

# RUTGERS

New Jersey Agricultural  
Experiment Station

## Middlesex County



## Fair



## 4-H Small Animal Handbook and Forms

# 2009 Middlesex County 4-H:

## *"Go GREEN with 4-H"*

**Please Note:** Wooden pallets should be used to store bedding and feed! If pallets are not used and it rains, then the bedding and food are ruined.

## Small Animal Tent Set Up/Take Down Responsibilities:

### Saturday Before Fair: (this may be sooner if the tent is ready)

Who: All 4-H Leaders, 4-H youth and their parents.

When: 9:00 AM - Everyone stays until the job is complete

Where: Small Animal Tent



<b>Bring:</b>	Work gloves pliers bug repellent	wire cutters shears	snacks drinks
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### Sunday Before Fair:

10:30 AM - 12:30 PM

Small animals received at small animal tent for registration

1:00 PM

Small Animal Judging (Small Animal Tent)

*Refreshments will be available for 4-Hers, leaders, parents and other family members for a small charge from 12:30 p.m. until after small animal show and judging.*

### Sunday Evening After Fair Closes:

Who: All 4-H Leaders, 4-H youth and their parents.

When: 7:00 PM until the tent is cleaned up/jobs are complete

Where: Small Animal tent



## Small Animal Tent Herdspersons Job Description

Please Note: The owner of an animal is the only one who can remove it from its cage!!

On the day of your shift assignment, please report to the small animal tent  $\frac{1}{2}$  hour before your shift starts. This will allow the person you are relieving to fill you in on what has been happening or any problems that you may need to be aware of.

*Only individuals who are on duty should remain in the tent.* Any other 4-Hers who are not assigned to be on duty need to have permission from the 4-H leader/adult in charge of the shift in order to work/stay in the tent. The adult volunteer in charge has the final decision of who should be working in the tent.

1. Upon arrival, tasks are to be done in this order.
  - a. Clean cages if needed (morning shift only)
  - b. Feed and water animals, if needed. Check those that have a note saying "Owner will feed."  
It is important to make sure all animals have water. If owner does not arrive to feed animal, please check with the adult/4-H leader in charge.
2. Your responsibilities in the small animal tent are:
  - a. Patrol the tent, and watch for problems with the animals. Remind people to keep their hands out of the cages. Direct them to the petting table so they can handle the animal safely.
  - b. Help with the petting table. Remember that you must get permission from the animal's owner before you take an animal out of its cage.
3. Please note: one adult herds person must be in the small animal tent at all times!!!!
4. The afternoon shift and evening shifts should:
  - a. Check the cages and clean if needed and re-water and feed if needed
5. During the afternoon after fair officially opens, two (2) youth herdspersons are on duty to observe the crowd. (If you have any problems, please see the adult in charge.) You are to make sure that:
  - a. there is no smoking in the tent.
  - b. there is no teasing of animals. Please direct people to the petting table.
  - c. there should be no feeding of animals by Fair guests
6. During the very hot weather (90 degrees or higher), check animals for distress: heavy breathing or lying on one side.
7. For animals in distress:
  - a. Give fresh cool water - add ice to cool the water.
  - b. Wet down the back of the animal's neck with cooled water.
  - c. If distress continues, please turn problem over to leader or other adult who will contact the leader, or the Animal Control Officer

## 4-H Overnight Policies

No 4-Her can stay overnight without a signed permission form that is on file with the 4-H Agent and in the appropriate tent.

- 4-Hers can only stay overnight with the permission of the 4-H leader in charge and/or a responsible adult who will be in charge of that specific tent.
- The required ratio of adults\* to youth for overnight events is *1 adult for every 3 youth.*  
(\*The definition of an adult for this activity is someone 21 years or older.)
- A minimum of one adult (preferably two) must be physically in the tent throughout the night.
- The Fair is not a "spend the night" party! All 4-Hers and parents staying overnight are expected to adhere to quiet hours on the fairgrounds.
- Youth may visit other 4-H tents, but must be in their assigned tent by 12:00 AM.
- Youth members must be accompanied by an adult to the bathroom after 12:00 AM.
- No one is allowed out of the 4-H area after 11:00 PM (when the Fair closes).
- All guests must leave the fairgrounds at 11:00 PM, unless a 4-H activity is planned for 4-H volunteers and their families.
- Adult leaders and parent volunteers are responsible for all youth in their assigned tent.

### Staying Overnight in the Small Animal Tent

If interested in staying overnight, you will need to make your request to the adult/leader staying overnight. The adult staying overnight has the right to say "NO," and his/her decision will be final.

Leader in charge must be notified of 4-Hers interest in staying overnight, in advance of the overnight shift. Note to parents: Do not leave your child for an overnight without confirming with the adult on that night that permission has been given by them for the child to stay over.



### Evening Club Patrol Suggestions:

Suggested number of members per shift is 5-8. As long as there is adequate numbers of 4-Hers and adults covering the tent, members can take turns covering the tent. *The club leader/adult in charge of the tent should be notified at all times if a 4-Her will be leaving the tent for any reason.*

If there are extra 4-Hers on shift, they can help with responsibilities in other tents, or in the 4-H refreshment stand.

*Evening tent patrol requires at least one adult as the person in charge.* This person is the authority who has final say in settling disputes, and seeing that jobs are covered!

The main responsibilities during the evening shifts are crowd control and answering questions about the animals and tent. Please direct people to the petting table to handle and interact with the animals safely

## Overnight Responsibilities:

Arrive  $\frac{1}{2}$  hour early for instructions from herdspersons going off duty.

Please do not set up tents, beds, bedroll, etc. until after the fair closes.

Other responsibilities:

Feed and water the animals if needed.

Clean cages if needed.

There will be one adult and at least 2 youth 4-H herdspersons. Ratio for overnight is one adult to 3 youth. The adult in charge has the only and final say about who can stay all night.

Check the animals often. They can and do get loose and may get distressed.



## Suggested Equipment for Herdspersons:

Cooler for snacks and drinks

Flashlight for night shift.

Personal Items.

Own bedding/mattress/or lounge chair.

Bug repellent!!!!

## Equipment Needed for Tent:

First Aid Box

Disinfectant

Posted shift schedule and other information for herdspersons

Feed Container

Bedding

Roofing paper

Watering/food dishes

For Sale Book

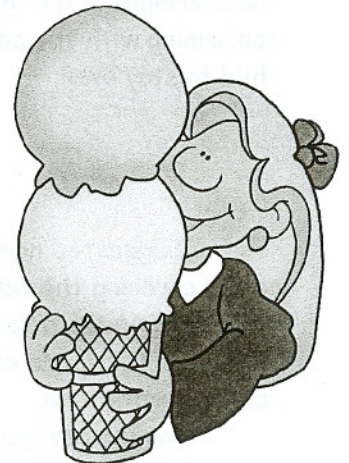
4-H Fair notebook with premium lists

Forms for joining 4-H

Work gloves

Small plastic shovels

Paper towels



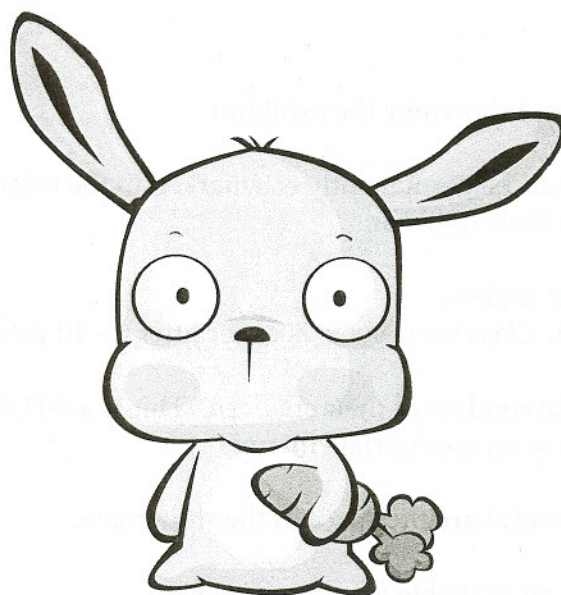
## Policy for Selling Animals:

- ✓ You may sell your animal if you wish however pick-up cannot be made until 7:00 PM Sunday or you will forfeit your premium!! For further details please refer to the Animal Sale Procedure included in your packet.
- ✓ Please remember that no exhibits can be removed from the fairgrounds/tent prior to 7:00 PM on Sunday evening. If there are extraordinary circumstances, please see the Fair Chairperson.

## Job description for Show Secretaries For Judging of Rabbits, Cavies, Poultry, Reptiles, Birds

*There should be at least two secretaries and two assistants for each category.*

1. Sunday afternoon before judging begins:
  - Make sure you have a record of all animals entered.
  - Know how many Males/Females.
  - Know how many different Breeds.
  - Have this information recorded and ready for the judges.
  - Have sharpened pencils.
  - Have paper and folders for each category.
  - Have "Best of Show" and "Best of Breed" Ribbons ready.
  - Have whisk brooms, disinfectant, and wipes set up and ready for judges to keep the judging area clean.
2. When judging begins, stay where you are and be available for the judges.
3. Record results into the book and on coop cards.



**Middlesex County Fair 4-H Small Animal Division XXXXIII**  
**Show Entry Procedure and Requirements**

All entry forms should be sent (with appropriate fees) to:  
Fred Offenberger, 291 Davidson Mill Road  
Jamesburg, NJ 08831  
f.offenberger@comcast.net

1. The State Department of Health requires that all animals be health checked prior to entry in the fair. Your club leader will conduct the health checks no more than one month prior to the date of the show in accordance with the state guidelines.
2. **In an effort to offset the rising cost of ribbons and feed, the Middlesex County Small Animal Advisory Council has instituted an entry fee schedule for this year. The schedule is as follows:**

1 animal = \$3 total  
2-3 animals = \$5 total  
4 or more animals = \$10 total

Entry fees should be remitted with your entry forms as early as possible.

Entry forms have been updated to include a column for cage. Please check this box if you are planning on exhibiting your animal for the entire week. Please remember if your animal is not exhibited for the week, you are not eligible for premiums.

3. 4-H members must be present the day and time of judging. Animals presented at the judging table without the owner being present will be scratched from the event and no award granted. Animals eliminated in this fashion will be allowed to be exhibited for the week.
4. Small Animal and herpetology entrants are required to supply their own housing and feed for the week. Provisions for electricity for heat lamps will be arranged.

**Show Rules:**

- All animals must be owned and shown by the exhibitor.
- We recommend that all animals be permanently ear marked in the rabbits left ear. Cavies should have their coop numbers taped on their right ear.
- Rabbits must be 3 months old to show.  
There will be a Doe and Litter Class for rabbits, ages for litter 6 - 10 weeks.
- Parents are responsible for the conduct of their children. This is a 4-H show and we will expect all youth to conduct themselves in an appropriate manner.
- Be courteous of one another and share the space in the showroom.
- As indicated above food will be available for a nominal fee.









**Middlesex County Fair 4-H Small Animal Division XXXXIII**  
**ENTRY FORM 4**

Name \_\_\_\_\_ Grade \_\_\_\_\_ (Previous Sept.)

Address \_\_\_\_\_ Day Phone # \_\_\_\_\_

City/State \_\_\_\_\_ Emergency Phone # \_\_\_\_\_

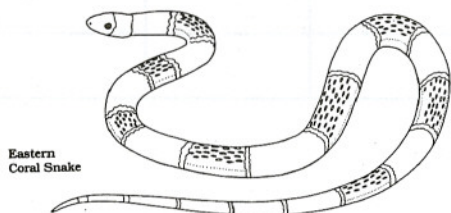
Club Name \_\_\_\_\_

*I will come in to feed my own animal*  
 (Please mark your cage, "Owner will feed.")

Division XXXXIII-D

**HERPETOLOGY ANIMAL ENTRY FORM**

Coop #	Species	Color	<u>Age-Ir.</u> 0-6 mo.	<u>Age-Sr.</u> 7 mo. +	Animal Name



# Middlesex County Fair 4-H Small Animal Division XXXXIII

## ENTRY FORM 5

### POULTRY

\*\*\* Complete Sections I and II only \*\*\*

#### SECTION I

COOP # (assigned at Fair) \_\_\_\_\_ 4-H \_\_\_\_\_ Prep \_\_\_\_\_ Entry # \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Club Name \_\_\_\_\_

Street Address \_\_\_\_\_ Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ County \_\_\_\_\_

Pet's Name \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_ Sex \_\_\_\_\_

Division \_\_\_\_\_ Class \_\_\_\_\_ Section \_\_\_\_\_ Award \_\_\_\_\_

#### SECTION II

COOP # (assigned at Fair) \_\_\_\_\_ 4-H \_\_\_\_\_ Prep \_\_\_\_\_ Entry # \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_ Club Name \_\_\_\_\_

Street Address \_\_\_\_\_ Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ County \_\_\_\_\_

Pet's Name \_\_\_\_\_ Breed \_\_\_\_\_ Color \_\_\_\_\_ Sex \_\_\_\_\_

Division \_\_\_\_\_ Class \_\_\_\_\_ Section \_\_\_\_\_ Award \_\_\_\_\_

	EX	VG	Good	Fair
Type				
Head				
Color				
Condition				
Feathering				
Crests				
Eyes/Ceres				
Beak				

Judge's Comments:

Award:

*BEST OF SHOW*

*RESERVE BEST OF SHOW*

Coop # \_\_\_\_\_

Award: EX VG G F Prep

Name \_\_\_\_\_

Grade \_\_\_\_\_ Pet's Name \_\_\_\_\_

Breed \_\_\_\_\_

Color \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Division \_\_\_\_\_

Class \_\_\_\_\_ Club Name \_\_\_\_\_

published by

RUTGERS COOPERATIVE EXTENSION  
OF MIDDLESEX COUNTY  
4-H YOUTH DEVELOPMENT  
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732-398-5261  
[www.nj4h.rutgers.edu](http://www.nj4h.rutgers.edu)  
[co.middlesex.nj.us/extensionservices/](http://co.middlesex.nj.us/extensionservices/)

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COUNTY 4-H AGENT

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4-H PROGRAM ASSISTANT

VICKIE PARKER  
4-H SECRETARY

The Middlesex County 4-H Program is supported by the Board of Chosen Freeholders  
Stephen J. Dalina, Freeholder Director

Carol Barrett  
H. James Polos  
Christopher D. Rafano

Ronald G. Rios  
Mildred S. Scott  
Blanquita B. Valenti



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*The 4-H Youth Development program is part of Rutgers Cooperative Extension. 4-H educational programs offered to all youth, grades K-13, on an age-appropriate basis, without regard to race, religion, color, national origin, gender, sexual orientation, or disability.*

## 4-H POULTRY, RABBIT, OR CAVY HEALTH FORM



**NEW JERSEY**  
DEPARTMENT OF AGRICULTURE

This form is to be completed by the 4-H leader or other qualified adult within 30 days prior to the exhibition of any of the above animals at a 4-H sponsored show or demonstration. A separate form must be completed for each type of animal. This form is not to be used if the above animals are on the same premises with commercial animals of the same type. In that case, a health chart prepared by an accredited veterinarian must be issued within 30 days prior to the show.

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Type of Animal \_\_\_\_\_

Number of animals on premises \_\_\_\_\_

**Environment and housing of animals**

1. Are cages or coop dirty? \_\_\_\_\_
2. Is area about cages or coop dirty or is trash left lying around? \_\_\_\_\_
3. Is bedding dirty or inadequate? \_\_\_\_\_
4. Is water supply dirty or inadequate? \_\_\_\_\_
5. Do unwanted pests have access to stored feed? \_\_\_\_\_
6. Is feed fed in a dirty manner? \_\_\_\_\_
7. Have the animals been in the possession of the owner for *less than 30 days*? \_\_\_\_\_

**Appearance of animals**

8. Do animals have swollen, runny or clouded eyes? \_\_\_\_\_
9. Is skin (feathers) dirty or abnormal appearing? \_\_\_\_\_
10. Do animals have discharge from the nose? \_\_\_\_\_
11. Do feet appear abnormal? \_\_\_\_\_
12. Does breathing appear abnormal? \_\_\_\_\_
13. Are there signs of diarrhea? \_\_\_\_\_

(Check one)  I recommend approval to show at:

\_\_\_\_\_ on \_\_\_\_\_  
**Place** **Date**

(This recommendation may be made if all of the above answers are "no")

I recommend that this animal have written veterinarian's approval to show.

(This recommendation must be made is any of the above answers are "yes" or if the inspector has any concerns about the health or care of the animal).

**I certify that to the best of my knowledge the above information is true and correct.**

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date