2018
COUNTY EXTENSION OFFICE HANDBOOK
WELCOME TO THE
AKSARBEN 4-H STOCK SHOW

Dear County Extension Offices & 4-H Exhibitors,

The AKSARBEN 4-H Stock Show is a Regional 4-H only Livestock Show that is open to 4-H members from Colorado, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota and Wyoming. The AKSARBEN 4-H Stock Show is renowned for providing a level playing field for all 4-H members that exhibit livestock at the Show. To make the process easier on the exhibitors and staff, it is important for the AKSARBEN Foundation staff to have a solid working relationship with the County Extension Offices in the states eligible to participate.

Our hope is that this handbook will provide you with timely and accurate information to answer questions from 4-H exhibitors leading up to the AKSARBEN 4-H Stock Show, held annually the last weekend in September. The 2018 AKSARBEN Stock Show will be held at Fonner Park/Nebraska State Fair Grounds in Grand Island, Nebraska.

Each state operates with different rules, requirements and deadlines for 4-H project enrollments, individual identification and required forms and paperwork. Therefore, it is impossible for the AKSARBEN Foundation to create a simple set of requirements that works in all ten states represented at the show. Because of the differences, the AKSARBEN 4-H Stock Show will abide by the same rules for an exhibitor’s project as set up by your individual State 4-H Office.

This handbook will provide you with the basic tools necessary to assist and prepare your county 4-Hers for showing at the AKSARBEN 4-H Stock Show. We hope this answers many of your questions and helps ease the entire process for the County Offices and exhibitors.

As always, our staff is available to answer any questions you may have. Please do not hesitate to contact the AKSARBEN offices with your questions or suggestions.

We look forward to working with you and the 4-H exhibitors!

Sincerely,

Kevin Kock
Executive Director of Agricultural Initiatives
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AKSARBEN 4-H Stock Show  
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Omaha, NE 68106

www.aksarbenstockshow.com
IMPORTANT DATES TO REMEMBER FOR 2017-2018

My county’s Market Beef weigh-in is ________________________________

My county’s due date for other species is ______________________________

November/December
Order & Receive DNA envelopes

April 15th
All Market Beef DNA Nominations due online through www.showstockmgr.com

April 20th
All Market Beef DNA Nominations due to AKSARBEN Office

May
All Market Beef DNA Verified online

June 15th
All Market Sheep, Market Swine, Meat Goat and Feeder Calf DNA Nominations due online through www.showstockmgr.com

June 15th
Breeding Heifer, Dairy Cattle & Horse Nomination forms due online through www.showstockmgr.com

June 20th
All Market Sheep, Market Swine, Meat Goat and Feeder Calf DNA Nominations due to AKSARBEN Office

July 8th
All Market Broiler orders and entries due online via aksarbenstockshow.com

July
All Market Sheep, Market Swine, Meat Goat and Feeder Calf DNA Verified online

August 31
Entries entered online through aksarbenstockshow.com
**Exhibitor Time Line**

**December-March:** Market Beef DNA nominations at County weigh-in days

**April 15:** Final day to submit Market Beef DNA nomination information online through [www.showstockmgr.com](http://www.showstockmgr.com)

**April-May:** Market Swine, Market Lamb, Meat Goat and Feeder Calf DNA nominations at County weigh-in days or at the farm

**June 15:** Final day to submit Breeding Heifer, Dairy Cattle and Horse nomination information online through [www.showstockmgr.com](http://www.showstockmgr.com)

**June 15:** Final day to submit Market Swine, Market Lamb, Meat Goat and Feeder Calf DNA nomination information online through [www.showstockmgr.com](http://www.showstockmgr.com)

**July 8:** Final day to order/enter Broiler chicks for the AKSARBEN Broiler Show online through [www.aksarbenstockshow.com](http://www.aksarbenstockshow.com)

**August 31:** Final day to submit entries online through [www.aksarbenstockshow.com](http://www.aksarbenstockshow.com)

**County Extension Time Line**

**November-December:** Order DNA materials in preparation for County weigh-ins

**April 15:** All Market Beef DNA collector envelopes due at County Extension Office. County verifies the information is entered online, correct and paid for.

**April 20:** All Market Beef DNA collector envelopes due at AKSARBEN Office

**May:** All Market Beef nominations validated online

**June-July:** Access the database and validate Market Sheep, Market Swine, Meat Goat and Feeder Calf DNA nominations for correct information.

**June 15:** All Market Swine, Market Lamb, Meat Goat and Feeder Calf DNA collector envelopes due at County Extension Office. County verifies the information is entered online, correct and paid for.

**June 20:** All Market Swine, Market Lamb, Meat Goat and Feeder Calf DNA collector envelopes due at AKSARBEN Office.

**July 8:** All Market Broiler orders and entries due online through [www.aksarbenstockshow.com](http://www.aksarbenstockshow.com)

**July 15:** All Market Swine, Market Lamb, Meat Goat and Feeder Calf DNA validated online

**August 31:** All entries entered online through [www.aksarbenstockshow.com](http://www.aksarbenstockshow.com)
ORDERING DNA ENVELOPES

The order form for DNA envelopes can be found on Page 12 (Appendix) and should be copied when ready to make orders. Ordering of DNA envelopes can be done as early as November. However, because each state and county has its own deadlines and dates for weigh-ins and project entry, AKSARBEN asks that you order envelopes in time to ensure they are available for your weigh-in date(s). County Offices will use the same DNA envelopes for all Market species so be certain to order enough envelopes to cover your needs for one (1) year. When ordering envelopes, keep in mind that some may be damaged or unusable at the time of DNA collection, so order enough to cover your needs. **Upon completion of nomination, please return any unused envelopes to the AKSARBEN offices.**

DNA COLLECTION

It is very important that the DNA on each nominated animal be taken properly. This ensures accuracy in processing the exhibitor's entry into the AKSARBEN 4-H Stock Show. Improperly processed DNA samples can result in an exhibitor being denied entry into the show or can cause very serious problems with animal identification following the show which could affect the exhibitor’s premiums or scholarships, should they receive any while at the show.

An instruction sheet on how to properly pull DNA is included on Page 13 (Appendix). A DVD is also available on request. Place at least 40 samples, with roots intact, inside the envelope and seal. **DO NOT put samples in a plastic bag.**

AKSARBEN suggests having two (2) people present - one to collect the DNA and one to hold and seal the envelopes. For the benefit and integrity of the exhibitor, do not allow them to handle the envelope other than to sign it in your presence.

The DNA sample collected may be compared to a DNA sample collected at the exhibitor's respective State Fair and at the AKSARBEN 4-H Stock Show to ensure the proper identity of the animal.

All DNA envelopes must be filled out completely and legibly. Staff must be able to read the handwriting on each envelope. Please see on next page the proper way to fill out the DNA Collection envelope. Be sure to take a photocopy of each envelope for your records and send the originals with the hair samples to the AKSARBEN offices.

**Iowa 4-H Exhibitors**

Retinal Images taken by Iowa Extension Staff for all market beef, market sheep and meat goats will be accepted for nomination into the AKSARBEN Stock Show. A DNA ear punch on all Iowa swine taken by Iowa Extension Staff will be accepted for nomination into the AKSARBEN Stock Show. A DNA hair sample will need to be submitted for all Iowa feeder calf nominations.
Sample DNA Collection Envelope

• Please fill out each part of the envelope legibly (calving date is only required for Feeder Calf birth dates). Please be sure to include gender.

• Weight and weigh date are not required for all species, but State Fairs in Nebraska and South Dakota may require weights and weigh-in dates so please fill out just in case.

• Exhibitors must print their name and sign the envelope at the weigh-in. If animal is to be nominated under more than one exhibitor, all names and at least one exhibitor signature is required on the DNA collector envelope.

• For counties that allow Family ID for an individual animal, all children’s names must be printed on the DNA collector envelope. At least one exhibitor signature is required on the DNA collector envelope.

Fees

• Through the online nomination process, exhibitors and families will be required to pay the $6 per DNA nomination fee online via a debit or credit card through PayPal. A DNA nomination will not officially be accepted until payment has been received.

• All DNA envelopes should be paid for before they are received at the County Extension Office and before they are sent to the AKSARBEN Office.

• County offices should include all completed DNA collector envelopes, all unused collector envelopes and the appropriate summary form when sent to the AKSARBEN Office.

Summary Form

The final form in the DNA nomination process is the Summary Form. All states should use the Summary Form found on Appendix page 3.

Tag Losses

There is a small percentage of animals that lose their ID tags each year. If this happens, make sure a new tag is placed on the animal as soon as possible. Document the information on your ID forms with dates and initials. Then forward the information to AKSARBEN for envelope updates. A list of retagged animals will be prepared and sent to Nebraska and South Dakota State 4-H Offices for state fair check-ins.
**DNA VERIFICATION PROCESS**

**NEW DNA VERIFICATION PROCESSES INSTRUCTIONS COMING SOON**
MARKET PROJECTS VS. NON-MARKET PROJECTS

What is a Non-Market Project?
Non-market projects are the categories listed below:
A. Breeding Beef Heifers
B. Breeding Sheep Ewes
C. Breeding Goat Does
D. Dairy Cattle
E. Horses
F. Broilers
G. Rabbits

Breeding Beef Heifers, Breeding Sheep Ewes, Breeding Goat Does, Dairy Cattle, Horses
All identification on breeding animals, dairy animals and horses from Iowa, Minnesota and South Dakota will be obtained through each respective state’s 4-H Online database. All Nebraska breeding animals and dairy animals must follow their own state’s identification rules. Nebraska horses must follow AKSARBEN identification rules and be nominated online by the June 15 deadline. Exhibitors from Colorado, Illinois, Kansas, Missouri, North Dakota and Wyoming must nominate breeding animals, dairy animals and horses through the AKSARSBEN Online Nomination website by June 15 to be considered an eligible animal for the AKSARBEN Stock Show.

Market Broilers
4-H members wishing to enter this class at the AKSARBEN Stock Show must complete a Market Broiler Order/Entry Form online via aksarbenstockshow.com. Exhibitors must pay for purchasing the bird(s) and the appropriate entry fee(s) online when the birds are ordered. Each order for broilers will be for fifty (50) birds. Exhibitors may enter one (1) or two (2) pens of three (3 birds per pen) from this order to show at AKSARBEN. The birds are shipped directly from the hatchery to the exhibitor’s home address at the appropriate time so the birds will be the proper weights at the AKSARBEN show. These broilers do not require any kind of 4-H identification and do not need to be enrolled as a project in your state. **Deadline for ordering/entry is July 8.**
AKSARBEN 4-H STOCK SHOW
ENTRY PROCESS

AKSARBEN 4-H Stock Show Entry Forms
The following list of forms can be found at
http://www.aksarbenstockshow.com/p/events/376. All forms will be available when entries open online.

• Premier Exhibitor Entry Form – available when making online entries
• Calf Challenge Application to Participate
• Lamb Challenge Application to Participate
• AKSARBEN 4-H Stock Show Drug/Ethics Affidavit
• Lamb Country of Origin Declaration
• Hormel Swine Affidavit

Exhibitors will be entering directly online in 2018 through the AKSARBEN Stock Show website, aksarbenstockshow.com. Payment of entry fees online will be required before the entry process can be completed. County offices have access to see who enters from their county and are asked to review the entries made by 4-Hers from their respective counties.
ADDITIONAL CONTESTS FOR EXHIBITORS

Additional information on all contests can be found in the AKSARBEN Stock Show Premium Book

CONTESTS FOR INDIVIDUALS

Premier Exhibitor
The Premier Exhibitor program provides an opportunity for 4-H exhibitors to demonstrate their project production and management knowledge, strengthen decision making and communication skills, and recognize excellence in the demonstration of project knowledge.

A Premier Exhibitor will be selected in the following divisions: Dairy, Horse, Beef, Lamb, Goat and Market Swine. Each exhibitor will be judged on four areas that will cover the particular species they have entered in. These areas are:

- Interview- scenario questions will be posed by a panel of Judges
- Skillathon Station- species specific production and management tasks Production-Management Quiz- written exam
- Live Placing- highest ribbon received in showmanship contest

Deadline for entry: Entries must be received at same time as AKSARBEN entries
ADDITIONAL CONTESTS FOR EXHIBITORS
Additional information on all contests can be found in the AKSARBEN Stock Show Premium Book

CONTESTS FOR TEAMS

AKSARBEN 4-H Livestock Quiz Bowl Contest
The Livestock Quiz Bowl provides an opportunity for 4-H exhibitors to partake in an event that will stimulate learning and reward 4-H members for knowledge gained in a subject matter area, while developing teamwork, self-confidence and decision-making skills in a competitive setting where attitudes of friendliness and fairness prevail. Each state in the U. S. is invited to enter any number of teams, of up to 4 contestants per team. The age requirements are the same as the AKSARBEN 4-H Stock Show: individuals must have reached their 10th birthday but not their 19th birthday by January 1 of the contest year. **Deadline for entry:** September 1

AKSARBEN Livestock Judging Contest
Individual contests are held for Senior College, Junior College Sophomores, Junior College Freshmen, and 4-H members. Each state may send up to three 4-H teams. The determination for which 4-H teams in a state are eligible to attend is determined by each state's 4-H program. **Deadline for entry:** September 1

Honor Show Chow Fitting Challenge
This contest, sponsored by Purina Animal Nutrition, is a team competition where a County may enter a primary team and an alternate team. Total number of teams entered will determine if alternate teams will compete. A team consists of three members from the county in which one member of the team is 13 years of age or younger OR one team member is of the opposite gender. **Deadline for entry:** August 31
Appendix 1-DNA Envelope Order Form

To assist in providing you with the correct amount of materials, please provide us with an estimated amount of collection envelopes you would need for each species. (number of head). If you have any questions, please call 402-554-9600 x103 or email smithc@aksarben.org.

Total animals: ______________________

Market Beef: _______________________ # of head
Feeder Calves: _____________________ # of head
Market Lambs: _____________________ # of head
Meat Goats: _______________________ # of head
Market Hogs: ______________________ # of head

County: ____________________________________________________________

Address:___________________________________________________________

City:____________________________ State:__________________ Zip:_____________________

Phone:___________________________ Fax:_______________________________

Email Contact:___________________

Completed by:____________________

Please email to smithc@aksarben.org
Or fax this form to 402-554-9609
Appendix 2 – How to properly pull DNA Samples

Cattle Hair Sample Collection Instructions

1. Check the ear tag number of the animal, and record it on the hair sample envelope.
   We strongly recommend that you collect tail switch hair. If this is not an option, then collect hair from the poll, neck or tail head. Clean the sample area with a paper towel to remove excess dirt if necessary.

   Use bent nose, long nose or needle nose pliers to collect the sample.

2. Grasp the hair close to the skin with pliers and pull directly away from the skin. Take at least two pulls. Make sure that the sample has at least 40 hair roots. If tail switch is not available, then take at least 5 pulls from the poll, neck or tail head.

3. Inspect the hair sample to ensure at least 40 hair follicles.
   Do NOT cut the hair from the animal. The hair MUST CONTAIN ROOTS for DNA testing. Avoid touching the roots and make sure the hair is dry.

   Place hairs in the sample envelope and seal the envelope. Do not put hairs in a plastic bag.

4. Fill out the remaining information lines on the envelope, and have the witnesses sign.

   REMEMBER: Cleanse hands and pliers between animal samples to ensure that hairs from different animals are not mixed.

Cattle Hair Sample Checklist

- Record ear tag number on the envelope
- Collect hair from tail switch
- Obtain at least 40 hairs with follicles
- Take at least 2 pulls
- Inspect for follicles—do NOT touch follicles
- Obtain exhibitor signature & seal envelope
- Clean pliers and hands between animals
**Sheep & Goat Hair Sample Collection Instructions**

1. Check the ear tag number of the animal, and record it on the hair sample envelope. Clean the sample area to remove dirt or other contaminants.

   Use bent nose, long nose or needle nose pliers to collect the sample.

2. Pull a tuft of hair from the leg, just above the toes. Pull the hair directly away from the skin, NOT at an angle. This will allow the root to come out with the hair. Take at least three pulls.

3. Inspect the hairs sample to ensure at least 40 hair follicles or roots. The roots are easy to see in goats (like human hairs with a bulb at the end), but difficult in sheep. In sheep, you may notice a color variation which indicates that the root is intact.

   Note: Do NOT cut the hair from the animal. The hair MUST CONTAIN ROOTS for DNA testing. Avoid touching the roots and make sure the hair is dry.

4. Place the sample in the hair sample envelope, and then seal the envelope in the presence of the exhibitor and parent/supervisor. Do not put hairs in a plastic bag.

5. Fill out the remaining information lines on the envelope, and have the witnesses sign.

6. REMEMBER: Cleanse hands and pliers between animal samples to ensure that hairs from different animals are not mixed.

**Sheep & Goat Sample Checklist**

- Select collection area - we suggest above toes
- Record ear tag number on the envelope
- Obtain at least 40 hairs with follicles
- Take at least 3 pulls
- Inspect for follicles – do not touch follicles
- Obtain exhibitor signature & seal envelope
- Clean pliers and hands between animals
Swine Hair Sample Collection Instructions

1. Check the ear tag number of the animal, and record it on the hair sample envelope.

We recommend coarse hair from the loin or rump. If the animal has been shaved, hair can usually be found between the toes, on the jowl/face, inside the ear, or around the tail head. Clean the sample area to remove dirt or other contaminants.

Use bent nose, long nose or needle nose pliers to pull the hair. You will need at least five pulls to get enough hair.

2. Pull a tuft of hair from the animal. Pull the hair directly away from the skin, NOT at an angle. This will allow the hair root to come out with the hair.

Note: Do NOT cut the hair from the animal. The hair MUST CONTAIN ROOTS for DNA testing. Avoid touching the roots and make sure the hair is dry.

3. Visually inspect the hairs for intact roots. Roots or follicles are easy to see (like human hairs with a bulb at the end). You may notice a color variation which indicates that the root is intact. A minimum of 40 hair roots is needed.

4. Place the sample in the hair sample envelope, and then seal the envelope in the presence of exhibitor and parent/supervisor.

Do not put hairs in a plastic bag.

5. Fill out the remaining information lines on the envelope, and have the witnesses sign.

REMEMBER: Cleanse hands and pliers between animal samples to ensure that hairs from different animals are not mixed.

Swine Hair Sample Checklist

✓ Select collection area—we suggest loin or rump
✓ Record ear tag number on the envelope
✓ Obtain at least 40 hairs with follicles
✓ Take at least 5 pulls
✓ Inspect for follicles—do NOT touch follicles
✓ Obtain exhibitor signature & seal envelope
✓ Clean pliers and hands between animals

Swine Hair Instructions.pdf (Rev 07/17)
### COUNTY SUMMARY of All DNA COLLECTIONS

**State:** ____________  **County:** ______________________________

<table>
<thead>
<tr>
<th></th>
<th>Submission Deadline of DNA envelopes to AKSARBEN Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Beef</td>
<td>April 20, 2018</td>
</tr>
<tr>
<td>Feeder Calves</td>
<td>June 20, 2018</td>
</tr>
<tr>
<td>Market Lambs</td>
<td>June 20, 2018</td>
</tr>
<tr>
<td>Meat Goats</td>
<td>June 20, 2018</td>
</tr>
<tr>
<td>Market Swine</td>
<td>June 20, 2018</td>
</tr>
</tbody>
</table>

**Total Number of Envelopes**

Are all envelopes with DNA included paid for ONLINE? _______

If not, how many are unpaid? __________

- It is recommended that the completed envelopes are returned to AKSARBEN via any method with a tracking system such as UPS or FED EX.
- All DNA information must be submitted and PAID FOR ONLINE via showstockmgr.com by 11:59p.m. on April 15 for market beef and 11:59p.m. on June 15 for feeder calves, market lambs, meat goats and market swine. All DNA collector envelopes are due to the AKSARBEN Office by April 20 for market beef and June 20 for feeder calves, market lambs, meat goats and market swine.
- Return used and damaged (no charge) envelopes to:
  
  AKSARBEN Foundation. 7101 Mercy Road, Suite 320, Omaha, NE  68106