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)
Beef Cattle Requirements

- Market Steers
- Dairy Feeders
- Beef Heifers
  - Commercial
  - Registered
Market Beef & Commercial Heifer Requirements

- Retinal Scan or RFID tag
- Five digit ear tag number
- Breed
- Sex of the animal
- Tattoo (optional)
- Weight (optional)
Registered Heifer Requirements

- Registration number (or Dam’s registration number)
- Tattoo number
- Breed
- Sex of the animal
- Animal’s date of birth
Beef Heifer Enrollment Clarification

1. Purebred heifers must have registration papers from their breed association and be identified by a registration number (or dam's registration number) at the time of enrollment. In order for the heifer to be eligible to be shown in a breed class at the Indiana State Fair, registration numbers, birthdates, and tattoo numbers listed on the 4-H livestock enrollment form must all match the heifer's registration paper during check-in at the Indiana State Fair. Additionally, tattoos must be legible and match both the registration paper and 4-H enrollment form. Registered heifers that do not meet these standards can only show as a commercial heifer if they have been retinal scanned or RFID tagged prior to May 15 and identity is confirmed via retinal scan or RFID on site at the Indiana State Fair. It is strongly recommended that 4-H members contact the Board of Animal Health to receive free RFID tags for their purebred heifers.
Beef Heifer Enrollment Clarification

6. Commercial heifers must be retinal scanned (or have a 15 digit RFID tag), and be individually identified with a five digit ear tag by May 15th. Registered heifers that do not meet their breed's purity requirements as listed in the chart can only show as a commercial heifer if they have a tattoo that matches their registration paper; or they have been retinal scanned or have an RFID tag prior to May 15th and identity is confirmed on-site at the Indiana State Fair.
Beef Cattle Instructions

• No Beef animals may be enrolled by more than one 4-H member other than siblings
• A 4-H member may enroll: 6 market beef, 6 dairy steers, and 10 breeding heifers
• Beef animals may not be leased
• Market beef forms due April 1\textsuperscript{st}
• Breeding beef forms due May 15\textsuperscript{th}
• Heifers must be born before April 1\textsuperscript{st}
**2010 INDIANA 4-H BEEF CATTLE AND DAIRY STEER ENROLLMENT FORM**

(You are making 4 copies, so press down hard, PRINT OR TYPE.)

Check all that apply: Market Steer  □  Beef Heifer  □  Dairy Feeder Steer  □

<table>
<thead>
<tr>
<th>Member’s Name</th>
<th>123 Purdue Street, West Lafayette, IN 47906</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Purdue</td>
<td>Tippecanoe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Complete Mailing Address</th>
<th>Grade in School</th>
<th>4-H Member’s Date of Birth</th>
<th>Day</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Purdue Street, West Lafayette, IN 47906</td>
<td>11</td>
<td>11 26 1993</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>765 555-5555</td>
<td>0</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

Do you plan to exhibit your steer or heifer 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 should attach a copy of their heifer’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 attaches a copy of their heifer’s registration paper, they would still need to list the heifer’s registration number, tattoo, birth date, and breed on the front of the enrollment form.

<table>
<thead>
<tr>
<th>Official Five Digit Ear Tag # or 15 Digit RFID Tag</th>
<th>Registration # - Registered Heifers Only (Only Registration Number or Dam’s Registration Number Accepted)</th>
<th>Animal’s Tattoo (herd prefix, number and suffix)</th>
<th>Breed</th>
<th>Sex</th>
<th>Animal’s Date of Birth (M/D/Y)</th>
<th>Date Weighed</th>
<th>County Born and Raised</th>
<th>Weight</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>23456</td>
<td>XX123698</td>
<td>XX123698</td>
<td>Shorthorn</td>
<td>S</td>
<td>3/15/09</td>
<td>1/15/10</td>
<td>Yes</td>
<td>950</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

*Tattoo, Tag Number or listed “Applied For” will not be accepted for the registration number. All commercial heifers (excluding those heifers with a tattoo that is verified by a registration paper) must be retinal scanned and ear tagged (with a five digit number) for State Fair.

4-H member and parent signatures certify that these animals are in the 4-H member’s possession and under their care as a 4-H project. They have read the instructions on the back of this form. The information 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.) 1 (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. 1 (we) also understand that failing to do so will constitute grounds for sanctions and/or dismissal of the member from the program.

1/15/10  x  John Smith

Date

Signature of 4-H Extension Educator verifies valid county 4-H Beef/Dairy Steer membership. (Optional with list of members)

**After county auction**

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature of Extension Educator verifies that mentioned beef/dairy animals have been marked out on the yellow copy of this form.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Must be signed after county auction, prior to state fair arrival</td>
</tr>
</tbody>
</table>

Date
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  
**Month**: 26  
**Day**: 1993  
**Year**: 9

**Yr. in Project**: 9  
**Yr. in 4-H**: 9

**Premises ID #**: 00PQX9S

**Do you plan to exhibit your dairy cattle at the Indiana State Fair?** Yes [ ] No [ ]

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.

<table>
<thead>
<tr>
<th>Animal’s Registration Number</th>
<th>Animal’s Name</th>
<th>Animal’s Tattoo or 15 Digit RFID Tag</th>
<th>Animal’s Breed</th>
<th>Animal’s Date of Birth (M/D/Y)</th>
<th>Leased Animal Yes or No</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX123698</td>
<td>EX Dairy Heifer</td>
<td>125569</td>
<td>Holstein</td>
<td>3/15/09</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.

**Date**: 1/15/10

**Signature**: John Purdue  
**Date**: 1/15/10

**Signature**: Bob Purdue  

**Date**: Must be signed after county auction, prior to state fair arrival

**Signature**: Must be signed after county auction, prior to state fair arrival

**Signature**: 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.)
Sheep Requirements

- Market Lambs
- Commercial Breeding Ewes
- Registered Breeding Ewes
Market Lamb & Commercial Breeding Ewe Requirements

- Retinal Scan or RFID Tag
- Five digit ear tag number
- Breed
- Sex of the animal
- Weight (optional)
Registered Breeding Ewe Requirements

• Retinal Scan or RFID Tag
• Identification number (flock tag, tattoo, or five digit county tag)
• Breed
• Sex of the animal
• Animal’s date of birth
Sheep Instructions

• May not be enrolled by more than one 4-H member, except for siblings
• May enroll 10 market lambs, 10 ewe lambs, and 10 yearling ewes
• Enrollment forms are due by May 15th
## 2010 Indiana 4-H Sheep Enrollment Form

**Member's Name:** John Purdue  
**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  
- **R.R. Box, Road Number, Apt., etc.:**  
- **Town:**  
- **State:**  
- **Zip Code:**

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

Complete this block for enrollment per instructions on the back of this form. Note: a ewe's date of birth must be the same as the one on her registration paper. Use this form for both 4-H market lambs and breeding ewes. Use additional forms if you want to enroll more than 10 head of sheep.

### Identification Numbers

**FOR REGISTERED EWES**  
List flock scrapie tag numbers, tattoos or possible county tag numbers.  

**FOR MARKET LAMBS & COMMERCIAL BREEDING EWES**  
List official county tag numbers (five digits) or 15 digit RFID tag.

<table>
<thead>
<tr>
<th>Identification Numbers</th>
<th>Animal's Breed</th>
<th>Sex (M or F)</th>
<th>Animal's Date of Birth (M/D/Y)</th>
<th>Date Weighed</th>
<th>County Born and Raised (yes or no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 23456</td>
<td>Hampshire</td>
<td>M</td>
<td>2/20/10</td>
<td>5/30/10</td>
<td>yes</td>
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<td>2.</td>
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<tr>
<td>10.</td>
<td></td>
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</tbody>
</table>

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

**John Purdue**  
**Date:** 1/15/10

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.

**Bob Purdue**  
**Date:** 1/15/10

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.

**John Smith**  
**Date:** 1/15/10

Signature of 4-H Extension Educator verifies valid county 4-H Sheep membership. (Optional with list of members.)

**Must be signed after county auction, prior to state fair arrival**

Signature of Extension Educator verifies that auctioned sheep have been marked out on the yellow copy of this form.
Barrow and Gilt Requirements

• Ear notches (both ears)
• Ear notch number (added correctly; written on Notch No. line)
• Breed
Swine Instructions

• May not be enrolled by more than one 4-H member, except for siblings
• May enroll a maximum of 15 barrows and 15 gilts
• No two hogs of the same breed, from the same 4-H family, may have the same ear notches (except registered gilts)
Swine Instructions (cont’d)

• All swine must be identified by ear notches and the notches recorded on the pictures and lines on the enrollment form by May 15th.
• No changes in ear notches will be allowed once the swine enrollment forms are received at the State 4-H Department.
• Swine enrollment forms due May 15th.
### 2010 INDIANA 4-H SWINE ENROLLMENT FORM

**Member's Name:** John Purdue  
**Complete Mailing Address:** 123 Purdue Street, West Lafayette, IN 47906  
**County of 4-H Enrolment:** Tippecanoe  
**Telephone:** 765-555-5555  
**Grade in School:** 11  
**4-H Member's Date of Birth:** 11/26/1993  
**Yr. in Project:** 9  
**Yr. in 4-H:** 9  
**Premises ID #:** 00PQX9S

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**Do you plan to exhibit your pigs at the Indiana State Fair? Yes [ ] No [ ]**

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**Standard Notch System**

- **Breed:** Yorkshire
- **Notch No.:** 9-3

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**Barrows**

**Breed:** Yorkshire  
**Notch No.:** 9-3

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**Gilt born Jan., Feb. or Mar.**

**Breed:** Hamp  
**Notch No.:** 4-3

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**Please mark your pig’s ear notches on the ears of the pig(s) below. These notches must be exactly the same as they are on your pig’s ears.**

- **Breed:** Yorkshire  
  - **Notch No.:** 9-3
  - **Notch No.:** 10-3
  - **Notch No.:** 11-3
  - **Notch No.:** 12-3

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**Expiration Date:** 1/15/10

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**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. I affirm that the animal(s) listed above were born, fed and raised in the United States of America.

**Signature:** John Purdue  
**Date:** 1/15/10

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**Signature of 4-H member 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.

**Signature:** Bob Purdue  
**Date:** 1/15/10

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**Signature of Youth Educator verifies valid county 4-H Swine membership. (Optional with list of members.)**

**Signature:** John Smith  
**Date:** 1/15/10

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**Must be signed after county auction, prior to state fair arrival**

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**Date:** 1/15/10  
**Signature of Extension Educator verifies that livestock have been marked out on the yellow copy of this form and this 4-H member is Youth PQA PLUS Certified.**

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**Date:** (After county auction)
Horse and Pony Requirements

- Color photo (showing all four feet and the face of the horse)
- Horse’s name
- Gender
- Breed or Grade
- Color
- Year of birth
- Height (optional on May 15th)
Horse Photos

Unacceptable Photo

Acceptable Photo
Horse and Pony Instructions (cont’d)

- May be leased (subject to written approval of the county Horse and Pony committee, 4-H council, and Extension Educator)
- May not be enrolled by more than one 4-H member, unless co-enrolled by siblings
- A mare and foal must be enrolled on the same form
- Foals, yearlings, and 2-year olds must show at the height of their dam (unless they exceed her height)
- For unborn foals, enroll the mare, and designate “unborn foal”
2010 INDIANA 4-H HORSE & PONY ENROLLMENT FORM

Member’s Name: John Purdue
Te/phone (765): 555-5555 Email: johnpurdue@purdue.edu
Complete Mailing Address: 123 Purdue Street, West Lafayette, IN 47906

COUNTY OF 4-H ENROLLMENT Tippecanoe Grade in School 11 4-H Member’s Date of Birth 11 26 1993 Yr in Project 9 Yr in 4-H 9

Horses Enrolled √
Staple or glue to back of this form a color photo of each horse you wish to have eligible for the State Fair. The color photo must show all four feet and the face of the horse, and it must be labeled with the horse’s name and the name of the 4-H’er. If a photograph is not attached, the horse is not eligible for the State Fair.

<table>
<thead>
<tr>
<th>Horse's Name</th>
<th>Gender* (circle one)</th>
<th>Color (of animal)</th>
<th>Year of Birth</th>
<th>Height**</th>
<th>ISF Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purdue's Pete</td>
<td>M G MF</td>
<td>Bay</td>
<td>2004</td>
<td>( ) over 56” ( ) 56” or under ( ) shod</td>
<td>( ) No</td>
</tr>
</tbody>
</table>

* Gender- Indicate with the following: M=mare, G=gelding, F=foal, MF=mare and foal

** Measurer’s signature is NOT required for enrollment.

All signatures are required to complete enrollment.

I verify the completeness/accuracy of information on this form and consent to drug and/or steroid testing of the animal(s) listed on this form. I also agree to respect and abide by the rules and requirements for exhibition as outlined in my county handbook and the 4-H Horse and Pony Handbook (4-H - 661). I consent to drug and/or steroid testing of the animal(s) listed above. 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 John Purdue
Date Signature of 4-H member.

1/15/10 X John Smith
Date Signature of Extension Educator. Verifies valid 4-H membership.
Goat Requirements

- Meat Goat Wether
- Dairy
- Boer
- Pygmy
Meat Goat Wether Requirements

• 1 of 2 options for ISF enrollment
  1. Either a Retinal Scan with five digit ear tag number or tattoo
  2. RFID Tag
• Breed
• Sex of the animal
• Animal’s date of birth
• Date weighed
• Weight
Dairy and Boer Requirements

This information refers to all dairy and boer goats except wethers showing the meat goat wether division. NO NEW REQUIREMENTS!

- Registration Number (dam’s number is acceptable for unborn kids)
- Tattoo matching registration paper information
- Breed
- Sex of the animal
Pygmy Requirements

NO NEW REQUIREMENTS!

- Registration Number (dam’s number is acceptable for unborn kids) if applicable. Pygmy goats do not need to be registered.

- Tattoo or microchip
  - Must provide microchip number on form
  - Must provide microchip reader at ISF
**2010 INDIANA 4-H GOAT ENROLLMENT FORM**

*You are making 4 copies, so press down hard. PRINT OR TYPE.*

**Check all that apply:** Dairy____ Boer____ Meat Wether____ Pygmy____

**Member’s Name:** John Purdue

**Complete Mailing Address:** 123 Purdue Street, West Lafayette, IN 47906

**Grade in School:** 11

**4-H Member’s Date of Birth:** 11 26 1993

**Month** **Day** **Year**

**Yr. in Project:** 9

**Yr. in 4-H:** 9

**Tippecanoe**

**Town**

**State**

**Zip Code**

I am planning to exhibit 4-H goats 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 goat’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 registration number, tattoo, birth date, and breed on the front of the enrollment form.

<table>
<thead>
<tr>
<th>Animal’s Registration Number</th>
<th>Identification Number</th>
<th>Animal’s Tattoo</th>
<th>Animal’s Breed</th>
<th>Sex of the Animal (M or F)</th>
<th>Animal’s Date of Birth (MDY)</th>
<th>Date Weighed</th>
<th>Weight of the Animal</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX123698</td>
<td>23456</td>
<td>23456 23456</td>
<td>Boer Goat M</td>
<td>M</td>
<td>3/15/10</td>
<td>5/15/10</td>
<td>64</td>
</tr>
</tbody>
</table>

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

1/15/10 x Bob Purdue

Date

1/15/10 x John Smith

Date

Signature of 4-H Extension Educator verifies valid county 4-H Goat membership. (Optional with list of members)

(Circle one)

Signature of Extension Educator verifies that auctioned animals have been marked out on the yellow copy of this form.

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**WARNING:** If all of the information is not completed on this form by the county enrollment deadline, the 4-H member has made himself/herself ineligible for the Indiana State Fair.

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*Signature of 4-H Extension Educator verifies valid county 4-H Goat membership. (Optional with list of members)*

(After county auction)

**Must be signed after county auction, prior to state fair arrival**

Date
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