

HAMILTON  
COUNTY  
LLAMAS



**HCL**

**Membership Manual**

**2024-2025**

## **Membership Registration/Renewal on the HCL Website**

Renewal memberships and new memberships may be completed on our HCL website.

Payment may be made on the website or by mailing a check. No cash will be accepted.

Even if submitting a check, all members are asked to please still go to the website and indicate method of payment and sign the HCL liability form. If mailing, there is a paper registration on the website that you can print to include with your check.

### **Directions for Returning Members**

Go to [hamiltoncountyllamas.org](http://hamiltoncountyllamas.org) - the HCL website

Navigate in the menu bar to "Current Member Info" and then select "Returning HCL Membership Registration".

Click the link to sign waiver and pay dues (if you are paying by check you still need to complete this to sign waivers, just select that you are paying by check and send your check in).

Complete the form with info changes ONLY if your personal info has changed.

### **Directions for New Members**

Go to [hamiltoncountyllamas.org](http://hamiltoncountyllamas.org)

Click "Join Now" on the home page.

Complete ALL information on the page.

Click the link to sign waiver and pay dues. If you are paying by check you still need to complete this to sign the waiver, just select that you are paying by check and send your check in to: HCL, PO Box 741, Cicero, IN 46034

We are requesting that EVERYONE please complete the online form to sign waiver and pay dues. You don't have to pay online, but will need to select that you are paying by check and still submit so that we know how you intend to make payment. All members must sign the waiver.

# HCL Membership

Hamilton County Llamas, Inc. has been formed for the sole purpose of making llamas available to the youth of Hamilton County to lease for, including but not limited to, participation in and completing the 4-H Llama Project.

Operating similar to a co-op, members of the Hamilton County Llamas, Inc. will share in the maintenance and care for all the llamas under the responsibility of the HCL. Membership is annual from October 1st to Sept 30th.

Each membership year, in order to work as a co-op, and as stated in our HCL governing documents, all HCL members and families have a responsibility to:

- Take their turn routinely, as required at the time, with Llama Chores during the membership year. Those families not signing up for required chore times by the first day of each month will be charged an extra fee of \$25.00 for each time missed.
- Participate in at least one Farm Day scheduled by the HCL Farm Management Committee. Both youth and parents are expected to attend and help. Those opting to not participate in a Farm Day will be charged an extra fee of \$100.00.
- Attend at least two Herd Management Days and help with the animals. Some parent help is needed also. This is a requirement for you to use an HCL animal at the fair.
- Parents serve on a HCL Committee and/or sign up on the Task Group List to handle easy miscellaneous tasks for upkeep of the farm. Some tasks are annual.
- Participate in the set-up and/or clean-up of the Hamilton County Fair Llama Show. Other parent help is needed during the various llama shows and llama fair activities.
- Participate and help with some other HCL activities and fundraising (in order to keep your annual dues from being raised) such as Youth Jamboree, Walk-A-Llama, and/or community service events.
- Have an HCL registration form and HCL liability form on file with the HCL.
- Have all monies owed the HCL, membership, fines, etc, paid in full at time of County Fair. Without payment, member will not be able to show an HCL animal in the Hamilton County Fair.
- Turn in the HCL Record sheet to 4-H leaders before the Hamilton County Fair. If not completed, your HCL animal will not go to the fair.
- Participate in the HCL Winter Adoption Program.
- Adult Members must participate in the Task Group or other activity or incur a \$100 fine.

# HCL Task Groups

**"this will fit your schedule"**

Our HCL operates as a co-op, meaning that all members contribute to the work of the association. Managing a farm takes many hands and with our membership numbers, we need the help of all members. Some seasons are busier than others and the farm and animal needs cannot be met with just a few people. There's always something to do or repair when running a farm!

We realize that not all members have the time to serve on a committee and have meetings or do planning, so we have developed a Task Group where all members can select a small task needed at the farm and contribute in that way. The task you select may only be only once a year or seasonal or only when needed. You also may be joining with another member's family so you aren't the only one that will be called on for this particular task. We've tried to make these easy and not time consuming. These tasks on the list are coordinated with our various committees and the committee will help with the task, provide instruction, or provide materials and help.

It's OK if you think you don't know what is expected with a certain task. As above, after sign up the managing committee will provide any instruction or information needed as well as materials. You will not be expected to bear any costs involved. We may need you to use a personal item, such as a weed whacker, hammer, drills, shove. etc. We do have some equipment but may not have everything needed.



It is **required** that each family sign up for a task of your choice. If you have more than one child in the program, please pick two slots. We would ask that you keep an eye on the area of the farm that your task involves and keep that area up. You may report to the managing committee.

Most tasks, except for mowing and weed whacking, are family friendly. We encourage you to include your youth members as well.

Please sign up as to your preference. If you don't have a selected task, a task will be assigned to you. Thank you for your help with managing this llama program.

Link to the Task Group Sign-Up is on the HCL website. [hamiltoncountyllamas.org](http://hamiltoncountyllamas.org)

OR

<https://www.signupgenius.com/go/10C0D45AEA82EA6FA7-50926151-hcltask>

# LLAMA CHORE & VISITATION INFORMATION

HAMILTON  
COUNTY  
LLAMAS, LLC



## GENERAL:

1. Whenever you visit, please sign in on the Llama clipboard first before going to the pastures, and check the Llama Board to see if there are any special llama notations to be aware of.
2. Never ever leave halters on the animals when they are returned to the pasture. Always remove their halters! Many animals have strangled themselves by getting caught on some type of objects when wearing halters.
3. Please show respect for the farm property and always leave it in better condition than you found it. We want our group to be "good guests"! Don't drive off the drive in wet weather.
4. Always park in the designated areas and not on the lawn nor in front of the Motorkraft office. Avoid driving on grass areas when the ground is wet.
5. The sign-in book, chore clipboards, and white board are kept on the shelf above the fridge and microwave in the main barn. Grain bucket, rakes, and poop buckets are stored in Stall #1. Please re-stock the trash cans when needed with grain and secure the lids tightly.
6. Waterers should be emptied, cleaned, and re-filled with Saturday chores. They must be cleaned once a week.
7. When you leave, make sure all gates are closed and locked properly. Turn off all lights in the barn.
8. For safety, please do not bring guests to the farm for chores. Since they are not familiar with llamas and our farm, injuries may occur.
9. Always put brushes, equipment, halters and leads away in their proper place.
10. The bathroom is located inside the Motorkraft office. Please use only for emergencies.
11. The horse does not belong to us. Please do not feed or bother the horse.
12. Sweep the barn area after working in there. Put all items back in their proper place.
13. Take all items that you bring to the farm home with you. Do not leave water bottles, food items and wrappers around the farm. Please take all your trash home with you!
14. When filling grain cans, take the grain bags home to your trash or put them in the trash dumpster. Do not put grain bags in our trash can in the barn.
15. Please do not bring your trash from home and put into the farm dumpster!

16. Phone numbers for members of the Herd Management Committee are listed on our medical cabinet in the barn and at the front of this manual. Be sure to report any animals that are not acting normal. Also report any broken or missing items you notice in the llama pastures.

17. If you notice something with fencing, one of the shelters, any of the equipment, etc. that is broken, damaged, or in need of repair or attention, please contact the Herd Management or Chore Committee

18. A flashlight kept in your car as well as a trash bag for the muddy boots may be helpful. Always dress for the weather.

19. There is a first aid kit in the main barn.

*"If you think something is wrong with an animal, it probably is! Always use your instinct and report any unusual or strange behavior, not eating, or animal down. Working together, we can keep our animals healthy and happy!"*



*On our farm, please have respect for the property we are renting as well as our HCL equipment. Remove your trash from the farm, pick up all equipment and return it to where it belongs, drive and park in the designated areas and don't leave tire ruts in the farm property. Please share this with all and any of your family members who are visiting the farm.*

## DAILY CHORES:



*Please see that all family members are familiar with these guidelines and changes that come via HCL emails!*

1. Sign in on the Llama Clipboard before going into the pastures. Check to see if there are any important llama messages on the board or if any animals are off the farm.
2. For Safety: Lock the animals out of the catch pen by their shelter while you clean and feed.
3. Clean the manure from the shelter and catch pen area using the wheelbarrow. Empty the wheelbarrow into the designated area. Put all tools back in their proper location.
4. Add hay to the feeders if necessary - only when you've been instructed to feed hay. Take all baling twine off the hay bales and put into your pocket to take home. Baling twine left in the hay feeders and laying around can be dangerous to the animals. Replace scissors to their proper hanging location!
5. Check the feeding troughs for left over grain or manure pellets and clean out before adding new grain. Feed grain according to the measurement marked on the feeding buckets. Spread the grain out evenly throughout the feeding troughs to help prevent choking. Make sure scoop is put back into the grain bucket and the lid is on tightly before you leave.
6. Add trace minerals to the mineral dish **ONLY** if needed. Use the plastic glass to measure. There only should be about 2 cups at a time in the mineral dish. It should never be filled to the top!! Keep minerals dry. Make sure the lid is tightly on the mineral bucket before you leave.
7. After all work is completed within the catch pen, open the gate to let the llamas in to eat.
8. Make a note to see that all animals are up and walking around and eating as normal and no animals are wearing halters. If an animal does not get up, go over and make it stand up. If you think there is a problem with an animal, contact the Chore Committee or Herd Management.
9. While the animals are eating, rake and shovel poop from the pasture area. Each day, every chore member must pick up one wheelbarrow of poop from the pasture. Daily cleaning helps immensely with our parasite issues.
10. If the grain bin is getting low, add a bag of grain to fill it up. The grain can will have to be filled at different times during each week.
11. Be absolutely sure that the catch pen gate is wide open before you leave the farm.
12. Always check to make sure all pasture gates are latched properly when you leave.
13. Send an email to the Chore Committee, with a photo of the Chores Checklist and wheelbarrow of poop, to show that chores have been completed for the day and all animals are accounted for.

# Hamilton County Llamas

## Chore Explanation/Expectations

### **Chore Eligibility:**

All experienced Hamilton County Llama members are eligible to do chores once they have attended a scheduled chore training session on the farm. New members should arrange to shadow a senior experienced member two - three times and attend a scheduled chore training session on the farm before being eligible to sign up for chores. When signing up for chores, please always include a phone number.

### **Chore Descriptions in Sign-up Genius:**

Boys-This means that you are responsible for only the boy llamas in their pasture. Most often the studs too.

Girls-This means that you are responsible for only the girl llamas in their pasture.

Special Care - Pregnant/Extra Care as needed throughout the year.

Additional Helper Slot- Allows more chore participants each day. If you sign up as an additional helper, it is not optional. It means that you are doing chores for that particular day.

### **Chore Communication:**

It is the responsibility of the youth member and/or parent to be in contact with others participating in chores prior to your scheduled day. If you are unable to do chores at the same time, please communicate with each other what needs to be done. Please include a phone number when signing up.

Also, once chores are complete please send an email ([llamachores@gmail.com](mailto:llamachores@gmail.com)), with a photo of the Chores Checklist, to the chore committee so they can ensure that the animals are cared for daily. Email - include everyone who was there, which pasture, animal's conditions, fed & cleaned, time you left the farm, closed the gate.

### **Substitute List:**

If you are unable to complete your scheduled chore duty, you are responsible for finding a substitute. Once a substitute has been found, please make this change in Sign-up Genius. This ensures that you have made contact with someone and the chores will be covered for the day.

### **Visitors:**

If visitors must attend the farm with you, please have them fill out the appropriate waiver form that is found in the barn.





# Recognizing A Sick Llama

- \*Not coming in to eat at feeding time.
- \*Reluctance to get up when you approach.
- \*Stiffness or staggering in the rear legs when walking.
- \*Coughing or nasal discharge.
- \*Watery diarrhea.

## Be familiar with Meningeal Worm Symptoms!

When you don't feel good, you most likely feel tired, you lay around and sleep more, and act differently. The same goes for our llamas. Since our llamas can't tell you how they feel, you need to be able to recognize some of their symptoms when they don't feel well. To catch illness early, it's extremely important that our llamas are observed daily when someone is at the farm. Llamas are very stoic and most often don't show signs of illness until they're really sick. Remember ..... if you suspect something is wrong with one of our llamas, it probably is. Call the Herd Management Committee and let them know what you see.

The most effective time to observe the animals behavior is when they are fed each day. Check to see that each llama comes in to eat as usual. A reluctance to come in to feed may be the early signs of a problem.

If an animal is laying off by itself, make sure it will get up when you approach. Failure to get up when approached, slow movement, and lagging behind the rest of the herd is a sign of illness. When standing they may have a depressed stance - drooping head, cloudy eyes, and an arched back.

When cleaning around the shelters, you may notice some unusual manure. Extremely ploppy stools or bloody diarrhea is the sign of a problem and should be reported to the Herd Management Committee.

If you notice an animal that doesn't seem to be able to keep its balance as it gets up or shows signs of rear leg stiffness, staggering or circling when walking, it's important to call the Herd Management Committee as soon as possible. These can be the first signs of Heat Stress or Meningeal Worm - both which need treatment immediately.

Heat Stress - As the summer season progresses, the llamas get more accustomed to and tolerate the high temperatures better. However, when the temperature and humidity numbers together total 180, it's danger time in the llama pastures. In spells of hot weather, make sure all animals get up and are walking properly. Watch for staggering, tripping, or falling, and open mouth breathing. On a hot afternoon, it's not unusual for a llama's temperature to reach 103 degrees, but much above that is a danger sign and the animal needs to be cooled off quickly. Llamas can go down easily with Heat Stress. It effects their muscles and they're unable to get up. This can go on for days or weeks and is extremely hard to treat and get them back to normal. Llamas can easily die of Heat Stress.

Meningeal Worm - This is the parasite, with the white-tailed deer as its host, that we give the six-week preventative injections on Herd Check Day for. Also called the Brain Worm, it's a parasite that attacks the spinal canal of the llama causing hind leg weakness, stiffness, and unsteadiness. The disease progresses to dragging the hind legs, inability to walk in a straight line, head wobbling from side to side, tremors, and finally the inability to stand. Although the animal may be showing these symptoms, he will probably continue to try to eat and drink normally. Immediate treatment is needed to save the llama.

# Llama Norms



## **Temperature:**

Take a rectal temperature. Lubricate the thermometer with Vaseline. Insert in the llama's rectum and wait about 3 minutes or until the thermometer gives the signal.

**Normal Adult Temperature:**            **99-101.8**  
**Normal Baby Temperature:**           **100-102.2**

Normal body temperatures vary with outside temperatures. Compare with other llamas if it is elevated and you think it might be due to hot weather. The danger zone in summer temperatures is when the actual temperature and the humidity are equal to 180. On these days, it is time to watch for heat stress and cool the animals down.

After you have read the temperature, wipe the thermometer clean with alcohol.

## **Respiration:**

Normal breathing should be quiet and effortless. At rest, the nostrils should not be flared and just barely quiver with each breath. Nostrils should be dry to slightly moist with clear mucus.

Normal respiratory rate is 10-30 breaths per minutes. Crias are slightly higher.

## **Habits:**

Yes, llamas do put the heads down to sleep. Usually, when in a kush position, they extend their necks straight out in front of them and rest their head on the ground.

Sometimes llamas will relax and lay out on their sides in the sun. Even on a very hot day. If you notice, their stomachs are usually pointed towards the sun. When they are sunbathing, they hardly move. This is always a good trick for them to scare new owners and handlers!

Llamas enjoy fresh, cool water to drink. However, they do not drink with any regularity. In hot weather, it may appear that they drink a lot. However, if there is a lot of dew on the grass, they may not drink a noticeable amount at all. Fresh water must be available at all times.

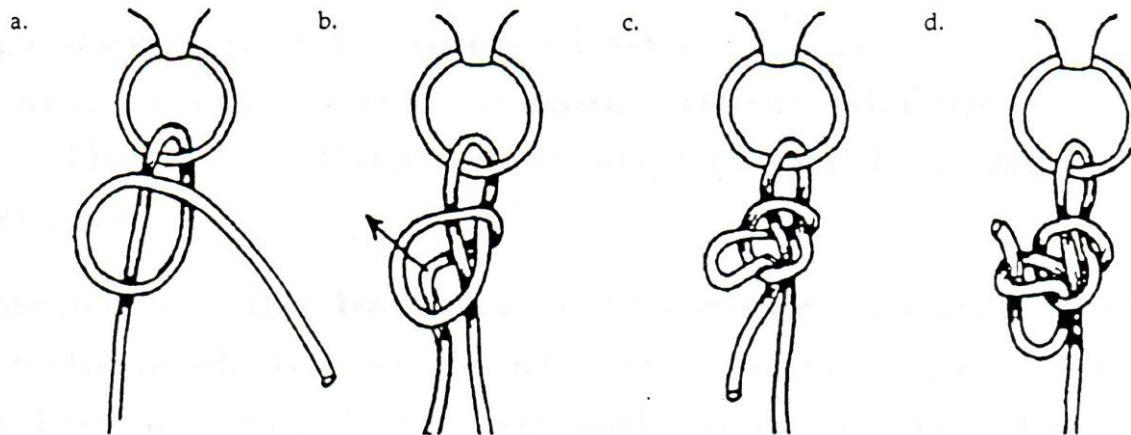
In extremely hot weather, llamas may kick their legs out to the side to let air blow in under their bodies. They also put their front legs straight out or raise up their rear ends when in a kush position to let air circulate underneath.

When in a dispute with another llama and spitting occurs, often both llamas will have a "sour mouth" for 20-30 minutes as a result of the spitting and bringing up cud. Their lower lip may droop, saliva will run out, and they will not be able to eat. They probably will accept a mouthful of hay or grass and just hold it to sweeten their mouth. This is very normal.

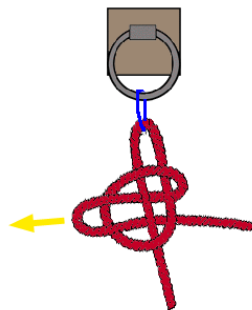
# QUICK RELEASE KNOT

The Quick Release Knot has many uses. One of the main uses is for tying various types of livestock and the reason is safety. Just as the name implies, this knot can be released quickly if the animal gets into trouble while being tied.

It's extremely important to know how to use this knot easily when working with llamas. Practice this knot so you can use it whenever tying up your animal. Keep your llama tied for only brief times and never leave your animal tied without supervision.

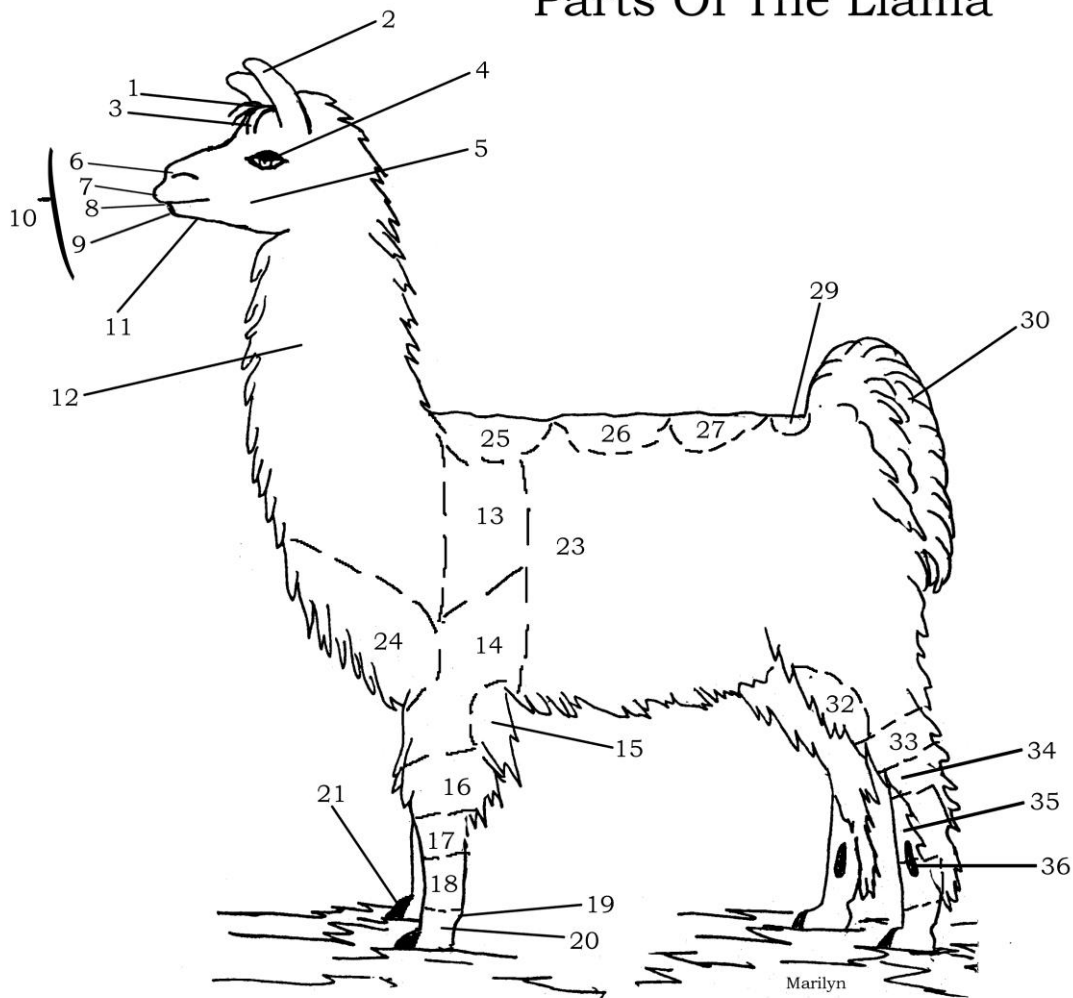


- Pass the rope through a ring or around a post. Make a loop in the free end of the rope and place it over the standing part.
- Pass the free end behind both the standing part of the rope and the loop. Push a loop through the first loop.
- Pull on the loop to tighten the knot.
- To keep the animal from pulling on the free end of the rope and untying the knot, pass the end through the loop. This “locks” the knot.
- To untie the knot, pull the end back out of the loop and keep pulling. The knot will unravel quickly.



Another Diagram:

## Parts Of The Llama



- |              |                    |                 |
|--------------|--------------------|-----------------|
| 1. Poll      | 13. Shoulder       | 25. Withers     |
| 2. Ear       | 14. Arm            | 26. Back        |
| 3. Forehead  | 15. Elbow          | 27. Loin        |
| 4. Eye       | 16. Forearm        | 28. Croup       |
| 5. Cheek     | 17. Knee           | 29. Tail Head   |
| 6. Nostril   | 18. Cannon/Shank   | 30. Tail        |
| 7. Upper Lip | 19. Fetlock        | 31. Thigh       |
| 8. Mouth     | 20. Pastern        | 32. Stifle      |
| 9. Lower Lip | 21. Nail           | 33. Gaskin      |
| 10. Muzzle   | 22. Pad/Slipper    | 34. Hock        |
| 11. Jaw      | 23. Ribs           | 35. Hind Cannon |
| 12. Neck     | 24. Sternum, Chest | 36. Scent Gland |

# HCL Veterinary Apprenticeship Program

Many of our youth members have an interest in veterinary or medical work. Therefore the Herd Management Committee has developed a program where youth members can learn more about extensive care for our animals and be able to help with injections, shearing, dosing medications, trimming toenails, breeding and birthing, doing fecal testing, and applying first aid.

## MEDICAL WORKSHOPS WILL BE HELD

We will be holding various workshops throughout the year in order to educate members in these areas. After sufficient training, those members will be able to help with medical care of the animals. This knowledge is extremely helpful if that members is applying to some sort of veterinary program.

## MANUAL OF MEDICAL PROCEDURES

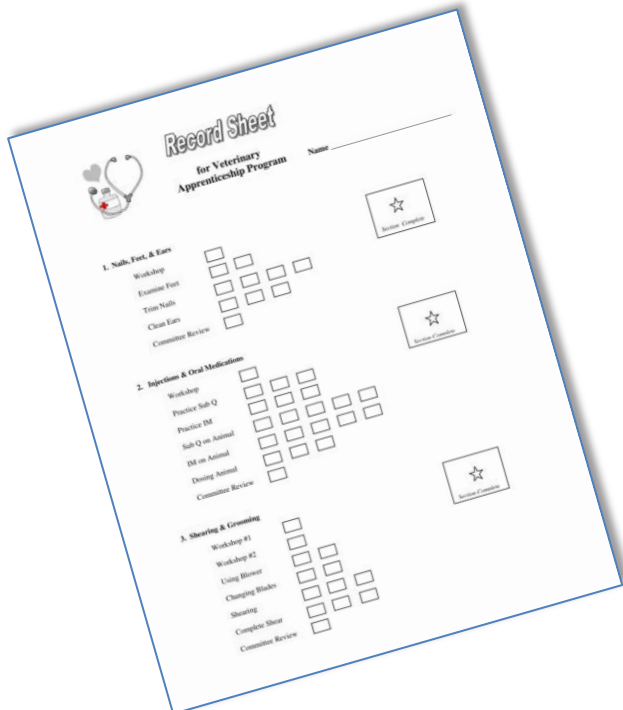
Caring for the Llama Herd is a manual that we've together with examples of the medical workings on our farm. It is available online at Bookemon.com in either a soft or hard cover for only the price of printing. The HCL does not make any money from this book.

<https://www.bookemon.com/book-profile/caring-for-the-llama-herd/911175>

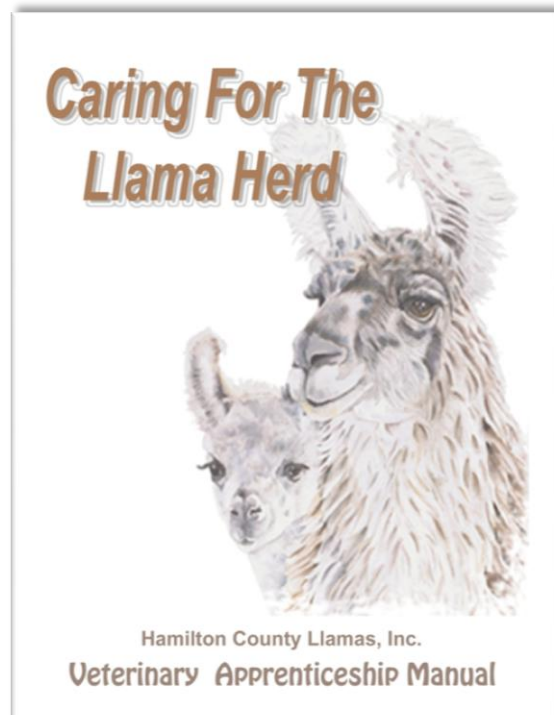
## KEEP YOUR RECORD SHEET

There is a VAP Record Sheet that is available on our HCL website for members to print off and checked when attending workshops or learning/experiencing things with proper supervision on the farm. There are no age specifications - all ages are welcome to participate. If you're interested, print the Record Sheet off the HCL website and have it signed by members of Herd Management as you accomplish or help with various procedures of animal management.

## HELP WITH MEDICAL CARE ON OUR FARM!



The image shows a 'Record Sheet' for the Veterinary Apprenticeship Program. It features a header with a stethoscope icon and the title 'Record Sheet for Veterinary Apprenticeship Program'. Below the header is a 'Name' field. The sheet is divided into three main sections, each with a list of activities and a grid of checkboxes for tracking participation. To the right of each section is a box containing a star icon and the text 'Active Learning'.  
**Section 1: Nails, Feet & Ears**  
Activities: Workshop, Examine Feet, Trim Nails, Clean Ears, Committee Review.  
**Section 2: Injections & Oral Medication**  
Activities: Workshop, Practice Sub Q, Practice IM, Sub Q on Animal, IM on Animal, Dosing Animal, Committee Review.  
**Section 3: Shearing & Grooming**  
Activities: Workshop #1, Workshop #2, Using Blower, Changing Blades, Shearing, Complete Shear, Committee Review.



Download VAP Record Sheet from the HCL website. [www.hamiltoncountyllamas.org](http://www.hamiltoncountyllamas.org)

# HCL Winter Adoption Program

The purpose of this program is to allow HCL members to adopt a particular animal in our herd and to oversee its health, care, and well being during the winter months. Since our group is not meeting on a regular basis during these months, both the animals and the youth benefit from the additional training opportunities and each animal receives additional attention and a "good eye" overseeing its health.



We are asking that all youth members, all ages, participate in this program. Animal owners and those with Extended Lease will be expected to keep records also. Some animals may have two youth members assigned to them. In this case, they may work together and help each other or do their responsibilities separately.

Record your participation in the Winter Adoption on the HCL Record Form in your HCL Membership Manual. This Record Form must be turned in with your record books before participation in the Fair.

Members may put in their choice of an animal for Winter Adoption at the September Annual Member's Meeting. Please select a first and second choice and we'll try our best to go with your preferences. Sometimes we have to think about what that animal may need or the level of experience needed. We strongly suggest that older and experienced HCL members challenge yourself by selecting an animal that is new to you and will benefit from your experience and training abilities.

The suggested responsibilities of the Winter Adoption Program are as follows:

1. Check your animal weekly if possible.
2. Halter and walk your animal. Spend some time with him to develop a trusting relationship with him. He'll always enjoy a walk around the property.
3. Keep a record of your animal's weight and body score. You might catch something that may not be easily noticed during the winter months. That is one of the main purposes of this program - to watch the animal's health condition.
4. Medical: watch for weight loss, loss of fiber or matting, check eyes for alertness. Famacha as often as possible. If you're not familiar with this, we can show you how.
5. Groom your animal occasionally to keep his coat healthy and mat free.
6. Take your animal to the obstacle course and work on his training. With the young ones, picking up feet and desensitizing the head is a must.
7. If you notice something wrong with your animal, notify a member of the Herd Management Committee as soon as possible. Always remember, "if you think something is wrong with your animal, it probably is". Llamas do not show illness easily.

There is an "Adoption Binder" in the barn. Please sign in when you visit your animal. At the end of each month, we ask that you email us with an overview of your activities and how your animals is doing. We will provide a medical record for you to use. Send your report to [tjsmith4@sbcglobal.net](mailto:tjsmith4@sbcglobal.net)

Note: For those of you who would like a refresher on how to use the scale, body score, or the Famacha check, please let us know. (please don't change the scale settings).

Judithann: [tjsmith4@sbcglobal.net](mailto:tjsmith4@sbcglobal.net)

# HCL Show Group

HCL has a show group for those who would like to show llamas in addition to the one time a year at the 4-H Fair. The Show Group attends llama shows mainly in this area - Indiana, Illinois, Ohio, Michigan, and Kentucky. Normally within four hours from here. There is generally about one show a month that we will attend during the months of March through November.

When in the Show Group, you have an animal that you will train and show at most of the shows. Approximate costs - there are show entry fees (\$30--\$50), shared stalling (\$25), trailer transport fees (\$10), gas fees (mileage divided by the number attending), and possibly hotel fees that you would be responsible for.

The shows we attend are sanctioned by the national show associations - ALSA (Alpaca Llama Show Assoc) and ILR Shows. By joining as a youth member, you will get points for your various placings in the shows and can accumulate awards. The show associations also place the top ten in the nation in each age group each year and it's an honor to be on the list as many of our members are. A youth membership in ALSA is \$25.00 a year. A membership in the ILR Shows is \$10.00 a year.

As a member of our Show Group, you are not required to attend every show, but you should plan on attending a good number so your animal gets out there in public and will do well for you.

We have an organizational meeting for the Show Group in January. If you are interested in joining our HCL Show Group, just contact Marilyn Nenni and you'll be informed of the meeting date.

The youth involved have a great time, meet other youth from other states, and improve their showing skills immensely. If parents can not attend a show, youth can always still attend with another member.





## HCL Extended Lease Program

At this time, the HCL has a moratorium on ownership of llamas on our farm with the exception of extenuating situations. Within our herd, it is necessary that the HCL accept only animals that are handable for all ages to be useful for our program and the future of our breeding plans.

However, at the same time we realize the immense benefits of owning and training a large animal. Therefore we offer what we think is the next best thing. Or an even better solution according to some of our parents!

Our Extended Lease program offer the opportunity for a youth to show and train the same animal throughout their 4-H years. The Extended Lease expires at the time of high school graduation. There is a one-time fee and a commitment for an Extended Lease.

Here is how it works:

### **HCL Extended Leasing Program**

- The Extended Leasing program with the HCL will be available only to HCL members in good standing that are starting at least their 2<sup>nd</sup> year in the HCL llama program. Beginner age must be starting their 3rd year in the HCL llama program.
- The Extended Leasing program will allow the Lessee to use and train the same animal every year for the 4-H Llama Project. Also for the HCL Show Group if Lessee selects to participate in additional showing.
- Eligible animals will be determined by the Herd Management Committee. Crias will not be eligible for this program until they complete an evaluation period overseen by the HM Committee. This process can be anywhere from 6 months on.
- The HCL will have full ownership of all animals.
- Applications for Extended Leasing will be available upon request. If there are not any animals available, then a wait list will be started.
- The application will allow the youth to select a first and a second choice from the list of available animals.
- Applications for the Extended Leasing Program should remain confidential.
- All the applications received will be reviewed and final selections will be made by the Herd Management Committee. The youth has the right to decline the suggested pairing and put themselves on the waiting list.
- Youth on the wait list can refuse an animal offered to them and the animal will then be offered to the next on the list. These refusals will remain confidential and should not be discussed with or influenced by other members.
- Youth and animal pairings will be determined by the youth's participation in the llama program, demonstrated ability to train animals, showing skills observed in the show ring and at 4-H practices.



- Participants in the Extended Leasing Program will be evaluated annually by the Herd Management Committee to ensure the terms of the contract are being fulfilled , to assure the animal is being trained and cared for properly, and that the Leasee is happy with their choice.
- After 2 years, the animal will be evaluated by the Herd Management Committee to see if it continues to be a good fit for the Extended Leasing Program. If, after 2 years, the HCL and Leasee feel the animal needs to be relocated, the Leasee may select a new animal. Or be placed on the waiting list.
- There will be an overall Extended Leasing fee of \$700.00 (price can change at any time) for both male & female animals.

Terms of the HCL Extended Leasing Program:

- 1) Extended Leasing Fee will be \$700. (\$500 if only two years left in HCL) Prices can change at any time.
- 2) The Leasee will have "show rights" for the same animal each year of their 4-H involvement. The animal will still be "shared" with another youth for the 4-H season.
- 3) If the Leasee only participates in 4-H, this animal will be made available to other youth members to show as part of the HCL Show Group.
- 4) Medical Expenses: Routine (monthly and annual) expenses will be the responsibility of the Leasee. Emergency hospital medical expenses may be shared evenly between the HCL and the Leasee.
- 5) HCL has the right to breed the female animals in the program.
- 6) The Leasee will be required to train the animal and make it show ready. Other youth must be able to handle this animal and show it during the 4-H fair.
- 7) The Leasee will be required to attend the majority of Herd Days or have a family member there to oversee their animals' health/care. The Leasee will be required to maintain health and medical records for their animal.
- 8) When it's time for a male to be gelded, the cost will be shared evenly between HCL and the Leasee.
- 9) If the youth decides they no longer feel their animal is a good match, or they decide to quit the program, they will not be refunded any fees or be allowed to select another animal. The only time another animal can be selected is if the Herd Management Committee agrees to remove the animal from the program during the 2 year evaluation period or for reasons best for the animal and the Leasee.
- 10) The Extended Leasing Contract ends when the Leasee graduates from High School.



If you are interested in an application for an Extended Lease, please contact the Chair of the Herd Management Committee.

# RaiseRight

*A simple program to earn money for yourself and the HCL!*




*Simply download the app and purchase gift cards.*

Earn money for yourself and for us simply by shopping for your favorite brands/restaurants, plane tickets, etc — turning daily or weekly purchases into funds for our HCL. Half, 50%, of your earned funds goes to you, the member, to use for membership fees. Other half to the HCL. No waiting! Simply purchase gift cards!




1. Download the RaiseRight app to your phone.
2. Put in the HCL code: 3F14DF4284946
2. Select and purchase a gift card from 750+ brands, etc. You get the full value of the gift card.
3. The brand gives a percentage back to the HCL. No extra money comes out of your pocket.
4. 50% of the monies earned go to you to use towards your membership fees.

## *How to pay for the Gift Cards purchased.*



**Link your bank account**

- Set up your account in a matter of minutes
- Create a unique PIN to keep your account safe
- \$0.15 fee on each transaction



**Pay with your credit card**

- Visa and Mastercard are accepted
- You can choose to save the card to your account for future purchases
- 2.6% fee on each transaction

- \* Use your Gift Cards immediately when loaded to your "wallet" on your app.
- \* Gift cards from RaiseRight have no activation fees and they never expire.
- \* You can also reload funds to your Physical gift cards, both are fast and easy to do
- \* You may have physical Gift Cards or eGift Cards right from your online account.
- \* The mobile app makes it easy to access and use your eGift cards anytime, anywhere.
- \* There's no limit to your earning potential.

Remember RaiseRight for your every day purchases (gas, groceries, Amazon, etc), gift cards for the upcoming holidays, and tickets for your holiday or break travels.

**Questions? Contact Maria Seager, our Chair for this project. [sanmar87002@yahoo.com](mailto:sanmar87002@yahoo.com)**

# See How Easy It Is To Earn Money!

See how easy it is to buy and earn online with this example.



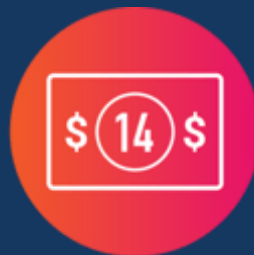
## BUY A GIFT CARD

Buy a \$100 Gap eGift card from RaiseRight, with 14% earnings. Pay with your bank account or credit card.



## USE IT INSTANTLY

Your \$100 eGift card is delivered to your online "Wallet" instantly, ready to use or save for later.



## EARN AUTOMATICALLY

You automatically earned \$14 for your fundraising account. Way to go!



## THANKS, GAP!

our earnings come from the brand, so no extra

## Additional RaiseRight Notes

\* Your funds may only be used towards the following HCL items:

Annual Membership Dues, Show Fees, or Medical Fees

\* No funds may be used towards any fines such as:

Chore fee/not completing monthly chores

Farm Day fees/not attending two (2) chore days

\* There is no limit on how much a family can earn towards their membership dues.

\* If the family chooses to leave the HCL and there is a balance of RaiseRight funds in their name, funds will remain with the HCL.\* No cash will be given to a family regardless of RaiseRight funds total. (exception - funds totaling \$15,000/50% will go to family. The rest of the funds will remain with the HCL.

\* *Is ship to home only available in the app?*

At this time, yes, the option is only available in the mobile app, RaiseRight.

\* *Is there a fee? How much does it cost?*

There is a shipping and handling fee on every order you ship to home. It will vary depending on the number of gift cards you order and the shipping method you select. For gift cards shipped using USPS, the fee is \$.50 postage per order, and \$.50 per card for a total of \$1.00 - \$8.50 per order. For UPS, the fee is \$11.00 or \$16.00 based on the method selected, plus \$.50 handling fee per card for a total of \$11.50 - \$24.00 per order. You'll see the total amount at checkout.

HCL will place a physical card order occasionally for gift card delivery. No shipping charge will be charged to Member.

\* *Can I cancel or refund my order?*

No. Orders for eGift cards, money added to reloadable gift cards, and gift cards shipped directly to a family (ship to home orders) are final and not refundable. If you ordered a card by mistake, you can contact your coordinator to see if there is an opportunity to sell that gift card through the HCL fundraising program.





**Does your place of employment offer any grants or funds  
for volunteer hours? Gifts?**

**Employee Matching Funds**

**Volunteer Hours**

**Agricultural/Educational Grants**

**Do you know of any Grants offered that may fit our program?**

**Have you had any experience in writing grants?**



**We could use your help! Contact us if you can help this committee!**

# How Can You Help?



The HCL operates as a co-op. A Co-op is a member-controlled business that operates for the benefit of its members.

**All members help with the workings of the organization.**

## **Winter Adoption Program.....**

Although HCL members are not meeting on a regular basis during the winter months, you can help our herd by participating in the Winter Adoption Program. It is requested that all members adopt one of our animals for the winter months and oversee its health and well being during the winter months. Both the animals and the youth benefit from the additional training opportunities and each animal receives additional attention and a "good eye" overseeing its health during a season when visiting times are reduced due to weather.

All age HCL members are expected to participate in this program. Some animals may have two youth members assigned to them. In this case, they may work together and help each other or do their responsibilities separately. Also, a youth can adopt two animals. This program is a huge benefit to our llama's health during these months!

## **Suggestions.....**

### Youth Member Help Suggestions:

Herd Management days, farm days, help check fencing, painting, winterize shelters, help at Walk-A-Llama, community events, clean up after meetings, actively participate in visitor education at the county fair, adopt a llama for winter training.

*Parents, you do not have to have special llama or medical talents to help out our group and you don't have to be a farm person.*

### Parent Help Suggestions:

Select a task of your choosing from the Task Group List. Help on Farm Days! Help unload and stack hay! Help clean tack area, label inventory, seek out grants, help with taxes, supervise Walk-A-Llama, help organize party events, decorations, repair on some of our equipment, build/repair obstacles, help on a Jamboree committee, winterize llama coats, clean llama packs, help at fair, llama wool projects, crafts, search and advise on grants or fundraising, etc. Serve on Farm Management Committee, Events Committee, Chores Committee, or Herd Management Committee. Please let us know how you would like to help out. We need you!

# Follow US!

Website: <https://www.hamiltoncountyllamas.org>

<http://www.shagbarkridge.com/4-H/hcl.html>

HCL Chore Schedule:

<https://www.signupgenius.com/go/20f0e48afad28a5ff2-hamilton>

Task Group List

<https://www.signupgenius.com/go/10C0D45AEA82EA6FA7-50926151-hcltask>

Facebook: HCL

(group information & photos - members only. Not visible to the public.)

Group information is posted here. Members are invited to share llama related or member photos.

<https://www.facebook.com/groups/llamatrekkers/>

Facebook: Hamilton County Llamas

(public promotional page) Like this page to follow

<https://www.facebook.com/hamiltoncountyllamas/>

Instagram: [hamiltoncountyllamas](#)

HCL Veterinary Apprentice Manual - Caring For The Llama Herd  
Bookemon.com

<https://www.bookemon.com/book-profile/caring-for-the-llama-herd/906094>

Notify Llama Chore Committee: [llamachores@gmail.com](mailto:llamachores@gmail.com)

Herd Management Emergency:

Marilyn	<a href="mailto:llamas@shagbarkridge.com">llamas@shagbarkridge.com</a>	317-418-2258
Melanie	<a href="mailto:pickett@iupui.edu">pickett@iupui.edu</a>	317-908-4525
Lisa	<a href="mailto:lisadsims@yahoo.com">lisadsims@yahoo.com</a>	317-501-3932
Maria	<a href="mailto:anmar8702@yahoo.com">anmar8702@yahoo.com</a>	317-289-9911
Elonda	<a href="mailto:e.duprey01@gmail.com">e.duprey01@gmail.com</a>	317-982-0005
Kitty	<a href="mailto:nursekitty2001@hotmail.com">nursekitty2001@hotmail.com</a>	317-645-3204

Name \_\_\_\_\_



**HCL Record Form 2024/2025**

The HCL is a Co-op, an organization where everyone shares the work and responsibilities. Record how you and your family participated and helped the HCL this year.

To show an HCL animal at the fair, it is an HCL requirement that each member complete the following:

- \* Complete and turn in this HCL Record Form
- \* Complete the HCL Animal Record Book
- \* Help on at least two (2) Herd Check Days
- \* Attend at least one (1) Farm Day. \$100 fine
- \* Not have any outstanding monies due to the HCL

(Challenge: Who will have the most Herd Days, the most Farm Days, and the most Events?)

Date	Herd Mgmt. Day	Farm Day	HCL Event or Project

***Winter Adoption ..... All members participate!***

Name of your animal: \_\_\_\_\_

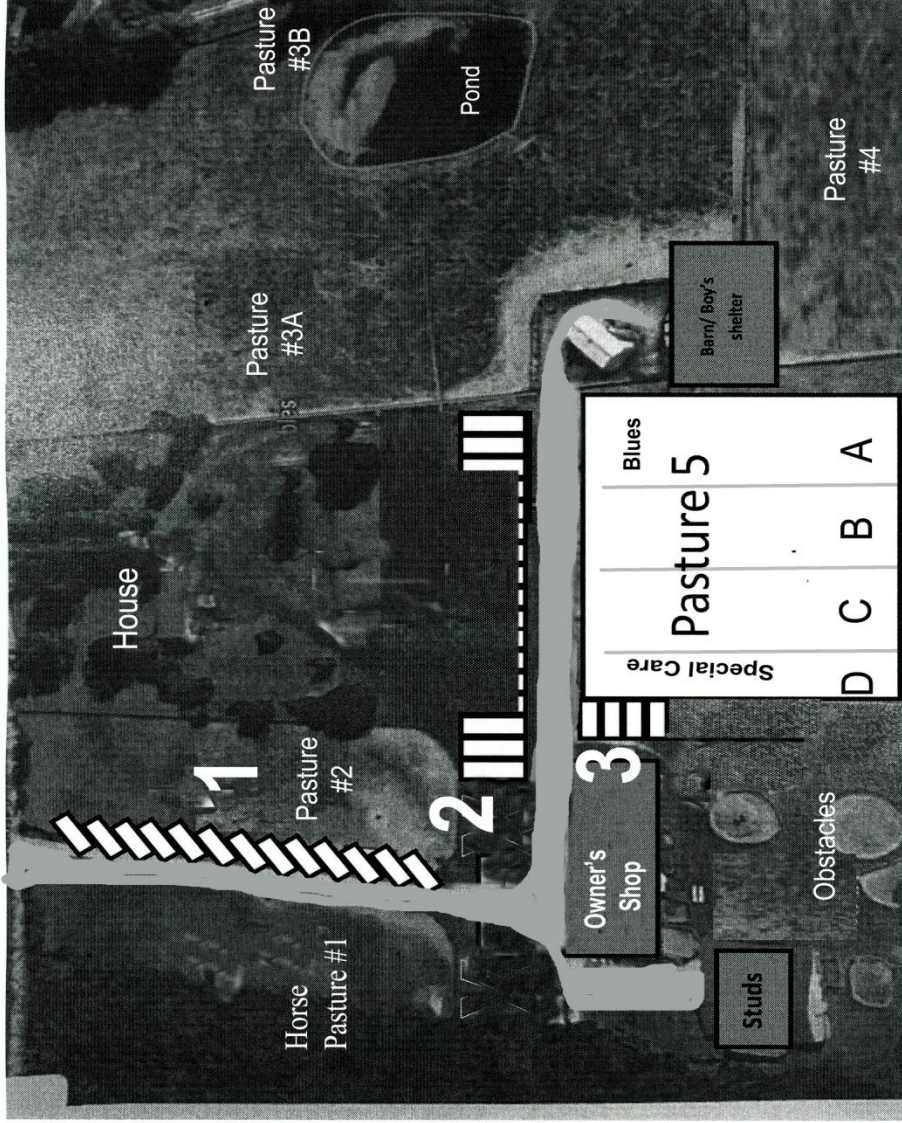
Monthly Reports Submitted Regularly:    yes \_\_\_\_    no \_\_\_\_

***Parent participation is needed too. What activities did your parents participate in?***

Date	Herd Mgmt. Day	Farm Day	HCL Event or Project

**This completed HCL Record Sheet must be turned in before the County Fair in order to show an HCL animal at the Fair.**





## Pastures & Parking At The Farm

**1st choice** - come in drive and circle back at shop, then park along Pasture #2 at an angle facing out.

**2nd choice** - Pull past the shop and park straight along Pasture #2 or along the drive.

**3rd choice** - Park along Pasture #5D

**Please DO NOT park by the shop or trailers, to keep access for customers and deliveries**