Successfully Completing Livestock Enrollment Forms

March 4, 2010

By: Katherine Kuykendall & Kyle Culp
Why do we use the forms?

- **Integrity**
  - To build integrity into the 4-H program
- **Compliance**
  - To insure compliance with 4-H rules
- **Documentation**
  - To create a documented paper trail
- **Record Keeping**
  - To help 4-H members learn about record keeping
What information is required on all of the livestock enrollment forms?

- 4-H member’s name and demographics (every item on the top of the form)
- **Signatures**
  - 4-H member’s signature
  - Parent’s signature
  - Extension Educator’s signature (unless a group list is sent along with this signature)
Dairy Cattle Requirements

- American Registration Number (or Dam’s registration number)
- Animal’s name
- Tattoo number
- Breed
- Animal’s date of birth
Dairy Cattle Instructions

• Dairy cows/heifers may not be co-enrolled (excluding siblings)
• Dairy cows/heifers may be leased (if they will be less than 2 years of age at the Indiana State Fair and the 4-H member doesn’t already own dairy cows or heifers)
• May enroll a maximum of 3 animals per age group per breed
• Enrollment forms are due May 15th
2010 INDIANA 4-H DAIRY CATTLE ENROLLMENT FORM

Member’s Name: John Purdue
County of 4-H Enrollment: Tippecanoe
Complete Mailing Address: 123 Purdue Street, West Lafayette, IN 47906
Telephone: 765-555-5555
Grade in School: 11
4-H Member’s Date of Birth: 11/26/1993
Town: 9
State: 9
Zip Code: 47906

Do you plan to exhibit your dairy cattle at the Indiana State Fair? Yes [ ] No [ ]
Premises ID #: 00PQX9S

Complete the ENROLLMENT area below, per instructions on the back of this form. It is important to be accurate and to complete all information at the time of enrollment. 4-H members may choose to attach a copy of their dairy heifer/cow’s registration paper to the 4-H enrollment form as an insurance policy against making a mistake when filling out the front of the enrollment form. If a 4-H member chooses to attach a copy of their animal’s registration paper, they would still need to list the animal’s name, registration number, tattoo, birth date, and breed on the front of the enrollment form.

| Animal’s Registration Number (Only American Registration Number or Dam’s Registration Number Accepted) | Animal’s Name | Animal’s Tattoo or 15 Digit RFID Tag | Animal’s Breed | Animal’s Date of Birth | Leased Animal
|---------------------------------------------------------------|----------------|----------------------------------|----------------|------------------------|-----------------
| XX123698                                                      | EX Dairy Heifer | 125569                           | Holstein       | 3/15/09                | yes |

4-H member and parent signatures certify that these animals are under the 4-H member’s regular care as a 4-H project. They have read the instructions on the back of this form and the information listed above is complete and accurate.

1/15/10 x John Purdue
Date: (Signature of 4-H member verifies the above statements.) I agree to follow the rules, policies and expectations of the 4-H program and will conduct myself in a courteous and respectful manner by exhibiting good sportsmanship and good behavior. I understand that failing to do so will result in sanctions, discipline, and/or dismissal from the program.

1/15/10 x Bob Purdue
Date: (Signature of 4-H parent verifies the above statements.) I (we) understand, agree to abide by, follow, and comply with the rules, policies and expectations of the 4-H program and will conduct myself (ourselves) in a courteous and respectful manner by exhibiting good sportsmanship and being a positive role model for youth. I (we) also understand that failing to do so will constitute grounds for sanctions and/or dismissal of the member from the program.

Must be signed after county auction, prior to state fair arrival
Date: Signature of 4-H Extension Educator verifies valid county 4-H Dairy membership. (Optional with list of members.)
Return of Forms

- No forms will be returned to the county once received at State.
- Family will receive letter (email if possible), of any animals that are ineligible.
- Educators will also receive notification of ineligible animals.