

Cowley County 4-H/FFA Livestock Tagging Policy

Approved/Revised Date: January 6, 2026

I. Purpose

The purpose of this policy is to establish clear guidelines for livestock identification and tagging for 4-H and FFA youth participating in the Cowley County Fair. Proper tagging ensures eligibility for competition, including participation in the Rate of Gain contest, and upholds consistency and safety in livestock management practices.

II. Applicability

This policy applies to all Cowley County 4-H and FFA members intending to exhibit livestock species at the Cowley County Fair.

III. General Requirements

1. Enrollment Requirement

All participants must have completed 4-H/FFA enrollment, including enrollment in the corresponding project area, prior to livestock tagging.

2. Official Tagging Events

Livestock must be tagged and/or weighed at the official spring county weigh-in/tag dates as scheduled by the Cowley County Extension Office. Participation in the Rate of Gain contest is limited to animals tagged at these official events.

3. Tag Fees

A tagging fee will be assessed per animal at all tagging appointments or events.

4. Liability Disclaimer

The Cowley County Extension Office, Extension Agents, and volunteers are not responsible for any accidents, injuries, or damages to livestock or property that may occur during the tagging process.

IV. Tagging Procedures

A. Extension Office Tagging (Optional Alternative to Official Tagging Day)

Families unable to attend the scheduled county tagging event may schedule an appointment to bring livestock to the Cowley County Extension Office for tagging. This option is subject to the following provisions:

- Tagging must occur during regular office hours: Monday–Friday, 8:00 a.m. to 11:30 a.m. and 12:30 p.m. to 5:00 p.m.
- Tagging must be completed prior to the scheduled official tagging dates.
- Animals tagged at the Extension Office will not be eligible for the Rate of Gain contest.
- The tag fee per animal applies.
- A parent or legal guardian must be present.
- The Extension Agent has the discretion to assess whether the tagging area is safe and accessible.

Producer Initials (required): _____

B. On-Location Tagging

Families may request that the Extension Agent travel to their property to tag livestock. This option is subject to the following provisions:

- A \$50 per-family fee will be assessed for on-location tagging.
- Families will be charged roundtrip mileage at the federal mileage reimbursement rate.
- Families will be responsible for the cost of tags.
- Animals tagged on-location will not be eligible for the Rate of Gain contest.
- A parent or legal guardian must be present.
- The Extension Agent reserves the right to determine if the site is safe and appropriate for tagging.
- Families must acknowledge that Extension staff and volunteers are not liable for any damage or accidents to livestock or property during the tagging process.

Producer Initials (required): _____

V. Missed Tagging and Late Identification

Participants who miss the scheduled tagging or ID/Lease form deadlines will be granted a seven (7) business day grace period to:

- Schedule a make-up tagging appointment, or
- Submit the appropriate ID/Lease form

A \$25 per animal late fee will apply. Standard tagging fees and procedures apply to all make-up tagging.

VI. Late Enrollment

If a participant is not properly enrolled in 4-H/FFA at the time of tagging or ID submission:

- A grace period of seven (7) business days will be allowed to complete enrollment.
- A waiver form must be signed by both the Extension Agent and the participant's parent/guardian, acknowledging the grace period and terms.
- If enrollment is not finalized within the grace period, the tag will be deemed invalid, and the animal will be ineligible to exhibit at the Cowley County Fair.

Note: This late enrollment clause does not extend to Cowley County Fair pre-entry deadlines. All participants must be enrolled and entered by those dates to participate in the fair.

VII. Grievances

Any grievances or disputes regarding this policy or its application shall be reviewed and resolved by the Cowley County Extension Council Executive Board in accordance with the approved Grievance Policy.

- Grievance Policy Date: [Insert Date]
- Grievance Policy Link: [Insert URL or location]

VIII. Acknowledgment

By participating in any livestock tagging process under this policy, the producer and their parent/guardian agree to all terms set forth herein, including all applicable fees and limitations.

Producer Name (Printed): _____

Parent/Guardian Name (Printed): _____

Signature (Parent/Guardian): _____

Date: _____

Office use only:

Date received in office:

Initials: