

Entry 1 Tag # \_\_\_\_\_

Entry 2 Tag # \_\_\_\_\_

# Manatee County Ornamental Plant Production Record Book

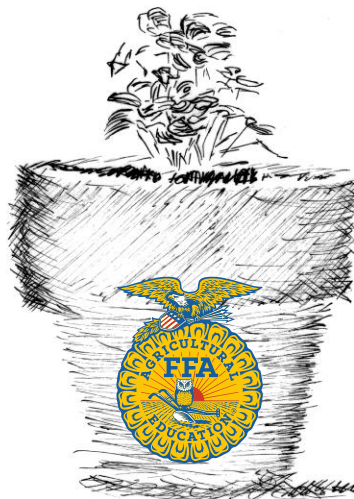
Circle One:	4-H Junior	4-H Intermediate	4-H Senior	FFA
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Name \_\_\_\_\_ Age (as of September 1) \_\_\_\_\_

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 Signature (must be signed before Fair)***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***4-H Record Book Check-in 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)

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Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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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?) \_\_\_\_\_

## 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



## 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





## 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
<b>Total Depreciation (Depreciation is an Expense)</b>					
<b>Value at End/Total Assets</b>					

### 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.

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

## **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 (on 8 ½ X 11, single-sided paper, double-spaced, in a 12-point font) and inserted. 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**”.

If you are planning on submitting this record book for 4-H judging, your essay must be the appropriate length for your age category. **Juniors: minimum 1 page; Intermediates: minimum 2 pages; seniors: minimum 3 pages.**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





**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:

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## 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**

<b>Section</b>	<b>Item</b>	<b>Points Possible</b>
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
X	Sample Thank You Note	4
XI	Pictures (pages 10-12)	16
	Overall Story ( <b>This story is not found in this book. It is part of the finished 4-H Record Book. See "How To" Guide</b> )	40
	Neatness, Accuracy, Grammar & Spelling	6
	Total Points	200

**Ribbon Awards**

<b>Blue</b>	90% - 100%
<b>Red</b>	80% - 89%
<b>White</b>	79% - 0%

