



## 4-H Virtual Auction FAQ

Please use the following key when reviewing this document:

- ***Items in bold italics*** - Requirements
- **Items in bold** – Recommended best practice

### QUESTIONS FOR THE AUCTION COORDINATOR OR 4-H PROGRAM COORDINATOR

HOW WILL COUNTY STAFF/AUCTION COORDINATORS OPT-IN OR NOTIFY SOMEONE THAT THEY WANT TO USE FAIRENTRY?

- Access to the FairEntry auction site will require participation in the Virtual Learning Showcase. Fair managers and others interested in offering a virtual learning showcase can send an email to [4Hshowcase@msue.msu.edu](mailto:4Hshowcase@msue.msu.edu) for more information.

WILL PARTICIPANTS BE REQUIRED TO COMPLETE ANIMAL HEALTH VERIFICATIONS SUCH AS VET CHECKS, SWINE FLU VACCINE AND/OR HEALTH PAPERS?

- ***Yes, as required by the local regulatory guidance and program/fair.***
- ***It is required that there be a local veterinarian on-call on the day animals are pooled for local stockyards or processing in the event there is a health concern.***

HOW WILL ANIMAL WEIGHTS BE DETERMINED?

- ***Since there is a limit on the face-to-face interactions, animals cannot be transported to a certified scale to receive the certified weight required by the State of Michigan to sell by the pound. As a result, all animals will sell by the head.***

WILL YOUTH BE REQUIRED TO COMPLETE YQCA AND/OR EDUCATIONAL CREDIT ACHIEVEMENT?

- **YQCA should be completed by auction participants as necessary.**
- Other educational requirements are at the discretion of the county program.

WHO ARE THE CONTACTS/TROUBLESHOOTERS DURING THE LIVE AUCTION?

- FairEntry staff are available to help troubleshoot issues with the program.
- MSU Extension Virtual Auction team members are also available to assist with auctions logistics and implementation. Email [4Hshowcase@msue.msu.edu](mailto:4Hshowcase@msue.msu.edu) or visit [extension.msu.edu/virtualshowcase](http://extension.msu.edu/virtualshowcase) for more information.



#### IS THERE A WAY THAT A BUYER CAN DONATE TO A SPECIFIC PROGRAM (NOT THE YOUTH PARTICIPANT)?

- Auction coordinators have the option to create a Donation Recipient (i.e. Small Animal Association, 4-H Council, other local organizations, etc.).
- If a buyer would like to make a donation to a recipient other than the seller, after the item is sold and original bid amount has been recorded, the item will need to be marked as a resale item and the additional bid/donation will be recorded as an additional distribution.

#### IF STAFF HAVE THE NUES TAGS OR OTHER NECESSARY ITEMS AT THEIR OFFICE, HOW DO WE GET THEM PRIOR TO THE DAY OF LOADING?

- Depending on the status of the university travel at the time, waivers may be granted to allow MSU Extension staff to obtain items critical to the implementation of the auction and/or showcase.

#### DOES FAIRENTRY REQUIRE FIELDS FOR BUYER REGISTRATION OR CAN WE SELECT WHAT IS REQUIRED COUNTY BY COUNTY?

- No, the only required field for buyer information is name.
- **It is best practice to also collect phone number, email and address for each buyer.**

#### HOW WILL BUYERS RECONCILE THEIR PURCHASES?

- Buyers will have the option to pay via invoice/check after the sale or credit card during the check-out process. See the buyer section for more information.

#### HOW DO THE PARTICIPANTS GET PAID?

- Sale contributions will be collected by the local program and then distributed to sellers in the same fashion as a traditional sale.
- For local programs that have printable 8.5" x 11" checks, those checks can be printed from the FairEntry database.

#### HOW ARE CREDIT CARD TRANSACTIONS HANDLED AND WHAT ARE THE ASSOCIATED FEES?

- FairEntry uses the Stripe platform for credit card transactions. Learn more at <https://fairentry.zendesk.com/hc/en-us/articles/218333687-Stripe-Resources>.
- Credit card payments will be routed to the bank account of the local entity who will pay out the participants.
- FairEntry charges a 1% transaction fee and Stripe charges a 2.9% transaction fee, plus \$0.30 per transaction.

#### HOW MANY PEOPLE WILL BE NEEDED TO IMPLEMENT THE AUCTION?

- Volunteers (superintendents and/or auction coordinators) will be needed to assist with coordinating the shipping of animals to their proper destination. The exact number is dependent on the size of the auction.



#### WHEN DO YOUTH NEED TO DETERMINE IF THEIR PROJECTS (ANIMALS OR STATIC) WILL BE SALE OR NO-SALE?

- This can be determined locally.
- **MSU Extension recommends the determination is made no later than 48 hours before posting of the sale bill.**

#### HOW DOES THE AUCTION TIMING WORK? SHOULD IT BE THE SAME AS THE TYPICAL FAIR DATE?

- Many processors and local stockyards buyers have indicated that they would like animals delivered with the same timing as the traditional fair. Contact your local processors and stockyard buyers as soon as possible to verify if this is true for your local program. Once that date has been determined, work backwards accordingly with the following recommendations:
  - **The auction should be available for viewing as soon as exhibition results allow. This may be prior to the actual start of the typical fair dates.**
  - **The sale should be open for at least 1 to 3 days.**
  - **The auction should close no less than 24-48 hours prior to trucking.**
  - **The notice to buyers should go out approximately one month before the auction.**

## POST SALE LOGISTICS

#### HOW WILL ANIMALS GET FROM PARTICIPANT LOCATIONS TO PROCESSORS OR LOCAL STOCKYARDS LOCATIONS?

- ***Staff will need to identify a centralized animal pooling and loading location(s) at which animal projects will be dropped-off after the auction. Special attention should be given to prevent individuals from socializing both during and after the drop-off of animals; participants will need to leave the location immediately after dropping off their project(s).***
- ***Recommendations from the State of Michigan and the Michigan Department of Agriculture and Rural Development (MDARD) must be followed, including the use of Personal Protective Equipment (PPE) for participants at drop-off locations.***
- Possible centralized locations include:
  - Local stockyards
  - Fairgrounds
  - Private farm
  - Other locations with empty, suitable animal pens
- **Staff members, auction coordinators and/or volunteers may want to designate holding pens for different processors and stockyards.**



#### WHAT ARE THE PROTOCOLS FOR POOLING LOCATIONS?

***MSU Extension policy prohibits face-to-face interactions through September 1, 2020. The following protocols will be used as minimum guidelines. If local regulatory guidance requires stricter protocols, they must be followed.***

- ***Requirements for pooling location staff/volunteers***
  - ***Facemasks and disposable gloves must be worn***
  - ***Maintain a minimum of 6' distance as often as possible***
  - ***Local county health department health form completed***
- ***General requirements for pooling locations***
  - ***Handwashing stations must be made available***
  - ***People immediately leave the location after dropping off their project***
  - ***People remain in vehicles unless unloading or loading their project***

#### WHAT IF MY ANIMAL IS NOT GOING TO THE PROCESSOR? (EXAMPLE: PROSPECT CALF)

- **It is recommended that animals are transferred to the buyer at the centralized animal pooling location.**
- **Youth participants whose project(s) are not going to a local stockyard or processor may choose to communicate directly with the buyer to negotiate the transfer of the project(s).**
- ***All safety protocols listed in the “Protocols for pooling locations” section must be followed.***

#### ARE PROCESSORS STILL EXPECTING TO PROCESS ANIMALS FROM VIRTUAL AUCTIONS?

- **Staff or auction coordinators should contact their typical processors as soon as possible. Processors could have schedule changes. Staff should ensure processors are still planning to receive livestock projects sold during a virtual auction.**
  - [Map of meat processing and slaughter facilities in Michigan](#)
  - [Meat, Poultry and Egg Product Inspection Directory \(USDA\)](#)

#### HOW WILL ANIMALS BE INDIVIDUALLY IDENTIFIED?

- ***All standard state and federal identification tags are required.***
- **Fairs should consider providing additional animal identification for processing or local stockyards. Additional tagging information may include:**
  - **Back tags for cattle**
  - **County-specific tags**

#### HOW WILL TRANSPORTATION BE HANDLED?

- **County staff or auction coordinators may need to coordinate the transportation of animals from a pooled loading location to both processors and local stockyards. Counties may want to provide a list of haulers for participants who may not have proper transportation options.**



- Haulers will need an animal load time. These should be based on when there will be enough animals to send one load to the processor or stockyard. Livestock projects should leave the animal pooling location as soon as possible. To make this process more efficient, animal projects should have a pre-arranged drop-off time at the animal pooling location.

#### HOW SHOULD ANIMALS BE HANDLED TO REDUCE STRESS AT THE POOLING LOCATION?

- ***Animals must be dropped-off and transported to the processor on the same day.***
- Penning
  - All animals must have access to water and be in a safe area that is protected from the heat via shade and proper animal cooling if needed.
  - Livestock must be in pens with like species.
  - Animals should be provided enough space to prevent injury to themselves or by another animal.
  - Good footing should be provided for all animals.
    - Bedding is important for both footing and waste collection. Straw sand, or sawdust are acceptable bedding materials.
- Swine
  - Swine should ideally arrive in the morning while it is cool and be transported to processors as soon as possible to prevent stress and fighting.
  - Provide a large pen to allow pigs extra room; this decreases fighting and stress.
  - Staff/volunteers with swine handling experience should be assigned to watch the pens to stop fighting.

#### SHOULD THERE BE A VETERINARIAN PRESENT AT THE DROP-OFF SITE?

- ***A local veterinarian must be on-call on the day animals are pooled in the event there is a health concern.***
- Fairs should consider having a veterinarian on-site all day. This will help address any animal welfare and health issues.

#### IS ADDITIONAL INSURANCE NEEDED FOR THE COORDINATED DROP OFF-SITE FOR PARTICIPANTS, VOLUNTEERS OR FAMILY MEMBERS, OR FOR ANIMALS THAT MAY DIE OR BECOME INJURED?

- 4-H youth enrolled in 4HOnline and approved 4-H volunteers participating in a 4-H sponsored activity are covered by the supplemental accident insurance policy through [American Income Life Insurance](#). The pooling location drop-off is considered a 4-H sponsored activity.
- As a 4-H sponsored event, a special event policy could also be taken out with American Income Life that would cover all attendees. Staff would need to complete a [special risk division activity report form](#) before the event.
- Animal injuries/deaths are not covered by American Income Life. A supplemental policy should be sought locally if committees or councils do not already budget for this potential expense.



## YOUTH PARTICIPANT INFORMATION

IF YOUTH HAVE THE OPPORTUNITY TO SHOW IN ANOTHER FORMAT CAN THEY PARTICIPATE ONLY IN THE VIRTUAL AUCTION?

- **No, youth participating in the 4-H virtual auction MUST take part in the show aspect in order to move forward into the auction.**

HOW WILL INDIVIDUAL ANIMALS BE IDENTIFIED?

- Market animals should have an official fair tag like a back tag to identify animals. This will be easier than trying to read RFID tags or Scrapies tags. Official tag numbers, like the RFID tag, should be recorded by the youth member and kept as part of the official record on their project animal.

WHEN DOES PARTICIPANT INFORMATION NEED TO BE UPLOADED ONTO THE FAIRENTRY SITE?

- 4-H members should be prepared to upload photos at the time of registration, typically 1-2 weeks prior to the typical fair date. Videos may be added at a later date but prior to the judging and/or sale date. This will allow time for judges to complete their evaluation of projects and provide potential buyers an opportunity to view animals that will be auctioned off.

HOW CAN YOUTH ADVERTISE THEIR MARKET PROJECTS?

- Contacting potential buyers ahead of time will be critical to your success. Failure to promote your livestock projects may result in a lack of bidders for your project during the virtual auction.
- Given that face-to-face contact is prohibited until September 1, 2020, virtual contacts are encouraged.
- Resources are being developed that can be shared with potential buyers to explain what a virtual auction is and how it will work.
- Resources are available to help buyers understand the amount of product to expect when an animal is processed.
  - [Market beef](#)
  - [Market sheep and goats](#)
  - [Market swine](#)
  - [Market poultry \(chickens, turkeys and ducks\) and rabbits](#)
- It is recommended that you begin making contact with potential buyers at least one month prior to the virtual showcase and auction site going live.

DO YOUTH STILL NEED TO COMPLETE YQCA?

- Yes, if this is a requirement of your local 4-H program, processor or stockyard.

HOW WILL THE SALE ORDER BE DETERMINED?

- If animals are placed in your virtual showcase, the Grand and Reserve Champion animals may be



identified and located at the top of their species. All other animals of the same species will be listed in alphabetical order by the last name of the youth member.

#### HOW WILL ANIMAL WEIGHTS BE DETERMINED?

- Since there is a limit on the face-to-face interactions, animals cannot be transported to a certified scale to receive the certified weight required by the State of Michigan to sell by the pound; all animals will sell by the head.

#### POTENTIAL BUYER INFORMATION FOR PARTICIPATING IN THE VIRTUAL AUCTION

#### HOW DOES REGISTRATION WORK?

- Buyer registration will be managed by each county program. Contact your local 4-H program coordinator or auction coordinator for more details.

#### HOW DO BUYERS PAY FOR THEIR PURCHASES?

- Animals purchased may be paid for via invoice and check or credit card.

#### IF ANIMALS AREN'T BEING WEIGHED, HOW DO BUYERS KNOW WHAT THEY ARE PURCHASING?

- ***Michigan Department of Agriculture and Rural Development regulations do not allow for an animal to be sold by the pound without a certified scale weight.***
- To learn more about the approximate amount of meat you will receive, and the current market weight standards of finished products, view the appropriate animal marketing documents:
  - [Market beef](#)
  - [Market sheep and goats](#)
  - [Market swine](#)
  - [Market poultry \(chickens, turkeys and ducks\) and rabbits](#)
- Youth participants can provide a range that the animal may fall into at the time of the fair. Acceptable weight ranges may vary by county.
  - *For our fair, a finished market lamb would range from 135 to 150 pounds. You would most likely find this animal in that weight range.*  
-or-
  - *For our fair, a medium-sized lamb would be in the 100 to 135 pound weight range. You would most likely find this animal in that weight range.*  
-or-
  - *For our fair, a light-sized lamb would weigh under 100 pounds. You would most likely find this animal in that weight range.*

#### IS RESALE STILL AN OPTION?

- The term resale means different things in different counties.



- Often the term resale refers to animals that are bought but not intended for the buyer's personal use. These animals are sent to a local stockyard and generally resold to a packer.
- Resale may also mean animals are sold once and donated back by the buyer. These animals are then sold a second time, with the dollars raised from the second sale going to support a local 4-H program and the second buyer takes possession of the animal (for processing or otherwise).
- The ability to resell an animal will be determined locally so check with the virtual auction you would like to support. Buyers will not have live weights to determine exact resale amounts, but estimates can be provided based on expected market weight ranges and current market value.

#### CAN BUYERS DONATE THEIR PURCHASES TO A FOOD BANK OR PANTRY?

- This is determined locally based on the availability of processing and food bank/pantry capacity. Check with the virtual auction you would like to support and also see the "Food Donation" section.

#### HOW DO BUYERS GET THEIR PURCHASES?

- Buyers will indicate where they would like their purchases transported to and/or processed when they check out at the conclusion of the sale.
- If an animal (or still project) should go to a residence, the seller will contact the buyer to make arrangements for pick-up or drop-off of the purchase. The seller will be directed to make contact within 48 hours of the close of the sale in order to make arrangements.
- If an animal will be sent to the processor, transportation will be coordinated by the 4-H program coordinator and/or auction coordinator. The buyer will need to contact the processor with their cutting instructions and pick-up their meat from the processor.

#### ARE PURCHASES TAX-DEDUCTIBLE?

- Purchases on live animals generally are not tax-deductible. Buyers should contact their individual tax preparer to know what their options are.

### FOOD DONATION PROGRAMS

#### HOW CAN BUYERS DONATE THEIR PURCHASES TO A FOOD BANK OR PANTRY?

- A food donation program offers goodwill to your community and empowers youth to make a difference. It also offers a service to the buyers who may not have a use for their meat but want to support 4-H virtual livestock auctions. Food donation is also a nice option for meat purchases that are less culturally appropriate for the buyer but may still be desirable by food pantry clients.
- Each fair should designate a person or committee to handle meat donations.
- The committee should decide if they want to handle the logistics or partner with an existing organization such as Stone Soup Food Bank in St. Clair County or Meating the Need for Our Village, which covers Tuscola, Sanilac and Huron.
- If handling the logistics on their own, the person or committee should make contact with a food bank or pantry to determine what their meat needs are and how much freezer space they have (freezer space is often a limiting factor). As the food bank or pantry is the customer in this case, they should specify





cutting directions. Some like to give whole cuts of meat and others prefer one-pound packages for their uniformity.

- It's important to note the difference between food banks and pantries: a food bank collects large volumes of food for distribution to pantries, pantries distribute directly to the consumer.
- See the following resources to determine the approximate amount of product expected per animal:
  - [Market beef](#)
  - [Market sheep and goats](#)
  - [Market swine](#)
  - [Market poultry \(chickens, turkeys and ducks\) and rabbits](#)
- **Any animal being sent to a food bank or similar entity must be harvested at a USDA inspected facility.**
- To find a pantry near you go to: <https://www.feedingamerica.org/find-your-local-foodbank>. Note that many small and church-based pantries may not be listed.
- The committee should determine if the food bank or pantry has volunteers to pick-up processed meat or arrange other transportation.
- Once a buyer purchases an animal, they have the option to indicate that the animal be donated to the food donation program at the time of checkout.
- If the buyer chooses to donate the animal, the animal will be processed at the appropriate facilities and the meat will be taken to the food bank or pantry.
- Effort is put in to keep donations as local as possible.
- The buyer receives a letter stating the animal was donated and they qualify for tax exemption. Letter example:

- *Dear Sir or Madam:*

*Contributions to the ABC 4-H club (EIN 11-0123456) are considered charitable giving as it shares the Michigan 4-H nonprofit 501(c)(3) status as authorized by Michigan State University. Thank you for purchasing two lambs for \$860.00 at the XYZ County Virtual Showcase Auction on 08/03/2020 and donating them to the hunger relief project. The estimated fair market value for these lambs is \$XXX.XX based on their combined weight of 215 pounds\*\* and market price of \$X.XX per pound. No goods or services were provided in exchange for your donation.*

*Thank you for supporting our project.*

*\*\*Since live weights will not be available, a carcass weight can usually be provided by the processor to determine the estimated value of the donation.*