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MEMORANDUM OF UNDERSTANDING

AMONG: Oregon State University for its Harney County Extension Service 4-H Program (Harney County 4-H), Crane FFA Chapter, Burns FFA Chapter, AND Harney County Youth Livestock Show and Auction (HCYLSA)

I. DEFINITIONS

- **Harney County 4-H:** A youth development program of the Oregon State University Extension Service, Harney County.
    - **Harney County 4-H Leadership:** OSU Extension 4-H Program Coordinator.
- **Participating FFA Chapters (FFA):** Crane FFA and Burns FFA.
    - **FFA Leadership:** The Chapter Advisors for Crane and Burns high schools.
- **Harney County Youth Livestock Show and Auction (HCYLSA):** An Oregon 501(c)(3) non-profit organization responsible for the management and execution of the Harney County youth livestock show and auction. HCYLSA Committee consists of representatives from Harney County 4-H, FFA, Harney County Fair Board, local veterinarians, and community members. HCYLSA Executive Committee consists of HCYLSA Committee Chair, HCYLSA Vice Chair, HCYLSA Show Chair, HCYLSA Auction Chair, HCYLSA Treasurer, and HCYLSA Secretary.
- **The Parties:** Refers collectively to Harney County 4-H, Crane FFA, Burns FFA, and HCYLSA.

II. PURPOSE

This Memorandum of Understanding (MOU) establishes the roles, responsibilities, and cooperative working agreements among Harney County 4-H, FFA, and HCYLSA (each a Party and together the Parties) for the planning and execution of the annual Harney County Youth Livestock Show and Auction, held in Harney County.

It is explicitly understood by all Parties that while they collaborate closely, the HCYLSA is a distinct legal entity. This MOU clarifies the division of labor to ensure a successful educational experience for youth participants.

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III. SHARED ADMINISTRATION & GOVERNANCE

A. Event Planning: The Parties agree to collaborate on establishing event dates and schedules in coordination with the Harney County Fair Board. HCYLSA holds primary authority over the schedule of the market/breeding shows and auction.

B. Eligibility and Enrollment

- **Youth Eligibility:** The HCYLSA will outline general eligibility requirements. HCYLSA Committee retains sole authority to determine who qualifies for the open portion of the show. Harney County 4-H and FFA Leadership retain sole authority to determine if their respective members are "in good standing" and eligible to participate under their specific program policies, in any portion of the show recognized as a 4-H/FFA event. Eligibility changes will be communicated clearly to the Parties to ensure consistency and a complete understanding of eligibility by all Parties.
- **Auction Eligibility:** HCYLSA retains sole authority to determine if an animal and exhibitor meet the market standards (weight, health, rate of gain) required to sell in the auction.

C. Dispute Resolution

- **Programmatic Issues:** Issues regarding Harney County 4-H or FFA Code of Conduct or enrollment are the sole jurisdiction of the respective Harney County 4-H personnel or FFA Leadership. Issues regarding open exhibitors are the jurisdiction of the HCYLSA Committee.
- **Show/Auction Issues:** Issues regarding weigh-in weights, judge decisions, auction slotting, and buyer disputes are the sole jurisdiction of the HCYLSA Executive Committee.
- **Formal Grievance Procedure:** If disagreements between the Parties cannot be resolved collaboratively, the process outlined in **Appendix A** will be followed.

IV. JOINT RESPONSIBILITIES OF THE PARTIES

- **Show and Auction Set Up:** All Parties will cooperatively set up the livestock pens, show rings, and auction ring. The HCYLSA will ensure duties are assigned and communicated prior to the event.
- **Show and Auction Volunteers:** All Parties will provide volunteers as needed for the running of the show and auction.
- **Buyers' Lunch:** All Parties will provide support for the buyers' lunch, including ensuring youth representatives are present.

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- **Night Watch:** All Parties will have representatives/parents participate in any required night watch duties to ensure fair distribution of those duties based on youth enrollment.
- **Show and Auction Breakdown:** All Parties will participate in the breakdown of pens and show rings, as well as removal of materials, as appropriate after fair.

V. RESPONSIBILITIES OF HARNEY COUNTY 4-H

- **Harney County 4-H Program Oversight: Harney County** 4-H oversees all Harney County 4-H volunteers, club leaders, and youth participants. Provide onsite supervision of Harney County 4-H members during the show and auction to ensure youth safety, professional conduct, and Code of Conduct compliance.
- **Enrollment Verification:** Verify that all Harney County 4-H participants are enrolled in the appropriate project areas by the county deadline.
- **Education:** Provide educational resources to Harney County 4-H youth regarding selection, feeding, and fitting of market animals.
- **Information Sharing:** Ensure all HCYLSA-related information is distributed to members as appropriate, including discussion of rules.
- **Hiring of Judges:** Harney County 4-H will be responsible for contracting show judges.
- **Show Office:** Harney County 4-H will be responsible for manning the HCYLSA Show Office during the show, requesting additional support from the HCYLSA Committee as needed.
- **Morning Meeting:** Under OSU supervision, provide at least two Harney County 4-H youth each morning of fair, to assist the HCYLSA Committee with leading the morning meeting.
- **Show Organization and Results:** Harney County 4-H will be responsible for completing the HCYLSA Exhibitor Handbook, in collaboration with the HCYLSA Committee. Plan the show in FairEntry or other designated show software system (the "Show Software Platform"). Manage the online registration system. Enter and/or review show results via the Show Software Platform for all classes. Utilize the show results to complete the auction program.
- **Volunteer Management:** Harney County 4-H will organize volunteers during fair to ensure everyone knows who is doing what and when.
- **Show Backdrops:** Harney County 4-H is responsible for setting up and maintaining show photo backdrops, ensuring they are accessible for all animal species.

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- **Print Materials:** Print and provide all paper materials as needed for the HCYLSA, with HCYLSA approval. This includes all exhibitor packets, handbooks, schedules, programs, results, and auction placards.
- **Publishing Results:** Harney County 4-H will be responsible for ensuring all HCYLSA results are published online and with local media, except where exhibitors opt-out during registration.
- **Check Distribution:** Harney County 4-H will assist the HCYLSA Treasurer with buyer invoices, check development, collection of thank you cards, and distribution of auction/premium checks issued by the HCYLSA and 4-H Association, during regular business hours.
- **Awards:** Coordinate with FFA to provide ribbons and awards for the 4-H/FFA portion of the show.
- **Storage:** Harney County 4-H will provide storage of HCYLSA supplies as needed.

VI. RESPONSIBILITIES OF FFA (CRANE & BURNS)

- **FFA Program Oversight:** FFA Advisors oversee all FFA volunteers and youth participants from their respective chapters. Provide on-site supervision of FFA members during the show and auction to ensure professional conduct and Code of Conduct compliance.
- **Enrollment Verification:** Verify that all FFA participants are bona fide students and members in good standing.
- **Education:** Provide educational resources to FFA youth regarding selection, feeding, and fitting of market animals.
- **Information Sharing:** Ensure all HCYLSA-related information is distributed to members as appropriate, including discussion of rules.
- **Livestock Judging:** FFA will be responsible for planning and conducting the livestock judging contest at fair, asking for additional support as needed.
- **Morning Meeting:** Provide at least two FFA youth each morning of fair, to assist with leading the morning meeting.
- **Awards:** Coordinate with Harney County 4-H to provide ribbons and awards for the 4-H/FFA portion of the show.

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VII. RESPONSIBILITIES OF HCYLSA

- **Livestock Exhibitor Handbook:** Provide review and approval of the HCYLSA Exhibitor Handbook, including all rules regarding eligibility, conduct, weights, tagging, show classes, and auction participation.
- **Weigh-Ins:** Organize all weigh-ins, providing certified scales, tags, and officials.
- **Financial Management:** HCYLSA accepts full financial responsibility for the auction, including invoicing buyers and issuing checks to youth. HCYLSA will purchase or reimburse expenses, including, but not limited to: ear tags, photographer fees, and auction operational expenses.
- **Bedding Logistics:** HCYLSA will ensure bedding is available for pens prior to and during fair. HCYLSA will provide volunteers to distribute bedding each morning.
- **Auction Logistics:** HCYLSA is responsible for providing honest and ethical oversight to all auction components, including: buyer recruitment, auction coordination and setup, arranging for outside auction support (e.g., Producer's, AgWest, etc.), reselling floored animals, and animal marking and load-out logistics.
- **Photographer Coordination:** HCYLSA will ensure a photographer is engaged for fair, at a minimum, to take buyer board photos of all animals to be auctioned off, during set times during fair.
- **Buyer Boards:** Before the Auction begins, HCYLSA will ensure photos are printed and matched to buyer boards, and the exhibitor's names are written on the boards, except where exhibitors opt-out during registration.
- **Awards:** HCYLSA will be responsible for supplying any ribbons or awards to open class participants, as desired.

VIII. LIABILITY AND HOLD HARMLESS

- **Indemnification:** To the extent permitted by law, each Party agrees to defend, indemnify, and hold the others harmless from any claims arising out of its own negligence.
- **Insurance:** HCYLSA shall maintain general liability insurance covering the auction and show activities.

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IX. TERM AND AMENDMENT

This MOU shall be effective upon signature and shall remain in effect for a period of two (2) years. The Parties agree to review the terms of this MOU prior to expiration to mutually agree on renewal, including the renewal period. This MOU may be amended with 30 days' written notice and will only be effective if in writing and signed by authorized representatives of all Parties, specifically referencing the portion(s) to be amended.

(Signature Page)

OSU Extension Service – Harney County

DocuSigned by:
Jamie Davis
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Date: 2/18/2026 | 11:33:50 PST

Jamie Davis, OSU Southern Region Director

OSU – VPFA

Signed by:
A80E593D4CEE4BC...
Date: 2/18/2026 | 19:03:48 PST

Vice President for Finance and Administration

Harney County Youth Livestock Show and Auction

Signed by:
Amanda Tyler
CE59C25D649B43E...
Date: 2/19/2026 | 10:35:44 PST

Amanda Tyler, HCYLSA Chair

Crane FFA

Signed by:
Abbey O'Toole
37CAE2013DF3481...
Date: 2/19/2026 | 08:47:47 PST

Abbey O'Toole, Crane FFA Advisor

Burns FFA

Signed by:
Myranda Davis
7FE601D000094B2...
Date: 2/19/2026 | 10:07:34 PST

Myranda Davis, Burns FFA Advisor

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APPENDIX A: GRIEVANCE AND DISPUTE RESOLUTION POLICY

1. Purpose and Scope This policy outlines the procedure for resolving disputes arising from the interpretation of this MOU or the cooperative execution of the Harney County Youth Livestock Show and Auction (HCYLSA).

2. Exclusions The following matters are **NOT** subject to this grievance procedure and remain the sole authority of the respective organization:

- **4-H/FFA Member Discipline:** Decisions regarding code of conduct violations, enrollment status, or academic eligibility made by 4-H or FFA leadership are final.
- **Auction Market Standards:** Decisions regarding animal weights, health checks, rate-of-gain calculations, and judge placings made by HCYLSA officials are final.

3. Grievance Procedure

- **Level 1: Informal Resolution:** The Parties involved (e.g., 4-H Leadership and HCYLSA Chair) shall meet immediately to attempt to resolve the issue collaboratively. If the issue occurs during the County Fair, this meeting must happen within 2 hours of the incident.
- **Level 2: Formal Written Grievance:** If the matter is not resolved informally, the grieving Party must submit a written grievance to the Parties within seven (7) days of the incident (or within 24 hours if during the Fair). The written grievance must include:
    - Specific section of the MOU alleged to be violated.
    - Description of the incident and parties involved.
    - Proposed solution.
- **Level 3: Joint Review Committee:** A Joint Review Committee shall convene to review the written grievance. The Committee shall consist of:
    - The OSU Extension County Leader (or designee)
    - The HCYLSA Committee Chair
    - The School Principal or Superintendent of the involved FFA Chapter(s)

The Committee will review the facts and issue a final written decision. Decisions made by the Joint Review Committee are binding on all Parties regarding the execution of this MOU.