

Kansas Youth Livestock State Nomination Process Rookie Guide





Updated February 2018



Dear Kansas Youth Livestock Family,

Welcome to the K-State Youth Livestock Program! We hope you are excited to be embarking on an inspiring adventure as a 4-H or FFA family. The K-State Youth Livestock Program provides and facilitates educational programs for youth across the state. One of the most notable roles for the Youth Livestock Program is to promote, accept, process, and manage youth livestock nominations for the state of Kansas. We do this as a component of our partnership with the Kansas State Fair and Kansas Junior Livestock Show (KJLS). The information included in this "Rookie Packet" is targeted to new families/households who will be nominating livestock projects for the first time this year, however, it may be useful to any family who has questions regarding the nomination process. I hope you find this information to be a helpful guide that reduces some of the stress and anxiety associated with completing the state nomination process.

In order to show at the Kansas State Fair (Grand Drive) or KJLS, market animals and commercial females must first be nominated to be eligible to show. Nomination is the process of identifying youth livestock projects and documenting that they have been owned, possessed, and cared for by youth for an appropriate amount of time to gain the optimal experience. The nomination process includes tagging livestock projects with a Kansas 4-H EID ear tag, completing paperwork, pulling DNA samples on animals, and submitting this information, along with the nomination fee, to the K-State Youth Livestock Program. Only those animals that have been appropriately nominated will be eligible to show at the Kansas State Fair (Grand Drive) or KJLS. Information about the nomination process and a variety of resources may be found on the K-State Youth Livestock Program website: http://www.asi.k-state.edu/students-and-programs/youth-programs/. One of your best resources will also be the local Extension Office. This is who you will need to contact in order to get your animals tagged and obtain official DNA envelopes. Please contact the local Extension Office early, so they can have enough nomination materials for you. Additionally, several counties across the state have a specified date or local procedure for completing state livestock nominations. Your local Extension Agent (or FFA Advisor) will also need to sign your nomination paperwork before it can be submitted to the K-State Youth Livestock Program.

Nomination Deadlines:

May 1 – Market Beef June 15 – Market Hogs, Commercial Gilts, Market Sheep, Commercial Ewes, Commercial Heifers, and ALL meat goats

The aforementioned dates are strict postmark deadlines. Using the postmark displayed on an envelope is the best method to determine nominations were submitted by the deadline. Late nominations will not be accepted. Any nominations that are dated after May 1, 2018 (market beef) or June 15, 2018 (all other species) will be returned and those animals will not be eligible to exhibit at the Kansas State Fair or KJLS. Please also note that complete nominations do <u>NOT</u> constitute an entry. After you complete the nomination process, you must then follow the specific entry process for the show in which you would like to exhibit. Nomination only makes your animals eligible for the state fair or KJLS. Each show has its own, separate entry process that must be followed. This information may be found on their respective websites.

I hope the nomination process goes smoothly for your family and your youth livestock project is a rewarding endeavor! If you have any questions, please contact your local Extension Agent or myself (<u>adhayes@ksu.edu</u>; (785)532-1264).

Sincerely,

Lefie Hayas

Lexie Hayes Extension Assistant, Youth Livestock Coordinator Kansas State University Department of Animal Sciences and Industry



Kansas State University, County Extension Councils, Extension Districts, and U.S. Department of Agriculture Cooperating.

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Knowledge

2018 Kansas State Youth Livestock

In order to show at the Kansas State Fair (KSF) or Kansas Junior Livestock Show (KJLS), you must first nominate your animal.

What is a nomination? A nomination is documentation that you have owned, possessed and cared for your animal since a certain date in order to show at a state show.

How are the nomination dates set? The nomination dates are set by minimal guidelines set forth by Kansas 4-H on how long you should own, possess and care for your animal to have gained the optimal experience. In addition, the KSF and KJLS Board of Directors agree on these dates.

What are the nomination dates?

May 1 Market Steers and Market Heifers June 15 Commercial Heifers, Market Lambs, Commercial Ewes, Market Hogs, Commercial Gilts, and ALL Meat Goats (Market Goats, Commercial Does, and Registered Does)

How do I know what to turn in? The Youth Livestock Program has compiled a list of requirements (checklist) for each species.

How much does it cost? The nomination fee is \$8.00 per animal, for all species.

What is the Declaration form? The declaration form is required by all families/households who nominate animals and wish to show at Kansas State Shows (Kansas State Fair Grand Drive or KJLS). This form states the family/household name, along with who is able to show within that family/household. In addition, it lists the physical location of where the animals are kept, and also has a statement about possession, ownership and care of the animals. It must be signed by all individual exhibitors, a parent/guardian, and extension agent/advisor. Each family/household must complete a declaration form annually, which includes all eligible exhibitors for that year.

Is a Nomination the same as an entry for the show? <u>NO</u>! You must first nominate your animal in order to declare that you own, possess and care for them. Then, you must actually enter that animal for the show following the specific entry processes set forth by the Kansas State Fair (KSF) and Kansas Junior Livestock Show (KJLS). You must do both of these things in order to show. *Nominations are sent to the KSU Youth Livestock Program office, but the entries for KSF and KJLS are sent directly to and managed by the respective Livestock Show offices.*

How will I know if my Nomination is complete? Once your nomination is put into the nomination database, you will receive a letter in the mail from the KSU Youth Livestock Program. This letter will list all of the animals that we have in the system from you. A family/household will receive a separate letter for each species nominated. If you are missing information, it will tell you what you are missing and how to fix that issue. In addition, we post the nomination information on our website www.YouthLivestock.KSU.edu under Nominated Livestock so you can see if your nomination is complete. We update this often during the nomination season and highly recommend that you use this tool.

What if I don't get everything in the first time? If your confirmation letter states that something is missing or wrong, there is a onetime fee of \$20.00. This includes declaration or nomination form, DNA Envelope, and signatures (exhibitor, parent and agent/advisor). The \$20.00 incomplete fee must be submitted with the missing or corrected information for the nomination to be complete.

Where do I get ear tags and DNA envelopes? Animals must be tagged and DNA Hair Sample envelopes obtained through your local Extension Office. Make sure you communicate with your local Extension Office far enough in advance for them to have enough tags and official envelopes available for the number of animals you plan to nominate. DNA must be submitted in an official DNA envelope. One type of envelope is available for all species. Please refer to the Step-by-Step page in the "Rookie Guide" for detailed information on obtaining DNA samples from your animals.





Kansas State Youth Livestock Nomination Process

<u>Step 1 - Tagging</u>

Animals eligible for the Kansas State Fair (KSF) or Kansas Junior Livestock Show (KJLS) will need an appropriate Kansas 4-H EID ear tag placed in the ear of the animal by the agent (or qualified individual designated by agent).

Step 2 - Paperwork & Signatures

Exhibitors and a parents/guardian will complete and sign the updated 2018 declaration and nomination paperwork. Families/Households need to submit one declaration form per year. Additionally, each specie has a unique nomination form that must be used to nominate animals. All exhibitors within a family/household need to sign the paperwork and all DNA envelopes. Exhibitors are also highly encouraged to use the checklist that outlines the requirements for each specie as a guide to complete the nomination process. These forms may be obtained from the local Extension office or the KSU Youth Livestock Program website (<u>www.youthlivestock.ksu.edu</u>), under "Nomination Information". You may also click here for the direct link.

Step 3 - DNA

Exhibitors will pull a DNA sample from the animal and place it in an official DNA envelope. The DNA envelopes are not specie specific, but an official envelope must be used. Exhibitors will need to designate the specie and ear tag number on each envelope, as well as include the signatures of all eligible exhibitors within the family/household and a parent/guardian. While not required, it is suggested that families list the breed and scrapie tag # or ear notch in the lower right corner of their DNA envelopes. Official DNA envelopes may be obtained from the local Extension office. DO NOT CUT THE HAIR - hair follicles MUST be intact for submission to be valid. Detailed instructions and videos for pulling DNA on each specie may be found on the KSU Youth Livestock Program Website, under "DNA", or by clicking <u>here</u>.

Step 4 - Visit Extension Office

In addition to the exhibitor(s) and a parent/guardian signing the nomination paperwork, youth will have their agent (or Ag Instructor) sign the declaration and nomination forms. Extension Agents will also provide the barcode sticker(s) for the nomination form that corresponds to the tag number(s) for each animal being nominated.

Step 5 - Mail Nominations

Exhibitors will mail their completed *declaration form*, *nomination form(s)*, *DNA envelope(s)*, and *check/payment* to K-State to be processed by the postmark deadline. Certified mail is highly encouraged and suggested. Postmark deadlines are strictly enforced. <u>May 1</u>—Market Beef; <u>June 15</u>—Market Sheep, Commercial Ewes, Market Hogs, Commercial Gilts, Commercial Heifers, and ALL Meat Goats. K-State, KJLS, and the Kansas State Fair are not responsible for lost, late, or misdirected mail.

Step 6 - Verify Nominations Submitted

K-State will process nominations received and post weekly updates regarding complete/incomplete nominations on the KSU Youth Livestock Program website, under "Nominated Livestock > Check Nominated Livestock". It may also be accessed by clicking <u>here</u>. During this process, letters will also be sent to individual families/households listing the species and tag numbers received, as well as stating whether or not their nominations are complete. This is the exhibitor/ family's opportunity to verify the accuracy of the nomination information received by K-State.

*Show Entry...You're not done yet! Final Step - OFFICIALLY ENTER SHOW *

NOMINATION IS <u>NOT</u> AN ENTRY. Exhibitors **MUST** submit an official **ENTRY** for the appropriate youth livestock show in which they would like to participate. The Kansas State Fair and Kansas Junior Livestock Show are responsible for managing their own entry processes. Exhibitors must follow the proper entry process for each show and have a valid entry on file at each respective entity to be eligible to show. Kansas State Fair Grand Drive (youth livestock show) entries are due by July 15th. The KJLS entry deadline is August 15th. Entry information may be obtained from the local Extension office, or the website for each show (provided on the last page of the Rookie Guide).



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2018 Kansas Livestock Nomination Checklists:

I have a <u>market steer or market heifer</u> to nominate, what do I need to turn in?

- □ Completed Household Declaration Form, including all sections and signatures.
 - Make sure if you answered "No" for the housing question, you fully complete Section 2, including a description of how you will care for animals not housed at your primary residence.
- □ Animal is tagged by May 1 with a Kansas 4-H Electronic Identification (EID) tag.
- □ Completed Market Beef Nomination form (<u>www.YouthLivestock.KSU.edu</u>) including all contact information, signatures, tag numbers, and breeds. Make sure 4-H tag numbers on the form match those on the DNA envelopes.
- □ Completed official, sealed DNA Hair Sample Envelope; hair must be pulled, not cut. Obtain at least 40 follicles. All exhibitors within the family and a parent/guardian must sign the front of the DNA envelope. It is also suggested families write the breed of each animal in the lower right corner on the front of the DNA envelope.
- □ \$8.00 per animal nomination fee. Make checks payable to KJLS.
- □ All of the above must be completed and postmarked by **May 1**. Certified Mail highly encouraged.

I have a heifer that I would like to nominate as *both* a **commercial heifer AND a market heifer**, what do I need to turn in?

- □ Completed Household Declaration Form, including all sections and signatures.
 - Make sure if you answered "No" for the housing question, you fully complete Section 2, including a description of how you will care for animals not housed at your primary residence.
- □ Animal is tagged by May 1 with a Kansas 4-H Electronic Identification (EID) tag.
- Completed Market Beef Nomination form <u>AND</u> Commercial Heifer Nomination Form (<u>www.YouthLivestock.KSU.edu</u>) including all contact information, signatures, and tag numbers. Make sure 4-H tag numbers listed on the form match DNA envelopes.
- □ Completed official, sealed DNA Hair Sample Envelope; hair must be pulled, not cut. Obtain at least 40 follicles. All exhibitors within a family and a parent/ guardian must sign the front of the DNA envelope.
- □ \$8.00 per animal nomination fee. Make checks payable to KJLS.
- □ All of the above must be completed and postmarked by **May 1** for no additional nomination fee.
- □ If commercial heifer information is submitted separately by **June 15**, will incur one additional \$8.00 nomination fee. Certified Mail highly encouraged.

I have a **commercial heifer** to nominate, what do I need to turn in?

- □ Completed Household Declaration Form, including all sections and signatures.
 - Make sure if you answered "No" for the housing question, you fully complete Section 2, including a description of how you will care for animals not housed at your primary residence.
- □ Animal is tagged by June 15 with a Kansas 4-H Electronic Identification (EID) tag.
- □ Completed Commercial Heifer Nomination Form (<u>www.YouthLivestock.KSU.edu</u>) including all contact information, signatures, tag number, and birthday. Make sure 4-H tag number on form matches DNA envelope.
- □ Completed official, sealed DNA Hair Sample Envelope; hair must be pulled, not cut. Obtain at least 40 follicles. All exhibitors within a family and a parent/guardian must sign the front of the DNA envelope.
- □ \$8.00 per animal nomination fee. Make checks payable to KJLS.
- □ All of the above must be completed and postmarked by **June 15**. Certified Mail highly encouraged.

I have a market hog or commercial breeding gilt to nominate, what do I need to turn in?

- □ Completed Household Declaration Form, including all sections and signatures.
 - Make sure if you answered "No" for the housing question, you fully complete Section 2, including a description of how you will care for animals not housed at your primary residence.
- □ Animal is tagged by June 15 with a Kansas 4-H Electronic Identification (EID) tag.
- □ Completed Swine Nomination Form (<u>www.YouthLivestock.KSU.edu</u>) including all contact information, signatures, tag numbers, genders, breeds, and ear notches. Include ear notch number <u>AND</u> draw ear notches in the space provided (on diagram) exactly as they appear in the pig's ears. See Rookie Guide for further instructions on reading ear notches. Make sure 4-H tag numbers on form match DNA envelopes.
- □ Completed official, sealed DNA Hair Sample Envelope; hair must be pulled, not cut. Obtain at least 40 follicles. All exhibitors within a family and a parent/guardian must sign the front of the DNA envelope. It is also suggested families write the breed and ear notch of each pig in the lower right corner of their DNA envelopes.
- Youth PQA # for each child must be on nomination form or copy of Youth PQA card attached to Declaration Form.
 If a child has completed YQCA training, their YQCA certificate needs to be attached to the Declaration Form.
 Youth PQA or YQCA training must be complete & certification number provided by June 15 or swine nomination is incomplete and could beforfeited.
- □ \$8.00 per animal nomination fee. Make checks payable to KJLS.
- □ All of the above must be completed and postmarked by **June 15**. Certified Mail highly encouraged.

I have a meat goat (ALL wethers and does) to nominate, what do I need to turn in?

- □ Completed Household Declaration Form, including all sections and signatures.
 - Make sure if you answered "No" for the housing question, you fully complete Section 2, including a description of how you will care for animals not housed at your primary residence.
- □ Animal is tagged by June 15 with a Kansas 4-H Electronic Identification (EID) tag.
- □ *ALL Meat Goats MUST be nominated. No registered breeding classes are offered by either show, so ALL market goats, commercial does, and registered does must be nominated to be eligible to show.
- Completed Meat Goat Nomination Form (<u>www.YouthLivestock.KSU.edu</u>) and all contact information, signatures, tag numbers, and scrapie tag number. Include scrapie tag number in entirety (Flock ID/Premise ID & individual animal number example: KSS0035 16121). See Rookie Guide for further instructions on reading scrapie tag #s. Make sure 4-H tag numbers on form match DNA envelopes.
- □ Completed official, sealed DNA Hair Sample Envelope; hair must be pulled, not cut. Obtain at least 40 follicles. All exhibitors within a family and a parent/guardian must sign the front of the DNA envelope. It is also suggested families write the scrapie tag # of each goat in the lower right corner of their DNA envelopes.
- □ \$8.00 per animal nomination fee. Make checks payable to KJLS.
- □ All of the above must be completed and postmarked by **June 15**. Certified Mail highly encouraged.

I have a **market lamb or commercial ewe** to nominate, what do I need to turn in?

- □ Completed Household Declaration Form, including all sections and signatures.
 - Make sure if you answered "No" for the housing question, you fully complete Section 2, including a description of how you will care for animals not housed at your primary residence.
- □ Animal is tagged by June 15 with a Kansas 4-H Electronic Identification (EID) tag.
- Completed Market Lamb Nomination form (<u>www.YouthLivestock.KSU.edu</u>) including all contact information, signatures, tag numbers, breeds, and scrapie tag numbers. Include scrapie tag number in entirety (Flock ID/Premise ID and individual animal number example: KSS0035 16121). See Rookie Guide for further instructions on reading scrapie tag #s. Make sure 4-H tag numbers on form match DNA envelopes.
- □ Completed official, sealed DNA Hair Sample Envelope; hair must be pulled, not cut. Obtain at least 40 follicles. All exhibitors within a family and a parent/guardian must sign the front of the DNA envelope. It is also suggested that families write the breed and scrapie tag # of each lamb on the lower right corner of their DNA envelopes.
- $\hfill\square$ \$8.00 per animal nomination fee. Make checks payable to KJLS.
- □ All of the above must be completed and postmarked by **June 15**. Certified Mail is highly encouraged.

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I have a **registered breeding heifer. registered breeding ewe. or pedigreed/purebred breeding gilt.** what do I need to turn in?

- □ *Heifers* and *gilts* must be registered in exhibitor's name no later than **June 15** of the current year.
- □ *Ewes* must be registered in exhibitor's name no later than **July 1** of the current year.
- □ Registered Heifers must be identified with a permanent tattoo corresponding with registration papers.
- □ Registered Does MUST be nominated to be eligible to show; see market meat goat checklist for requirements.
- No nomination materials are required for Registered Heifers, Registered Breeding Ewes, and Pedigreed/Purebred Breeding gilts.
- □ Registered Heifers, Registered Breeding Ewes, and Pedigreed/Purebred Breeding gilts *do not* need to submit DNA hair samples.
- □ Pedigreed/Purebred Breeding Gilts need to be tagged with a Kansas 4-H EID tag to exhibit at KJLS.

Mail all Kansas youth livestock nomination materials to: Kansas State University Department of Animal Sciences & Industry State 4-H/FFA Shows Attn: Lexie Hayes, Youth Livestock Coordinator 214 Weber Hall 1424 Claflin Road Manhattan, KS 66506





Kansas State Youth Livestock Nomination Process

R What Kansas junior/youth livestock shows require my animals to be state nominated?

The <u>Kansas State Fair</u> Grand Drive (youth livestock show) and <u>Kansas Junior Livestock Show</u> require market animals and commercial females to be nominated by completing the state nomination process. Through this process, youth document they have owned, possessed, and cared for their animals for an appropriate amount of time to gain the optimal experience of being involved in a youth livestock project. The Kansas State Fair Grand Drive and Kansas Junior Livestock Show are limited to Kansas youth who are bonafide Kansas 4-H or FFA members. Bonafide members mean eligible youth are official members, designated as active through their respective enrollment system (4HOnline), and have paid their program fee and/or dues.

쿲 What is my KSU Family/Household Name?

This is the name by which your family/household unit would like to be referred. To be as clear as possible and facilitate a smooth nomination process, the name needs to include a first and last name (i.e. Willie Wildcat Family). It is suggested that the first name be a parent/guardian if there are multiple siblings within the family/household. After you submit a family/household name the first time, it will be the name you use indefinitely in the future. Since we do family nominations in Kansas, all eligible siblings or youth who legally reside in the same household, share the same legal address, and materially participate in the care of the project the majority of the time can be listed under the family/household name. This allows all eligible youth within the family/household to exhibit animals nominated under the family/household name. Youth will determine which specific market or commercial animal they will exhibit at show check-in. So, this decision does not have to be made when nomination materials are submitted in May (beef) and/or June (small livestock). All potential exhibitors within a family does not sign any piece of the paperwork, they will not be eligible to exhibit that specific specie/animal at either state show. Bottom line – parents/guardians need to have all show eligible kids in their family sign all paperwork and DNA envelopes.

🔭 What is my KSU Nomination #?

The KSU Nomination # is a 5-digit number that identifies a specific family/household and corresponds to the KSU Family/Household Name. Only children listed under the KSU Nomination # will be eligible to exhibit animals nominated under that number. If this is your first time to nominate, please DO NOT create your own number. THIS NUMBER IS ASSIGNED BY THE KSU YOUTH LIVESTOCK PROGRAM. The first time you nominate, a number is generated and assigned to the family/household. This number will be your KSU Nomination # indefinitely and is to be used on all future nomination and entry paperwork. You will receive your number when nomination confirmation letters are distributed. It will also be listed on the "Nominated Livestock" reports posted online. We also want to avoid assigning families duplicate numbers, so please use your official KSU Family/Household Name and Nomination # on all nomination materials submitted. You may contact your local Extension Office or the KSU Youth Livestock Program to verify your KSU Nomination #.

Where do I send my nominations?

Kansas State University State 4-H/FFA Shows Attn: Lexie Hayes 214 Weber Hall 1424 Claflin Road Manhattan, KS 66506

*Certified mail with a return receipt is highly encouraged. It will give you peace of mind by proving you mailed your nominations AND provide confirmation about when your package was delivered to campus, so you know your nominations were received. The deadline is a postmark deadline, so the visible date on the envelope/package MUST be prior to the deadline. Placing nomination materials in the general public mail bin or personal mailbox for carrier pickup is discouraged. Even if the postmark date is met, nominations received more than 15 days after the deadline (May 1 or June 15) will not be accepted. K-State, KJLS, and/or the Kansas State Fair are not responsible for late, lost, or misdirected mail.

🔭 Who do we make our check out to?

Nomination payment should be made payable to <u>KJLS</u>. Even if you only intend to show at the state fair, please make your nomination fees payable to KJLS. Remember – nomination and entry are separate processes! You must first submit and pay for your nominations before you are eligible to actually enter a state show. Any checks returned due to insufficient funds will be charged a \$40 fee and must be rectified before any animals associated with the family/household will be eligible to show.

When is the deadline to submit nominations?

May 1 – Market Beef

June 15 – Market Swine, Commercial Gilts, Market Sheep, Commercial Ewes, Commercial Heifers, and ALL Meat Goats (market wethers, market does, commercial does, and registered does)

*Nomination deadlines are *POSTMARK* deadlines. The visible postmark on the envelope/package MUST be prior to the deadline. Families are highly encouraged to complete and mail their nominations as early as possible to ensure they meet the appropriate postmark deadline. Certified mail is highly encouraged and suggested. Families who wait until the deadline to mail their nominations should speak with their local U.S. Postal Office representative to discuss their options and make sure the nominations will be postmarked by the deadline. Placing nomination materials in the general public mail bin or personal mailbox for carrier pickup is discouraged. K-State, KJLS, and/or the Kansas State Fair are not responsible for late, lost, or misdirected mail.

**Nominations postmarked after the deadline will not be accepted. There is a *late policy* for first time offenders, but it is only granted once, ever, for the family/household and all children. If nominations received are postmarked within ten (10) days of the deadline AND the family/household is eligible, a letter will be sent through traditional mail outlining the required procedures for the nominations to be accepted for the current year. This policy is a courtesy, so families/households are expected to fully cooperate in a timely fashion should this situation exist. If a family submits nominations late and have previously used their one (1) opportunity to be late, the nominations will be returned and all animals will be ineligible for the Kansas State Fair and KJLS. Any nominations postmarked more than ten (10) days after the appropriate deadline will not be accepted for any reason.

***If the nomination deadline falls on a Sunday in any given year, nominations will be accepted if postmarked on the Monday immediately following the deadline for that year *ONLY*. Early submission is encouraged.

😿 What do I need to do if I have a purebred registered female (heifer, gilt, ewe)?

Purebred breeding females who have registration papers do NOT have to be nominated. However, please refer to the specific rules for both the Kansas State Fair and KJLS regarding ownership and registration paper requirements. Families/households are also encouraged to review the specie checklist to insure they meet all of the requirements. The registration papers for heifers and gilts must be in the exhibitor's name by June 15th. The deadline for ewes is July 1st. There is NOT a purebred or papered division for meat goats, so ALL meat goats must be nominated to be eligible to show.

큕 How do exhibitors get a Youth PQA® Plus certification number?

Swine exhibitors must be Youth PQA® Plus certified, and submit a valid certification number with their nominations by June 15th. Exhibitors have a couple of options in order to be trained and become certified. The first step is to contact your local Extension Office. Several county agents are certified Youth PQA® Plus Advisors and can certify youth ages 8-19. The second option is to complete the online training offered by the Pork Board. Information about this option may be found here: <u>http://www.pork.org/youth-pqa-plus/</u>. The Youth PQA® Plus program will be retired on May 31, 2018 and will no longer be available. Youth who need certification after that date will need to participate in a YQCA training to fulfill this requirement. Swine exhibitors who are not 8 by January 1st of the current year need to contact their local Extension Office for details on completing this requirement.

Submitting a current and valid Youth PQA® Plus certification number is a required step in the nomination process. Therefore, any nomination submitted without a number (or with a number that expires before the state shows), will be considered incomplete, is subject to the \$20.00 incomplete fee, and will not be processed until the number is submitted via email to adhayes@ksu.edu. It is the exhibitor's responsibility to provide this information. Any exhibitor who does not provide a valid Youth PQA® Plus certification number the KSU Youth Livestock Program by July 15th (incomplete/correction deadline) will forfeit their nominations and fees, as well as be ineligible to exhibit swine at the state shows.

R How do exhibitors get certified in Youth for the Quality Care of Animals (YQCA)?

Youth for the Quality Care of Animals (YQCA) is a new, national, multi-species livestock quality assurance program available for youth ages 8-21. This annual educational and certification program focuses on food safety, animal well-being, and character awareness for youth producing and/or showing livestock. The curriculum is designed to provide different age-appropriate modules annually, so youth will expand their knowledge by covering new topics every year. There are two options by which youth may obtain their YQCA certification; they may attend a 60-minute face-to-face training with a certified instructor, or they may complete the age-appropriate online certification course. Families should contact their local extension office for information on face-to-face trainings being offered in their area. There is a \$3/child fee for the face-to-face training, while the online certification course is \$12/child. Families may register for a face-to-face training, or complete the online certification, by logging in on the YQCA website and using their 4HOnline credentials. There is also an option to create an independent account for FFA members. Visit www.yqca.org to register for training. Once certified, youth will attach a copy of their certificate to the Declaration Form of their nomination materials. Swine exhibitors who have a valid Youth PQA® Plus number do not need to complete YQCA training until their PQA certification expires.

Kansas State Fair Grand Drive and/or KJLS non-swine exhibitors (beef, sheep, meat goat) are encouraged to participate in youth quality assurance training as an educational opportunity and become YQCA certified. However, it will not become a requirement to exhibit at either state show until 2019.

For more information about YQCA, please visit <u>www.yqca.org</u>, contact your local Extension Office, Lexie Hayes at <u>adhayes@ksu.edu</u>, or Pam Van Horn at <u>pvanhorn@ksu.edu</u>.

Is there a way to find out if my nominations have been processed and double check what tag numbers I submitted?

Yes! During the nomination season (April – June), the Youth Livestock Program website is updated regularly and the status of nominations received and processed may be viewed under "Nominated Livestock > Check Nominated Livestock". You may also access the page by clicking <u>here</u>. This page includes a nomination report for each specie. The document is sorted by county and will list all of the tag numbers nominated for a family/household, as well as if the nomination is complete. Incomplete information is highlighted, so families/households know what information is missing or needs corrected. Families/Households will also receive individual letters in the mail after their nominations have been processed, which includes the Family/Household Name, KSU Nomination #, and all of the tag numbers nominated, as well as if the nomination #, and all of the tag numbers nominated, as well as if the nomination #, and all of the tag numbers nominated, as well as if the nomination #, and all of the tag numbers nominated, as well as if the nominations are complete. Additionally, the letter includes entry information for the Kansas State Fair Grand Drive and KJLS.

🗞 What if one of the tag numbers listed under my family/household is incorrect?

If a tag number, or any information regarding your nominations, is incorrect, please contact the KSU Youth Livestock Program at your earliest convenience via phone (785)532-1264 or email at <u>adhayes@ksu.edu</u>. We will verify the information processed with your original nomination materials. The original nomination paperwork and DNA envelopes are considered your official nomination. So, if we have made a mistake while inputting your nomination information, we will correct it.

🔭 What if my animal loses its tag?

As soon as you realize a nominated animal has lost its ear tag, please contact your local Extension Office as soon as possible. There is a process for re-tagging the animal and reporting the tag change to the KSU Youth Livestock Program, but it must be done through your local Extension Agent. All market and commercial animals that arrive on the grounds at a state show must have a valid ear tag and match nomination information in order to check in and be eligible to show.

If my livestock nominations are complete, does that mean I am entered to show at the state fair or KJLS?

NO! Nomination does NOT constitute show entry. The nomination and entry processes are completely separate processes. You must first nominate in order to be eligible to enter a state show. Nomination is done through the KSU Youth Livestock Program, but entry must be done through each individual show. Both the Kansas State Fair and KJLS have created and manage their own entry processes. Exhibitors MUST enter each show in which they wish to participate in order to actually show. If an exhibitor does not complete the entry process and/or does not have paid entries on file by the entry deadline for either show, they cannot participate. The deadline to enter the Kansas State Fair Grand Drive show is July 15th. KJLS entries are due August 15th. Refer to the respective show websites, or your local Extension Office for entry information.

I know exhibitors have to enter the Kansas State Fair and/or KJLS to show. Where do I find entry information?

The Kansas State Fair (Grand Drive) and KJLS each create and manage their own entry process. Remember – a complete nomination does NOT constitute entry; you MUST enter each state youth livestock show separately. When entries are open and being accepted, information will be sent from the individual shows to local Extension Offices and posted on the websites for each show (Kansas State Fair: <u>https://kansasstatefair.com/page.php?id=10</u>; KJLS: <u>http://www.kjls.org/</u>). This information will also be shared on each show's respective social media accounts. The deadline to enter the Kansas State Fair Grand Drive (state fair youth livestock show) is July 15th. For questions regarding state fair entries, please contact the KSF Competitive Exhibits department at (620)669-3600. The entries for KJLS are due by August 15th. Questions regarding KJLS entries should be directed to rbkjls@gmail.com, or the show coordinator, Betsy Anderson at (316)706-9750.

🗞 Why do I need to call the Kansas State Fair or KJLS with my entry questions?

The state livestock nomination process, Kansas State Fair Grand Drive entry process, and KJLS entry process are three separate, independent processes. Because the state fair and KJLS create and manage their own entries, the KSU Youth Livestock Program does not have access to any show entry information. Conversely, nomination information is shared with each show prior to show time, but the KSU Youth Livestock Program accepts, processes, and manages nomination information for the state of Kansas. While each group works as a team to make the youth livestock program a quality experience for families and will answer as many questions as possible, the most efficient way to get the answer you need is to contact the appropriate office directly.

KSU Youth Livestock Program (livestock nominations) – Lexie Hayes (785)532-1264 or <u>adhayes@ksu.edu</u> Kansas State Fair (Grand Drive entries) – Jenn Galloway (620)669-3600 or jenn.galloway@ks.gov KJLS (entries) – Betsy Anderson (316)706-9750 or <u>rbkjls@gmail.com</u>

😿 What is a scrapie tag and where do I find the number (#)?

Scrapie is a fatal, degenerative disease classified as a transmissible spongiform encephalopathy that affects sheep and goats. In 2001, USDA initiated an accelerated program to eradicate scrapie from flocks and herds within the United States through the National Scrapie Eradication Program (NSEP). Sheep and goats that change ownership or are going to be exhibited must be identified with an official USDA scrapie tag. The original producer of the animal should tag it prior to selling the animal. So, your sheep and goats should have a tag (probably white or yellow) with the USDA seal. The phrase "Unlawful to Remove" will also be found somewhere on the tag. Please submit the entire scrapie tag # on all sheep and goat nomination forms. This includes the *Flock ID/Premise ID and individual animal number*. Refer to the picture below. If your tag has a custom farm name, "Wildcat Farms" for example, flip the tag over for the full scrapie tag #. A resource page is also posted on the KSU Youth Livestock Program website, under "Scrapie Tag Educational Resource". More information on scrapie may be found on the <u>USA-APHIS</u> website, or the <u>National Scrapie Educational Initiative</u> website. Please click the highlighted titles to be directed to these pages.



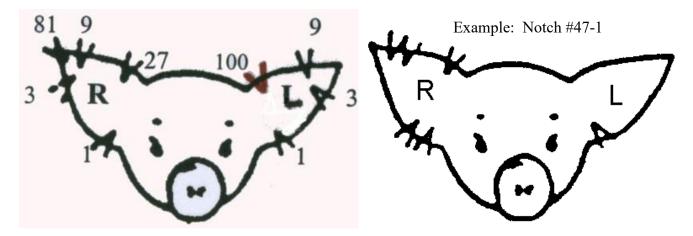
On nomination forms, submit entire number. Example: KSS0035 16121

🔭 What are ear notches?

Ear notching is a universal method of permanently identifying pigs within the swine industry. If done correctly, ear notches will provide identification for the pig from the time of farrowing throughout its entire life.

🔭 How do I read ear notches?

Ear notches are coded in a specific manner, based on their location on a pig's ear, as you can see below in the diagram. The pig's right ear is the litter number, and their left ear is it's individual number within a litter. An ear notch is read from the pig's right ear and then their left ear, separated by a dash in between the two numbers. Using the Universal Ear Notching System, add up the notches on each ear and that is the notch.



For more information on ear notching, please refer to the <u>Purdue Extension 4-H Reference Guide</u> for ear notching swine or the <u>University of Nebraska-Lincoln Extension</u> ear notching factsheet. You may click the highlighted title above to be directed to the respective resource, or visit the "Nominated Livestock" page of the Youth Livestock Program website to obtain these materials.

IMPORTANT – Ear notches are a requirement to nominate pigs for the Kansas State Fair Grand Drive or KJLS. When you are putting your ear notches on the official swine nomination form, please make sure to use the diagram provided to draw the notches for each pig nominated. It is <u>VERY</u> important that you draw the notches <u>exactly</u> as they appear in your pig's ear.

2018 Youth Livestock Nomination and Entry Deadlines

Kansas State Fair (KSF) and Kansas Junior Livestock Show (KJLS)

AGE REQUIREMENTS: Kansas State Fair: Only Kansas 4-H members who were 9 years of age but not yet 19 years of age before January 1 of the current year are eligible to compete in this division. KJLS: All Kansas 4-H members that have reached the age of 7 before January 1st of the show year will be eligible to participate at the Kansas Junior Livestock Show.

Entry	Required Materials for Nomination	Cost to Nominate	Nomination Declaration*	Nomination Deadline	Show Entry Deadline	Registration Papers
Market Steers	Declaration form*, Market Beef Nomination Form*, sealed DNA Hair Sample envelope*, EID tagged, & postmarked by May 1.	\$8	Required every year	May 1	KSF – July 15 KJLS – August 15	Required for breed classes.
Market Heifers**	Declaration form*, Market Beef Nomination Form*, sealed DNA Hair Sample envelope*, EID tagged, & postmarked by May 1.	\$8	Required every year	May 1	KSF – July 15	N/A
Commercial (Crossbred) Heifers	Declaration form*, Commercial Heifer Nomination Form*, sealed DNA Hair Sample envelope*, EID tagged, & postmarked by June 15.	\$8	Required every year	June 15	KSF – July 15 KJLS – August 15	N/A
Registered Breeding Heifers	No.	N/A	N/A	N/A	KSF – July 15 KJLS – August 15	In exhibitor's name by June 15.
Market Lambs	Declaration form*, Market Lamb/Commercial Ewe Nomination form*, sealed DNA Hair Sample envelope*, EID tagged, scrapie tag #, & postmarked by June 15.	\$8	Required every year	June 15	KSF – July 15 KJLS – August 15	N/A
Commercial Ewes (Wether Dams)	Declaration form*, Market Lamb/Commercial Ewe Nomination form*, sealed DNA Hair Sample envelope*, EID tagged, scrapie tag #, & postmarked by June 15.	\$8	Required every year	June 15	KSF – July 15 KJLS – August 15	N/A
Registered Breeding Ewes	No.	N/A	N/A	N/A	KSF – July 15 KJLS – August 15	In exhibitor's name by July 1.
KSF Market Hogs/ KJLS Barrows***	Declaration form*, Swine Nomination form*, sealed DNA Hair Sample envelope*, EID tagged, Youth PQA+ Certification, ear notches, & postmarked by June 15.	\$8	Required every year	June 15	KSF – July 15 KJLS – August 15	In exhibitor's name by June 15.
Purebred/Pedigreed Breeding Gilts	No.	N/A	N/A	N/A	KSF – July 15 KJLS – August 15	In exhibitor's name by June 15.
Commercial Breeding Gilts	Declaration form*, Swine Nomination form*, sealed DNA Hair Sample envelope*, EID tagged, Youth PQA+ Certification, ear notches, postmarked by June 15.	\$8	Required every year	June 15	KSF – July 15 KJLS – August 15	N/A
All Meat Goats****	Declaration form*, Meat Goat Nomination form*, sealed DNA Hair Sample envelope*, EID tagged, scrapie tag #, & postmarked by June 15.	\$8	Required every year	June 15	KSF –July 15 KJLS – August 15	N/A

* The Nomination Declaration form and specie nomination forms are available at <u>www.YouthLivestock.KSU.edu</u>. Declaration Forms are due at the time of nomination. Contact the local extension office to have animals tagged (for all species) and obtain official DNA Hair Sample Envelopes.

** There is no market heifer show at KJLS.

*** For pedigreed market barrows, ear notches on registration papers must match the pig's ear notches to be able to show.

**** No commercial doe show at KSF; ALL market and breeding meat goats must be nominated to show (no registered breeding doe show at KSF or KJLS).

*****Health papers are only required for KSF, for all species.

There is a one-time/year \$20.00 fee if any part of a nomination is incomplete or has to be returned.

2018 UPDATES KANSAS YOUTH LIVESTOCK NOMINATION PROCESS

Commercial Heifer Tattoo Requirement Removed

Tattoos are no longer required to nominate or show commercial heifers. Kansas 4-H EID tags and DNA samples will continue to be required.

Declaration Form Verbiage Updated

The Declaration (Housing) Form has been modified, particularly the verbiage in Section 3. Forms should be read in their entirety before being signed by the appropriate parties. Reminder – if animals are not housed at the exhibitor's primary residence, this must be disclosed on the Declaration Form and explained in Section 2.

County Agent/Advisor Signature Line Verbiage

The word "active" has been included in the signature line statement for county agents and FFA advisors to more closely reflect Kansas 4-H Policy and coincide with the 4HOnline enrollment system. Verbiage relating to payment of the program fee for 4-H members and dues for FFA members has also been added. The paperwork needs to be signed by a county extension agent for 4-H members and an FFA advisor for FFA members.

<u>"Extra" Forms Reinstated</u>

The "extra" nomination forms for swine and sheep have been reinstated. Please keep in mind that this form is ONLY to be used in ADDITION to the regular swine or sheep form to nominate more animals than there is space (more than 4 or 5, respectively). Therefore, if only the "extra" form is submitted, it will be returned to the family as incomplete and require payment of the \$20 incomplete fee to correct it.

Livestock Quality Assurance Requirement

Swine exhibitors are required to be certified in Youth PQA Plus or Youth for the Quality Care of Animals (YQCA). Current numbers must be submitted on the swine nomination form. The Youth PQA Plus program will retire on May 31, 2018. After that date, any child needing quality assurance certification will need to complete the YQCA program. Youth PQA numbers will be honored until they expire. For youth who complete YQCA, a copy of the certificate needs to be attached to the Declaration Form.

*Beginning in 2019, YQCA will be required for all youth livestock exhibitors at the Kansas State Fair and KJLS, regardless of specie. All families are encouraged to learn about this program over the next year and prepare to fulfill the requirement in 2019.

Optional Additional Information on DNA Envelopes

Families are encouraged to include the breed and a secondary form of identification, depending on the species, in the lower right hand corner of the front of their DNA envelopes. This could include tattoo, ear notches, and scrapie tag #s.

Ear Notch and Scrapie Tag Requirement Continues

Continuing in 2018, the ear notches for all swine nominated must be included on the swine nomination form. Exhibitors need to draw the ear notches exactly as they appear in the pig's ear for each animal nominated, in addition to writing the notch number in the field provided. Scrapie Tag #s are also required for all sheep and meat goats nominated. The full scrapie tag number, including Flock ID/Premise ID number and individual animal number, must be submitted (Example: KSS0035 16121). Please refer to the Rookie Guide for further information about either form of identification.

Breed Additions

Kansas State Fair – Swine: Berkshire (market and breeding division) KJLS – Sheep: Hair Sheep (market division)



For Office Use Only KSU Nomination #:

2018 DECLARATION FORM FOR KANSAS NOMINATED LIVESTOCK

Family/Household Name: Willie Wildcat

We are a *new family*! This is our first year to state nominate animals! (please see note below)

(Example: Willie Wildcat Family. **Include at least one first name**. Use the **same name** each year. If this is your first time nominating, please leave your KSU Nomination # blank. If you have nominated before but do not know your KSU Nomination #, please see the "Household Names and Family KSU Nomination #s" document at <u>www.YouthLivestock.ksu.edu</u> under the "Nominated Livestock" tab.)

*Individual exhibitor names in Family/Household:

Wilbur Wildcat
Wanda Wildcat

(Please print individual names legibly)

Housing and Care:

Exhibitors of Kansas Youth Livestock Shows are responsible for the proper care of their animal(s) by following acceptable methods of good animal husbandry. A healthy animal requires sufficient food, water, shelter, and appropriate health care. Youth are expected to provide the primary care and training for livestock projects for the duration of the project. Primary care is defined as the exhibitor making the decisions for and providing the care, handling, and training of their livestock project a majority of the time.

**Please check the box for each species you will be nominating: Market Beef-May 1 Commercial Heifers-June 15 Swine-June 15 Sheep-June 15 Goats-June 15 Section 1: Exhibitor(s) Primary Residence: Physical Address: 1424 Claflin Road City: Manhattan Zip: 66506 State: KS Phone: (785)532-1264 Email: williewildcat@ksufan.com County: Riley Will all of your animals be housed at your primary residence? Yes ✓ No If you answered "Yes", move to Section 3. If you answered "No", complete Sections 2 AND 3. Section 2: Housed Location: Landlord Name: William Wildcat Physical Address: 2000 Animal Farm Lane City: Manhattan Zip: 66506 State: KS

 County:
 Riley
 Phone:
 (785)555-2017
 E-mail:
 ksuanimalfarm@ksufan.com

 Name the specie <u>AND</u> how you plan to care for the project animal(s) not located at your primary residence?

Steers & Pigs - we live on campus, so our animals are kept at our family farm outside the city limits. We feed, water, and provide all daily care and management for our animals (at least twice per day).

Section 3: Declaration:

I attest that I have owned, possessed, and cared for my livestock project(s) since the specified date listed by specie. I hereby certify that I have read the above information and will comply with these rules as well as the rules of Household Nominations at www.YouthLivestock.KSU.edu listed under "Nomination Information." I understand that false information provided concerning this declaration will result in exhibitors and/or animals being ineligible for either or both shows, as determined by show management. Exhibitors presenting false statements are also subject to further penalties by the Kansas State Fair and/or the Kansas Junior Livestock Show. I recognize the show managements, or their appointed designee, reserve the right to inspect a premises to ensure animals are housed as indicated. Exhibitors are expected to fully cooperate with show representatives, including making themselves and/or a parent/guardian and animals available upon request. If an inspection is deemed necessary, show management will notify exhibitor of an onsite visit. If the exhibitor cannot agree upon a visit date. They have 36 hours to reschedule a makeup inspection. If the inspection is refused or otherwise not met, show managements may reserve the right to disqualify the exhibitor from the show.

4/24/2018 Parent/Legal Guardian Signature Date 4/25/2018

Date

Exhibitor(s) Signature(s)

4-H - County Extension Agent or FFA - Advisor Signature (circle one)

Return to: State 4-H/FFA Shows, Kansas State University, 214 Weber Hall, 1424 Claffin Rd, Manhattan, KS 66506 There is a one-time/year \$20.00 fee if any component of a nomination is incomplete or has to be returned.

Make checks payable to: Kansas Junior Livestock Show (KJLS)

February 2018

KSU Nomination #: 12345



For Office Use Only KSU Nomination #:

<u>COMMERCIAL BREEDING HEIFER NOMINATION FORM</u> Kansas State Fair & Kansas Junior Livestock Show

PLEASE only one (1) heifer per form.

Nomination only, this is NOT an entry to either show. Official show entry must be made separately!

Send nominations to:

Kansas State University State 4-H/FFA Shows 214 Weber Hall 1424 Claflin Road Manhattan, KS 66506-0202

Nomination Fee: \$8.00 per heifer Nomination Deadline: June 15 Make checks to: Kansas Junior Livestock Show *EID tags are required for 2018 shows.

This form must be accompanied by a Declaration Form available at www.YouthLivestock.KSU.edu

Each nomination must be accompanied by an official, sealed DNA Hair Sample Envelope to be a complete nomination. *If nominating heifer as both commercial and market, please submit both the "Market Beef" and "Commercial Heifer" nomination forms by the market heifer deadline of May 1 with one DNA sample and one \$8 nomination fee per heifer. If submitted separately, you will be charged for two nominations.*

Guidelines:

- Commercial Heifers must be tagged with official 4-H/FFA beef ear tag by June 15. Tag number must be listed on nomination form.
- Nomination must be postmarked by June 15. Heifers born in the current year are not eligible to show.
- *New for 2018: Tattoos are no longer required for commercial heifers.* >

KSU Nomination #: 12345	Family/Hous	ehold Name:	Willie Wildca	t Family	
County: Riley	E-mail: willi	ewildcat@ks	ufan.com		
Address: 1424 Claflin Road				State: KS	Zip: 66506
Check One: 🗹 4-H 🗌 FFA	Cell Phone:	(785)532-12	264	Other Phone:	
Official 4-H Ear Tag #: 90741			Date of Birth: <u>5/</u> Sire: Why I Wa		
	n.				For Office Use Only Nom. Fee DNA
Place		003134644 90741	1344 	ere.	
I hereby nominate the above heifer and agree Signed	to abide by $d Cat$		ations as publish		SF. 4/30/18
Wanda Wildea		(Parent/Legal Gi	uardian)	Date
(Exhibitor)	4/30/18 Date				
I have visually seen the tag in the ear of the active 4-H/FFA members who have paid the		efore June 15,	and I verify that	these exhibitors an	re listed as official and
Signed Jaul Jurph				4/30	0/18
4-H - County Extension Agen	OR FFA	1 - Advisor (circle one)	Dat	e

There is a one-time/year \$20.00 fee if any component of a nomination is incomplete, or must be returned. Make checks payable to: Kansas Junior Livestock Show

<u>MARKET BEEF (Mar</u> Kansas State Fai	<u>ket Steer/Heifer) N</u> ir & Kansas Junior			For Office Use KSU Nominat	
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	villiewildcat@ksufan.com				
Address: 1424 Claflin Road	City: Manh	attan	State:	KS Zip: <u>66</u>	506
Check One:	ne: (785)532-1264	Ot	her Phone:		
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There is a one-time/year \$20.00 fee if any component of a nomination is incomplete or has to be returned. Make checks payable to: *Kansas Junior Livestock Show* February 2018

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There is a one-time/year \$20.00 fee if any component of a nomination is incomplete or has to be returned.

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Nomination only, t	this is <u>NOT</u> an entry to either show. Offic	ial show entry mus	st be made	separate	ly!
Send nominations to:					
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KSU Nomination #: 12345	Family/Household Name: _Will	ie Wildcat Family			
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	Cell Phone: (100)002-1204	Other P	hone:		
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There is a one-time/year \$20.00 fee if any component of a nomination has to be returned, or is incomplete. Make checks payable to: *Kansas Junior Livestock Show* February 2018



EXAMPLE

For Office Use Only KSU Nomination #:

MARKET MEAT GOAT & BREEDING DOE NOMINATION FORM

Kansas State Fair & Kansas Junior Livestock Show

Nomination only, this is <u>NOT</u> an entry to either show. Official show entry must be made separately!

Send nominations to: Kansas State University State 4-H/FFA Shows 214 Weber Hall 1424 Claflin Road Manhattan, KS 66506-0202	Nomination Fee: \$8.00 per goat Nomination Deadline: June 15 Make checks to: <u>Kansas Junior Livesto</u> *EID tags are required for 2018 shows.	ock Show
*Each nominated animal must be accompanied by an o	ion Declaration form available at <u>www.YouthLivestock.KSU</u> fficial, sealed DNA Hair Sample Envelope to be a complete r <i>ED</i> (market wethers, commercial does, and registered does)	
	usehold Name: Willie Wildcat Family	
County: Riley E-mail: will	lliewildcat@ksufan.com	
Address: 1424 Claflin Road	City: ManhattanState: KSZip: 66	506
Check One:	5)532-1264 Other Phone:	
Signed With Ur With car Wanda Wildert (Exhibitor(s)) Date	(Parent/Legal Guardian) 4 goats(s) on or before June 15 and I verify that these exhibitor $(\rho 4 18$	Date
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K-State Youth Livestock Program Website

<u>www.youthlivestock.ksu.edu</u> — "Nomination Information"

http://www.asi.k-state.edu/research-and-extension/youth-programs/nominated-livestock/

K-State Youth Livestock Facebook Page

Kansas State Youth Livestock Program

@ksuyouthlivestock

Kansas State Fair (Grand Drive) - Competitions Webpage

https://kansasstatefair.com/

Kansas Junior Livestock Show (KJLS) Website

<u>http://www.kjls.org/</u>



Contact Information:

Lexie Hayes Extension Assistant, Youth Livestock Program Coordinator (785)532–1264



adhayes@ksu.edu