

# Jr Livestock Association (JLA) Sale FAQ

Last updated 3/28/17

## WHEN DOES THE JLA SALE OCCUR?

The JLA Sale occurs the Thursday of fair week, starting at 10:00 a.m.

## WHAT SPECIES SELL IN THE JLA SALE? WHAT ORDER DO THEY SELL IN?

Beef, dairy market, sheep, and swine. A permanent sale order was passed in 2016:

- 10:00 a.m. Sale starts with beef, followed by dairy market
- After all beef animals are sold, there will be a break for lunch
- After lunch, sheep and then swine

## WHAT ARE THE JLA SALE RULES?

Sale rules can be found on JLA's website under the JLA Bylaws. Sale rules include who can sell in the sale, how many animals per exhibitor, sale order, weight requirements, and more.

[http://msue.anr.msu.edu/county/eaton/eaton\\_county\\_4\\_h/eaton\\_county\\_4\\_h\\_associations\\_and\\_committees/junior\\_livestock\\_association](http://msue.anr.msu.edu/county/eaton/eaton_county_4_h/eaton_county_4_h_associations_and_committees/junior_livestock_association)

## WHAT ARE THE SALE FORMS AND WHEN ARE SALE FORMS AVAILABLE?

Sale forms include the following forms:

- Buyer's passes (to allow buyers into the fairgrounds)
- Premium forms
- Buyer's brochure
- Proxy forms
- Sample cut-up sheets
- Processor list and prices

These forms are available starting with the JLA buyer's workshop in April and will be available after that online and at the Extension office.

## WHAT HAPPENS AT THE BUYER'S WORKSHOP?

The buyer's workshop occurs each year at the April JLA meeting. The workshop is for youth selling in the sale and covers the following information:

- Any updates to sale rules
- Sale forms

- Tips for obtaining a buyer and etiquette
- Thank you etiquette

## WHAT INFORMATION IS GIVEN TO THE PUBLIC AND/OR BUYERS?

JLA sends out the following information:

- Pre-fair sale ad in the County Journal approximately 2-3 weeks prior to fair inviting buyers to the sale (1 page ad)
- Buyer mailing in June
  - Stuffing the buyer mailing always occurs with the June JLA meeting. We appreciate help with preparing the mailing!
  - The buyer mailing is sent to all buyers from the prior year and includes:
    - Buyer letter invitation
    - Buyer brochure
    - One buyer's pass
- After fair sale ad in the County Journal approximately 2-3 weeks after fair thanking buyers (2 page ad)

## WHAT ARE BUYER'S PASSES AND WHAT DO WE DO WITH THEM?

Buyer's passes are for buyers to be able to get into the fairgrounds for free on the day of the JLA Sale only. Each seller may pick up 2 passes for **new** buyers (prior years buyers are mailed passes). Passes are available at the April JLA buyer's workshop. Youth who do not attend the buyer's workshop will not be able to pick up passes until 30 days after the meeting. Buyer's passes after that date will be available from the Extension office. Please do not abuse the passes system as fair board graciously allows JLA to offer these buyer's passes currently at no charge to the association, buyers, or sellers.

## WHAT ARE PREMIUMS AND HOW DO THEY WORK?

Premiums are amounts that buyers would like to give to youth without purchasing their animal (sometimes also referred to as "add-ons"). Only youth who are selling animals in the JLA Sale are eligible to receive premiums. If your buyer would like to give you a premium, there is a minimum amount of \$10. Premium buyers are included in advertising and the buyer mailing prior to fair. There are two different premium forms:

- Before fair: Premium forms to use before the sale are available starting at the April JLA meeting and must be turned in to the Extension office the Wednesday prior to fair.

- During the sale: Premium forms that the buyers use during the sale must be turned in by the Friday following the sale (which is the very next day) by noon. ***No late premiums will be accepted.***

### WHAT IS A PROXY AND HOW DOES THAT WORK?

Proxy forms are used for buyers who cannot attend the sale themselves. These buyers must fill out the proxy form stating who will bid for them and how much the person is authorized to bid on their behalf. Proxy forms must be turned in when the representative comes to bid. If the buyer does not have a representative identified, the JLA advisor will bid on the buyer's behalf. As this is an auction, completing a proxy form does not necessarily guarantee that the buyer will win the bid for the animal.

### CAN MULTIPLE BUYERS PURCHASE ONE ANIMAL? WHAT IS A BUYER'S GROUP AND HOW DOES THAT WORK?

Animals may only be split 50/50 between two buyers. Any other combination of splits will fall under a buyer's group. A buyer's group is usually multiple buyers that wish to purchase an animal. One representative must be set for the buyer's group that will be responsible for bidding for the group and collecting the funds from the group (only one check will be accepted, do not submit multiple checks). Those that are a part of a buyer's group will not receive individual recognition in thank yous or advertising and will be listed as "Jane Doe's Buyer's Group".

### WHAT IS THE PROCESS FOR BUYERS ON SALE DAY?

**On arrival to the fairgrounds:** Buyers should check-in at the back office to register as a buyer. Buyers will fill out and sign a buyer agreement form and will have a copy of their driver's license made to keep on file. They will receive their buyer number, card to hold up in the ring, sale program, and premium logs if needed.

**After registering as a buyer/during the sale:** Buyers are welcome to check out the barns and fairgrounds and interact with youth, eat at the BBQ luncheon, or head directly to the sale ring for the sale. The sale is run as an auction. The winning bid and buyer is recorded by the clerks at the clerking station. If the buyer holds up their sign stating they put premiums on a youth, the buyer is responsible for making sure they write down the youth's name, sale order number, specie, and amount on the premium log (this is not recorded by clerks). Youth will be walking around with buckets to collect premium sheets throughout the sale. We also highly encourage buyers to turn in their premium sheets periodically throughout the sale as it takes time to enter them into the computer system.

**Before leaving the fairgrounds:** Buyers need to check out at the back office. Buyers should allow at least 10-15 minutes after their final bid to allow time for the clerking sheets to be entered into the computer system. If premium sheets were not turned in prior to checking out, it will also take at least 10-15 minutes to enter them. An invoice will be printed, which the buyer will sign off on before paying. Checks are the preferred payment method, cash is also accepted (no credit cards). If the buyer purchased an animal, trucking destinations for which processor the buyer would like the animal sent to need to be given prior to leaving, which is marked on the buyer agreement form. **If no trucking (also called load out) instructions are given by noon on Friday, the animal will be trucked to Farmer's Livestock.** The back office no longer has a phone, so trucking instructions must be given in person or emailed to 4-H staff. Thank you rosettes are available for buyers at check-out.

### WHAT IS A SUPPORT PRICE? HOW DOES THAT WORK?

Support prices are an option for buyers who do not wish to keep the meat from the animal for sheep and swine (beef do not have support prices). The support prices are determined the day of the sale from Farmer's Livestock and will be posted in the back office. Buyers are responsible for paying the difference between the support price and the final bid price and the animals are then trucked to Farmer's Livestock.

### CAN A BUYER DONATE THE MEAT?

Yes! We partner with the Greater Lansing Food Bank for donated animals. Buyers may indicate that they wish to donate the animal to the food bank upon check out. Buyers are still responsible for the entire cost of the bid (no support price).

### WHEN IS THE SALE PROGRAM AVAILABLE?

The sale program is normally available around 9:00 a.m. on sale day. It is not available prior to this time as the program is put together late Wednesday during fair week (due to species still showing), printed late at night, and delivered on Thursday morning.

### WHAT IS THE JLA SALE BBQ LUNCHEON?

The JLA provides a BBQ Luncheon as a thank you to the buyers during the sale. The luncheon follows the beef portion of the sale. Clubs are expected to contribute food items for the luncheon based on the number of youth who are enrolled in the JLA Sale species (in 4-H Online for 4-H clubs and submitted numbers from FFA chapters). Clubs are also expected to help with shifts for the luncheon (set-up, making sure food is put out, and clean-up). The food and shift schedule will be sent out in mid-June. **As this**

*lunch is a thank you to buyers, youth are not allowed to go through the line and get food until after 2pm unless permission is given by the luncheon coordinator.*

### **WHAT PROCESSORS ARE AVAILABLE FOR ANIMALS?**

The processor list and prices are available at the buyer's workshop, Extension office, and online. Current prices are obtained from the processors just before fair. The options are:

- Jones Farm Meats, Saranac
- Nashville Locker, Nashville
- Hanna-Davis, Sunfield
- Lake Odessa Meat Processing, Lake Odessa
- Jerome Country Market, Jerome
- Farmer's Livestock (only for support price animals)
- Buyer to pick-up animal (Beef and sheep only)

### **WHAT DO YOUTH WITH CARCASS ANIMALS DO?**

Youth who have carcass animals are expected to have their animal buyer identified prior to fair. All animals will need to have the following forms filled out from the buyers and submitted when the animal is unloaded at the fairgrounds. Please note that the forms are in duplicate and therefore must be picked up from the Extension office.

- Jones Farm Market cut-up sheet for the species (there is one for beef and one for sheep/swine)
- Buyer Agreement Form (please put youth name and animal tag number in the appropriate species box under Jones Farm Market)

The carcass animals and buyers are run through the sale program like the rest of the JLA Sale animals; however, only grand/reserve champion carcass animals go through the auction. Youth are responsible for contacting their buyer and notifying them that their animal will be auctioned in the sale if their carcass animal is grand/reserve champion. Buyers for non-grand/reserve champion carcass animals are still responsible for paying the carcass prices per pound (prices will be available in June) to the back office during fair week (after Thursday).

### **WHAT ARE SALE JOBS? WHAT HELP IS NEEDED FOR THE SALE?**

Multiple people are needed to ensure that the sale runs smoothly. The JLA Sale is coordinated by the JLA advisor, board members, sale committee, and 4-H staff. In addition, JLA hires two temporary workers to help with sale tasks before, during, and after fair. In addition to this, the following jobs are needed to be filled on sale day and the following day (multiple spots per shift available):

- **Counter:** (training prior to sale day required; adults and responsible teens) register buyers, inform buyers about sale details, check out buyers, answer questions
- **Tech:** (training prior to sale day required; adults and responsible teens) general knowledge about computers, input information about buyers, enter premiums and clerking sheets, print buyer invoices
- **Filing:** filing is done by numbers; may be asked to file buyers folders, and information such as clerking sheets and premium logs in the correct buyer's folders
- **Runners:** (youth) go between the back office and the sale ring to collect clerking sheets from the clerking table and premium forms from buyers
- **Money Counting:** (adults) needed each night of fair week (Monday – Friday) to count and balance the funds taken in each day. Monday – Wednesday is approximately 30 minutes, Thursday and Friday could take up to an hour.
- **Friday:** Counter and/or tech work to wrap-up the sale

Sale shift sign-ups are posted in May on the website and are done via SignUp Genius.

### ARE PICTURES TAKEN AT THE SALE?

Yes! JLA normally hires a photographer to take pictures of youth and their animal in front of the backdrop by the sale ring. Youth are expected to head to the backdrop with their animal after it is sold. Buyers are welcome to get their picture taken with the youth and animal if they wish, but must do so immediately as animals need to be moved quickly through. Parents are welcome to also take photos, but please be respectful of the hired photographer and allow them to take the photos needed. Photos will be available 2 weeks after fair and information on obtaining the photos will be sent via email and posted on the Eaton County 4-H Facebook page.

### MY ANIMAL HAS BEEN SOLD! NOW WHAT?

After pictures have been taken and the animal has been returned to its barn, youth should visit the thank you table near the sale ring. The clerking sheet will be available for the youth with the buyer information and thank you signs will be available for the youth to fill out and hang above the pen. It may take up to 30 minutes or more after the sale of the animal for clerking sheets to make their way to the thank you table. After fair, youth should send thank you cards to their buyers. Thank you cards must be sent before fair checks can be picked up. Then just wait for the email that checks are ready to be picked up!

## WHAT IS THE COMMISSION THAT JLA TAKES AND WHY DO THEY TAKE A COMMISSION?

JLA takes a commission off of each transaction (premium or animal sale). The commission varies depending on if the animal was a grand/reserve champion and varies by specie. This commission is used to pay for any trucking of animals, check-off fees, auction fees, and other sale expenses. GreenStone Farm Credit Services does not receive any of this commission—they generously donate their services as a fiduciary.

## WHEN WILL SELLER SHEETS AND SALE CHECKS BE AVAILABLE FOR THE YOUTH?

Seller sheets include the information on who bought each animal, who put a premium on each animal, and the amounts earned for each. Seller sheets may become available late Saturday afternoon (with the exception of youth selling in the Small Animal Association Sale; seller sheets for these youth will not be complete until all information from the SAA Sale has been entered). An announcement will be made over the loudspeaker when sheets are available. Youth themselves or their leader or parent/guardian are the only ones who will be able to pick up the sheets (youth cannot pick up sheets for other youth). Seller sheets are not available until then due to the need to finalize and process information from the sale. This is a frequent question on the Friday and Saturday of fair – please note that many youth coming into the back office to ask this question results in slower processing and a delay in getting the sheets!

Sale checks for youth who sell in the sale take approximately 30-45 days following the sale (mid to late August). Please be patient after fair; we will always send an email and post on the Eaton County 4-H Facebook page when checks are ready. We cannot cut the youth checks until we receive enough payments from buyers to cover the checks. Thank you notes to buyers must be turned in (with postage and addressed) before you can pick up your check. Sale checks can be picked up from the Extension office and will require the signature of the person picking up the checks. We will not mail checks.

***Youth checks must be picked up by November 1. Any remaining checks after November 1 will be donated to the association.***

## WHAT ARE SOME TIPS FOR YOUTH WHO ARE SELLING IN THE SALE?

- Our website has lots of information:  
[http://msue.anr.msu.edu/county/eaton/eaton\\_county\\_4\\_h/eaton\\_county\\_4\\_h\\_associations\\_and\\_committees/junior\\_livestock\\_association](http://msue.anr.msu.edu/county/eaton/eaton_county_4_h/eaton_county_4_h_associations_and_committees/junior_livestock_association)
- Attend the buyer's workshop in April!

- It is highly encouraged that you talk to potential buyers (both animal and premium) prior to fair week.
- Beef resources:  
[http://msue.anr.msu.edu/program/info/4\\_h\\_beef\\_production\\_management](http://msue.anr.msu.edu/program/info/4_h_beef_production_management)
- Sheep resources:  
[http://msue.anr.msu.edu/program/info/4\\_h\\_sheep\\_production\\_management](http://msue.anr.msu.edu/program/info/4_h_sheep_production_management)
- Swine resources:  
[http://msue.anr.msu.edu/program/info/4\\_h\\_swine\\_production\\_management](http://msue.anr.msu.edu/program/info/4_h_swine_production_management)