



Electronic Project Animal Identification Forms

Leader Information

How can my club submit their project animal identification forms (PAIF) in 2015?

1. Electronic completion and submission through AssistExpo, www.4-hontario.ca/livestock
2. Complete a fillable PDF form available from the 4-H website, print off and submit to their leader
3. Traditional hand completion of form and submit to their leader

How can I assist my club members in transitioning to the new online submission of PAIF forms?

1. Circulate the document entitled Electronic Project Animal Identification Forms: Member Checklist to members, www.4-hontario.ca/livestock.
2. Consider making completion of the forms part of the initial club meetings. Relay the Electronic Project Animal Identification Forms: Member Checklist to your members so that they arrive prepared to complete their forms as part of meeting. If you have access to internet you could work on submission as a group or have a leader assist individually at a separate station.
3. Training will be made available for individuals who wish to participate in a webinar highlighting the new features of the on-line PAIF completion process. Leaders, parents and members are encouraged to participate.

How do I ensure my club members are relaying their PAIF forms to their leaders?

1. Electronic submission of forms is finalized with a confirmation email sent to members that includes a summary of their PAIF details. Request this or any handwritten forms to be shared with you.
2. Give your members a club deadline to submit their PAIF forms prior to the provincial deadline of June 1st and prior to any Association set deadlines. This builds in a safety net to allow you to review the project information and allow time for any revisions prior to the June 1st deadline. Forms cannot be altered or submitted after June 1st by members or leaders.

Important Reminders to provide your 4-H Members:

- Ensure all available contact information is included – including the club name (please be sure to provide this to them)
- All Beef, Dairy, Lamb and Swine forms must include the relevant mandatory tag information – forms excluding this information will NOT be approved for multi-county, regional, provincial and national events
- Ask members to use the Electronic Project Animal Identification Forms: Member Checklist to gather as many details as possible to identify their project animal, this

information assists 4-H Ontario in supporting members should a project animal need to be identified for an event that has requested verification. For example: date of birth, tag numbers, tattoo, sire and dam information, animal colour are all details that can be cross referenced to verify a member's project animal.

- Encourage completion via electronic submission or via the fillable form available on the 4-H Ontario website, www.4-hontario.ca/livestock. If the forms are hand written, please ensure that they are legible.
- 4-H Ontario livestock policies are available on the 4-H Ontario website, www.4-hontario.ca under the policies and forms section, 4.2.3 Livestock Policies
- Any tag changes due to a lost a tag must be reported to 4-H Ontario via Form 6.39 Project Animal Tag Replacement Form, 4-H Ontario cannot make revisions without this documentation.
- Members are responsible for reporting any tag changes directly to any events they have entered.
- The deadline for submitting Project Animal Information Forms to 4-H Ontario is June 1st

If you have any questions regarding completion, submission and approval of Project Animal Identification Forms please do not hesitate to contact:

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