

Entry 1 Tag # _____

Entry 2 Tag # _____

Manatee County Ornamental Plant Production Record Book

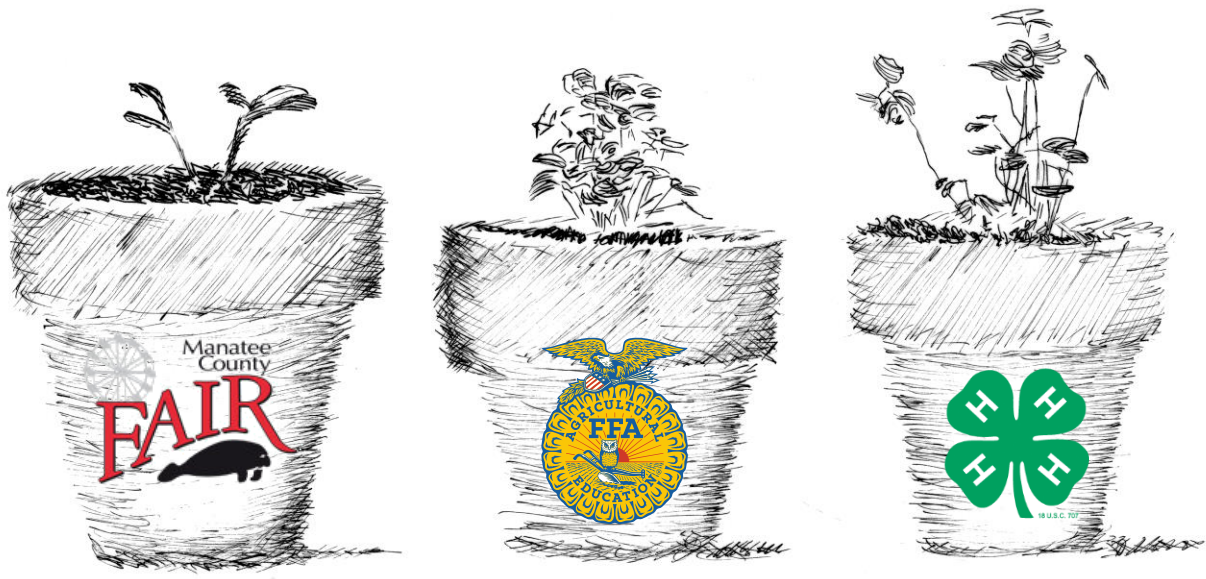
Circle One:	4-H Junior	4-H Intermediate	4-H Senior	FFA
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Name _____ Age (as of September 1) _____

Club/Chapter _____

Years in 4-H/FFA _____ Years in Project _____

FNGLA Plant Show & Sale Project Manatee County Fair



For Student/Exhibitor

I hereby certify that I have personally been responsible for the care of this project, have personally kept records on this project, and have personally completed this Care Book. Although others may have provided assistance and information, the responsibility for the success of this activity was solely mine.

Youth Name (print): _____

Youth Signature: _____ **Date:** _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ **Date:** _____

Due for Plant Check-in

For Club Leaders and FFA Advisors

I have reviewed this Care Book for completeness and accuracy of reporting. I certify that the records maintained by this participant were their own work and that they assumed full responsibility for the care and maintenance of the plants in this activity.

Leader or Advisor Name (print): _____

Fair Plant Check-in Leader/Advisor Signature (must be signed before Fair)

Signature: _____ **Date:** _____

4-H Record Book Check-in 4-H Leader Signature (4-H members only)

Signature: _____ **Date:** _____

Minimum Project Requirements

- Secure plants before the October and November tagging based on plant class.
- The participant should maintain their ornamental plants at home, in the school nursery, or other appropriate location.
- Participate in the FNGLA Plant Auction/Sale held during the Manatee County Fair.
- Maintain accurate project records and submit this Record Book at the time of check-in at the fair (included in the judging process of the project, see judging rubric for more details).
- Submit copies of buyer invitation letters and a sample buyer thank you letter.
- Participants must be between the ages of 8 and 18 as of September 1 of the current program year.

Purpose Of the Ornamental Plant Production Project

The purpose of the Youth Plant Show and Sale is to encourage the production of high-quality plant material among students of Agriculture and 4-H Club members and to reward youth growers for their efforts. The general public is invited to support the Plant Show & Sale, and exhibitors contact potential buyers.

The Youth Plant Show and Sale is an activity which enables students to showcase their production project. This activity limits the student to exhibit a small number of plants. These plants should not be the extent of the production project. The project is intended to simulate growing plants at a production nursery and plants should be stepped to a larger size from purchase and not merely maintained in the same condition as they were purchased.

The ultimate goal of this project is that participant youth experience the process of growing, maintaining, marketing, and selling ornamental plants simulating nursery production.

Why Keep Records?

To have an account of your accomplishments in this project.

- To show self-improvement as well as project growth.
- To show project activity.
- To record personal and project-related incidents for future reference.

Project Plans and Goals

Complete these sections at the beginning of your project. Write answers in complete sentences.

What would you like to learn or accomplish this year? (Goals)

Member Signature: _____ Date: _____

What has your leader/advisor agreed to help you with this year?

Leader Signature: _____ Date: _____

Will your parent(s)/guardian(s) assist you with this project? If so, how?

Parent/Guardian Signature: _____ Date: _____

KNOW YOUR PLANTS

ENTRY #1 (Tag # _____)

Scientific Name: _____

Common Name: _____

Native to Florida (circle one): Yes No Florida Friendly (circle one): Yes No

Height and Width of Mature Plant: _____

Ideal soil pH for this plant: _____

Salt tolerance (circle one): High Medium Low to None Unknown

Light Range: _____

Optimum Light: _____

Common pests with this plant: _____

What does it attract (circle all that apply)? Butterflies Bees and other pollinators
Birds Other (What?) _____

ENTRY #2 (Tag # _____)

Scientific Name: _____

Common Name: _____

Native to Florida (circle one): Yes No Florida Friendly (circle one): Yes No

Height and Width of Mature Plant: _____

Ideal soil pH for this plant: _____

Salt tolerance (circle one): High Medium Low to None Unknown

Light Range: _____

Optimum Light: _____

Common pests with this plant: _____

What does it attract (circle all that apply)? Butterflies Bees and other pollinators
Birds Other (What?) _____

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Entry #1 Maintenance Record

(Use one page for each kind of plant in your production inventory)

Common Name: _____

Botanical Name: _____

Date Obtained: _____

Container Size: _____ **Quantity:** _____ **Cost:** _____

**List the major maintenance activities performed on your plants below.
(Such as potting, fertilizing, watering, weeding, pruning, etc.)**

Date	Maintenance Activity	Date	Maintenance Activity

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Date	Maintenance Activity	Date	Maintenance Activity

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Entry #2 Maintenance Record

(Use one page for each kind of plant in your production inventory)

Common Name: _____

Botanical Name: _____

Date Obtained: _____

Container Size: _____ Quantity: _____ Cost: _____

**List below the major maintenance activities performed on your plants.
(Such as potting, fertilizing, watering, weeding, pruning, etc.)**

Date	Maintenance Activity	Date	Maintenance Activity

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Date	Maintenance Activity	Date	Maintenance Activity

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

PROJECT INVENTORY

List items you will keep past the end of this project on this page. List all equipment you had at the beginning of the project as well as those items you purchased this year. (Inventory examples might include a trowel, pruning shears, gloves, hose, or water can). DO NOT list expendable items (such as soil, pots fertilizer) here.

Complete columns pertaining to your age level (Jr., Int., Sr.)

Senior level 4-H members should calculate depreciation. Wear and tear occurs on equipment we use from year to year. These items will depreciate (go down in value) each year we use them. By listing the depreciated value you will have a more accurate value of your inventory at the end of the project.

Item Description Jr. Int. & Sr. complete this section	Date Acquired Jr. Int. & Sr. complete this section	Purchase Cost or Value Jr. Int. & Sr. complete this section	Value at beginning of current project year Seniors only	Depreciation (10% of purchase cost) Seniors Only	Value at end of project Seniors Only
Total Depreciation (Depreciation is an Expense)					
Value at End/Total Assets					

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Consumable Expenses

Record purchases for items you will most likely use up during this project here.

Examples: soil, pots, fertilizer, mulch items for your display

Date	Item	Amount
Total Expenses		

Income

Record ALL funds received from this activity.

Date	Item	Amount
Total Income		

PROJECT FINANCIAL SUMMARY

This section is to help you recognize the cost involved in caring out your project.

INCOME		Section Total	Grand Total
1	Project Income <i>(page 11)</i>		
EXPENSES			
2	Depreciation Expenses <i>(page 10, seniors only)</i>		
3	Consumable Expenses <i>(page 11)</i>		
4	TOTAL EXPENSES <i>(Add Lines 2 +3)</i>		
SUMMARY			
5	FINAL PROFIT/LOSS <i>(Subtract Line 4 from Line 1)</i>		
ASSETS			
6	Value of Project Assets <i>(page 10) (Seniors only)</i>		

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

PICTURES OF YOUR PROJECT

Show your project(s) from the beginning to the end along with different skills that you have learned through this project.

Show your project(s) from the beginning to the end along with different skills that you have learned. This should include a **minimum of 8 pictures**. Include a caption with each picture. Captions should be in complete sentences. The captions should tell a story. The pictures and captions should complement your project story. Explain what you are doing and why you are doing the things shown in the picture. What skills are you demonstrating and why? Spelling and grammar are included in the judge's decision.

Do not cover up the directions.

DO NOT ADD ADDITIONAL PAGES

Pictures (continued):

DO NOT ADD ADDITIONAL PAGES

Pictures (continued):

DO NOT ADD ADDITIONAL PAGES

Pictures (continued):

DO NOT ADD ADDITIONAL PAGES

Attach At Least Two Copies of Each:

- **Buyer Invitation Letters** (*Due for Plant Check-in*)
- **Buyers Thank You Note**

Youth Plant Show and Sale Evaluation Form

DIRECTIONS: For each statement below, select the appropriate response regarding your level of agreement BEFORE and AFTER participating in the Plant Project. Circle ONE number for each statement.

EVALUATION SCALE

1 = Strongly Disagree, 2 = Somewhat Disagree, 3 = Somewhat Agree, 4 = Strongly Agree

	Before I participated in the Plant Project				After I participated in the Plant Project			
I can set practical goals.	1	2	3	4	1	2	3	4
I follow through with obligations.	1	2	3	4	1	2	3	4
I can keep organized and detailed records.	1	2	3	4	1	2	3	4
I am confident in my decision making.	1	2	3	4	1	2	3	4
I am responsible.	1	2	3	4	1	2	3	4
I understand the Florida Friendly Landscape Principles.	1	2	3	4	1	2	3	4
I can track inputs and expenses to calculate profit margins.	1	2	3	4	1	2	3	4
I know how to properly take care of a plant (watering, fertilization, pruning, repotting, etc.)	1	2	3	4	1	2	3	4
I can accurately identify and manage weeds and pests.	1	2	3	4	1	2	3	4
I know which soil or substrate is appropriate for certain plants.	1	2	3	4	1	2	3	4
I can identify many ornamental plants.	1	2	3	4	1	2	3	4
I am confident in my ability to grow and sell plants.	1	2	3	4	1	2	3	4
I am considering a career in agriculture.	1	2	3	4	1	2	3	4

Feel free to list any thoughts, feedback, or constructive criticism about the Plant Project in this section:

PROJECT TERMS AND EXPLANATIONS

NOTES AND EXAMPLES FOR PROJECT INVENTORY (page 4)

- **Date Acquired** - List the date (mm/dd/yy) you obtained this item. On items older than one year, list only the year.
- **Purchase Cost or Value** - What did this item cost when you first got it? (If you did not purchase this item and it was given to you, what was its value?)
- **Value at Beginning of Project Year** – If you bought the item this 4-H project year, this number would be the same as the “Purchase Cost or Value”. If you had this item last project year, use the “Value at End of Project” from last year’s record book.
- **Depreciation of 10%** - Each year your items will “depreciate” (lose value) by 10% of the original purchase cost. For new items, estimate 10% depreciation even if you have had the item for less than a year (ex: purchased in November of the 4-H year and it is now January).
- **Value at the End of the Project** - This is the value at the beginning of the project year minus the depreciation.

Examples:

Items Description	Date Acquired	Purchase Cost or Value	Value at beginning of project year	Depreciation (10% of purchase cost)	Value at end of project
Trowel	Purchased 4 years ago	\$10.00	(Value at end of last year’s project/had already depreciated 10% for 3 years) \$7.00	(\$10 x 0.10) \$1.00	(\$7 - \$1) \$6.00
Hose	Purchased 3 years ago	\$20.00	(Value at end of last year’s project/had already depreciated 10% for 2 years) \$16.00	(\$20 x 0.10) \$2.00	(\$16 - \$2) \$14.00
Gloves	Purchased at the beginning of last year’s project	\$5.60	(Value at end of last year’s project/had already depreciated 10% for 1 year) \$5.04	(\$5.60 x 0.10) \$0.56	(\$5.04 - \$0.56) \$4.48
Water Can	Purchased this project year	\$9.10	(No Previous Depreciation) \$9.10	\$0.91	(\$9.10 - \$0.91) \$8.19
Total Depreciation*				\$4.47	
Value of Project Assets					\$32.67

*Depreciation is an expense

**DO NOT ADD ADDITIONAL PAGES
SCORING SYSTEM**

FNGLA Record Book

Each section of this Record Book will be scored by the judge based on the completeness and accuracy of that section. You must initial the bottom of each page where there is an initial line in order for that page to be counted in your final score.

For sections you did not complete because they do not apply to your project, you **MUST** check the box stating that section does not apply to you. If the section does not apply, it will not be calculated as a part of your final score.

Section	Item	Points Possible
Cover	Signatures	2
I	Project Plans and Goals	9
II	Know Your Plants	12
III	Project Inventory	4
IV	Consumable Expenses	4
V	Project Income	4
VI	Project Financial Summary	4
VII	Maintenance Record(s)	12
VIII	Project Essay	30
IX	Buyer's Invitations	3
X	Sample Thank You Note	3
XI	Pictures (pages 10-12)	8
	Overall Neatness, Accuracy, Grammar & Spelling	5
	Total Possible Points for Project Record Book	100
Overall 4-H Member Record:		
	All required sections of completed 4-H Member Record Book are tabbed and labeled	5
	Overall 4-H Report <i>(This report is not in this Record Book, it is a part of the Overall Member Record Book graded at the end of the 4-H year for 4-H Awards)</i>	40
	Total Possible Points for Member Record Book <i>(Project Book and Overall 4-H Report)</i>	145

Ribbon Awards

Blue	90% - 100%
Red	80% - 89%
White	79% - 0%