DATE: January 4, 2016

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

FROM: Joe Rand, 4-H Program Coordinator

RE: IMPORTANT Animal Identification Process

Thank you for enrolling in a 4-H animal science project. We hope you find this project both challenging and rewarding. This letter outlines the online animal identification.

For the third year, Minnesota 4-H is using its online enrollment system, 4HOnline, to record all animal identifications. 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.

Dog rules and guidelines books can be found online and downloaded at www.4-H.umn.edu/Dog under “Important Project Information.” These rule books contain IMPORTANT information about the Dog project and every family should have a copy of the rule books that apply to their participation (Obedience, Showmanship, Rally and/or Agility).

The process that will be followed in 2016 is as follows:

1. 4-H Family completes the “Affidavit and vaccination verification form” (www.4-H.umn.edu/animal-ID). You will need a veterinarian’s signature, so plan ahead to meet the May 15 deadline.
   - Families can complete the ID process (meet all requirements to ID) without having a vaccination form, but they must have submitted or uploaded a valid vaccination form before the dog can participate in any 4-H event, including training. It is the 4-H’ers responsibility to update the vaccination form as soon as it comes due.

2. Existing project animals that are being carried over to this project year must be re-activated by May 15. Instructions can be found in the document Animal ID Data Entry by Families, page 5 at www.4-H.umn.edu/animal-ID

3. 4-H Family self-enters information for ALL project Dogs into 4HOnline and prints entry report for personal record.
   - One Dog can be ID'd be multiple family members. In those cases, the same dog should be entered under EACH member ID'ing that dog. Families should refer to the Minnesota 4-H Dog Rule Book at www.4-H.umn.edu/Dog for details and limitations.
If an animal is leased, the lease agreement must be scanned and uploaded in 4HOnline. 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 4HOnline.

Families can complete the ID process (meet all requirements to ID) without having a vaccination form, but they must have submitted or uploaded a valid vaccination form before the dog can participate in any 4-H event, including training. It is the 4-H’ers responsibility to update the vaccination form as soon as it comes due. Like the lease form, if a family doesn't have the ability to scan and upload the Affidavit and vaccination verification form, do the rest of the ID process online, and then submit the form to the office in hard copy.

NOTE: Data entry must be completed by 11:59 pm, May 15, 2016; you will not be able complete identification after that point. If you are not able to scan in documents, please contact the office at mnext-sherburne@umn.edu to schedule an appointment for assistance in this matter. You must have an appointment in order to have documents scanned.

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:
  Contact information will be available as the dates get closer

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If you have any questions about the change to online animal identification or anything else in this letter, please contact Joe Rand, 4-H Program Coordinator at 763-765-3077 or joerand@umn.edu.