

Bakersfield High FFA



Fair Exhibitor Handbook Kern County Fair

This belongs to:

IMPORTANT DATES

Description	Due Date
<p>Signed Fair Agreement (The signature page is separate and can be submitted electronically.)</p>	<p>Friday, May 21, 2021 (OR EARLIER)</p> <ul style="list-style-type: none"> ● Grades: Must have a 2.0 or higher for quarter 4 this year; if below a 2.0, you need to enroll in summer school to fix it. ● AET - <u>NEW</u> <ol style="list-style-type: none"> 1. If you have shown BEFORE, all ag project entries must be up to date – all years by this date. Additionally, FFA activities must be up to date. <ol style="list-style-type: none"> a. Set Up (Gears Icon)– must be set up as an Entrepreneur project in the correct category b. Business agreements –(PENCIL ICON) all parts completed in their entirety (no partials allowed; all items completely addressed in complete sentences.) c. Budget (Red/Green \$ Icon) – must have all Estimated income and expenses listed d. Journal for Time in AET – A MONTHLY entry for care of project (be very descriptive) and Weekly project visit entries must be separately entered for the entire summer; journal descriptions must be descriptive to demonstrate what happened during monthly care and project visits so that an outside person, for example an administrator, looking at the project can understand the project. Time at the fair also needs to be included as well as any post-fair time to clean up the pens and thank you letter writing time. e. Finances – Weekly or bi-weekly entries for purchases of animal, feed, supplies, livestock insurance, fair entries, etc., must be entered. The sale of your animal and any sponsors must also be included in the finance section as well. YOU MAY NOT MAKE A LUMP SUM ENTRY AT THE END OF THE PROJECT. f. Project review must be completed for every project (Clipboard on Project Manager). This can be found on the far right hand side of your project on the journal page where all your SAEs are listed. Must include a detailed description that is DIFFERENT each year. DO NOT USE the example from AET of what to write. It should explain what you learned in your project, the size and scope of your project. g. Reflection - Skills, Competencies, and Knowledge This is the head/brain icon. It is tied to skills you select with your business agreement (pencil - last tab). It is a POST REVIEW. You will write about these as you finish your project.

	<p>h. FFA Activities - all chapter, section, region, state and national level activities that you have participated in – at least for the current year – should be entered in AET at minimum. It is recommended that ALL activities for ALL years be entered. It will be a requirement in 2021.</p> <p>2. If you are a new Exhibitor, you will have some ag project entries to create by this date. Additionally, FFA activities must be up to date. (see icons listed above)</p> <p>a. Set Up – must be set up as an Entrepreneur project in the correct</p> <p>b. Business agreements – all parts completed in their entirety (no partials allowed; all items completely addressed in complete sentences.)</p> <p>c. Budget – must have all Estimated income and expenses listed</p> <p>d. FFA Activities - all chapter, section, region, state and national level activities that you have participated in – at least for the current year – should be entered in AET at minimum. It is recommended that ALL activities for ALL years be entered. It will be a requirement in 2021.</p>
Livestock Insurance	<p>Must be purchased by all students upon purchasing the animal; price varies by animal cost and specie. No animal will have livestock purchased on its behalf should death be eminent and insurance not already purchased. The cost is based on the purchase price, but usually ranges from \$18-\$35.</p>
SAE Learning to Do Grant	<p>Available Friday, April 30 (Link here) Due Friday, May 14 (or sooner)</p> <p>Purpose:</p> <ol style="list-style-type: none"> 1. Provide start up funds for livestock projects in the form of a loan 2. Students have a community service component (which is tied to the State & American FFA Degrees) to meet 3. Loan to be repaid by due date in application 4. Portion of funds repaid (if paid in full) - according to application; please read for specifics - can be used toward FFA Leadership Events during 2022 school year.
School Farm Work Days	<p>We will need to do some prep work at the school farm. Students keeping their animals need to come to at least 2 work days, but we understand that there are other commitments. The proposed work days are: May 15 May 22 June 5</p> <p>Please complete Farm Work Day Google Form so we know which days you are committing to.</p>

<p>Kern County Fair Entries</p>	<p>Dates and Fees Vary by specie – refer to Entry Catalog. It can be found ONLINE. It is <u>YOUR responsibility to know the rules and due dates for the KC Fair</u> each year as there are always changes. Please be sure to read the catalog and ask questions for clarification.</p>
<p>MANDATORY PARENT AND EXHIBITOR MEETING (Must attend same meeting!)</p> <p>Monday, August 16, 6:30-7:30 pm, IT 109</p>	<ul style="list-style-type: none"> ● Both parent and exhibitor must be present together ● Records up to date as verified in AET ● Rules ● Expectations ● Transportation ● Missing work= Student & Teacher Communication BEFORE the fair starts ● Excused Days ● Tentative schedule ● Fair Dates ● Cost for Fair Bedding ● Barn Set up- USUALLY Saturday preceding livestock entrance onto fair grounds ● Exhibitor Passes ● Parent & family passes and parking passes- purchase before the first day of fair ● After auction, each barn will organize their tack and Barn Decorations being taken down and organize haul out as assigned by Fair . ● Haul Out: Mandatory Clean Up on day assigned by Fair ● Fair Thank You Letters – rough draft due before end of Quarter 1 ● Ag Class + 8th Period Concurrent Enrollment
<p>AET</p>	<p>NEW for 2021: As a part of each project visit, it will be required that each student show their AET records for the previous week. To be included, but not limited:</p> <ul style="list-style-type: none"> - Hours worked with the project, vaccination records, entries (pictures, picking up materials, etc.), and any marketing as well as the project visit should be recorded each week; - Purchases made for the project (farm lease, feed, animal purchase, livestock insurance, fair entries, etc.) should be recorded in the finance section; - Any summer FFA activities should also be recorded too.

Showing Requirements for 2021

1. Students planning on attending the Kern County Fair **MUST** have a 2.00 **GPA on the report card for quarter 4. Summer school to replace a low grade and fix the GPA can rectify the situation.** If the animal is purchased prior to the end of quarter 4 and a 2.00 is not met by the end of the 2021 summer school sessions, all entries made to the livestock office will be pulled for failure to meet this criteria.
2. Exhibitors from last year must also show a 2.00 GPA from the first semester.
3. Exhibitors must turn in their rough draft of their thank you letter prior to the end of Quarter 1 of 2021. Failure to turn in an appropriate letter that includes information about the student, their animal, their experiences raising and showing the animal, and their plans for the funds received will be deemed the same as not turning a letter in at all.
4. As printed in the current FFA activities calendar, exhibitors must have attended five chapter meetings during the current school year. Students entering at the spring semester are only required to have attended three meetings. Those who are incoming to the program as new members in the upcoming year are exempt from this rule.
5. Graduates may exhibit under the following conditions:
 - a. They must be eligible and apply for their State and/or American FFA Degree which must be applied for and qualify for in the year they intend to show. If eligible to have received the State Degree during high school and did not apply, then they are not eligible to exhibit under the BHS FFA program;
 - b. Keep their animals penned with the BHS FFA animals at the fairgrounds during the Kern County Fair;
 - c. May only exhibit at the fair directly after their graduation and the ONE following year provided that criteria (a) will be met AND no other rules during previous fairs have been violated;
 - d. Must be studying agriculture at a community or four-year college and/or be working in the agriculture industry.
6. Students **MUST** have a “C” or higher in their agriculture class(es).
7. Prior approval by the advisor is required for all students and their fair projects.
8. Be enrolled in a regular agriculture class for the Fall Semester of the year in which they are showing.
9. Students in high school for the fall will also be required to enroll in the Agriculture Production Class or Ag Communications class, which is an 8th period class, whichever is offered by the district at the time. The grade will be based on the following items.
AET/Records: 20%; Project Visitations: 40%; Positive Exhibition and follow up- County Fair: 40%
**** Positive Exhibition means that there are no problems experienced at the fair. ****
10. Any attempt to enter an animal without the advisor’s permission and signature will result in automatic removal from the chapter and its activities permanently.
11. Students **need to own the official livestock uniform** by fair time which includes:
 - FFA jacket and tie or scarf
 - White pants AND White button-up shirt
 - Show boots (neutral colored) or black or white tennis shoes
 - Orders must be placed by August 1st at the latest. www.ffa.org is where you can purchase the FFA jacket. Please see your advisor BEFORE placing your order as it needs to be sized. You also need the Chapter Number.
12. The money to purchase the animal, feed, entry fees, medication, other needed supplies or equipment, and veterinary services (Personal sources or bank loan) are to be provided by the exhibitor and/or with the assistance of the parents/guardians.
13. Facilities to house the animal -- personal or pen at BHS school farm (agreement must be on file).
 - a. All students will be required to pay \$125 per animal for every 4 month period due within 15 days of the animal arriving at the farm. Thereafter, \$10 per day will be added on for each day it is late until 15 days has been

reached. On that 15th day if the balance has not been paid, you can move your animal to another facility OR take it to the auction.

- This is subject to change yearly by the property owners based on water prices and property taxes. Prior notice will be provided in the written contract.
14. Students must regularly update the AET record book online; this is to be done weekly. It is will be counted toward the project visit grade. Warnings can be assigned for failure to complete the AET/record book portion of the project.
 15. Students must care for, manage and be in possession of the animal in Kern County for the ownership period required by the fair.
 16. All exhibitors planning to sell their animal at the auction need to have commitments from buyers/sponsors to cover the cost of all expenses for the budget of the animal before entries will be signed.
 - a. A rough draft of the sponsor/buyer letter is due two weeks prior to fair entry deadline.

Animal Care

Feeding

- Feed should be available at all time if you are free feeding. Hand feeding should be done in the morning and evening.
 - This regular feeding schedule promotes a healthier animal, which will promote better weight gain. Irregular feeding can lead to sickness and/or weight loss.
- Use the same type of feed, and mix the last 1/3 of the bag of feed with the new bag of feed in the event that the new bag is a hotter ration.
- Animals should NEVER be without feed.
 - Plan ahead and watch how much feed you have left. Warnings will be given for each occurrence of feed being unavailable. BIG RULE: If they don't eat....YOU DON'T EAT!

Handling animals

- Handle your animal a **minimum** of three times per week.
 - Every day would be ideal. This includes exercise, grooming, and showmanship practice.
- Animals will be healthier, gain more weight. Animals respond better being worked every day.
- During a project visit, you need to be able to show your handling skills.
- If you are unable to handle the animal during a project visit, you will be unable to handle it at fair.

Ethics & Quality Assurance

RECURRING CERTIFICATION: All students must attend the training to earn their certificate of Ethics and Quality Assurance BEFORE they can submit their entries into the fair.

Only those drugs or medicines approved by a veterinarian are able to be used if you wish to exhibit with Bakersfield FFA. This is a new state rule.

Only those supplements and additives that are approved by a veterinarian or advisor are able to be used if you wish to exhibit with Bakersfield FFA.

People in violation with these rules will be expelled from showing with Bakersfield FFA for a time period determined by the administration,

Water

Water must ALWAYS be available to YOUR ANIMAL.

With the hot summer days in Bakersfield, it is inhumane to have any animal go without water.

ALSO, do not have your animal lay in a large body of water overnight and/or spray your animal and/or pen down after 7:30 pm. This can lead to severe respiratory problems such as pneumonia.

MAINTAINING A CLEAN PEN FOR YOUR ANIMAL

A clean environment promotes healthy animals. Removing fecal matter is a preventative measure to control the fly population.

- ✓ **Each person** needs to clean their pen at least three (3) times per week.

Fly traps are to be changed weekly. Those at the school farm will use the natural pheromone traps.

De-Worming for Internal and External Parasites (School farm animals will have this provided for them as it is an environmental control.)

Pigs, sheep and goats should be de-wormed every 21-30 days and cattle every 60 days.

Paste De-Wormers	Panacur & Safeguard
Injectable & Drench	Ivomec

The withdrawal period is very important to note as it the medication needs to be out of the system before arriving at the slaughterhouse.

Showmanship

Showmanship is how well you can exhibit your animal. During your project visits, the student and advisor will go over showmanship techniques. It is the student's responsibility to practice showmanship **between** project visits. -- **Determine your philosophy; Analogy: Are you AYSO or Travel Team?**

Exhibitors will start with 5-10 minutes per day and work up to ½ hour per day. This should be done in the cooler hours of the day.

***COOL OFF YOUR PIG BEFORE YOU BEGIN PRACTICE.

***Do NOT overstress your animal! Showmanship practice should not be detrimental to weight gain.

Project Visitations

- ❖ Project visitations will be on the scheduled calendar days and time provided by the project advisor. Please make arrangements to attend AND stay for the entire project visit.
- ❖ Duration of visit: 1 hour (includes feeding, cleaning, weighing animals, project discussion, practice showmanship)
- ❖ Please plan for this time as you would a sports practice – meaning that you stay until we are done.
 - ❑ In the event that you will be tardy, YOU must notify the ADVISOR beforehand.
DO NOT SEND A MESSAGE WITH ANOTHER STUDENT OR INDIVIDUAL.
 - ❑ At the time of the visit, the student and/or parent need to be present. Animals will not be handled if the student/parent is not there for liability reasons.

- Missed visits without proper notification result in a warning.
- Failure to provide an updated AET at the project visit will result in a warning.

The visit will consist of:

- ✓ weighing the animal
- ✓ determining rate of gain
- ✓ observation of handling skills
- ✓ checking pen cleanliness
- ✓ discussing feeding strategies
- ✓ going over recommendations and commendations

A copy of all items discussed will be given to the student/parent at the end of the visit.

IMPORTANT: If you have questions/concerns between visits, please do not hesitate or wait to call.

Fair Entries

- A fair premium catalog can be obtained from the Kern County Junior Livestock Office (located south of the Bud Pavilion at the Fairgrounds – little red building) – this is where it has been available for past years but may change, the Main Office on South P Street, or online. Entries are ONLINE this year.
- It is the exhibitor’s responsibility to complete the online forms, submit the pictures, and submit payment to the livestock office at the Kern County Fairgrounds by the specified due date(s).
- Also, please read the rules in the premium book regarding your specie. Ask questions you may have early.
- All students will sign up for their respective exhibit/market classes as well as showmanship. Showmanship is mandatory.

Veterinary Clinics	
Dr. Thurman ****	
12816 Jomani Drive, Bakersfield, CA 93312	
(661) 589-9900	
Dr. Ansolabahere	
322-8793	

FEED STORES

Round Up 5805 Rosedale Hwy 327-1301	Tractor Supply 2749 Calloway Drive, #560 589-1504
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Advisors' Phone Numbers
Mrs. Eyraud: 201-1673 Mrs. Wilke: 303-7507

CONSEQUENCES

- ❖ Students will be given a total of TWO warnings during the course of the project for not following the guidelines set forth in this packet. On the THIRD warning, regardless of whether the animal is at school, home or another facility, fair entries will not be approved. If it has already been approved, it will be pulled from the Kern County Livestock Office.

- ❖ Other reasons an exhibitor may not end up showing include:
 - ❑ **Failing to turn in entries on time;**
 - ❑ **Failing to get animal(s) ear tagged/nose printed/hair sample for DNA/pictures, etc. on the correct date;**
 - ❑ **Failing to attend the mandatory parent AND exhibitor meeting;**
 - ❑ **Failing to attend the fair pen set up day at the fair;**
 - ❑ **Receiving 3 warnings during the summer for non-compliance of the rules;**
 - ❑ **Receiving 3 warnings during the fair for non-compliance of the rules.**

- ❖ Parents/Guardians are to ensure that they **and/or** their child will handle any disagreement/dispute for the duration of the project as well as at the fair in a professional and discreet manner that is respectful of the advisor's profession so as not to undermine the advisor's authority. Any occurrences that are conflict with this rule will result in the child/children not exhibiting at subsequent fairs.

Bakersfield High School FFA Kern County Fair Livestock Exhibits

Rules & Expectations While at the Fair

The following includes, but is not limited to, the summation of the rules and expectations for members of the Bakersfield FFA group at the Kern County Fair.

Please note that students will be supervised on show and auction days by their specie advisor. If the advisors make arrangements for another advisor to supervise, it is at their discretion. On non-show days, advisors are available to supervise students from 7:15 am - 3:00 pm during the weekdays. Any deadlines and paperwork that are to be met by exhibitors must be handled during those hours on the assigned day OR prior to that day OR by arrangement with the exhibitor's specie advisor. Ag advisors are not required to stay after contractual hours or on the weekends, but if they choose to do so, it is voluntary.

I. Attendance

1. All members will be excused for ONLY those days they show and/or sell their animal at the fair.
2. Students on the fairgrounds on non-cleared days during school hours will be reported as a cut to the attendance office. In addition, students will be asked to leave their exhibit until after school hours.
3. Additionally, some members will be excused on non-show and/or non-sale days with the assignment of "Barn Duty" during the hours of 7:45 a.m. to 3:00 p.m. Only those members approved to be on "barn duty" will have a cleared absence.
 - a. Those people assigned to barn duty will be responsible during the hour's 8:00 a.m. to 3:00 p.m. only (and only after the other individuals have taken care of their own animals and pens). They are responsible to:
 - a. Arrive on time and stay for the duration of their assigned barn duty.
 - b. Clean soiled bedding out of the pens as it happens during the day.
 - c. Make sure water is clean and available to animals.
 - d. Make sure animals are cool and comfortable.
 - e. Make sure equipment is put away neatly.
 - f. Make sure the tack box is organized and clean.
 - g. Make sure the aisles around our pens are kept clear and clean. They usually require being swept every half hour.
 - h. Complete homework.
 - i. Answer the public's questions.

II. Livestock Barns

- A. All members will be responsible to show up **on time** to the fair grounds for feeding, cleaning, showing, and auction.
- B. All animals in ALL barns must be clean and have their bedding clean in the morning by 7:45 a.m. and in the evening between 5:30-7:30 p.m.

1. There will be a sign in board in each barn. All exhibitors are expected to SIGN IN upon completion of feeding and cleaning in the morning **and** evening.
2. As there are many exhibitors in all barns, it is difficult to see when all exhibitors come and go. Failure to sign in will result in a warning.

C. Members are expected to work together as a team.

- D. Personal differences need to be set-aside for the duration of the fair. If you are unable to do so, please consider finding an alternative group for exhibiting livestock, i.e. 4-H.
- E. All equipment, animals, etc. will be kept with the BHS FFA in either the chapter's or personal tack boxes.
1. Some students preparing tack on the Tack Preparation Day will receive a key for the tack box. DO NOT LOSE THE KEY!
 2. Tack box keys can be returned at the conclusion of fair, or students may pay a \$5.00 fee for lost or non-returned keys.
 3. All exhibitors using the tack box are to keep the tack box clean, organized and locked when not in use.
 4. DO NOT loan out equipment or your key.
- F. It is the responsibility of the entire group to maintain a clean aisle walkway, pens, and storage area for tack.
- G. It is each exhibitor's job to feed, water and clean his or her **own** animals. Exceptions are made when students have conflicting school activities, but not "extra" activities at the fair, i.e. concerts and shows.
- H. Exhibitors are to follow the leadership of the advisor.
- I. Defiance will not be tolerated.
- J. BHS FFA members represent BHS. Each exhibitor's best behavior and conduct is expected at all times!☺
1. Tardiness
 - a. Reporting times are given in the Section II B of these expectations. Anyone later than 15 minutes past those times will receive a warning.
- K. Overall Behavior
1. Students are to conduct themselves in a proper manner, dress respectably, and use good, clean language.
 2. As this is a school activity, all school and district rules apply.

III. Responsibilities

A. FFA Uniforms

1. You are expected to wear the appropriate FFA livestock show uniform – white pants, white collared shirt, FFA jacket, and FFA tie/scarf. Please select neutral colored tennis shoes or boots.
 - a. Uniforms are to be worn on:
 1. Showmanship Day
 2. Market Day
 3. Sale Day

2. FFA Jackets are to be purchased at the latest in AUGUST to ensure that they arrive for the fair.

B. Transportation

1. A signed parent permission form is due to me before fair begins.
2. Additionally, if you would like to drive yourself (and only yourself as no other members can be transported by or with you), you and your parents must sign and return the transportation form to me prior to the fair.
3. Anyone needing a ride from me to the fairgrounds will need to coordinate a pick up time and location prior to the beginning of the fair.

C. School

1. It is the student's responsibility to get any assignments they will miss for the days they have been cleared to miss.
2. It is the student's responsibility to complete and turn in all missed assignments.
3. Grades will be checked by the advisor at the end of the first quarter. Those not earning a 2.00 GPA with at least a C in their agriculture class will not be eligible for an entire year and will include the next Kern County Fair.

D. Show, Grooming, & Auction

1. All exhibitors are responsible to groom their own animals. Parents and advisors are there to advise – **not do the work for the exhibitor.**
 - a. **THIS RULE IS IN THE PREMIUM BOOK. If the student cannot groom at least half of their animal without adult help, they need to find another organization.**
2. The advisor will make the final decision regarding which animals will be selected for the pen of six in sheep and swine and pen of three in beef.
3. Sale declaration (Sell or No Sale) must be made by 3:00 p.m. on the Monday **after** market classes. Failure to do so will result in the animal not being sold through the Kern County Junior Livestock Auction.
 - a. The Monday following Market Classes during the fair is when the ag teachers in charge of their specie(s) must declare which animal is selling. At the PARENT & EXHIBITOR MEETING in August, a SALE DESIGNATION FORM is provided to all parents and exhibitors. The SALE DESIGNATION FORM is due to your specie advisor by 3 pm on Monday following the Market Classes during the fair. Failure to submit it by that time (or a handwritten version that provides the same details) will result in "NO SALE" being marked for ALL animals. It will be up to the parent and/or exhibitor to contact the livestock office to make any changes. It is at the livestock office's discretion after 5 p.m. as to whether or not they will charge the \$75 fee (or the current rate set by the fair).
4. Only the exhibitor is allowed to show and sell THEIR animal.

5. Only one animal may be sold.
 6. Kern County Fair animal identification tags **ARE NOT** to be removed from any animal's ears by an individual for any reason. They are required for release and/or auction.
 7. All BHS FFA exhibitors selling through the Jr. Livestock Auction are required to work at any of the three auctions for a total of two complete hours. An advisor must see you working. Check in AND out with them. This does not include your sale time. Do not wait until the last day in the afternoon to do your hours. Failure to find a place to work is not the department's responsibility.
 8. Fair thank you letters will be due within two weeks of receipt of buyer list. Thank you letters must all be handwritten and presented to the advisor **BEFORE** they are mailed.
- E. Fair Passes
1. Each exhibitor will receive only one fair pass.
 2. To receive the fair pass and family-parking permit, students must provide the advisor with an updated record book.
 3. It is recommended that exhibitors laminate their fair passes as the fair will not replace washed, lost, etc. fair passes.
 4. Parents and family members can purchase 7 day or entire fair passes in the livestock office before the fair starts – usually in September.
 5. Only one gate 39 pass is issued per family.
- F. Fair Time Warnings
1. A total of three warnings will be given for any infractions of the rules above.
 2. After the second warning is given, on the third warning, the exhibitor will be dismissed from the show and/or auction.

Auction

1. If there are any questions concerning the paperwork, auction process, or sale of an animal, please ask an ag teacher before the fair during one of the project visits.
Please do not wait until the fair.

2. Every student who would like to secure a good profit must find a buyer no later than the mid-August, and certainly before the last Wednesday of fair. Please do not procrastinate about doing this!!! Start early. Those who have not done this before need to start asking questions early! We are not guaranteed that Buyer #9 is coming back. However, in the unfortunate event that you do not have a buyer, please talk to us as there are options.
3. **YOU MUST RUN SPONSORS THROUGH THE AUCTION OFFICE FOR THEM TO RECEIVE TAX CREDIT AND TO BE LEGAL.** If you collect money on the side to avoid losing the commission, you risk being sued for these monies.
4. The Monday following Market Classes during the fair is when the ag teachers in charge of their specie(s) must declare which animal is selling. At the PARENT & EXHIBITOR MEETING in August, a SALE DESIGNATION FORM is provided to all parents and exhibitors. The SALE DESIGNATION FORM is due to your specie advisor by 3 pm on Monday following the Market Classes during the fair. Failure to submit it by that time (or a handwritten version that provides the same details) will result in “NO SALE” being marked for ALL animals. It will be up to the parent and/or exhibitor to contact the livestock office to make any changes. It is at the livestock office’s discretion after 5 p.m. as to whether or not they will charge the \$100 fee (or the current rate set by the fair).
5. If you pull the animal from the auction after it has been submitted for sale, you forfeit your eligibility to show and sell at the Kern County Fair for 2 years. It also costs \$75 (or the current rate set by the fair) to withdraw and/or change the sale order.
6. At the auction, your parent, or an adult previously arranged, must be present to sign the sales slip if your prearranged buyer cannot be present. That adult must be present to sign the sales slip. The advisor WILL NOT sign the sales slip under any circumstances.
7. You need to be in an official FFA dress uniform at the sale, and you must sell your own animal.

Auction Papers - Buyer Forms

The process may be a little different this year, so please bear with us as we learn how it will work. The Livestock Office has taken over the auction, so things may be similar or completely different. If they are the same/similar, the following information will be applicable.

1. The Sponsor form is the same as the buyer form. Buyers and sponsors are given the same title in the auction office. There is only one distinction in filling them out- whether you check the buyer or donation (sponsor).
2. Make sure all information is COMPLETELY filled in and is legible on ALL copies.
3. Make sure that the appropriate specie is marked.

MONEY – Collection & Requirements

1. All buyers/sponsors that are new must pay by the day of the auction regardless of the amount.
2. All returning buyers/sponsors at \$500 or less must pay by the day of the auction.
3. All returning buyers/sponsors at \$501 or greater can be billed or pay by the day of the auction.

Buying the Animal

1. There are two ways to sell your animal. You can have someone buy the whole animal **or** two parties each buy $\frac{1}{2}$ of the animal. (Steers can sell in $\frac{1}{4}$, but will need to talk to the beef advisor.) The price that you ask for is not necessarily the “total bid” price. Any donations that you receive can be added to the “bid” BEFORE you sell.
3. Options for buyers:
 - a. **Resale:** The buyer wants to help you out, but they don't want the meat or the animal. What will happen is that animal will go across the auction block and then be sent to another market to be sold again. If your buyer chooses this option, they only pay for the difference between their agreed price and the market price that day.
 - b. **Custom Processing:** The buyer wants the animal for their freezer. An example is *Farmer's Wholesale* located off Taft Hwy. It is a custom processing facility. Your buyer will have to pay the agreed price per pound + the kill charge (about \$35) + the cut and wrap fees (\$60-\$100+). Please let them know this up front, otherwise they will be shocked when the auction bill comes, or when they pick the meat up from the butcher.
 - c. **Live Pick Up:** The buyer wants to take it home. Or they can ask you to take it home to feed it out for the next month to 1 $\frac{1}{2}$ months. You will need to factor that additional time, travel and feed cost into your price that you ask for your

animal. You will also need to factor in the cost of the cut and wrap as well as the kill charge if they ask you to pay that.

Figuring Out Bid Price

1. Your parent or the signed representative MUST be present at auction to do the actual bidding as specified in your fair packet.
2. The price is the total amount of all money collected. Need help? Ask your advisor in advance of the fair.

Distribution of Forms

1. So what do you do with these forms when they are completed???? Here is where the copies go:
 - a. White- Auction Office
 - b. Yellow- Buyer/Sponsor
 - c. Pink-Exhibitor/Parent
2. If you are requesting help, any cash or checks that accompany paperwork are to be turned in to one of the advisors.
3. If you are handling your own paperwork, PLEASE do not wait until the day before or day of the auction. Procrastination on your part does not constitute an emergency on their part. Plan ahead! You have all summer!

Thank You Letters

1. Thank you letters are due two weeks after names and addresses have been provided to students. If you cannot accomplish this on your own, a date will be assigned for students to stay after school.
2. The thank you letter should be a minimum of three paragraphs to include at least the following information:
 - a. A thank you for buying/sponsoring the animal,
 - b. Information about your project and experiences with it,
 - c. Plans for use of the money (be professional)
 - d. A reminder of the cut and wrap facility of their choice with the appropriate phone number and address, (FOR BUYERS ONLY),
 - e. A reminder to contact the cut and wrap facility to discuss preferences, (FOR BUYERS ONLY),
 - f. A reminder that if there are any problems with the billing to contact the Ag. Department at 324-9841,
 - g. And your hope that they will continue to support the FFA and the Junior Livestock Auction.

How to get Buyers/Sponsors

Here are some tips to get buyers/ sponsors.

- Make a list. Businesses, family members, friends of the family- anybody that will pay their bill is a potential buyer/sponsor.
Don't force the people to help you- they have to want to help!

- Go IN PERSON and be prepared. It's harder to tell someone "no" in person than it is over the phone. Many businesses will be asked to make donations for the fair. Don't feel hurt if they say "no."
- Be Prepared.
- Dress Appropriately. Official Dress is recommended!
- Introduce yourself.
- Have an agenda to talk to them about.

ALL sponsor request letters must be approved by your advisor.