2023 | 175# | 30 months | March 1, 2022 |
| Market Beef | December 1, 2023 | 850-1500# | 20 months | January 1, 2023 |
| Heritage Beef | January 15, 2024 | 650-1000# | 30 months | February 15, 2022 |
| Young Beef | April 1, 2024 | 400# | 8 months | January 1, 2024 |
| Young Yak | May 1, 2024 | 300# | | September 1, 2022 |
| Mature Yak | Sept 1, 2023 | 500# | | September 1, 2021 |
| Market Swine | May 15, 2024 | 200-300# | 9 months | January 1, 2024 |
| Market Lamb | May 15, 2024 | 100# | 10 months | December 1, 2023 |
| Market Goat | May 15, 2024 | 65-130# | 12 months | September 1, 2023 |
| Commercial Hybrid Turkey | May 15, 2024 | 25# | 21 weeks | April 15, 2024 |
| Heritage Turkey | April 15, 2024 | 15# | 27 weeks | March 1, 2024 |
| Goose | May 15, 2024 | 13# | 23 weeks | March 19 |
| Pen of Ducks -3 | May 15, 2024 | 6# each | 23 weeks | April 1, 2024 |
| Chuckers/ Pheasants -6 | May 15, 2024 | 1# each | 23 weeks | April 1, 2024 |
| Quail -6 | July 15, 2024 | 7 oz each | 12 weeks | June 1, 2024 |
| Pen of Rabbits -3 | July 30, 2024 | 3.5-5.5# each | 12 weeks | June 4, 2024 |
| Meat Chickens -3 | July 15, 2024 | 5# each | | June 1, 2024 |

Important Dates:

| | | | | |
|-----------|----|--------------|-------------------|---|
| February | 1 | 5:30-7:30 pm | CES Office | 1 st mandatory informational meeting (must attend 1 of 3) |
| March | 7 | 5:30-7:30 pm | CES Office | 2 nd mandatory informational meeting (must attend 1 of 3) |
| April | 4 | 5:30-7:30 pm | CES Office | 3 rd mandatory informational meeting (must attend 1 of 3) |
| April | 15 | 11:59 pm | Online | Registration due online: register every animal you may want to sell. Fill in Google Form provided; link on 4-H website. |
| June | 5 | 3:00-8:00 pm | Fairgrounds | Rally Days: Large Livestock weigh in and paperwork day, Small Stock paperwork only. |
| June | 6 | 3:00-8:00 pm | Fairgrounds | Optional Workshops Day |
| July | 5 | 4:30 pm | CES Office | All paperwork due: Fair pen requests and parking requests |
| July | 12 | 11:59 pm | Online | Buyer Contacts due: fill in Google Form provided, link on 4-H website |
| August | 5 | 4:30 pm | CES Office | Up to date record books due: anything incomplete will be returned and need to be rechecked by 8/15 |
| August | 5 | 11:59 pm | Online | Class Show Registration due online: Submit one form for each animal; link on 4-H website |
| August | 27 | 3:00-7:00 pm | Barn | Small Stock check-in and market weigh in. |
| August | 28 | 3:00-6:30 pm | Barn | Large Stock vet check and market weigh in; bring your animal and shot records. |
| s | 28 | 7:00 pm | Bleachers in Barn | Mandatory Fair Meeting: All you need to know about Shows and Fair Procedures |
| August | 29 | 11:00 am | Show ring | Required Small Stock Showmanship |
| August | 29 | 4:00 pm | Barn | Required Large Livestock Conformation shows |
| August | 30 | 10:00 am | Show ring | Required Large Livestock Showmanship (Jr. 10:00 am, Int. 12:00 pm, Sr. 2:00 pm) |
| August | 30 | 7:30 pm | Show ring | Auction Ring set up, come if you can! |
| August | 31 | 9:00 am | Bleachers | Required meeting: Auction Information and Set up |
| August | 31 | 12:30 pm | Show ring | Auction starts |
| September | 2 | 2:00 pm | Show ring | Optional Large Livestock Breeding Shows |
| September | 2 | 6:30 pm | Bleachers | Required meeting: Fair Wrap-Up |
| September | 2 | 9:00 am | PHS Ag Bldg. | Small Stock Processing Day |
| September | 20 | 4:30 pm | CES Office | Thank you notes and record books due |

Signatures:

My parents/guardians and I have **read and discussed** the rules above and understand the requirements of this project.

4-H Member _____ Date _____

As Parent/Guardian/Project Supervisor, I agree to abide by the terms of this program. I will sign up for and perform volunteer duties in connection with the livestock program. I understand that if I fail to participate as a volunteer, my child may not be able to participate in the auction.

Parent/Guardian _____ Date _____

Parent Volunteer Log

Each 4-H/ FFA member who is participating in the auction program is required to have a parent, or other adult, volunteer for a minimum of 6 hours per family. We also require an adult volunteer to be present and help the entire auction day. Note: small stock slaughter day, hospitality, and herdsman shifts do not count for these volunteer hours. Those are additional requirements.

This program works because of volunteers who work together to make it a great experience for the kids, and we can't do it without a lot of help.

Volunteer opportunities will be made available and shared. Please keep an eye out and sign up to help (Examples: Rally Days helper, stuffing and mailing marketing materials, record book checks, thank you card check, help sweep the barn, set up the for the auction prior, run a pig board during shows, help with weigh in, or host an educational workshop. *Workshops must have a plan and be approved by the 4-H agent before it can be offered to members of the livestock program).

Please list and describe your volunteer hours:

What are Buyer Contacts & How do I do them?

The 4-H Junior Market Livestock (JML) Auction works because businesses and individuals choose to spend their money to support it. We call them “Buyers,” but really, it’s anyone that participants can invite to the auction that will potentially bid on an animal, give an add on, or donate to the Charitable Buyers Club.

Every year 4-H/FFA auction participants are required to make Buyer Contacts in order to participate in the 4-H JML Auction. This is a formal, in-person presentation and invitation to attend the auction. The auction depends on each of the participants presenting to a minimum of 3 potential buyers. We have worked hard to establish a list of buyers who have been contacted and while it’s a good place to start, we need you to find and invite new buyers as well.

If you participated in the auction in the previous year, your buyers will remain the same and will be with you until you have a break in the program or age out of the program. If you are a new participant, you will need to indicate on your registrations if you would like buyers assigned to you. Buyer contact list and marketing materials will be available in **May** from the CES office and at Rally Days. The lists will also be emailed and available on the Facebook page. These are required to be eligible to auction. Participants may do more and/or you may ask the Buyer Contact Coordinator (Heather Corbridge) for additional contacts. If you have assigned buyers, it is important that you reach out to each of those buyers. Please do not contact anyone on the DO NOT CALL list.

Start making your contacts early; sometimes it takes a few weeks to connect with people.

How to start: Have a parent call the business to set up an appointment. Explain over the phone that a 4-H member would like to give a special presentation and invite them to the 4-H livestock auction at the fair. This is approximately a 10-minute presentation and will help our youth develop their public speaking skills. Hopefully buyer has already received a SAVE THE DATE postcard in the mail.

Make a poster, add your own pictures, make a flipchart, or bring a prop. PRACTICE before you go! If you’re new, team up with someone you know or go on a “RIDE ALONG.” You may present with other participants, however, it only counts as a contact for one presenter.

Dress professionally: your very best dress. Be friendly and professional; you are representing 4-H. Remember you are selling the **AUCTION**, not **YOUR** animal. Talk about the program as a whole, how many kids are involved, and all they are learning. Tell them everything that’s involved from choosing an animal, building a pen, vaccinations, record books, shows, calculating feed rations, etc. People love to hear about all the work it takes to raise livestock and all you’re learning.

Tell them what fun the auction is! There’s a fabulous lunch for bidders provided by the Palmer Lions Club. We have lots of cool door prizes and snacks throughout. It’s the most exciting event at the fair! Give them the auction brochure to look over as you speak. Give everyone you visit a brochure. Give them posters to hang when appropriate.

Go over the different ways to support: There are forms included in your marketing materials. These are also on Facebook and emailed (Not everyone will need all these forms, use your judgement).

Things to mention to your buyer – Bid on and purchase an animal: excellent Alaskan Grown meat! They can consume it, keep the animal live, or donate the meat. A portion can be tax deductible (4-H is a non-profit).

Charitable Buyers Club: This is a donation they can make today or any day leading up to the auction. There is a form for this. They can donate any amount and all donations are pooled together. Animals are purchased with the funds and all meat is donated to local charities including the Foodbank, Kids Kupboard, My House, and more.

Guaranteed Bid: If they want to bid on an animal but cannot attend the auction, tell them about the guaranteed bid form. This form is filled out by your contact to purchase a specific animal or specific participants animal. Once completed, this should be emailed or delivered to the CES office. A 4-H volunteer will bid on their behalf based on the information they have provided.

Add-Ons: Anyone can give an add-on to individual 4-H members doing this project. Add-ons need to be given in person at the auction. Any add-on of \$50 or more will be announced at the auction. This is a great way for businesses, family, and friends to support individual 4-H members.

Invite family, friends, neighbors, and local businesses to the auction. You may pass out as many brochures and hang as many posters as you're able to.

Have them fill out the buyer information form. This ensures we have the proper mailing address for their mailed invitation. Make sure you can read it; you will need to enter this into the Google Docs form when you turn in your buyer contacts. We make every effort to give buyers tickets, however, we are limited in the number of tickets we receive. Most previous supporters will receive tickets to the fair in the mail in August.

Thank them for their time!

You or your parent complete the buyer contact Google Form ONLINE. Link will be emailed out and on the Facebook page. You may enter one at a time or all of them when you've completed all 4.

Buyer contacts are DUE July 12. You may continue to contact buyers and turn in buyer contacts past July 12. You must have at least 3 contacts submitted prior to the July 12 deadline.

Remember to list these public presentations in your record books!

If you're new to this, it's a good idea to go to a buyer contact workshop and learn how to give the presentation.

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