

Sale Committee Structure

Defiance County Ag Society

Purpose:

- This committee was established to promote, manage and facilitate the annual Defiance County Junior Fair Livestock Sale. In doing so, we are committed to promote educational experiences through youth livestock projects, and provide assistance in education of youth in the raising and caring of their livestock projects.
- The activities of the Sale Committee are the responsibility of the Senior Fairboard and therefore the Committee shall report to the Defiance County Senior Fairboard. Written minutes of committee meetings shall be kept on file with the Senior Fairboard.

Membership of the Committee

1. The Senior Fairboard Executive Committee shall appoint the Chair/Co-Chair of the Sale Committee which must be a Senior Fairboard member. This committee shall also appoint other members of the Fairboard to the Sale Committee.
2. The Senior Fairboard shall contract with a professional to handle all financial aspects of the Junior Fair Livestock Sale and Sale Committee.
3. The Fair Veterinarian and the Defiance County Extension staff are considered ex-officio members of this committee. They will correspond with committee Chairs related mandates and recommended rule changes coming from the Ohio Department of Agriculture. They will also provide educational programming as requested.

Additional Volunteers:

1. Sale Committee may secure additional volunteers to provide support to the Junior Fair Livestock Sale.

Specific Responsibilities:

1. Work with established rules and regulations set forth by the Defiance County Agricultural Society for the Defiance County Junior Fair Livestock Sale.
2. Work with Livestock Committee members in provide assistance in carrying out the Junior Fair Livestock Sale
3. Provide assistance with tagging, weighing, shipping for livestock hat are sold through the sale.
4. Work to promote and advertise the Junior Fair Livestock Sale to the general public.

Committee Structure:

The following committees will be implemented to break up all of the various tasks associated with the Junior Fair Livestock Sale.

- Auctioneers & Ring
- Marketing
- Buyer's Lunch
- Mailings
- Show Arena Set Up Thurs Night
- Show Arena Set Up Friday Morning

These operating guidelines may be amended at any time by official action of the Defiance County Agricultural Society Board of Directors.

Revised by Committee 2/27/19

Approved by Senior Fairboard 3/12/19

Sale Committee Responsibilities

November	Order Ohio State Fair market steer tags	1. Work with Extension Office
December	Coordinate market steer tagging	<ol style="list-style-type: none"> 1. Secure volunteers 2. Make sure someone sets the scale up the day before. 3. Have cash on hand for rate of gain. 4. Work with Extension Office in gathering supplies. 5. Record EID numbers 6. Arrange for someone to do nose prints 7. Get all completed paperwork to Extension Office
January	Work with Extension Office to inventory all sale related forms	<ol style="list-style-type: none"> 1. Pen card entry, destination forms, weigh slips, scrapie slips 2. Buyer thank you signs and sale photo signs
February	Work with Extension Office to inventory tagging supplies	<ol style="list-style-type: none"> 1. Place order through OSU Extension
May	Coordinate central tagging Work with Extension Office in getting tagging lists for each station	<ol style="list-style-type: none"> 1. Order feeder calf vaccine supplies 2. Organize tagging supplies for each station 3. Secure volunteers 4. Help with set-up and tear down 5. Cash on hand for vaccines
July/Aug	Feeder Calf Auction Sale Buyer Mailing	<ol style="list-style-type: none"> 1. Work with Extension Office in promoting the Feeder Calf Auction and Livestock Sale
August	Sale advertising	<ol style="list-style-type: none"> 1. Work with Extension Office in placing pre-sale ads in newspapers.
August	Buyer's Lunch	<ol style="list-style-type: none"> 1. Confirm caterer/volunteers for buyer's lunch
August	Support prices	<ol style="list-style-type: none"> 1. Work with livestock committee to make sure there will be bidders for support prices
August	Livestock Sale Day Volunteers	<ol style="list-style-type: none"> 1. Confirm volunteers for sale day
Fair	Weigh-in	<ol style="list-style-type: none"> 1. Work with Jr. Fairboard and livestock committee to secure volunteers to help with weigh-in. 2. Work with Extension Office in making sure all weights are entered and double-checked
Fair	Feeder Calf Auction - Thursday	<ol style="list-style-type: none"> 1. Work with Extension office in coordinated computer equipment, registration of buyers and clerking sale. 2. Receipt payments 3. Print load out sheets
Fair	Champion Animals	<ol style="list-style-type: none"> 1. Work with Livestock Committee chair in finding a destination for all champion animals and transportation has been arranged
Fair	Champion Photos	<ol style="list-style-type: none"> 1. Coordinate with News Crescent that photos will be taken and then shared with Extension Office. 2. Secure volunteer to record buyer names
Fair	Load Out of Animals	<ol style="list-style-type: none"> 1. Work with Livestock committee in the loading of animals after the sale. Make sure paperwork is completed.
After Fair	Buyer Thank You advertising	<ol style="list-style-type: none"> 1. Work with Extension Office in getting the buyer thank you and volunteer thank you ad to the newspapers
After Fair	Mailings	<ol style="list-style-type: none"> 1. Work with treasurer/Ext office in getting mailings completed

TREASURER

Sale Committee Responsibilities

December	Market Steer Tagging	<ol style="list-style-type: none"> 1. Provide start up cash for rate of gain entries. 2. Receipt cash
January	Sale Budget	<ol style="list-style-type: none"> 1. Work with committee in setting budget. 2. Have budget approved at Sr. Fairboard meeting
February - June	Pay bills as needed for supplies	<ol style="list-style-type: none"> 1. Most supplies will be ordered through the Extension Office which will then present an invoice.
June	Central Tagging	<ol style="list-style-type: none"> 1. Provide start up cash for vaccines. 2. Receipt cash
Fair	Feeder Calf Auction - Thursday	<ol style="list-style-type: none"> 1. Work with Sale Committee chair in receipting payments. 2. Have credit card machine available. A phone line is available in the show arena.
Fair	Livestock Sale	<ol style="list-style-type: none"> 1. Secure additional volunteer to help with receipt of payments. 2. Have credit card machine available. A phone line is available in the show arena.
After Fair	Invoice/Thank Buyers	<ol style="list-style-type: none"> 1. Work with Extension Office in sending a thank you to all buyers and include an invoice for unpaid buyers. 2. Track payments 3. Refer invoice questions to sale committee chair or Ext office
October	Exhibitor Checks	<ol style="list-style-type: none"> 1. Work with Extension Office, Sale Committee Chair to coordinate printing and mailing of Exhibitor Checks.
August	Livestock Sale Day Volunteers	<ol style="list-style-type: none"> 1. Confirm volunteers for sale day to help with check out
Fair	Feeder Calf Auction	<ol style="list-style-type: none"> 1. Receipt payments
* Fairboard Meetings		<ol style="list-style-type: none"> 1. Generate reports for monthly Fairboard Meetings.

OSU EXTENSION

Sale Committee Responsibilities

November	Order Ohio State Fair market steer tags		Work with Sale Committee Chair
December	Market steer tagging	1 hour	Gather supplies Put notice of tagging in newspaper and send to 4-H and FFA members.
January	Inventory Forms	1 hour	Work with Sale Committee Chair
February	Inventory & Order Tagging Supplies	1 hour	Work with Sale Committee Chair
May	Central tagging	3 hours	Order feeder calf vaccine supplies Organize tagging supplies for each station Work with Sale Committee Chair in securing volunteers Provide tagging lists for each station
July	Livestock Entries & Reports	50 hours	Summer assistant
July/Aug	Feeder Calf Auction Sale Buyer Mailing	10 hours	Work with Sale Committee Chair in promoting the Feeder Calf Auction and Livestock Sale
August	Sale advertising	1 hour	Work with Sale Committee Chair in placing pre-sale ads in newspapers.
August	Livestock Sale Day Volunteers	1 hour	Confirm volunteers for sale day
Fair	Weigh-in - Saturday	12 hours	Work with Jr. Fairboard and livestock committee to secure volunteers to help with weigh-in. Provide weigh-in worksheets for each species Enter all weights and double-check
Fair	Feeder Calf Auction - Thursday	6 hours	Coordinate computer equipment, registration of buyers and clerking sale. Print load out sheets
Fair	Champion Photos	1 hour	Coordinate with News Crescent that photos will be taken and then shared with Extension Office. Secure volunteer to record buyer names
Fair	Load Out of Animals	6 hours	Work with Livestock committee in the loading of animals after the sale. Make sure paperwork is completed.
After Fair	Buyer Thank You advertising	2 hours	Work with Sale Committee Chair and Treasurer in getting the buyer thank you and volunteer thank you ad to the newspapers
After Fair	Mailings Statement Mailing 8 Prepare Invoices to mail 4 Champion Byer signs/photos 5 Balance Sale Numbers 12 Balance Check Off information 2	31 hours	Work with treasurer/Ext office in getting mailings completed