



Guidance on Hiring Third-party Vendors to Conduct Virtual 4-H Livestock Market & Showmanship Events

*Guidance from the State 4-H office is subject to change and will continue to adjust in accordance with information and guidelines released by UCOP, CDC, and other state agencies; please check <http://4h.ucanr.edu/> frequently for the latest updates.

Purpose:

In light of COVID-19, and the communication from State 4-H Director Schmitt-McQuitty on April 3, 2020, [preventing any new 4-H sponsored livestock auctions](#), some county 4-H programs may be considering hiring a third-party vendor to provide virtual market and showmanship opportunities for youth. As such, this document serves to outline the full spectrum of considerations 4-H staff and adult volunteers need to be aware of if they are interested in providing virtual alternatives. Please Note: Any awards which may be provided during these events will be at the discretion of the local 4-H program/VMO/sponsoring party.

When assessing options for virtual livestock market and showmanship events, use the following considerations to make a determination this is correct for your program:

Considerations

- 1) Is there an opportunity for youth to engage in both showmanship and market classes? It is highly recommended to have both classes, especially the showmanship class. However, logistical considerations may need to be made.
- 2) Cost – If there are costs associated with the event, the following considerations need to be met:
 - a) Judge Honoraria:
 - i) Honoraria amounts paid are not capped but must be reasonable for the work conducted.
 - ii) Individuals receiving an honorarium for 1st time will complete a W-9 Form. If a judge does not want to scan and upload this directly through the UCD secure link, they must submit directly to BOC.
 - iii) BOC processing time will vary. If the judge has already been established by BOC as a UC vendor, processing can be approximately 1 week. If the judge is not an existing UC vendor, it can take 2 weeks. This timeframe is dependent on the judge's response time to submitting requested W-9 documentation. Complete [Honorarium Request](#).
 - iv) A flyer or agenda must be submitted to BOC along with Honorarium Request Form.
 - v) 4-H Adult Volunteers cannot charge for services or lessons they provide as a 4-H adult volunteer. Judges See [Ch. 6, VIII](#)
 - b) Judge Fees:

- i) Judges fees may be determined in several ways including but not limited to: based on a flat rate, based on the total animals to be judged, or amount of days they judge animals. Each may impact the total cost of a judge's fees.
- ii) The outside vendor fees may also include the judge's fees. In such case, the vendor is responsible for ensuring payment to the judges.
- c) Outside vendor – do you need to pay for a service to host the virtual Livestock show?
 - i) Allow for a minimum of 4 weeks processing time for [Contracts & Grants](#).
- d) Has the county VMO voted and agreed to pay for the expenses?
- e) Has the County Director approved the request for payment of honorarium?
- f) County staff need to facilitate the funds are moved into an L account to cover Honoraria and any outside agreements.

3) What 4-H educational value or need is met through this activity?

4) Can you ensure all use of the 4-H Name and Emblem and appropriate disclaimer statements must be included in all advertising of the event?

5) Can you ensure that all [4-H Youth Protection policies](#) and privacy of participants is upheld? See also [Virtual Meeting guidance](#) for 4-H Adult Volunteers.

6) Is there sufficient 4-H Adult Volunteer capacity to support this activity?

If the above checklist is not feasible:

7) Consider if other organizations (FFA, Grange, etc.) are hosting similar virtual opportunities that are open to youth from other organizations.

Additional resources:

[4-H Market Animal Sale Options](#)
[Junior Livestock Auction Guidelines](#)

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