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
Name		Age (as of Sep	otember 1)	
Club/Chapter				
Years in 4-H/FFA	A	Years in Pro	oject	

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 Leader	rs and FFA Advisors
	ccuracy of reporting. I certify that the records maintained by med full responsibility for the care and maintenance of the
Leader or Advisor Name (print):	
Fair Plant Check-in Signature (must be sign	ed before Fair)
Signature:	Date:
4-H Record Book Check-in Signature (4-H m	embers 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	u with this project? If so, how?			
Parent/Guardian Signature:	Date:			

KNOW YOUR PLANTS

ENTRY #1 (Tag #)
Scientific Name:
Common Name:
Native to Florida (Check One):Yes No Florida Friendly (Check One):Yes No
Height and Width of Mature Plant:
Ideal soil pH for this plant:
Salt tolerance (Check one): High Medium Low to None Unknown
Light Range:
Optimum Light:
Common pests with this plant:
What does it attract (check all that apply)? Butterflies Bees and other pollinators Birds Other (What?)
ENTRY #2 (Tag #)
Scientific Name:
Common Name:
Native to Florida (Check one):Yes No Florida Friendly (check one): Yes No
Height and Width of Mature Plant:
Ideal soil pH for this plant:
Salt tolerance (check one): High Medium Low to None Unknown
Light Range:
Optimum Light:
Common pests with this plant:
What does it attract (check all that apply)? Butterflies Bees and other pollinators
Birds Other (What?)

Entry #1 Maintenance Record

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

Botanical Name: Date Obtained:		
	Quantitus	Cost
List the major maint	Quantity: enance activities performed s, fertilizing, watering, weed	on your plants below.

Date	Maintenance Activity	Date	Maintenance Activity

Date	Maintenance Activity	Date	Maintenance Activity

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:
'	jor maintenance activities poing fertilizing watering we	• •

Date	Maintenance Activity	Date	Maintenance Activity

Date	Maintenance Activity	Date	Maintenance Activity

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

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.

INCO	ME	Section Total	Grand Total	
1	Project Income (page 11)			
EXPEN	SES			
2	Depreciation Expenses (page 10, seniors only)			
3	Consumable Expenses (page 11)			
4	TOTAL EXPENSES (Add Lines 2 +3)			
SUMM	IARY			
5	FINAL PROFIT/LOSS (Subtract Line 4 from Line 1)			
ASSET	TS			
6	Value of Project Assets (page 10)			

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

Project Essay

Share with us what being involved in this activity has meant to you. Your essay should be about your project from beginning to end. Include what you learned, what safety practices you used in growing your plants, how you managed your plants, what went well, what problems you encountered, what did you learned from them.

Your essay may be hand written, or typed If you type your essay or write it on a separate sheet of paper **DO NOT TAPE THE STORY TO THE PAGES, USE A HOLE PUNCH AND INSERT THE PAGES.** Write a note on the first page of the essay section to "**SEE ATTACHED**".

ges.		

7	

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 tho	oughts, feedback, or constri	uctive criticism about the	e Plant Project in this sect	ion:

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

Section	Item	Points Possible
Title page & Summary page	All information completed	5
Properly Tabbed	All required sections of completed 4-H Record Book are tabbed and labeled (i.e., Overall Story, Project book)	5
Cover Sheet	All information and signatures (page 1 & 2)	5
I	Plans and Goals (Answered in complete sentences, signed and dated at beginning of project)	15
II	Know Your Plants	20
III	Project Inventory	5
IV	Consumable Expenses	5
V	Project Income	5
VI	Project Financial Summary	5
VII	Maintenance Record(s)	30
VIII	Project Essay	30
IX	Buyer's Invitations	4
Х	Sample Thank You Note	4
XI	Pictures (pages 10-12)	16
	Overall Story (This story is not found in this book. It is part of the finished 4-H Record Book. See "How To" Guide)	40
	Neatness, Accuracy, Grammar & Spelling	6
	Total Points	200

Ribbon Awards

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