DATE: May 2023

TO: All Youth Registered in the 2023 Youth Meat Animal Program, FFA Advisors, and Extension Staff

FROM: Marquette County Youth Meat Animal Education and Auction Committee

*(Note: This is being electronically mailed to all families registered in the 2023 Marquette County Youth Meat Animal Education and Auction Program in an effort to save funds. If paper copy is preferred, please contact the Ali at alibuchholz80@gmail.com)*

Marquette County Fair – July 6-9, 2022

Youth Meat Animal Auction -- Friday, July7th at 6:30 p.m.

Auction at the Show Barn & Dinner at the Highway Building, Marquette Co. Fairgrounds, Westfield

**4:30 p.m. Pre-Auction Buyers, Exhibitors, & Parent/Guardian Appreciation Meal in Highway Shop (north side of fairgrounds) We ask that you not bring extended family members- this is for youth and buyers!**

**\*New for 2023\* - MANDATORY Exhibitor/Parent/Family Rep Meeting** Wednesday, July 5th @ 7:15pm at the Showbarn to go over rules and responsibilities!

\*If you don't read the rules & sign up for your responsibilities you will forfeit portions of your check per the rules\*

***Please Note: Marquette County Fair Clean-up Days at the Fairgrounds in Westfield are as follows:***

***June 22rd 4:30 - 7:00 p.m. and June 24 10:00 - 4:00 pm - families should make one to help.***

This Pre-Fair mailing includes the following:

* Summary of Key Rules for the Youth Meat Animal Program
* Program Check Sheet
* Information for Writing Buyer Invitations
* Auction Options for Bidders
* Sample Invitation
* Market Animal Summary Sheet
* Drug History Form
* Program Agreement Form
* Seller Bio Sheet

Please read this letter, review its attachments, and be sure to understand all of the details. Re-read the program rules which are available at the link below:

[2023 Youth Meat Animal and Education Committee Rules](https://docs.google.com/document/d/1ppxYvd03Hz_9F2uXFZEIhXkVaIpSWMOcORkewf5necg/edit)

**SUMMARY OF KEY RULES FOR THE YOUTH MEAT ANIMAL PROGRAM:**

**(#1) Attendance of two educational sessions, one being YQCA either in-person or online (required) –**

Sessions approved/conducted already:

-- Online or In-Person YQCA – Copy of completion certificate with number.**\*\*All exhibitors are required to have completed YQCA certification and be able show proof with a certificate prior to the time of youth meat animal auction.**

-- FFA Career Development events (CDE’s) for 2022-2023 school year;

-- 2023 State 4-H Livestock or Meats Judging Contests

Please note there will be **“at the fair”** educational sessions in 2022 that count for 2023 fair. They are currently as follows:

(1) Sheep Shearing Demonstration and learning activity on Sunday morning

**(#2) Project animal weigh-in/identification dates and fair entry–**

-- Beef were weighed and identified in December, 2022.

--Sheep and meat goats were weighed and identified in April, 2023. Swine were identified in April, 2023 and the 2023 Swine Show is TERMINAL!

-- Marquette County Fair exhibit entry of your animal is required. Fair Entry deadline is set by the fairboard and this year is June 4th

-- All missing ear tags need replacing. Contact a member of the Auction Committee, the Extension Office, a 4-H leader or an FFA instructor to arrange for a replacement.

-- **Poultry project members must** contact Tammy Hamilton (608-369-0115) to determine if birds need blood testing for pullorum/other and to arrange for appropriate tags and/or identification papers.

-- **Rabbit project members** be sure to properly identify all of your rabbit fair entries properly prior to arrival at the fair.

**(#3) Showmanship Requirement:** To be eligible to sell an animal(s) at the auction, the exhibitor must exhibit a species appropriate animal in the showmanship class of the species he/she will be selling in (i.e., show a beef animal in beef showmanship and you are eligible to sell a beef animal).

**(#4) Financial Records (Market Animal Summary Sheet), Market Animal Drug History Form, & Program Agreement Form (required) –**

**Complete one for each animal to be sold:** Market Animal Summary Sheet and Drug History Form (poultry and rabbits exempt from drug history form)

**Complete one per participant**: Program Agreement Form

**(#5) IMPORTANT SWINE INFORMATION:**

**\*\*2022 Swine Show is TERMINAL! All swine animals must go to harvest at the end of the fair via a licensed hauler. You can not take your swine home. Trucking will be finalized after the auction.**

**(#6) Buyer recruitment (required) –**

**--Participants must contact their potential buyers by sending a minimum of 5 letters to 5 separate potential buyers** **at least two weeks prior to the auction**. Two of those letters should be mailed to new potential buyers. Family groups (immediate family only) should send one letter to each potential buyer from all youth in their family; however, each family group need only send a minimum of 10 letters to 10 separate potential buyers.

**--Copy of the letter and the list of names of the potential buyers it was sent to must be presented to the Auction Committee prior to or at final weigh-in and not later than the end of the fair.**

--**See sample letter attached**; however, please don’t limit yourself and make an effort to include a photo of you with your project animal(s). Some very creative things have been done with digital cameras, photographs, computer technology, Shutterfly invites and more. Buyer recruitment can be a lot of fun for you and the potential buyers, but, above all else, be sure to include the “right” information in your invitations.

**(#7) Release time of Meat Animals – 3:00 p.m. on Sunday**

However, the **transfer of ownership does not take place until your animal(s) is loaded onto the truck.** This means the exhibitor is responsible for the well-being of the animal throughout the entire fair and must be present by 2:30 p.m. to assist in the loading of your project animal(s). If you are absent a penalty may be enforced.

Also, your decorations and displays must be up until the fair release time of 4:00 as noted in the fairbook!

**(#8) “Thank You” note writing after the sale – REQUIRED AND A BEST PRACTICE FOR SUCCESS!**

Youth who sell an animal(s) **must** **deliver two things:**

**1—a Thank You, addressed to their buyer, in a postage-paid envelope to the youth meat animal program committee’s box following the auction; and**

**2—a picture/plaque MUST be delivered to the buyer by the seller.**

(Important: This step must be completed before the seller’s check will be released by the sale clerk. Also, checks are not released until all buyers’ payments have been received by the sale clerk; therefore, checks are usually not mailed for at least two weeks after the fair.)

**(#9) Family involvement in the Youth Meat Animal Auction is required every year and this year there will be a MANDATORY Exhibitor/Parent/Family Rep Meeting** Wednesday, July 5th @ 7:15pm at the Showbarn to go over rules and responsibilities!

Also, exhibitors and parents are required (per the program rules) to help with set-up before and clean-up after the auction, but also with many other facets of the auction (i.e., buyers meal, advertising, sale book, collection of paperwork, buyer photo assembly, auction runners, and more). The penalty for not participating and signing in will be 10% of the check of your highest selling animal. The list of responsibilities will be available at the mandatory exhibitor meeting for all to take a look at and register for. At the fair, be sure to sign in when you report for duty. THANKS! Remember, exhibitor involvement is required if a youth wishes to receive their auction check.

**(#10) Final Eligibility For Sale –** This shall be determined **after last show in a meeting of the following youth meat animal program committee members: co- chairperson, co-chairperson, check writer, note takers, plus plus two ex-officio members—one fair board member and the 4H Youth Development Agent (or designee). See rule III., C. for further details.**

**(#11) Sellers Bio for Youth Meat Animal Auction—Complete Sellers Bio Form –** Complete form and turn into your species superintendent or the committee mailbox on the north side of the show barn. Thanks!!

**(#12) A “Seller File” will be created with all required documents; if incomplete files exist, sellers will not be issued auction check(s).**

**\*\*Scholarship Applications Available- Deadline is June 15**: Don’t forget that applications are currently being accepted for this year’s Youth Meat Animal Education and Auction Committee’s Annual Scholarship. Deadline for is June 15th by emailing your application materials to [mcanimalauction@gmail.com](mailto:mcanimalauction@gmail.com). Only online submission will be accepted and late applications will not be accepted! The application process is explained online at: <https://marquette.extension.wisc.edu/files/2021/12/2022-Youth-Meat-Animal-Auction-Scholarship.pdf>

Best of Luck as you finish preparations for the Marquette County Fair!

**Attachments**: Check Sheet; Important Information For Invitation Letters to Buyers; Auction Options for Bidders/Buyers Info. Sheet; Sample Bidder Invitation Letter; Blank Market Animal Summary Sheet; Drug History Form; Program Agreement Form; Seller Bio Sheet