



**Sawyer County 4-H**

**Junior Livestock Group**

and

**Market Animal Sale Committee**

**Guidelines**

## **Sawyer County 4-H Junior Livestock Group**

The Sawyer County 4-H Jr. Livestock Group consists of 4-H youth enrolled in animal projects that have completed and signed the Jr. Livestock Group contractual agreement, the parents/guardians of the youth as designated on the contract, the current certified 4-H animal project leaders and the Market Animal Sale Committee (MASC). Its purpose is to carry out the duties and mission as defined by the committees in this document. The primary goal of the Jr. Livestock Group is to encourage and support achievement in the individual animal projects and support the mission by contributing and participating in a well run Annual Jr. Livestock Auction at the Sawyer County Fair.

This group is supported and advised by the MASC.

## **Sawyer County 4-H Market Animal Sale Committee**

The Sawyer County 4-H Market Animal Sale Committee (MASC) is a Standing Committee of the Sawyer County 4-H Clubs, Inc. The MASC members are the Chair, Secretary/Treasurer and two additional members appointed by the Sawyer County 4-H Clubs, Inc. Board of Directors on an annual basis according to the Sawyer County 4-H Clubs, Inc. By-laws. The MASC's purpose is to support and oversee the Jr. Livestock Group and their Annual Jr. Livestock Auction at the Sawyer County Fair.

MASC members will not be directly related to, or a legal guardian of, any of the youth enrolled in the Jr. Livestock Group. The MASC reports to the Sawyer County 4-H Clubs, Inc. at their meetings. The MASC receives input from the Jr. Livestock Group, Sawyer County 4-H Clubs, Inc., UWEX 4-H Youth Development Educator, and the Sawyer County Agricultural Fair Board. The goal of the MASC is to support the goals of the Jr. Livestock Group by insuring that all components and guidelines, as well as requirements to participate in the Jr. Livestock Group, are met by all the members.

**Meetings** - Three (3) meetings will be held annually and they include Orientation/Contract Meeting, the Pre-Auction Planning Meeting and the Post-Auction Meeting. These meeting dates will be set at the January planning meeting of the Sawyer County 4-H Clubs, Inc. in accordance with the By-laws. Attendance is required by all members. **Only in an emergency or dire situation may you appoint another person to represent your family. Communicate your situation to a MASC member.**

### **Quorum and Voting** –

- a. A quorum shall be reached when a simple majority of the members of the Jr. Livestock Group and the MASC are present at a meeting.
- b. Voting can occur when a quorum of the members are present at a meeting. An affirmative vote will be a simple majority of voting members.

**Changes to Guidelines** - Changes can be made at anytime in accordance with the Sawyer County 4-H Clubs, Inc. Bylaws regarding meeting notices and when a quorum is present.

## **Focus and Responsibilities of the Jr. Livestock Group**

1. Support a first-hand experience in production agriculture with a focus on meat animals.
2. Further the interest and education of youth and their families in raising livestock for market.
3. Support youth in developing life skills, i.e. record keeping, reporting, management, responsibility, etc.
4. Engage youth in reaching meat industry standards by employing effective management practices.
5. Help youth understand marketing and profitability through project work.
6. Improve the quality of breeding-stock in Sawyer County.
7. Promote youth participation with livestock at the Sawyer County Fair.
8. Communicate with the Sawyer County Fair Board concerning the livestock departments.
9. Encourage cooperation between Sawyer County livestock producers.

All individuals, members and non-members that attend or are involved with the MASC or the Jr. Livestock Group are responsible for sharing in the following:

1. Honor and respect decisions made by the Jr. Livestock Group and MASC.
2. Assist at weigh-ins and shows.
3. Contribute to decisions made for project operation/contract.
4. Share leadership in developing and carrying out project educational activities.
5. Plan and carry out all aspects of the annual auction.
6. Make decisions relative to budget and use of funds generated.
7. Assist with project record keeping and evaluation.
8. Promote the livestock industry to consumers.
9. Promote pride in youth, the project and their livestock.
10. Support members and volunteers with good attendance at project trainings.

## Jr. Livestock Group Committees

Jr. Livestock Group Committees are comprised of members of the MASC, Jr. Livestock Group, and other interested individuals. **All Jr. Livestock Group members must participate in committee work.** Chair persons of each committee will be a designated adult who has completed certified 4-H volunteer requirements or is working with a certified 4-H volunteer. Committees are:

1. **Auction:** The purpose of this committee is to incorporate all aspects of the planning and the execution of the Jr. Livestock Group Annual Auction and includes the following subcommittees:
  - a. **Advertising and Promotion:** Purpose: To promote the Jr. Livestock Group activities and educational opportunities to members and the community at large while adhering to the attached guideline and timetable. It will be necessary to work with other committees to integrate information and ideas to accomplish this goal. (**Addendum A**)
  - b. **Animal Processing:** Purpose: To secure a processing facility and arrange for hauling the animals from the fairgrounds to the facility. To ensure animals are correctly identified with metal ear tags prior to loading for processing. Generate a list of where each animal is to be processed and ensure that each animal has been directed accordingly. To have processing slips made and filled out so the processor knows what is expected and the processor has all of the necessary information of each buyer. Have the facility information to the Advertising and Promotion committee prior to printing of the bidder packets.
  - c. **Awards and Recognition:** Purpose: To recognize youth achievements, their leaders, community supporters, and the MASC members. Hand out awards the day of the auction and any other responsibilities stated in the MASC guidelines. (**Addendum C**)
  - d. **Weigh-in:** Purpose: To oversee and record the initial and final weights of auction animals and identify animals according to the Jr. Livestock Group guidelines. This includes maintaining the necessary equipment and having the necessary supplies available at the weigh-ins. (**Addendum D**)
  - e. **Day of Auction:** Purpose: To oversee all aspects of the day of auction. (**Addendum B**)
  
2. **Finance and Budget:** Purpose: To set the budget for the year with input from other committees. Approve educational funding applications using the Sawyer County 4-H Clubs, Inc. forms. Make recommendations for the use of Jr. Livestock Group money. Make recommendations for the percentage of the auction revenue to be collected on a yearly basis. Approve non-budgeted expenditures on an as needed basis and receive approval from the Sawyer County 4-H Clubs, Inc. for such expenditures.
  
3. **Policy and Procedure:** Purpose: To govern and interpret the rules as adopted by the Jr. Livestock Group. To address questions, suggestions and/or disputes from members. Review of all suggestions or discrepancies will be done according to Jr. Livestock Group Guidelines and with respect to 4-H policies, the Sawyer County 4-H Clubs, Inc. Bylaws and Standing rules. In the case of a dispute or discrepancy that can not be resolved by the Jr. Livestock Group, the MASC will review the existing policies and rules, review the grievance (see the SC4-H Handbook for Behavioral and Grievance Policy) and make recommendations to the Sawyer County 4-H Clubs, Inc. and the Jr. Livestock Group.

### General Jr. Livestock Group Rules

1. **\*\*REMEMBER\*\*** Three meetings will require attendance by an adult and the youth member. They are: the Orientation/Contract Meeting, the Pre-Auction Planning Meeting and the Post-Auction Meeting. **Only in an emergency or dire situation may you appoint another person to represent your family. Communicate your situation to a MASC member.**
2. Re-enrolling 4-H members will contract at the project Orientation/Contact meeting which is scheduled on the **2<sup>nd</sup> Saturday in November**, time and place to be announced. Youth must contract for all projects at this time. They may drop a project later but they cannot enter a project after contracting has occurred.
3. **First time** 4-H members who enroll in 4-H after the Orientation/Contract Meeting must contract and must arrange for an orientation with a MASC member. Members **must be enrolled prior to Quality Assurance Training** and prior to each species weigh-in.
4. Members must meet the following 4-H member criteria to be eligible to sell their animal(s):
  - a. Achieve in their project area
    1. 6 hours of documented education in the project area for each species
    2. 6 hours of community service
    3. Submit a completed record book
  - b. Meet attendance requirements for both their 4-H club and the Jr. Livestock Group.
  - c. **ONE WEEK PRIOR TO THE FAIR.** Turn in a project book to the Project Leader for each species they are requesting permission to sell. The book should be complete with the exception of the final weight and calculations requiring auction information. The MASC will review all project books for education, community service and completeness and announce the youth's sale eligibility. After initial review the project books will be given back to the youth for completion. The youth are required to complete the project book and turn them in to their 4-H Club Leaders as outlined by the Sawyer County 4-H Clubs, Inc. Standing Rules for judging, at a time to be announced by the Sawyer County 4-H Clubs, Inc. Board.
  - d. Each exhibitor must attend the annual Quality Assurance Training seminar; no matter what species they wish to sell. *\*Youth who have completed 3 consecutive years of Quality Assurance Training may be excused from training if they pass the current Quality Assurance Training test prior to the workshop.*
  - e. Have no restrictions from prior years.
5. Project animals must be entered in the Sawyer County Fair by **the deadline established by the Sawyer County Fair Board and published in the Exhibitor's Handbook** or a supplement to the Exhibitor's Handbook to be eligible to sell. **Entries must be made in market class, showmanship and carcass.**
6. Judging of market animals will be scheduled by the Sawyer County Agricultural Fair Board and announced in the Sawyer County Exhibitor's Handbook or a supplement to the Exhibitor's Handbook. Members are expected to show in both market and showmanship classes. If a member is incapacitated or cannot show, a written request of substitution must be approved and signed by the MASC prior to the show.

7. Each participant will be required to serve general barn duty time as designated by the roster posted and developed by the MASC.
8. During the fair, all animals must be maintained and shown by the exhibitor. **Chores will be done by 10 a.m. daily.** All members will maintain their animal exhibits daily until lights out in the barn at 8 p.m.
9. Any animal exhibiting unruly and/or unsafe behavior may be removed from the fairgrounds and become ineligible for sale. This decision would be at the discretion of the Fair Association and supported by the MASC.
10. Proper withholding time must be observed for any drugs used on animals to be sold at the Fair. Release statements are necessary for feed additives and/or implants.
11. All animals must be in the exhibitor's possession and ownership or managerial/lease agreement must be completed and a copy given to the MASC by each species initial weigh-in.
12. Animals must be weighed on the designated livestock scale. The weigh-in committee chair and at least one additional adult and two youth members must verify weights. Weight and **ownership or managerial/lease agreement** must be recorded on forms provided by the MASC at the initial weigh-in. Youth are to be present or appoint someone to bring their animal on and off the weigh scale in an orderly fashion. An animal will be allowed only one pass over the scale.
13. Final weigh-in will be at the Fair; day and time to be decided by the MASC, and announced 14 days prior to the first day of the fair.
14. All animals for the large animal projects must be castrated males, except in hogs where gilts may be raised. Animals determined to have incomplete or late castration will not be sold.

### **Jr. Livestock Auction**

#### **Dress Code for Auction**

Exhibitors **must** wear hard soled shoes, a white button-up shirt with a collar (full or half-sleeve is acceptable), and dark blue or black pants. No baseball caps or cowboy hats will be allowed.

#### **Auction Rules**

1. Exhibitors, their parents or guardians, and their siblings are **NOT** allowed to bid on their own animals.
2. Animals will be sold in an order determined by the MASC.
3. A 4-H member may sell a maximum of two large animals, i.e., swine, beef, or sheep provided they are of different species and the total number of large animal lots is 30 or less. Once the total number of large animal lots reaches 30, only the top ten animals for each species will be allowed to sell, and an exhibitor will only be allowed to sell one animal. If an exhibitor has an animal in two different species each placing in the top 10 the exhibitor must decide which animal is to sell and notify the auction clerk by the end of the last day of market animal judging. The exceptions to this are: the exhibitor has the reserve and/or grand champion in two different species, in which case both animals must sell, or if there are vacant lots remaining after all of the other exhibitors with single qualified animals have been placed in the vacant lots according to the following rules.

**\*\*Filling Open Large Animal Auction Lots:** If there are less than 10 animals in a species, then the remaining lots will be filled with the next highest placing animals divided equally between the remaining species until the 30 lots are filled. In case of an odd number of open lots, the last lot will be decided by a coin toss performed by the MASC Chair. Example: there are only 5 sheep to be sold but there are 18 steers and 20 hogs. The five open lots from the sheep will be filled with the next highest placing steers (2) and the next highest placing hogs (2) leaving one open lot. That lot will be filled with a hog or a steer decided by a coin toss performed by the MASC Chair, i.e., heads a steer gets the last lot or tails a hog gets the last lot.

\*\*\* Note: if there is more than one exhibitor with more than one animal, and there are still open lots after all of the single animal exhibitors animals have been used, the remaining lots will be filled according to how the second animals of the exhibitors placed, highest placing animals being used first.

4. An exhibitor may sell any two lots of either rabbits or poultry provided they are of different classes as defined by the exhibitor's handbook.
5. A **10 %** sales commission will be assessed to cover the costs incurred conducting the business of the MASC; these costs include but are not limited to: educational opportunities for members, transportation costs of sale animals to a slaughter facility decided on by the MASC, photos and frames for the buyers, buyer plaques, advertising, and the beef, swine and sheep check off payments.
6. If an animal is donated back to the seller and sold again, the seller will receive the highest bid minus the 10% fee from the highest bid; the Jr. Livestock Group will receive all other monies.
7. Buyers will incur the cost of processing their animals.
8. Buyers that wish to have their animals processed at a facility other than the one designated by the Jr. Livestock Group will incur the cost of transportation of their animals to the facility of their choice.
9. Once an animal is sold, it becomes the property of the buyer. However, the exhibitor has the responsibility of caring for said animal until it leaves the fairgrounds. Failure of the exhibitor to comply with this rule will result in being ineligible for the next year's sale.
10. Private sale of animals not qualifying for the sale cannot be negotiated until after the auction has concluded. Youth should report to the barn area to negotiate sales. For sale signs may be posted after the auction.
11. All animals will be tagged with a metal ear tag prior to being loaded for slaughter. Tags will be provided by the Jr. Livestock Group
12. Exhibitors will prepare a **thank-you card, for each buyer, on Sunday morning of the fair.** It will be turned in to the MASC secretary, be read and checked off. Members of the Jr. Livestock Group Awards committee will deliver both the thank you cards and the framed photos to the buyers. The MASC will distribute checks within 30 days of the last day of the fair, if all of the eligibility criteria have been met.

## Jr. Livestock Exhibitor Rules

\* Wisconsin Department of Agriculture Trade and Consumer Protection- Division of Animal Health Rules and Regulations and the Sawyer County Agricultural Fair Association Exhibitor Handbook Rules governing health regulations concerning communicable diseases and an animal's eligibility to be shown at the Sawyer County Fair **Supersede** the MASC Rules. If your animal does not meet the health requirements, it will not be allowed to show which automatically disqualifies the animal for the Jr. Livestock Auction. Further information available on the internet at [www.datcp.state.wi.us](http://www.datcp.state.wi.us) or by contacting the Division of Animal Health at 608-224-4872.

### Lamb Exhibitors

1. All lambs must be born after **January 1st of the sale year.**
2. All wethers must be weighed on the **second Saturday in May** at the Sawyer County Fairgrounds, time to be announced.
3. Two lambs may be weighed and registered at this time. All lambs should be handled regularly to insure safe handling at the fair.
4. All animals will be tagged at initial weigh-in with an official project tag provided by the weigh-in committee. Castrated males must be healed prior to initial weigh-in.
5. Minimum weight at the time of final weigh-in will be **110 pounds**. There will be no maximum weight for lambs but a typical ideal market weight usually ranges from 120# to 130# depending on the breed and frame of the lamb.
6. All market lambs must be slick shorn (a second shearing to within 1/8 and 1/4") by Monday of fair week.

### Beef and Dairy Steer Exhibitors

1. All steers must be born after **January 1, of the year of their initial weigh-in.** The Committee suggests an initial weight of between 500# and 700# for the project. There is no maximum weight for the initial weigh-in. No horns are allowed. Scurs are acceptable, but discouraged, and not allowed if longer than 2 inches.
2. Any beef breed, crossbreed, or straight dairy steer is eligible.
3. All steers will be weighed on the second Saturday in November at the Sawyer County Fairgrounds. It is the owner's responsibility to have the animal(s) halter broke for weigh-in, be present to lead the animal(s) on and off the scale, and assist with tagging. All steers must be properly haltered and under control when moving in and off trailers or being led to wash racks or other designated livestock areas at the fairgrounds. Work on handling a steer should be done throughout the project. Castrated males must be healed prior to initial weigh-in.
4. Two steers may be weighed and registered on this date.
5. All animals will be tagged at initial weigh-in with official project tags provided by the weigh-in committee.
6. All dairy steers will be shown separately from beef and crossbred steers.
7. Minimum weight at the time of the final weigh-in will be **1000 pounds**. There will be no maximum weight for steers.

### Hog Exhibitors

1. Health inspection of hogs by a licensed veterinarian is required to be done **on the farm** prior to arriving at the fair but not to exceed 30 days before entry day of the fair. The Certificate of Veterinary Inspection form must be provided to the barn superintendent prior to unloading your hogs.
2. All hogs must be born after **January 1st of the sale year**. Barrows or gilts may be raised for the sale.
3. All hogs must be weighed the third Saturday in April at the Sawyer County Fairgrounds, time to be announced.
4. Two hogs, barrows or gilts, may be weighed and registered at this time. All hogs should be handled regularly to insure safe handling at the fair.
5. All animals will be tagged at initial weigh-in with official project tags provided by the weigh-in committee. Castrated males must be healed prior to initial weigh-in.
6. Minimum weight at the time of final weigh-in will be **220 pounds**. There will be a maximum weight of 320 pounds; hogs over 320 lbs. will not sell. Hogs weighing between 280 pounds and 320 pounds will be allowed to sell, but the buyer only pays for 280 pounds and the seller only receives money for 280 pounds.

### Poultry Exhibitors

1. Salmonella pullorum testing is required for all sexually mature poultry. Sexually mature turkeys also require testing for Mycoplasma gallisepticum. (For a complete list of testing requirements please see DATCP s. ATCP 10.40, 10.41 and 10.42.) Test forms and or National Poultry Improvement Plan (NPIP) flock status proof must be turned into the Poultry Barn Superintendent **prior to unloading** your poultry at the fairgrounds. It is the exhibitor's responsibility to arrange for the testing. Cost for testing and identification of each bird will be covered by the Jr. Livestock Group.
2. All poultry will be weighed at the fair on entry day and must meet the following requirements:
  - a. Capons, 2 birds, each over 7 pounds
  - b. Roasters, 2 birds either sex, 5 pounds and over
  - c. Broilers, 2 young birds either sex, 21/2 to 41/2 pounds each
  - d. Young Duck 5 pounds and over
  - e. Young Goose, 7 pounds and over
  - f. Young Turkey, over 15 weeks

### Rabbit Exhibitors

1. All rabbits must be tattooed prior to arriving at the fair. They will be weighed at the fair on entry day and must meet the following requirements:
  - a. Meat Pen, same breed any variety, not over 69 days old or over 5 pounds
  - b. Single Fryer, not over 69 days old or weighing over 5 pounds
  - c. Roaster rabbit, single rabbit of either sex 70 to 180 days old, 5 pounds and over
2. An exhibitor may sell any two lots of either rabbits or poultry provided they are of different classes as defined by the exhibitor's handbook.

**Sawyer County 4-H Jr. Livestock Group  
CONTRACTUAL AGREEMENT**

**NOTE:** To be completed and turned in on contracting night.  
You may drop a project at any time but you cannot contract for something else later.

Name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent's/Guardian's Name \_\_\_\_\_

4-H Club \_\_\_\_\_

Check the project(s) you will be participating in. Be sure to enroll in the project on your annual 4-H enrollment form.

**Beef** \_\_\_\_\_ **Dairy Steer** \_\_\_\_\_ **Sheep** \_\_\_\_\_ **Swine** \_\_\_\_\_

**Rabbits:**      \_\_\_\_\_ Meat Pen      \_\_\_\_\_ Single Fryer      \_\_\_\_\_ Roaster Rabbit

**Poultry:**      \_\_\_\_\_ Capons      \_\_\_\_\_ Roaster Chickens      \_\_\_\_\_ Broiler Chickens  
                  \_\_\_\_\_ Young Duck      \_\_\_\_\_ Young Goose      \_\_\_\_\_ Young Turkey

If completing the project with a managerial partner, identify your partner here:

\_\_\_\_\_

I have reviewed the attached documents and agree to abide by the rules and fulfill my obligations as a 4-H member and 4-H parent/guardian.

\_\_\_\_\_  
4-H Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Parent/Guardian Signature

\_\_\_\_\_ Youth must fill out attached 1099 to be eligible to sell. **(Addendum E)**  
Duplicates of the 1099s will be kept at the U-W Extension Office.

<b>Addendum A</b>	<b>Advertising and Promotion Committee</b>		
<b>Timeline of Responsibilities</b>			
<b>February</b>	<b>Committee organizational meeting</b>		<b>Committee</b>
<b>March</b>	<b>Committee work meeting</b>		<b>Committee</b>
March	Update bidder list & addresses		Committee + volunteers
March	Decide what members will be guests of Lifestyles North in July		<i>Everyone</i>
March	Contact fair board about auction information in fair book		Committee
March	Contact UWEX office to make arrangements for them to do the bidder packet copying		Committee
March-April-May	Take electronic pictures of student & animal for bidder packet		<i>Each member</i>
<b>April</b>	<b>Committee work meeting - get addresses/labels completed</b>		<b>Committee</b>
April--1	Anyone working on obtaining addresses turn in your electronic list to committee chair		
April	Create address labels from bidder list & addresses		Committee
April	Contact Chamber for Musky Fest Parade float application if voted in by jr livestock		Committee
April	Contact Sawyer Co Record / 4Seasons for human interest story on Jr Livestock		Committee
April	Order green paper & address labels for business flyers & bidder packet cover sheet		Committee
April	Order new vinyl banner if voted in by jr livestock		Committee
April - May	Update bidder packet - get ready for copying		Committee
<b>May</b>	<b>Committee work meeting</b>		<b>Committee</b>
May	Have UWEX office copy the cover sheet on green paper		Committee
May--15	Turn in (electronically) picture & biography to bidder packet chair		<i>Everyone</i>
May--30	Finalize Musky Festival float		<i>Everyone</i>
<b>June</b>	<b>Committee work meeting</b>		<b>Committee</b>
June--1	Turn in bidder packet to UWEX office for copying		Committee
June--1	Distribute green flyers to businesses		<i>Everyone</i>
June--1	Update poster boards for Dairy Breakfast (3rd Saturday in June)		Committee
June	Participate in Musky Fest Parade if voted in by jr livestock		<i>Everyone</i>
June	Buy stamps for bidder packets		Committee
June	Pick up completed bidder packets & scotch tape from UWEX office		Committee
<b>July</b>	<b>Committee work meeting</b>		<b>Committee</b>
June-July	Meeting to get bidder packets ready to mail (fold/stamp/label) (meeting time to be set by committee & communicated to everyone- perhaps a party?!)		<i>Everyone</i>
July	Arrange for ad in Sawyer Co Record if voted in by jr livestock		Committee
July	Monday or Tuesday before fair - Lifestyles North interview (3 kids + 1 adult)		Elected members
July--14	Mail bidder packets		Committee
<b>August</b>			
August	Immediately after fair - contact Sawyer County Record for Thank You Ad		Committee
<b>Note</b>	Work with the Auction committee and photographer to set up the area for photos and get the photos for post fair advertising		

## Addendum B

## Day of Auction Committee

### Responsibilities include:

\*\*\*\*\*Secure personnel\*\*\*\*\*

some positions may be secured by other groups, they need to be verified

1. Auctioneer

2. Auction Clerk: to accept, verify and record payments

3. Photographer: Verify photographer, set up area for photos and people to help with photos

4. People to set up auction-ring, tables and chairs, make sure the ring and walk-ways are dust controlled.

5. Announcer: for introductions of sellers & animals

6. Recorders: registration, sale data & receipts, thank you boards,

7. Runners: to verify sale price to recorder of data, to hand out receipts to buyers as they leave the ring

8. Organize pie auction

\*\*\*\*\*Supplies\*\*\*\*\*

some supplies may be already in place, they need to be reserved/verified

\_\_\_\_\_ 1. Lap top, printer, electrical, paper, tables, chairs, pens

\_\_\_\_\_ 2. Bidder numbers

\_\_\_\_\_ 3. Thank you boards, markers, ties to hang

\_\_\_\_\_ 4. Sound system

\_\_\_\_\_ 5. Jr. Livestock marquee for background in pictures

\_\_\_\_\_ 6. Feed bucket available in ring for during photos

\*\*\*\*\*Time Line\*\*\*\*\*

\_\_\_\_\_ 1. May: auctioneer

\_\_\_\_\_ 2. July: Thank you to photographer about previous year and welcome for present

\_\_\_\_\_ Ask for volunteers to be recorders, runners, announcer, clerk

\_\_\_\_\_ Computer program-make sure program is up and running

\_\_\_\_\_ 3. August: Set up wall for Thank You boards

\_\_\_\_\_ Call or send out reminders to volunteer recorders and runners with time to meet

### Day of Sale:

\_\_\_\_\_ create list of sale order and get to entry personnel by \_\_\_\_\_ for creating Sale Order

\_\_\_\_\_ check for supplies/set up table

\_\_\_\_\_ registration begins at \_\_\_\_\_

\_\_\_\_\_ recorders, runners, announcer ready for auction by \_\_\_\_\_

\_\_\_\_\_ Sale Order Handout copies available for bidders upon registration

**Addendum C**  
**Awards and Recognition Committee**  
 Post Sale and Auction Report of 24Sep08

Responsibility	Task List	Contact Information	Additional Comments	Suggested Timeline
<b>Awards/ Plaques for Jr. Livestock Show and Sale</b>	Order Awards/Plaques for Livestock Sale: <ol style="list-style-type: none"> <li>1. <b><u>Buyer Plaques:</u></b> 6x8 Cherry Plaques for buyers of animals sold at auction: beef, swine, sheep, poultry, rabbits. Final number to be determined by project leaders.</li> <li>2. <b><u>Grand &amp; Reserve Champion Market Animal Trophies:</u></b> Trophies for steer, hog, lamb, rabbit and poultry</li> <li>3. <b><u>Grand &amp; Reserve Champion Carcass Plaques:</u></b> 6x8 cherry plaques for steer, hog and lamb</li> <li>4. <b><u>Jr. Livestock Sponsor Plaques:</u></b> 7x9 cherry plaques for sponsors of Jr. Livestock Association and Sale: 1. Sawyer County Farm Bureau for donation towards awards</li> <li>5. <b><u>Auctioneer Plaques:</u></b> 7x9 cherry plaques for auctioneers: Mac McDowell and Jerry Johnson</li> </ol>	Contact the beef, swine, sheep, poultry, and rabbit project leaders to determine number of market animals to be sold.  Awards were ordered through: Apple Awards of Hayward: Stacy @ 634.6860	**Determine budget for awards/plaques. **Determine if it is best to use same trophies/plaques used in previous years, or to change trophies, etc. and simplify expense.  <u>Buyer plaques</u> are to be handed out at the auction to the buyer once the animal has been sold. <u>Grand and Reserve Market animal trophies</u> to be handed out at the sale as well. <u>Grand and Reserve Carcass plaques</u> to be handed out after ultrasound is completed and results determined. <u>Sponsor and auctioneer plaques</u> to be handed out at the auction with verbal thank you.  Invoices and award templates for 2008 are kept on file at Apple Awards. Last years expense was approximately \$900.00  It might be of interest to have a few extra buyer plaques on hand as often times animals are re-sold .	Order awards approximately 1 month prior to fair/livestock sale.  Pick up awards 2 weeks prior to fair/livestock sale and make any necessary changes.

Responsibility	Task List	Contact Information	Additional Comments	Suggested Timeline
<b>Bidder/Buyer Appreciation Reception at Fair</b>	<ol style="list-style-type: none"> <li>Reserve exhibit hall for Friday night immediately following sale.</li> <li>Determine menu for reception.</li> <li>Obtain catering bids for reception. Accept and confirm bid. **2008 catering done by Marketplace Foods, contact Jon LeBlanc.</li> <li>Prepare invitation to be included in the bidder packets and to be handed out at bidder registration desk prior to sale.</li> <li>Verbally announce reception at the conclusion of the auction</li> </ol>	Fair Board to reserve exhibit hall.	<p><u>2008 catering expense at \$440.00 Menu included:</u>  <u><b>Sawyer County Junior Livestock Catering Bid for 2008</b></u>  <u><b>75 - 100 people</b></u>  100 Mini-Kaiser Roll sandwiches with assorted meats &amp; cheeses, each with lettuce &amp; tomato  \$325.00 (Deli)  with additional Water &amp; Pop  (1 case of Our Family Water &amp; 6 cases/1 case each of Mountain Dew, Cherry Pepsi, Pepsi, Diet Pepsi, Sierra Mist , Rootbeer  \$47.00 (Pop)  with additional Fresh Baked Cookies &amp; Cake  (36 Chocolate Chip cookies &amp; a half sheet cake with writing....."Thank You for Supporting 4H Junior Livestock"  also use the 4H logo)  \$42.00 (Bakery)  2 jars of Fragata Jumbo Queen Olives (chilled)  2 jars of Milwaukee Midget Baby Dill Kosher Pickles (chilled)  4 cans of Jumbo Ripe Pitted Olives (chilled)  packets of Hellman's Mayonnaise, Miracle Whip, salt &amp; pepper  100 sm. black plates 100 forks in a basket 100 napkins in basket  \$26.00 (Grocery)  <b>Grand Total: \$440.00</b>  <b>FREE delivery to the Fairgrounds Exhibit H</b></p>	3 months prior to fair/livestock sale
<b>Donations for Awards/ Plaques</b>	<ol style="list-style-type: none"> <li>Contact previous donors to determine if interested in again donating for the awards.</li> </ol>	The Sawyer County Farm Bureau representative was Ralph Thompson of Thompson Insurance-Hayward at 634-3425.	. **Sawyer County Farm Bureau has donated \$200.00 in the past to help fund the awards/plaques.	3 months prior to fair/livestock sale
<b>Buyer Thank-You</b>	<ol style="list-style-type: none"> <li>Make contact with photographer to determine how to order photos for buyers, etc.</li> <li>Deliver thank-yous and photos to buyers.</li> </ol>		Suggest that a Jr. Livestock thank you note/letterhead is created to use for these thank-you notes. Also, suggest that the thank you notes are to be completed by each youth either immediately after the sale or the following day to insure timeliness—these are to be collected at the UW Extension Office to insure youth achievement criteria has been met.	Post-fair

# Sawyer County 4-H Market Animal Weigh In - Addendum D

## Beef

	Last Name	First Name	Animal Date of Birth	Weigh in Ear Tag #	Shipping Ear Tag #	Breed	Date	Date
							Initial Weight	Final Weight
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Initial Weight  
Verified By \_\_\_\_\_

Final Weight  
Verified By \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Sawyer County 4-H Market Animal Weigh In - Addendum D

## Swine

	Last Name	First Name	Animal Date of Birth	Weigh in Ear Tag #	Shipping Ear Tag #	Breed	Date	Date
							Initial Weight	Final Weight
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Initial Weight

Verified By \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Final Weight

Verified By \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Sawyer County 4-H Market Animal Weigh In - Addendum D

## Sheep

	Last Name	First Name	Animal Date of Birth	Weigh in Ear Tag #	Shipping Ear Tag #	Breed	Date	Date
							Initial Weight	Final Weight
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Initial Weight

Verified By \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Final Weight

Verified By \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Attention:

This form is provided for informational purposes only. Copy A appears in red, similar to the official IRS form. Do **not** file copy A with the IRS. The official printed version of this IRS form is scannable, but the online version of it, printed from this website, is not. A penalty of \$50 per information return may be imposed for filing forms that cannot be scanned.

To order official IRS forms, call 1-800-TAX-FORM (1-800-829-3676) or [Order Information Returns and Employer Returns Online](#), and we'll mail you the scannable forms and other products.

See IRS Publications 1141, 1167, 1179 and other IRS resources for information about printing these tax forms.

9595

VOID

CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents		OMB No. 1545-0115	
		\$		<b>2009</b>	
		2 Royalties			
PAYER'S federal identification number		3 Other income		4 Federal income tax withheld	
		\$		\$	
		5 Fishing boat proceeds		6 Medical and health care payments	
RECIPIENT'S name		7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest	
Street address (including apt. no.)		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		10 Crop insurance proceeds	
City, state, and ZIP code		11		12	
Account number (see instructions)		2nd TIN not. <input type="checkbox"/>		13 Excess golden parachute payments	
15a Section 409A deferrals		15b Section 409A income		14 Gross proceeds paid to an attorney	
\$		\$		\$	
		16 State tax withheld		17 State/Payer's state no.	
		\$		\$	
				18 State income	
				\$	

Miscellaneous Income

Copy A For Internal Revenue Service Center File with Form 1096.

For Privacy Act and Paperwork Reduction Act Notice, see the 2009 General Instructions for Forms 1099, 1098, 3921, 3922, 5498, and W-2G.

Form 1099-MISC

Cat. No. 14425J

Department of the Treasury - Internal Revenue Service

Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page

VOID     CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents		OMB No. 1545-0115	<b>Miscellaneous Income</b>
		\$	2 Royalties	2009	
		\$	3 Other income	Form 1099-MISC	
PAYER'S federal identification number	RECIPIENT'S identification number	\$	4 Federal income tax withheld	\$	<b>Copy 1 For State Tax Department</b>
RECIPIENT'S name  Street address (including apt. no.)  City, state, and ZIP code		\$	5 Fishing boat proceeds	\$	
		\$	7 Nonemployee compensation	\$	8 Substitute payments in lieu of dividends or interest
		\$	9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	\$	10 Crop insurance proceeds
Account number (see instructions)		\$	11	\$	12
		\$	13 Excess golden parachute payments	\$	14 Gross proceeds paid to an attorney
15a Section 409A deferrals	15b Section 409A income	\$	16 State tax withheld	\$	17 State/Payer's state no.
\$	\$	\$	18 State income	\$	\$

Form 1099-MISC

Department of the Treasury - Internal Revenue Service

CORRECTED (if checked)

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents	OMB No. 1545-0115		<b>Miscellaneous Income</b>
		\$	<b>2009</b>		
		2 Royalties			
PAYER'S federal identification number		\$	Form <b>1099-MISC</b>		<b>Copy B For Recipient</b>
		3 Other income	<b>4 Federal income tax withheld</b>		
		\$	\$		
RECIPIENT'S name	RECIPIENT'S identification number	5 Fishing boat proceeds	6 Medical and health care payments		This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
Street address (including apt. no.)		\$	\$		
City, state, and ZIP code		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest		
Account number (see instructions)		\$	\$		
		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds		
		\$	\$		
		11	12		
		\$	\$		
15a Section 409A deferrals	15b Section 409A income	13 Excess golden parachute payments	14 Gross proceeds paid to an attorney		
\$	\$	\$	\$		
		16 State tax withheld	17 State/Payer's state no.		18 State income
		\$			\$
		\$			\$

Form **1099-MISC**

(keep for your records)

Department of the Treasury - Internal Revenue Service

## Instructions for Recipients

**Account number.** May show an account or other unique number the payer assigned to distinguish your account.

**Amounts shown may be subject to self-employment (SE) tax.** If your net income from self-employment is \$400 or more, you must file a return and compute your SE tax on Schedule SE (Form 1040). See Pub. 334 for more information. If no income or social security and Medicare taxes were withheld and you are still receiving these payments, see Form 1040-ES, Estimated Tax for Individuals. Individuals must report as explained for box 7 below. Corporations, fiduciaries, or partnerships report the amounts on the proper line of your tax return.

**Boxes 1 and 2.** Report rents from real estate on Schedule E (Form 1040). If you provided significant services to the tenant, sold real estate as a business, rented personal property as a business, or you and your spouse elected to be treated as a qualified joint venture, report on Schedule C or C-EZ (Form 1040). For royalties on timber, coal, and iron ore, see Pub. 544.

**Box 3.** Generally, report this amount on the "Other income" line of Form 1040 and identify the payment. The amount shown may be payments received as the beneficiary of a deceased employee, prizes, awards, taxable damages, Indian gaming profits, payments from a former employer because you are serving in the Armed Forces or the National Guard for a period of 30 or fewer days, or other taxable income. See Pub. 525. If it is trade or business income, report this amount on Schedule C, C-EZ, or F (Form 1040).

**Box 4.** Shows backup withholding or withholding on Indian gaming profits. Generally, a payer must backup withhold at a 28% rate if you did not furnish your taxpayer identification number. See Form W-9, Request for Taxpayer Identification Number and Certification, and Pub. 505, for more information. Report this amount on your income tax return as tax withheld.

**Box 5.** An amount in this box means the fishing boat operator considers you self-employed. Report this amount on Schedule C or C-EZ (Form 1040). See Pub. 334.

**Box 6.** For individuals, report on Schedule C or C-EZ (Form 1040).

**Box 7.** Shows nonemployee compensation. If you are in the trade or business of catching fish, box 7 may show cash you received for the sale of fish. If payments in this box are SE income, report this amount on Schedule C, C-EZ, or F (Form 1040), and complete Schedule SE (Form 1040). You received this form instead of Form W-2 because the payer did not consider you an employee and did not withhold income tax or social security and Medicare tax. Contact the payer if you believe this form is incorrect or has been issued in error. If you believe you are an employee and cannot get this form corrected, report the amount from box 7 on Form 1040, line 7 (or Form 1040NR, line 8). You must also complete and attach to your return Form 8919, Uncollected Social Security and Medicare Tax on Wages.

**Box 8.** Shows substitute payments in lieu of dividends or tax-exempt interest received by your broker on your behalf as a result of a loan of your securities. Report on the "Other income" line of Form 1040.

**Box 9.** If checked, \$5,000 or more of sales of consumer products was paid to you on a buy-sell, deposit-commission, or other basis. A dollar amount does not have to be shown. Generally, report any income from your sale of these products on Schedule C or C-EZ (Form 1040).

**Box 10.** Report this amount on line 8 of Schedule F (Form 1040).

**Box 13.** Shows your total compensation of excess golden parachute payments subject to a 20% excise tax. See the Form 1040 instructions for where to report.

**Box 14.** Shows gross proceeds paid to an attorney in connection with legal services. Report only the taxable part as income on your return.

**Box 15a.** May show current year deferrals as a nonemployee under a nonqualified deferred compensation (NQDC) plan that is subject to the requirements of section 409A, plus any earnings on current and prior year deferrals.

**Box 15b.** Shows income as a nonemployee under an NQDC plan that does not meet the requirements of section 409A. This amount is also included in box 7 as nonemployee compensation. Any amount included in box 15a that is currently taxable is also included in this box. This income is also subject to a substantial additional tax to be reported on Form 1040. See "Total Tax" in the Form 1040 instructions.

**Boxes 16–18.** Shows state or local income tax withheld from the payments.

CORRECTED (if checked)

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents	OMB No. 1545-0115		<b>Miscellaneous Income</b>
		\$	<b>2009</b>		
		2 Royalties			
PAYER'S federal identification number		\$	Form <b>1099-MISC</b>		<b>Copy 2 To be filed with recipient's state income tax return, when required.</b>
		3 Other income	4 Federal income tax withheld		
		\$	\$		
RECIPIENT'S name		5 Fishing boat proceeds	6 Medical and health care payments		
		\$	\$		
Street address (including apt. no.)		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest		
		\$	\$		
City, state, and ZIP code		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>	10 Crop insurance proceeds		
		\$	\$		
Account number (see instructions)		11	12		
		13 Excess golden parachute payments	14 Gross proceeds paid to an attorney		
15a Section 409A deferrals		\$	\$		
		16 State tax withheld	17 State/Payer's state no.		
15b Section 409A income		\$	\$		
		\$	18 State income		
\$		\$	\$		

Form **1099-MISC**

Department of the Treasury - Internal Revenue Service

VOID     CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Rents		OMB No. 1545-0115		<b>Miscellaneous Income</b>			
		\$		<span style="font-size: 2em; font-weight: bold;">2009</span>					
		2 Royalties							
PAYER'S federal identification number		3 Other income		4 Federal income tax withheld		<b>Copy C For Payer</b>			
		\$		\$					
RECIPIENT'S identification number		5 Fishing boat proceeds		6 Medical and health care payments		<b>For Privacy Act and Paperwork Reduction Act Notice, see the 2009 General Instructions for Forms 1099, 1098, 3921, 3922, 5498, and W-2G.</b>			
RECIPIENT'S name		7 Nonemployee compensation		8 Substitute payments in lieu of dividends or interest					
		\$		\$					
Street address (including apt. no.)		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale <input type="checkbox"/>		10 Crop insurance proceeds					
City, state, and ZIP code		\$		\$					
Account number (see instructions)		2nd TIN not. <input type="checkbox"/>		13 Excess golden parachute payments		14 Gross proceeds paid to an attorney			
\$		\$		\$		\$			
15a Section 409A deferrals		15b Section 409A income		16 State tax withheld		17 State/Payer's state no.		18 State income	
\$		\$		\$		\$		\$	
\$		\$		\$		\$		\$	

Form **1099-MISC**

Department of the Treasury - Internal Revenue Service

## Instructions for Payers

General and specific form instructions are provided as separate products. The products you should use to complete Form 1099-MISC are the 2009 General Instructions for Forms 1099, 1098, 3921, 3922, 5498, and W-2G and the 2009 Instructions for Form 1099-MISC. A chart in the general instructions gives a quick guide to which form must be filed to report a particular payment. To order these instructions and additional forms, visit the IRS website at [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

**Caution:** *Because paper forms are scanned during processing, you cannot file with the IRS Forms 1096, 1098, 1099, 3921, 3922, or 5498 that you print from the IRS website.*

**Due dates.** Furnish Copy B of this form to the recipient by February 1, 2010. The due date is extended to February 16, 2010, if you are reporting payments in boxes 8 or 14.

File Copy A of this form with the IRS by March 1, 2010. If you file electronically, the due date is March 31, 2010. To file electronically, you must have software that generates a file according to the specifications in Pub. 1220, Specifications for Filing Forms 1098, 1099, 3921, 3922, 5498, and W-2G Electronically. IRS does not provide a fill-in form option.

**Need help?** If you have questions about reporting on Form 1099-MISC, call the information reporting customer service site toll free at 1-866-455-7438 or 304-263-8700 (not toll free). For TTY/TDD equipment, call 304-267-3367 (not toll free).