# UConn 4-H Verification & Lease Form Checklist

Following this checklist will help to expedite your forms approval

1. **The correct animal form is used**
	1. Small Animal form for rabbits, poultry, pocket pets
	2. Large Animal form for dogs, equine, cattle, goats, sheep, pigs, llamas and alpacas.
	3. Only one species may be listed per form.
2. **All signatures and dates are present**
	1. A registered 4-H Club Leader for the club that project is with or parent for independent is present.
	2. All forms contain parent/guardian and member signature including 18 year old members.
3. **Both sides of the verification form are complete.**
	1. Form notes if animal is owned or leased.
4. Animal’s Permanent Identification is included.
	1. Scrapie's identification/registration id/ear tag/tattoo matching registration papers, etc.
5. **Photos for all dogs and horses are included.**
6. **Verification forms with a leased animal are accompanied by a lease form.**
	1. Lease form for alternate animal is included. An animal may appear on more than one 4-H members verification form and lease, only one 4-H member may exhibit the animal at the fair except for horse, llama, alpaca or dogs may exhibited by multiple youth in different divisions.
7. **Lease starts on/or before species deadline**
	1. On/or before 5/1 for equine, dairy and beef. On/or before 6/1 for all other species.
8. **Lease dates run to at least the conclusion of the 4-H Fair or The Big E depending on where the animals will be exhibited.**
	1. Offspring of leased project animals can be considered part of the 4-H project if stated in the lease.
9. **A pilot for 2025, a maximum of four animals per project are leased per member, apart from rabbits, poultry, cavies, small animals, reptile and crustaceans which has a limit of 10. This increased limit is not intended to limit the number of 4-H members who have the opportunity to lease a project animal.**
	1. Offspring of leased animals can be considered part of the 4-H project if stated in the lease and on verification form and if it does not violate the “maximum of animals leased in a single project” rule.
	2. Substitutions of animals are not permitted past May 1st or June 1st depending on animal species.
10. **Late fee attached**
	1. If your form is postmarked after May 1st for dairy, beef or equine or after June 1st for all other species, $25 per animal made payable to UConn is attached. Forms with late fees must be received by 14 days past the deadline. On-time submission is required for eligibility for Big E.

*Questions? Contact your local 4-H Office*

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