



2014 Horse ID Information - May 15 Deadline

DATE: April 2, 2014

TO: Minnesota 4-H Animal Science Project Members – Horse

FROM: Kari Buse, 4-H Program Coordinator
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RE: **IMPORTANT** Change to Animal Identification Process

Thank you for enrolling in the Anoka County 4-H Horse Project. This letter contains an important change to the horse identification process: the shift from paper affidavits to **online horse identification**.

Minnesota 4-H is using its online enrollment system, 4HOnline, to record all animal identifications in 2014. 4HOnline has the capability to track animal ownership and identification data and has been used successfully in other states. Online animal identification reduces inaccuracies and inefficiencies that were a part of our past paper system. More information and a 4HOnline user guide can be found at www.4-H.umn.edu/animal-ID.

HOW TO ID YOUR HORSE:

1. 4-H Family completes the **ID worksheet** (attached or follow link) for all project horses. Even if a horse has been previously identified, EACH animal must be entered new this year. If you would like a copy of last year's ID affidavit, contact the office.
2. **4-H Family self-enters information into 4-HOnline between April 1 and May 15** and prints entry report for personal record.
 - One horse can be ID'd by multiple family members. In those cases, the same animal should be entered under EACH member ID'ing that animal. Families should refer to the Minnesota 4-H Horse Rule Book for details and limitations.
 - If an animal is leased, the lease agreement must be scanned and uploaded in 4HOnline (bring hard copy to County Extension Office by May 15 if unable to scan). The lease form is available at www.4-H.umn.edu/animal-ID.
 - Photos (.jpg format are a required part of the ID and should be uploaded into 4-HOnline. If assistance with uploading photos is needed, contact the office).

- The Coggins form is another part of the ID process and needs to be uploaded in 4HOnline by May 15. In addition, the valid Coggins form must be in hand before the horse is unloaded at any 4-H event. Please note that it is the *responsibility of the owner/exhibitor* to produce a hard copy of the Coggins at any public event/venue.

NOTE: Data entry must be completed by 11:59 pm, May 15, 2014; you will not be able to complete identification after that point.

IF YOUR FAMILY CANNOT SELF-ENTER THE ANIMAL IDENTIFICATION DATA:

4-H family brings in completed worksheet, including signature(s) to the Anoka County Extension Office before closing time, on or before May 15. This worksheet will be kept on file in the Extension Office. Within one week, support staff or designated volunteer will enter info online into your family's 4-HOnline account. After that, your family may view the information in 4HOnline to check for accuracy. Users guides for viewing ID'd animals in 4HOnline are available at www.4-H.umn.edu/animal-ID. **The County Extension Office must be notified with any discrepancies by May 30.**

ONLINE ID'ING (4HONLINE) USER ASSISTANCE AND SUPPORT

- A user guide is available at www.4-H.umn.edu/animal-ID.
- In addition, an ID helpline will be available May 13-15:
 - Tuesday, May 13, 4 pm – 10 pm – 612-987-1059
 - Wednesday, May 14, 4 pm – 10 pm – 507-438-6898
 - Thursday, May 15, 4 pm – 12 am - 218-232-4975

QUICK LINKS

AnSci Updates for 2014 <http://z.umn.edu/ansciupdates14>

Horse Information Sheet <http://z.umn.edu/horseinfo>

Horse ID Interactive Worksheet <http://z.umn.edu/horseid>

Horse Lease Interactive Worksheet <http://z.umn.edu/leaseforminteractive>

The Minnesota 4-H Horse Program Rule Book and Anoka County 4-H Horse Handbook contain important information about the Horse project and every family should have a copy. The Rule Book can be found online and downloaded at www.4-H.umn.edu/horse under "Important Project Information." The Handbook is available at the office.



Horse Identification Worksheet

Items marked with an asterisk (*) are required.

- * FAMILY NAME: _____
- * COUNTY: _____
- * BEST PHONE NUMBER IF QUESTIONS: _____

IMPORTANT!

It is critical that you read and understand all of the information in the Horse Project Rulebook. You can find the Rulebook book along with help and support at www.4-H.umn.edu/animal-ID. Contact your county Extension office, if you have questions.

	Horse 1	Horse 2	Horse 3
* 4-H member's name (See note below.)			
* Horse's name (must match Coggins)			
* Breed			
* Horse birthdate			
* Gelding or Mare?			
* Height (in inches, at withers)			
Approximate weight			
* Owned or leased? (If leased, complete and submit the lease form.)			
* Who owns this horse?			
Enrolled in training? (Yes/No)			
Training level			
Date Coggins reported out as Negative			
Coggins submitted/checked off - if Coggins is updated after May 15, send updated info to County Extension Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
* Photo uploaded or attached? (Must show whole horse, including head & leg markings.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: A 4-H member's name is required to ID animals. However, the family member associated with a horse can be changed up until the horse is checked in at the county fair. If the same horse is being shown by more than one family member, it should be ID'ed under both names.

- * SIGNATURE OF FAMILY MEMBER: _____
- * DATE: _____



This form must be submitted and/or uploaded by May 15, as part of the full animal ID process, as outlined in the information sheet for this species.

2014 Minnesota 4-H Animal Science Lease Form

To be used with Breeding Beef, Cow/Calf pairs, Prospect Calves, Breeding Sheep, Breeding Swine, Meat Breeding Does, Dairy and Dairy Goat, Dog, Horse, Lama, Breeding Poultry and Breeding Rabbit Projects NOTE: MARKET ANIMALS CANNOT BE LEASED

County: _____

4-H Family Name: _____

4-H Members within Family: _____

Club: _____

The 4-H Lessee Agrees to:

- Assume agreed upon care (ex: where will animal be housed?, expectations as to time spent working with leased project, etc.). Please describe.

Renewed Lease Agreement:

_____ Date and Year	_____ Member Initial	_____ Owner Initial
_____ Date and Year	_____ Member Initial	_____ Owner Initial
_____ Date and Year	_____ Member Initial	_____ Owner Initial

- Assume agreed upon finances (ex: feed cost, veterinarian, transportation, exhibiting expense, etc.). Please describe.

- Refrain from allowing any other individual (including the owner) to enter/exhibit the animal in any show/exhibition during the time this contract is in effect. (This includes junior shows, open shows, jackpot shows, etc.) Violation of this rule will void the lease contract and make the animal ineligible for full-privilege exhibition in 4-H county or state shows. **Exceptions:** Horse-see rulebook, Dog-see obedience rulebook regarding brace, Lama-see species information sheet.
- The lessee will keep any premiums or awards earned while exhibiting the animal during the duration of this contract.
- Breed the animal at the direction and the expense of the owner. The resulting offspring shall be the property of the owner who shall take possession of the animal at the weaning or end of contract.
- I have reviewed the Information Sheet (Rulebooks for dog & horse) for this species and will abide by all project rules and guidelines.

Please provide ALL information for leased animal. 4-H families must list only one animal per lease form.

Animal's Name	Breed	Animal Birthdate month/day/year	Official Ear Tag or Tattoo (NA for Horse, Lama & Dog)	Registration Number (If Registered) (NA for Horse, Lama & Dog)

The term of this contract shall be from the _____ day of _____, 20 ____, to the _____ day of _____, 20____. This contract may be terminated at any time by mutual agreement in writing, or by at least _____ month(s) written notice from either party.

I, _____ of _____
(Name of animal owner) (Street Address)

(City or Town) (State) (Zip Code)

have allowed this 4-H family to use the above listed animal described as a 4-H project for the year. This family will have an active role in the care and management of the animal for the duration of the lease.

Owner's Signature _____ Date _____

Member's Signature _____ Date _____

* Some animals may be a lease project in subsequent years (breeding beef, cow/calf pairs, dairy, dog, dairy goats, horse, lama, breeding rabbit and breeding sheep). All rules are applicable between May 15 and the agreed upon ending date of the lease project.