

# Small Animal Association (SAA) Sale FAQ

Last updated 4/12/17

## WHEN DOES THE SAA SALE OCCUR?

The SAA Sale occurs the Saturday of fair week, starting at 2:00 p.m. The luncheon for buyers starts at 1:00 p.m.

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

Poultry, rabbits, & goats. The sale order rotates each year. The sale order for 2017 is:

- Goats
- Poultry
- Rabbits

## WHAT ARE THE SAA SALE RULES?

Sale rules can be found on SAA's website under the SAA 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/small\\_animal\\_association](http://msue.anr.msu.edu/county/eaton/eaton_county_4_h/eaton_county_4_h_associations_and_committees/small_animal_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

These forms are available starting with the SAA buyer's workshop in May 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 May SAA meeting. As of 2017, the buyer's workshop is no longer mandatory to sell in the SAA sale. 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?

SAA sends out the following information (included in the JLA sale ads and mailing):

- 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 SAA Sale only. Each seller may pick up 2 passes for **new** buyers (prior years buyers are mailed passes). Passes are available at the May SAA buyer's workshop. 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 SAA 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 SAA Sale are eligible to receive premiums. 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 May SAA 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 end of the sale. ***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 SAA 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.

## 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 luncheon which begins at 1:00 p.m., 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). Buyers for the SAA sale are responsible for arranging pick up of their animals at the end of the sale before 6:00 p.m. unless other arrangements are made with the specie superintendent. **If animals are not picked up or arrangements are not made by 6:00 p.m. with the specie superintendent, the animal will be sold at the Hillsdale Sale Barn with proceeds going to SAA.**

Superintendents will need to see the sale receipt for animals to be released and any pedigree papers will be presented to the buyer in the sale ring. Animal processing is the responsibility of the buyer. Thank you rosettes are available for buyers at check-out.

## WHAT IS RE-SALE? HOW DOES THAT WORK?

A buyer may decide to donate the animal back for re-sale. Buyers who choose to donate the animal for resale must state that intent immediately upon being declared the successful bidder in the ring so that the animal can be resold before leaving the sale ring. Only one resale per animal is allowed. 100% of the proceeds from the resale amount will be donated directly to SAA.

## WHAT IS THE SAA SILENT AUCTION?

The SAA silent auction starts at noon the day of the sale. Donations of items for the silent auction are accepted at the Extension office prior to fair and can include handmade items, gift certificates, etc. (no live animals). Items start at a minimum bid of \$1.00. Bidding for the silent auction closes at the end of the sale. Payment of the items must be made at the Back 4-H Office prior to 6:00 p.m. the day of the sale. Winners are responsible for picking up their items.

## WHEN IS THE SALE PROGRAM AVAILABLE?

The sale program is normally available around 10:00 a.m. on sale day. It is not available prior to this time as the program is put together on Friday during fair week (due to species still showing), printed late at night, and delivered on Saturday morning.

## WHAT IS THE SAA SALE LUNCHEON?

The SAA provides a Luncheon as a thank you to the buyers during the sale. The luncheon is before the sale starting at 1:00 p.m. Clubs are expected to contribute food items for the luncheon based on the number of youth who are enrolled in the SAA 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 ARE SALE JOBS? WHAT HELP IS NEEDED FOR THE SALE?

Multiple people are needed to ensure that the sale runs smoothly. The SAA Sale is coordinated by the SAA advisor, board members, sale committee, and 4-H staff. 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 Saturday after the sale to count and balance the funds taken in. This could take up to an hour.

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

### ARE PICTURES TAKEN AT THE SALE?

No official pictures are taken at the SAA sale; however, parents are encouraged to take photos of their youth as desired.

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

After the sale of the animal, please return the animal to the barn. At the end of the sale, make sure to go back to the barn to assist the superintendent with releasing your animal to the buyer. Do not empty the cage of feed or water dishes. If your animal has not been picked up when tear down begins on Sunday, it is up to the exhibitor to move the cage outside in front of the barn with the buyer's name on it.

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

SAA takes a commission off of each transaction (premium or animal sale). The commission is a flat 10% fee off of the sale or premium amount. This commission is used to pay for 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 May!
- It is highly encouraged that you talk to potential buyers (both animal and premium) prior to fair week.
- Goat resources: [http://msue.anr.msu.edu/program/info/4h\\_goats](http://msue.anr.msu.edu/program/info/4h_goats)
- Poultry resources: [http://msue.anr.msu.edu/program/info/4h\\_poultry](http://msue.anr.msu.edu/program/info/4h_poultry)
- Rabbits/cavies resources: [http://msue.anr.msu.edu/program/info/rabbits\\_cavies](http://msue.anr.msu.edu/program/info/rabbits_cavies)