LAKE COUNTY FAIR

Citrus Tree Project

2026-2027 PARTICIPANT RECORD BOOK

INSERT A PHOTO OF YOU WITH YOUR TREE

Name: _____

4-H Club/FFA Chapter: _____

Age division:

☐ Junior (9-11) ☐ Intermediate (12-14) ☐ Senior (15-19)

Participant Information & Project Book Requirements

Dear Citrus Tree Project Participant,

This project book is designed for use with the Lake County Fair Citrus Tree Project. Begin keeping records as soon as you obtain your tree.

Project Book Requirements

- Completion & Deadline: Your project book must be fully completed and submitted on **April 3, 2027**, **from 10:00 a.m. to 2:00 p.m.**, prior to the tree show and auction.
- Return of Project Books: Project books will be returned at the auction to attendees. Books not picked up at the auction will be given to your county 4-H Extension Agent or FFA Advisor unless prior arrangements have been made.
- Questions: If you have questions regarding your project tree or this book, contact a superintendent.

Use this book throughout the project year. Neat, complete, and accurate records will help you document what you learned and how your tree progressed.

SECTION 1 • Project Goals

Use the S.M.A.R.T. format to set a meaningful goal for your citrus project.

Goals are your plans for the year. A S.M.A.R.T. goal is specific, measurable, achievable, relevant, and timely.

Specific — Clearly state what you want to accomplish and what project area it relates to.

Measurable — Identify how you will track progress using numbers, checklists, or milestones.

Achievable — Explain why the goal is realistic for you this year.

Relevant — Connect the goal to the overall purpose of your project.

Timely — Set a clear deadline or timeframe.

My goal this year is:

_____

_____

_____

_____

_____

My target finish date is:_____

To reach my goal, I will do these three things:

1.

_____

_____

2.

_____

_____

3.

_____

_____

SECTION 2 • Demonstrations

Teaching activities show how you shared your citrus knowledge with others.

Demonstrations — Minimum Teaching Requirements

Teaching activities must involve showing or explaining something to others. Examples include:

- A project demonstration (at least one demonstration on citrus)
- Teaching an activity at a club or chapter meeting, class, or another group
- Any activity in which you taught a skill, process, or concept to an audience

These activities must be different from citizenship and leadership activities. Clearly describe what you taught and to whom.

Minimum teaching activities by age division:

- Junior — 1-3 teaching activities
- Intermediate — 2-4 teaching activities
- Senior — 3 or more teaching activities

Date	Presentation Title / Project Area	Location / Audience

SECTION 3 • Project Activities

Complete at least two different activities. Check the activities you complete and include proof in this book.

☐ **1. Poster Creation —** Create a poster using computer software on a citrus topic. Print an 8.5 x 11-inch copy for your project book.

☐ **2. Citrus Field Trip & Report —** Take a citrus-related field trip and write at least a two-page typed report with pictures. Examples: nursery, grove, packinghouse, Citrus Hall of Fame, Winter Garden Heritage Museum, or Florida Agricultural Museum.

☐ **3. Citrus Video —** Create a one to three-minute video on a citrus topic.

☐ **4. Citrus Interview —** Interview a citrus grower or researcher. Include the interviewee's name, date, location, questions, and answers.

☐ **5. Citrus Recipe —** Select a recipe that uses citrus and make it. Include a photo of you making the recipe and a photo of the final product.

☐ **6. Citrus Science Project —** Complete a science project related to citrus and write a minimum one-page report including data and pictures.

☐ **7. Citrus Clinic —** Put on a Citrus Tree Project clinic for your 4-H or FFA club or county. Write a minimum one-page report with pictures or create a video.

☐ **8. Citrus Game Board —** Create a citrus-themed game board to exhibit at your local county fair or Extension office event. Include a photo in your project book.

☐ **9. Citrus Tree Drawing — Juniors Only —** Draw a citrus tree and label the parts.

☐ **10. Citrus Craft —** Find a citrus craft and make it. Include a picture of you making the craft and the final product.

☐ **11. History of Citrus —** Write at least 1/2 page on the history of citrus in your county.

☐ **12. Citrus Map —** Draw or print a map and label where citrus is grown around the world.

☐ **13. Health Benefits of Citrus —** Write at least 1/2 page on the health benefits or nutritional value of consuming citrus.

Project Activity 1

Activity selected:_____

Date completed: _____

Describe what you did, what you learned, and the proof included after this page.

Project Activity 2

Activity selected: _____

Date completed: _____

Describe what you did, what you learned, and the proof included after this page.

SECTION 4 • Leadership Activities

Leadership happens when you step up to guide, organize, teach, or support others. Examples include serving as a club officer, chairing a committee, planning an event, or helping younger members.

Minimum activities:

- Junior — 2 leadership activities
- Intermediate — 3 leadership activities
- Senior — 4 leadership activities

Date	Leadership Activity	Audience / Who You Helped

SECTION 5 • Citizenship / Community Service

Citizenship includes activities in which you give your time, effort, or care to help others or improve your community. Examples include a park clean-up, delivering treats to firefighters, participating in a food drive, or helping after a natural disaster.

Minimum activities:

- Junior — 2 activities
- Intermediate — 3 activities
- Senior — 4 activities

Tips: Keep each entry short but specific; focus on what you did; mention who benefited; and show variety in your service.

Date	Citizenship / Community Service Activity	Who Benefited

SECTION 6 • Growth Pictures

Every month, take pictures of your citrus project and include them in this record book. If you are raising two trees, both may appear in one picture, but each container number must be visible and identified in your records.

Use a solid background when possible. Photos should be 3 x 5 or 4 x 6 inches and attached neatly and securely. Each caption should include the date, a description of the activity or event, and a skill learned.

SEPTEMBER

Attach a 3 x 5 or 4 x 6 photo here

Caption: Include the date, activity/event, and skill learned.

OCTOBER

Attach a 3 x 5 or 4 x 6 photo here

Caption: Include the date, activity/event, and skill learned.

NOVEMBER

Attach a 3 x 5 or 4 x 6 photo here

Caption: Include the date, activity/event, and skill learned.

DECEMBER

Attach a 3 x 5 or 4 x 6 photo here

Caption: Include the date, activity/event, and skill learned.

JANUARY

Attach a 3 x 5 or 4 x 6 photo here

Caption: Include the date, activity/event, and skill learned.

FEBRUARY

Attach a 3 x 5 or 4 x 6 photo here

Caption: Include the date, activity/event, and skill learned.

MARCH

Attach a 3 x 5 or 4 x 6 photo here

Caption: Include the date, activity/event, and skill learned.

SECTION 7 • Pesticide Records

If needed, an adult may apply the pesticide; however, the youth must complete the records. Record the container number for each chart.

ALWAYS READ AND FOLLOW THE LABEL.

Container #: _____

Date	Pest to Be Controlled	Material Used	Amount Sprayed (concentrate & mixture)	Time (min.)	Cost $

TOTAL TIME: _____ min. TOTAL COST: $ _____

Pesticide Records • Tree 2

Complete this page only if you grow two trees.

Container #: _____

Date	Pest to Be Controlled	Material Used	Amount Sprayed (concentrate & mixture)	Time (min.)	Cost $

TOTAL TIME: _____ min. TOTAL COST: $ _____

SECTION 8 • Fertilization Records

Record each fertilizer application. Always follow the product label.

ALWAYS READ AND FOLLOW THE LABEL.

Container #: _____

Date Applied	Kind & Amount of Material Used	Fertilizer Analysis	Time (min.)	Cost $

TOTAL TIME: _____ min. TOTAL COST: $ _____

Fertilization Records • Tree 2

Complete this page only if you grow two trees.

Container #: _____

Date Applied	Kind & Amount of Material Used	Fertilizer Analysis	Time (min.)	Cost $

TOTAL TIME: _____ min. **TOTAL COST: $ _____**

SECTION 9 • Care & Maintenance Records

Keep complete records of activities performed on your citrus tree throughout the project. Many activities will have no cost. You do not need to record every irrigation event separately; you may summarize a date range. Do not record fertilization or pesticide activities in this section. Add pages if needed.

Container #: _____

Date	Type of Activity	Purpose	Time (min.)	Cost $

TOTAL TIME: _____ min. TOTAL COST: $ _____

Care & Maintenance Records • Tree 2

Complete this page only if you grow two trees.

Container #: _____

Date	Type of Activity	Purpose	Time (min.)	Cost $

TOTAL TIME: _____ min. **TOTAL COST: $ _____**

SECTION 10 • Records of Expenses for Your Project

A. PROJECT INVENTORY

List equipment and assets you had at the beginning of the project and items purchased this year that you will keep after the project ends. Do not include fertilizer or pesticide costs.

Item Description	Date Acquired	Purchase Cost / Value	Beginning Value	Depreciation (10%)	Ending Value

Total Depreciation: $ _____ Value at End / Total Assets: $ _____

B. PROJECT EXPENSES

List items purchased this year that you will NOT have at the end of the project. Do not include fertilizer or pesticide costs. Include the cost of the tree first.

Date	Item	Cost $
	Cost of Tree(s) and Container	

TOTAL PROJECT EXPENSES: $ _____

SECTION 10 • Labor Expenses

C. LABOR EXPENSES

Calculate the cost of labor for your citrus tree project. Round to the nearest whole hour. Use a labor rate of $10 per hour.

Calculation	Your Total
Total Minutes Worked	_____ min.
Total Hours Worked = Total Minutes ÷ 60	_____ hr.
Labor Expense = Total Hours × $10	$ _____

Example: 505 minutes ÷ 60 = 8.4 hours → round to 8 hours → 8 × $10 = $80.

SECTION 11 • Citrus Summary

EXPENSES

Expense Category	Amount
Pesticide Costs	$
Fertilizer Costs	$
Care & Maintenance Costs	$
Total Depreciation	$
Project Expenses	$
Labor Expenses	$
TOTAL EXPENSES	$
Grand Total Expenses for Both Trees	$
Breakeven Price = Grand Total Expenses ÷ Number of Trees	$

INCOME

Income Category	Amount
Premium Money from Judging	$
Sale of Tree	$
TOTAL INCOME	$
Grand Total Income for Both Trees	$

FINAL PROFIT / LOSS: $ _____

TOTAL ASSETS: $ _____

SECTION 12 • Marketing & Buyer Communication

It is your responsibility to care for your tree, complete your project book, prepare for the knowledge test, and market your tree. Identify potential buyers early and maintain appropriate communication throughout the year by sharing photos, updates, and your progress.

Use your creativity to develop business cards, displays, letters, or other appropriate materials to promote your project. Always work with a parent or guardian before sharing personal contact information online or with prospective buyers.

Include in this section:

- A sample buyer letter
- A sample thank-you letter
- Your responses to the required marketing questions

List at least three buyers with complete contact information (name, address, phone, and email if known):

Marketing & Buyer Communication • Reflection

List of three communication and marketing strategies you used this year:

1.

2.

3.

How will you improve your marketing and communication plans for future projects?

SECTION 13 • Project Story

Write the story of your citrus tree project year. You may type your story and add pages. Include:

- Your thoughts and experiences
- Ideas for growing citrus and improving the Citrus Tree Project
- What you learned this year
- Any pest or other problems you encounter
- Reflections on project activities, including challenges, what you enjoyed, and what you learned
- Events you attended, such as field days or packinghouse visits, and your impressions of those events
- Websites, social media, or other tools you used to support or market your project and why you used them

Project Story • Continued