

# How to Complete Your Fair Voucher

1. **Name of Exhibitor**– Enter last name first, followed by first name.
2. **Mailing Address**– Must be complete, including telephone numbers. Any premium checks not picked up will be sent to this address.
3. **Club Name/ Lone Member**– Write your club name here, or enter Lone Member if applicable.
4. **Age of Exhibitor**– Enter your age, as of January 1st of the current project year.
5. **Birth Date**– List your date of birth, including year of birth.
6. **Dept #-** Use the appropriate number as indicated in the Fair Book.
  - **Section Letter**– Each department includes sections, which are identified by a letter; each class number is located under a section letter.
8. **Must list ALL animals FIRST on the voucher, followed by classes & list ALL Section 12 entries consecutively.**
9. **Class Number**– Class numbers identify the object being entered. Please make sure you select the correct class according to specific item entered. Some class numbers will be very detailed. **All items entered must be in the correct class or premium will be forfeited.**
10. **Ear Tag-I.D.-** List the Market Animals Tag Number
  - **Beef Steers**– Use the ear tag number.
  - **Beef Heifers**– Use the ear tag number; make sure it matches the I.D. on the health papers.
  - **Cow/Calf**– Use the cow ear tag and the calf ear tag.
  - **Hog**– Use the ear tag. Pen of three must have all 3– tag numbers on registrations.
  - **Goat**– Use both tattoos (herd tattoo right ear) (year and birth order in the left ear).
  - **Rabbit**– Use the tattoo located in left ear.
  - **Poultry**– Identify animal by the band number.
  - **Dairy**– Use the ear tag number.
  - **Sheep**– Use the ear tag number.
  - **Horse**– Use horse’s name.
  - **Dog**- Use dog’s name.
11. **Description**– Accurate description of entry. Any object assembled by a kit must be identified as such, also if size is an option it must be stated or all items will be paid at the lower rate of premium. Food entries must include description.
12. **Animal Entry**– All market animals **must** include “Market” in their description. Breed of animal must be indicated along with birth date.
13. **Exhibitor’s Signature**– 4-H Member must sign and date Fair Voucher.
14. **Parent’s Signature**– All vouchers must include the date and parent’s signature.
15. **Number of Animals**– Each animal receiving a premium must be counted.
16. **Stall Requests**- Only applicable to Horse and Dairy Exhibitors.
17. **Parental Permission Form** must accompany Fair Voucher if animal entry or Junior Superintendent.
18. Submit **one** voucher for each child. Do not put more than one child on a voucher.
19. Vouchers are available at the 4-H office, from your club leader, or online at [cce.cornell.edu](http://cce.cornell.edu)
20. Mail, fax, email or deliver in person your **completed** voucher.