OSCEOLA COUNTY FAIR
KISSIMMEE VALLEY LIVESTOCK SHOW
OSCEOLA COUNTY 4-H

MARKET ANIMAL RECORD BOOK

Project Year:_____

Level/Age as of Sept 1 of project year (Circle)

Junior   Intermediate   Senior

(ages 8-10)   (ages 11-13)   (ages 14-18)

Circle animal species, one animal per book

GOAT   STEER   HOG   LAMB   HEIFER

KVLS   Official (840 Tag / Scrapies Tag)

Tag # _____ State ID # _____

Exhibitor's Name:_____ **Age(as of Sept 1 of project yr):**_____

4-H Club or Chapter:_____**Years in Project (for this animal species):**_____

Leader Signature:_____**Leader's Name:**_____

I hereby certify that as the exhibitor of this project I have been personally responsible for the care of this animal, have personally kept records on this project for the current year, and have personally completed this record book <u>in my own handwriting</u>.

Exhibitor Signature:_____**Date:**_____/_____/_____

I, the parent/ guardian certify that my child has completed this project and this record book and will comply with all the Rules and Regulations of this fair.

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

Livestock Drug Statement: I/We hereby certify that any drug, antibiotic, or biological substance which may have been administered by myself, or any other person, was done so in strict compliance with the manufacturer's label requirements or as prescribed by a veterinarian.

Exhibitor Signature:_____**Date:**_____/_____/_____

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

CATEGORY CHOICE FOR KVLS JUDGING

If you would like to compete in the record book competition for the fair please select Graded. If you do not wish to compete please select Pass/Fail. Please sign beside the section you choose. If you choose pass/fail please be aware that you are opting out of the competition for awards in record book placing and your book will not receive a graded score from KVLS. Any book without a choice will automatically be put into the Pass/Fail category. A record book may be moved into the Pass/Fail category at the Record Book Committee's discretion if it is evident that the book has not been completed by the exhibitor.

Select one

_____**Please enter my book in the Graded category. Exhibitor Signature:**_____

_____**Please enter my book in the Pass/Fail category. Exhibitor Signature:**_____

ALL BOOKS WILL BE TURNED IN PRIOR TO ANIMAL SHOWS REGARDLESS OF CATEGORY CHOICE.

IMPORTANT DATES

Record books are due on **Wednesday, January 17, 2024 from 10:00a.m. – 6:00 p.m.** at the KVLS.
Skill-A-Thon will be administered on **Wednesday, January 24, 2023 from 2:00 - 6:00 p.m.** at the KVLS Arena.

Report Cards: All exhibitors must provide the KVLS /4-H with a current report card. Report cards can be brought the day of skill-a-thon, or if you feel your GPA will meet the minimum to exempt taking the skill-a-thon you can send report cards in via email for GPA calculation to skillathon.kvls@gmail.com OR you can bring report cards to the Record Book turn in to have GPA verified.

If your report card does not meet the minimum GPA for opting out of the Skill-a-Thon, as stated in the exhibitor handbook, you must take the Skill-a-Thon and make a passing score of at least 70%. Even those choosing to opt out must bring grades to KVLS on the day of Skill-A-Thon to have them verified OR submit in person or via email and receive confirmation prior to skill-a-thon of exemption status.

MARKET ANIMAL RECORD BOOK CHECKLISTS

KVLS CHECKLIST:

(COMPLETE AND SIGN THIS LIST BEFORE TURNING IN TO KVLS IN JANUARY)

check off

FOLDERS:
Graded Books: **4-H GREEN PROJECT COVER** (4-H Exhibitors), **BLUE PRONGED FOLDER** (w/ FFA logo glued to front) (FFA Exhibitors)

Pass/Fail: **4-H GREEN PROJECT COVER/ OR PLAIN GREEN PRONGED FOLDER**

(The following items paper clipped inside front cover)
TYPED AUCTIONEER STATEMENT KVLS SCORE SHEET

PAGES IN CORRECT ORDER (use page numbers)
[*SIGNED* Cover Page, Project Expenses (Animal, All Feed, Equipment,Vet/Health), Non-Equipment, Weight Record, Financial Summary, Demonstrations and Exhibits, Leadership and Citizenship, Certificates (Participation/Demonstration), Project Attachments (Project Story & Project Pictures), Club Meeting Log]

Look through your record book again and make sure each page is complete.
NOTE: The Show/Sale Record (pg 10), Weight Table (Actual weights pg 11) Financial Summary/Project Summary ("AFTER SALE" data in the right column pg 12), Project Activities (pg 17), and Meetings after fair (pg 22) are to be **completed after** the Show and Sale.

REMINDERS! Your record book must receive a score of 70% or higher (if Graded) or a Pass (if in Pass/Fail) in order to participate in the KVLS Market Animal Show and Sale.

Record books MUST be completed by the exhibitor in their own handwriting. If a book is turned in to the KVLS in the Graded category, and it is evident to the committee that book has not been personally completed by the exhibitor, the record book committee reserves the right to place the book in the Pass/Fail category.

Please sign below to verify that you have completed the above checklist.

Exhibitor Signature_____

Date ___/____/____

Parent/Guardian Signature

_____

Date _____/____/_____

4-H CHECKLIST:

(COMPLETE AND SIGN AFTER FAIR BEFORE TURNING IN TO 4-H IN MAY)

check off

4-H GREEN PROJECT COVER or GREEN PRONGED FOLDER

SIGNED COVER PAGE

ALL PROJECT REPORT AREAS (post fair)
Show/Sale Record (pg 10), Weight Table (Actual weights pg 11) Financial Summary/Project Summary ("AFTER SALE" data in the right column pg 12), Project Activities (pg 17), and Meetings after fair (pg 22)

UPADATED PROJECT STORY/ PHOTOS

ACTIVITY LOG (pg 17)
(SIGNED BY 4-H LEADER)

CERTIFICATES for Leadership, Citizenship, Demo/Talk, Community Service (club level)

I personally prepared this report and it is a true record of my 4-H project. **Record books MUST be completed in member's handwriting.**

Approval of this report

4-H Member Signature:_____

Date: ___/_____/_____

Parent/Guardian Signature:_____

Date: ____/_____/_____

Record books are due to 4-H on Monday, May 4, 2024.
Make sure you fill-in after fair information to receive maximum points.

RECORD BOOK JUDGING SHEET
YOUTH MARKET/OPEN RECORD BOOK

NAME _____ AGE LEVEL __ JR ___ INT ___ SR

CLUB _____ PROJECT AREA _____

** Please see instructions on page 2, under KVLS Checklist for information about required covers. Points will be deducted per section for spelling and math errors (per section).
No plastic covers on pages.

SECTION	COMMENTS	POINTS POSSIBLE	BONUS POINTS	AWARDED SCORE (w/o BPts)
Inventory: Animal & Equipment Expenses		14	N/A	
Expenses: feed, non-equipment, and vet (health) (including Health Record)		24	N/A	
Animal Weight, Feed Conversion		12		
Project Summaries: Feed & Gain , Financial Summary		12	N/A	
Presentations and Exhibits		6		
Leadership and Citizenship		6		
Knowledge and Skills, I Gained		2	N/A	
Project Story (Required information from Project Story Guidelines list included)		12		
Project Pictures (Min 3 - Max 20 with captions and dates)		10		
Neatness		2		
Judge Comments:	**Subtotal – Possible Score**	100	■	
		TOTAL BONUS POINTS		■
	Total Points Awarded	100	SUBTOTAL + TOTAL BONUS PTS	

Blue	Red	White
100 – 90	89 – 80	79 and under

Osceola County 4-H Project Report Score Sheet

Name: _____ **Club:** _____

Project Area: _____ **Age Division**:_____ **Years in Project**:_____

Points Earned	Possible Points	Criteria	Comments
		Section 1: Project Plans and Goals (7 points possible)	
	7	**This is what I want to accomplish this year:** - Ability to set obtainable and relevant goals. - **Goal** should be in project area. 2 points off if not.	
		Section 2: Project Overview (35 points possible)	
	9	**4-H Presentations-** 3 points off if 1 presentation is NOT in project area - A minimum of **one** oral presentation related to your project work. - Expectations: JR-1, INT-2, SR-3	
	4	**Exhibit-** Automatic 2 points off if one exhibit is NOT in project area - A minimum of **one** exhibit must be in your project area. - Two exhibits required	
	8	**Leadership-** Automatic 2 points off if one is NOT in project area - A minimum of **one** leadership activity in your project area. - Expectations: JR/INT12, SR-4	
	8	**Citizenship- NOT required in project area** - Expectations: JR/INT-2, SR-4	
	6	**Knowledge and Skills, I Gained:** - One item under each category should be checked.	
		Section 3: Project Attachments (58 points possible)	
	10	**Financial Summary Page** -All sections that are applicable should be filled out.	
	24	**Activities/Project Book– 4 points for each activity completed** - Completed required number of activities (**six**) outlined in the project as evidence of learning project skills. - Activity Forms can be submitted for an activity you completed. - Approved county level workshop certificates (with Agent signature) may be substituted as an activity. - Leader signature is acceptable for Market Animal projects	
	14	**Project Story** - Story portrays experiences with project work. - Answers required questions - Meets length requirements (JR-4 paragraphs, INT-5 paragraphs, SR-6 paragraphs) - Shows a beginning, middle and end - If a market animal project, includes information after fair. -See guidelines within 4-H Project Report	
	10	**Project Pictures-**Automatic 3 points off if captions or dates are missing - Shows member actively engaged in learning experiences with their project (evidence of beginning, middle and end /with captions and dates). Three points are given for completion of each section. - Minimum of 3 photos and maximum of 20. - Printed photo collages are allowed.	
	100	**Total Score**	

Evaluators: _____

revised 03/2023

PLEASE READ PAGE 19 FOR INSTRUCTIONS ON HOW TO COMPLETE THE PROJECT STORY AND PROJECT PHOTOS SECTION.

HELPFUL HINTS

- Read the whole record book through before you start. You may want to make a copy of your record book to use as a rough draft.
- Fill in the inventory first, use last years book and start with what you already have on hand.
- Keep your records up-to-date.
- If you need more pages, print them yourself and fasten them in the book.
- When items or supplies have been **donated** to you for use in your project, make sure to <u>give the item or supply a value</u>.
- Do not include materials in the Record Book that will add "bulk" (example: various scrapbook embellishments, such as buttons, eyelets, ribbons, dimensional stickers, letters, etc.) Use only "flat" stickers, photos, etc.
- Do not confuse page numbers with section numbers.

NOTICE TO PARENTS: Parents may, and should, provide leadership and guidance for the exhibitor. However, the Record Book must be compiled and completed by the exhibitor <u>in their</u> <u>own handwriting.</u> If a book is turned in to be graded and is suspected to not be in the exhibitor's handwriting, the book will be moved (at committee's discretion) to the Pass/Fail category.

CURRENT YEAR: All information in this Record Book is to include those activities and events you have done this project year (beginning to end of project). Do not include information that you did last year or the years before, only include current information. Please list date in **mm/dd/yy** format for all pages. Project begins when animal is purchased.

NEATNESS: You can use either a pencil or pen. You may either print or use cursive writing. You may use <u>lined or plain papers</u> for your story and picture pages. (Make sure there are no ragged edges). If you make a mistake, erase it completely, or use white-out to correct pen errors. Make your records as neat as possible. **THE ONLY SECTIONS THAT CAN BE TYPED ARE THE PROJECT STORY AND THE AUCTIONEER'S STATEMENT. PHOTO CAPTIONS MUST BE HAND WRITTEN.**

ACTIVITIES: A total of 6 activities need to be completed. There are 6 activities in the Skill-A-Thon book that will satisfy this requirement. Certificates for interactive activities and workshops issued by the Extension Office may count toward your six required activities. It is recommended that you complete the 6 activities provided in the Skill-A-Thon book to help prepare you for the Skill-A-Thon. Skill-A-Thon books can be found on the Osceola County Fair web site under navigation tab
PARTICIPATE>LIVESTOCK>RECORD BOOK & SKILL-A-THON BOOKS.
Before turning in to 4-H in May have your leader sign the Activity Page showing they have seen your six (6) completed Activities.

WHY KEEP RECORDS?

- To have an account of all your accomplishments in one place.
- Records point out the advantages and disadvantages of projects.
- Records reflect your interest as a 4-H/FFA member.
- Records show self-improvement and service to others.
- Records show others what you have done.
- By keeping records, this will train you for future work.
- Records can qualify you for contests, awards and scholarships.

MARKET ANIMAL PROJECT INVENTORY

(1)   ANIMAL

Please make sure you list under gender the type of animal you have. Ex: gilt, wether, steer, etc.

Remember to show all amounts with **2 decimal places** (rounded correctly).   Ex: $500.00 or 4.02 lbs

Animal Species	Gender	Breed	Date of Purchase mm/dd/yy	Weight at Purchase	Price Paid
				lbs	$

(2)   ANIMAL LOSS (DEATH/MORTALITY) RECORD

Write N/A in the table below if this does not apply to your project. If you started the project and your animal died and you replaced it with a new animal (like a spare), please include the purchase information here. DO NOT INCLUDE ANIMALS STILL LIVING THAT YOU ARE SHOWING IN OPEN SHOWS. Only include animals that died that you replaced with your current animal.

Animal Species	Gender	Breed	Date of Purchase mm/dd/yy	Price Paid	Date of Loss
				$	

(3)   EQUIPMENT INVENTORY

Here is where you will list all equipment items that you use during your project. Examples (but not limited to): brushes, buckets, hog whips, halters, show harness. List items from your previous record books first, then include new purchases afterward. **Do not include consumable items like:** shampoo, grooming sprays, stamps, etc. Items like these will go in the Non-equipment expenses section (pg 10).

Only **SENIORS (age level)** will complete the depreciation section. Depreciation begins the year you make the equipment purchase. Make sure you are depreciating each item from the time acquired to the end of the current project year. You will depreciate items at 10% each year. **Current project year is the same year as your current fair.**

Example item for depreciation.

You bought a bucket in 2018 for $5.95. It is still good and still has life left. It depreciates at 10% each year. So you need to first figure out how many years from the time you took possession of the item to current fair (project year). Count from 2018 to 2024 = 7 yrs (count on your fingers, **each year** is one finger).

Now depreciate $5.95 (take $5.95 x 10% = $0.595 (which will round up to $0.60), then multiply that amount by the years ($0.60 x 7 yrs = $4.20). This is the amount you subtract to get the value of the bucket at the end of the project. $5.95-$4.20 = $1.75. So $1.75 is now the value at the end.

You could also do $0.595 x 7 = $4.165 (round up to $4.17), $5.95 - $4.17 = $1.78 value at the end. Either calculation formula is acceptable (but stick with one), but you need to round off the depreciation amount before subtracting to get the value at the end.

If an item is still used in your project, and is in or past the tenth year, show the original purchase cost as the depreciation amount and value at the end of the project as $0.00 in the table.

Item	Year Aquired	Purchase Cost/Value	Depreciation amount %($) x yrs =$$	Value at end of the Project
Bucket	2018	$5.95	$4.20	$1.75

IF AN ITEM IS GIVEN TO YOU OR **DONATED** INCLUDE A PRICE IN THE PURCHASE COST COLUMN, AS THIS ITEM STILL HAS VALUE. Notate that it was donated beside item. If you build something large with a lot of parts (like a pen) please put the total value of the constructed item.

(3) EQUIPMENT INVENTORY

Juniors & Intermediates (**columns A-B-C**)   Seniors **(All)**
*Sr Level see previous page for instructions on how to complete

Remember to show all MONETARY amounts with **2 decimal places** (rounded correctly). Ex: $6.435 rounds to $6.44
The math is shown as an example problem on 3D and E, you only need to put the total you get after you calculate each item.

(A) Item	(B) Year Acquired	(C) Purchase Cost/Value	ONLY SENIOR LEVEL EXHIBITORS DO COLUMNS 3D & E SEE PG 6 FOR INSTRUCTIONS	(3D) * Depreciation amount %($) **x** yrs =$$	(E) Value at end of the Project
Example **Goat Collar**	2021	$19.50		$1.95 x 4 yrs)= $7.80	$19.50-$7.80= $11.70
Add all amounts to get a total for each column **Column Totals**		(C)		(3D)	(E)

(4)   FEED EXPENSES

In this section you will list **all** of your feed expenses (grains/mineral/etc.), hay (show as bales not pounds), treats (marshmallows, etc), supplements, or any consumed feed item your animal ate during this project. Please list all dates in MM/DD/YY format. Remember to show dollar amounts with 2 decimal places, or pounds with ounces (If not a whole pound amount). EX: $16.35, $98.00, 7.25 lbs, 13 lbs. List feed items (if different types) separately even if purchased on the same day (ie: don't list feed and hay on the same line).

**Before you turn in to KVLS in January**, include estimated dates and amounts for feed purchases that will/may be made after record books are turned in in January. **Please make a note beside the dates** that these are estimated amounts (**write EST**). Include these amounts in your total. _**Before you turn in to 4-H in May**_, replace estimated amounts with actual feed purchases through fair. Remember to recalculate your totals.

Date Purchased mm/dd/yy	Feed Item Description	Total Pounds of Feed	Hay Bales (Quantity)	Total Cost

Add all amounts to get a total for each column. If you need more space, print a new page, and make sure to show subtotals on each page with a grand total on the final page. **Make a note beside purchases that are estimated to be purchased between record book turn in and fair (highlight, asterick, write EST beside, etc).**

	Column Totals	4A		4B

(5)   VETERINARY AND HEALTH EXPENSES & RECORD

This includes any money spent for products or services related to your animal's health. Examples include, but are not limited to: veterinarian fees, health certificate costs, implants, dewormers, medications, animal tags, fly spray, etc.

When supplies, equipment, medications, etc. have been **donated** for use in your project (like the KVLS ear tag), give the supply/item, medication, etc. a real value and include those values in your totals throughout the record book. Also notate that these items are donated, like the Ear Tag.

Remember to show all numbers with **2 decimal places** (rounded correctly).

Also fill out the Health Record section of the table stating why and how you administered any medication/ dewormer/ etc. Make sure to include how it was administered; sub-Q, orally, intramuscular, pour on, etc.

DATE mm/dd/yy	Item/ Product Used	Reason Used	DosageAmount/ How it was given	Withdraw Time (days)	COST
Ex: 10/25/22	Fly spray - Saber	Fly control	15 cc / pour on	0	1.00
TOTAL COST FOR VETERINARY AND HEALTH EXPENSES					

(6)   NON-EQUIPMENT EXPENSES

This includes any items that you spend money for other than equipment, that are consumable (meaning you typically have to repurchase at the start of the next project).

Examples (but not limited to): stamps for letters, film/developing, bedding, soap, grooming sprays, etc.
Remember to show all numbers with **2 decimal places** (rounded correctly). If you have no expenses in this section please write $0.00 in the total for non-equipment expenses.

DATE mm/dd/yy	DESCRIPTION (Product/ Item)	COST
	TOTAL NON-EQUIPMENT EXPENSES	

(7)   SHOW RECORD (to be completed in May, after show/sale)
AWARDS & RECOGNITIONS RECEIVED IN THIS PROJECT

SHOW DATE mm/dd/yy	ASSIGNED CLASS	PLACE/RIBBON/OVERALL CLASS PLACING

AWARDS RECEIVED (check any that apply, then beside write your placing, if Other please list)

[ ]Record Book_____   [ ] Showmanship_____   [ ]Skill-A-Thon_____   [ ] Fitting & Grooming_____

[ ]Premier Exhibitor_____   [ ]Round Robin_____   [ ]Other_____

(7a) TOTAL PREMIUM MONEY EARNED $ [   ]

(8)   SALE RECORD (to be completed after the sale)

SALE DATE mm/dd/yy	BUYER	PRICE PER POUND	SALE WEIGHT	TOTAL SALE PRICE

If you received add-ons (8a) write the total combined amount, then add that to the Total Premiums earned (7c) for Total Additional Income Amount (8b)

TOTAL ADD-ON AMOUNT (8a) $_____

(8b) TOTAL ADDITIONAL INCOME AMOUNT (7a + 8a)   (8b) $ [   ]

(9)   ANIMAL WEIGHT RECORD

Use the date purchased as your **initial weight**. Keep track of the weight gains of your animal using a scale or weight tape. Make sure dates don't overlap (new date starts the new number of days since last weighing). You must have a <u>minimum of four (4)</u> weights recorded. Make sure to **include an estimated show date, weight, and weight gain and total number of days on feed** before turning in books to KVLS. Estimated show weight x $2.00 will be used on pg 12 for Market Animal Value before sale. Complete actual weight and gain after fair. **Average Daily Gain** *(Intermediates and Seniors only)* can be calculated by taking the pounds gained since last weighing and dividing that by the number of days since last weighing.

*Please round to two decimal places Ex: 2.356 lbs rounds to 2.36 lbs   **[INT & SRS COMPLETE LAST 2 COLUMNS]**

Date mm/dd/yy	Weight	Pounds Gained Since Last Weighing	Number of Days Since Last Weighing	Average Daily Gain
Initial weight				
Weight @ First official weigh in or ear tagging				
Estimated Show Weight				
Actual Show Weight				
Total Weight Gain (final weight - initial weight)	*Estimated Total Weight Gain*	*Actual Total Weight Gain*	*Total Number of Days on Feed*	

(10)   FEED AND GAIN SUMMARY

Complete the table below to calculate the rate of gain for the animal during the official project days. Complete the top section of the table (using formulas in the boxes below) before turning in to KVLS in January. Complete bottom section before turning into 4-H in May.

	A	B	C	D	E	F	G
	Final Weight	Starting Weight	Total Weight Gained	Total Pounds of Feed	Pounds of Feed per Pound of Gain	Total Cost of Feed	Feed Cost Per Pound of Gain
Complete before books are turned in to KVLS in January	(Use Estimated)	(Use Initial)	(A - B = lbs gained) *Estimated*	(pg 8 box 4A) *Estimated*	(D ÷ C) *Estimated*	(pg 8 box 4B) *Estimated*	(F ÷ C) *Estimated*
Complete before books are turned in to 4-H in May	(Use Actual)	(Use Initial)	(A - B = lbs gained) *Actual*	(pg 8 box 4A) *Actual*	*Use Actual* (Column D ÷ C)	(pg 8 box 4B) *Actual*	*Use Actual* (Column F ÷ C)

FINANCIAL SUMMARY

Find your PROFIT or (LOSS) on this page. Use the section numbers from your record book, or page numbers as indicated below. Enter the amounts below, then calculate the Total Receipts (Income) and Total Expenses. Make sure all amounts are shown with **2 decimal places**. If an amount is zero, please write as $0.00. **DO NOT LEAVE ANY AREAS BLANK ON BEFORE SALE SIDE (WRITE $0.00 if there is no amount to record.)** All amounts should end in a decimal. Ex: write $500.00 not $500

#3, 11a, & 11b will be recorded after books are returned from KVLS.

#2 *Before Sale formula
Estimated Market Animal Value = $2.00 per lb x estimated show weight [found in Section 9]

RECEIPTS / INCOME

	BEFORE SALE		AFTER SALE
1. Equipment Inventory [Section 3, Line C]		1	
2. Market Animal Value **Before Sale** Use EstimatedValue* **After Sale** Use Actual Value [Section 8]		2	
3. Additional Income/ Add-on Support/ Premiums Paid [pg 10, box 8b]	– – – –	3	
4. **Total Receipts/Income** Before Sale [Add lines 1 & 2] After Sale [Add lines 1 through 3]		4	

EXPENSES

	BEFORE SALE		AFTER SALE
5. Cost of Animal [Section 1]		5	
6. Loss of Animal [Section 2] (If applicable, IF NOT APPLICABLE WRITE $0.00)		6	
7. Depreciation **[Section 3, column 3-D] **Senior level exhibitors only, Jrs and Int should write $0.00		7	
8. Feed Expenses [Section 4, item 4B]		8	
9. Vet Expenses [Section 5]		9	
10. Non-Equipment Expenses [Section 6]		10	
11a. Other Deductions (Ex: Ultrasound, Check-off Fee, Buyer's Gift)	– – – –	11a	
11b. KVLS Commission = 5% x Sale Price	– – – –	11b	
12. **Total Expenses** Before Sale [Add lines 5 through 10] After Sale [Add lines 5 through 11b]		12	

BEFORE SALE	AFTER SALE

Total PROFIT OR (LOSS)
Subtract Total Expenses from Total Receipts
[Line 4 - Line 12 = P or (L)]
If a Loss indicate in parenthesis along with a - sign.
Ex: (-$355.48)

Section 1: Project Plans and Goals

Complete this section at the beginning of your project.

This is what I want to learn this year (choose two project goals):

1. _____

_____

_____

2. _____

_____

_____

Member Signature: _____ Date: _____

This is what my leader/adult agreed to help me do:

_____

_____

_____

_____

Leader/Adult Signature: _____ Date: _____

Section 2: Project Overview

Please note - All presentations, exhibits, leadership, or citizenship must be handwritten (by the exhibitor) in the following tables to receive credit; even if a workshop certificate is issued, or a certificate table from the 4-H leader is included in the record book. If you have more that you want to list, exhibitors must hand write them on a separate sheet (label the area it applies to) and attach.

Presentations

List your 4-H Presentations (demonstrations and illustrated talks). This is an opportunity to tell others about your 4-H project. Some examples of places that 4-H Presentations can be done are at 4-H club meetings, County Events, District Events, school, etc. Presentations should not occur at home. If your club meets at your home, write club meeting as the location. **If listed in Presentations section, they cannot be listed in Leadership Section. 4-H requirement: Three points will automatically be deducted if NO presentation is listed in project area.**

KVLS REQUIREMENT: 1 presentation, must be project related (by record book turn in (January))

4-H REQUIREMENTS: complete by May turn-in, at least one presentation should be project related for each age level. **Juniors: 1 presentation   Intermediates: 2 presentations   Seniors: 3 presentations**

DATE	PRESENTATION TITLE/ PROJECT AREA	LOCATION
Ex: 11/30/21	Different Dog Breeds/ Dog	4-H County Events,Osceola Extension, Kissimmee

Exhibits

Exhibits are an opportunity for you to **show what you learned within your 4-H project.** This may be done by exhibiting something in the fair (for example showing your animal, participating in Fashion Revue, creating a game board, project tabletop) or through a contest (for example Marine Ecology, Consumer Choices, showmanship at Fair, showing at a prospect show).

KVLS REQUIREMENT: All Exhibitors: Minimum of 2 Exhibits - one MUST be project related (can list upcoming show/sale or events in February).

4-H REQUIREMENT: All Exhibitors: Minimum of 2 Exhibits, one MUST be project related. Complete by May turn-in

DATE	PROJECT AREA/ EXHIBIT	LOCATION
Ex: 02/10/21	Hog/ Junior Showmanship	KVLS Livestock Pavillion, Kissimmee

Leadership

Leadership is defined as any time when you **teach or lead others.** Keep in mind that sometimes a demonstration can be considered leadership. This is only if the audience is also doing the task at the same time. **If it is listed in the demonstration/presentation section, it cannot be listed for leadership.**
PLEASE LIST EACH LEADERSHIP ACTIVITY SEPARATELY.
Examples: camp counselor, club officer, show others how to groom an animal, Farm City Ambassador, etc.

KVLS & 4-H REQUIREMENTS: Two points will automatically be deducted if NO leadership is listed in project area.

- Juniors & Intermediates: 2 Leadership Activities, 1 MUST be project related.
- Seniors: 4 Leadership Activities, 1 MUST be project related.

DATE	DESCRIPTION OF ACTIVITY	YOUR ROLE
Ex: 11/13/22	Lead a workshop on grooming	Taught others how to clip a steer for a show.

Citizenship/Community Service

Citizenship is anytime you have **helped others.** Did you help someone out? Did you donate something? Did you help the environment? Did you volunteer or donate your time to something you didn't personally benefit from? PLEASE LIST EACH CITIZENSHIP ACTIVITY SEPARATELY.
Example: helping a friend build a hog pen, help pick-up litter, or donating your old show shirt to a 4-H member.

KVLS & 4-H REQUIREMENTS: • Juniors & Intermediates: 2 Citizenship/Community Service Activities
• Seniors: 4 Citizenship/Community Service Activities

DATE	DESCRIPTION OF ACTIVITY	YOUR ROLE
Ex: 10/15/22	Volunteered with Heavenly Hooves at Partin Ranch Corn Maze	Helped give pony rides

*Even if including a certificate chart from your leader in the back for presentations, leadership, or citizenship; these pages still need to be handwritten by the exhibitor. Extra items may be added (handwritten) on a separate page.

Knowledge and Skills, I Gained

KVLS & 4-H Requirement- please check at least one item in each of the four H's. You may check more than one item

There are many things to learn in 4-H. Check each item below that you learned or improved in 4-H during the past year.

I learned or improved my ability to...

HEAD (*Independence*)
___try something new
___set goals for myself
___plan a project
___keep myself organized
___keep track of finances
___keep records of my work
___gain knowledge of my project
___get more information about something
   interested in
___use resources wisely
___participate in a business meeting
___run a business meeting
___make wise choices and decisions solve problems
___learn from my mistakes
___understand that it's ok to change my mind if I need to
___pay attention to instructions

HANDS (*Generosity*)
___work with others
___work within a group
___work within a committee
___work with adults
___get past differences to reach a goal
___help others to succeed
___make something with my hands
___explore a career I am interested in
___follow directions
___lead others
___find ways to make a positive contribution to
   society
___understand the importance of community service
___see that my efforts can make a difference
___take the initiative to start something on my own

HEART (*Belonging*)
___speak confidently in front of a group
___give a public presentation
___share my feelings or point of view
___make myself understood without being loud
___listen to other people
___respect someone else's feelings
___resolve differences of opinion
___appreciate my cultural heritage
___accept people who are different from me
___get along with other kids
___make others feel welcome
___stand up for others
___make new friends
___ appreciate the importance of friendships in my life

HEALTH (*Mastery*)
___understand my strengths and weaknesses
___finish something I started
___be proud of my accomplishments
___accept change
___see that my character can affect a situation
___take responsibility for my own words and actions
___deal with winning and losing gracefully
___be careful and practice safety
___appreciate the importance of good health
___stay healthy
___feel good about myself

Other: _____

_____

_____

Section 3: Project Attachments

4-H Project Book/ Activities

(ONLY for 4-H Members)

Please list the six activities you completed in your 4-H project area (even ones on attached Activity Form). If activities were completed in group setting, please attach certificates with County Agent signature. There must be at least six activities—these can be within the Skill-A- Thon book, activity certificates, or a combination of book and activity certificates.

Before turning into 4-H in May, complete the table and have your leader sign* the bottom verifying they have seen the six (6) completed activities listed.

Only complete the **Activity Form** (next page) for the following:

- a workshop (if no certificate was given) - a certificate should be included if you received one and you should record the activity on the table below
- a prospect show you attended or participated in that was not put on by 4-H/KVLS
- any activity completed outside of the record book (attach pictures if no certificate)
- **Do not do the attached Activity Form for activities found in the Skill-A-Thon study guide.**)

The purpose of the Activity Form is to share what you learned. A form is included, make multiple copies if needed.

Examples:
- Steer Parts, 10/1/19, Page 17
- Steer identification plate, 12/3/19, Activity Form and picture page 25
- Pin the parts on the hog, 1/7/20, Certificate from club leader (activity done at a club meeting)
- Goat Workshop, 11/25/19, Activity Form and certificate

Activity	Date (mm/dd/yy)	Page #/Certificate/Activity Wks
1.		
2.		
3.		
4.		
5.		
6.		

*Leaders please sign that you have seen the <u>completed</u> activities after books are returned from KVLS. Leader's Signature _____ Date ____/_____/_____

Please see pg 5 for instructions on how to access the Skill-A-Thon page activities.

Osceola County 4-H Record Book Activity Form

(ONLY USE IF YOU DO NOT HAVE PROOF OF WORK-CERTIFICATE,
ACTIVITY PAGES, ETC.)
Do not complete this form for Skill-A-Thon activities.

What activity did you complete (title) and when (date)?

_____

_____

What did you learn?

_____

_____

_____

_____

_____

How did this activity help you with your project? _____

_____

_____

_____

_____

Additional Project Attachments

ALL project attachments should be completed in the exhibitor's handwriting. Project Story can be typed (Double Spaced Lines, 12pt font; choose Arial or Times New Roman. Points will be deducted if format is not followed, expectations listed below are not covered in the story, or length is not met).

☐ **Project Story**: Create a story of your project experiences. In your story, answer the following:

Juniors:

- o What new thing(s) did you learn about your project? (3 points)
- o What was enjoyable this year? (3 points)
- o What was unique about your project this year? (3 points)
- o For 4-H in May- What did you do at/after the fair? (3 points)
- o Minimum length is 3 paragraphs for KVLS in January and 4 paragraphs for 4-H in May (Each paragraph should be no less than 3 complete sentences.) (3 points)

Intermediates:

- o What new thing(s) did you learn about your project? (2 points)
- o Did you meet your goals? What plans or goals do you have for next year? (3 points)
- o What problems did you have and how did you overcome them? (3 points)
- o What would you do differently next time? (1 points)
- o For 4-H in May- What did you do at/after the fair? (3 points)
- o Minimum length is 4 paragraphs for KVLS in January and 5 paragraphs for 4-H in May (Each paragraph should be no less than 5 complete sentences.) (3 points)

Seniors:

- o What new thing(s) did you learn about your project? (1 points)
- o Did you meet your goals? What plans or goals do you have for next year (if graduating put plans after graduation)? (3 points)
- o What problems did you have and how did you overcome them? (3 points)
- o What would you do differently next time? (1 points)
- o What were your accomplishments? (1 points)
- o For 4-H in May- What did you do at/after the fair? (3 points)
- o Minimum length 5 paragraphs for KVLS in January and 6 paragraphs for 4-H in May (Each paragraph should be no less than 5 complete sentences.) (3 points)

All project stories can be typed or handwritten. Please only type or handwrite on one side of the paper. The story should be long enough to cover the work that you have done in the project. Make sure to have a beginning, middle and an end.

Project Pictures: NO TYPED CAPTIONS. Attach 3-20 photos of your project work with captions and dates. In the caption EXPLAIN what you are doing. An automatic 3 points off if captions or dates are missing or typed.

Show progress of <u>you</u> and <u>your market animal</u> together during your project. Include a beginning, middle and end. Pictures should not be selfies. You need to be in the photos, and you need to be doing something project related. (Ex: feeding your goat (show a picture of you pouring feed into the pan.)

You may also include pictures of your citizenship and leadership activities. This does not count towards the limits on your numbers of photo (3 minimum, 20 maximum). These also do not count toward your project photos (unless the activity directly relates to your project). Flat stickers are acceptable, but do not include bulky scrapbook accessories! Digital photo collages are acceptable (4 photos max per page - each picture in the collage counts as 1 photo for photo section). No 3-D items.

AUCTIONEER STATEMENT INSTRUCTIONS

Complete and **TYPE** Auctioneer Statement on next page and attach it to the inside of the front cover of your record book.

Due to the limited time available, and the high number of animals to be auctioned, *statements must be brief*.

- Type the statement in a 16 pt. font. Arial or Times New Roman
- 100 words or less
- Write it in 3rd person (she, he, her, his), NOT in 1st person (I, me, my).

Things you *may* include:

- The exhibitor's name (commonly called, not formal), age, school grade (7th, 8th – not A, B) and school name (DO NOT include the word "School" following "Elementary," "Middle," or "High.");
- The animal's name, your club's name and any offices you currently hold (do not use the word, "currently");
- The number of years you have been in 4H/FFA and number of years in this market project;
- Something learned/experienced this project year (relating to the project –serious or humorous);
- What your earnings will be applied toward;
- If you are a senior, mention that it is your last year and any goals/plans you have (college/major, military, etc.); and
- Any special thank-you's or acknowledgements.

Read it carefully and remove any unnecessary words.

AUCTIONEER STATEMENT

EXHIBITOR'S NAME _____

NAME OF ANIMAL _____ TAG # _____

Please type a short one paragraph story (100 words or less) about yourself for the auctioneer to read before he/she auctions your animal. Remember, this page **must be typed** in 16 pt font (Arial or Times New Roman) and attached by a **paper clip inside the front cover**.

CLUB MEETING LOG

_____
Club Name

_____
Leader(s) Name

PLEASE NOTE: YOU MUST ATTEND AT LEAST 1 (ONE) 4-H MEETING *AT or AFTER* THE FAIR

DATE OF MEETING	MEETING LOCATION
4-H/FFA MEETINGS ATTENDED AT OR AFTER FAIR:	

"The Foundation for the Gator Nation" an Equal Opportunity Institution

Handbook revised by Brittany Justesen and Jessica Sprain, Extension Faculty
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KVLS Record Book Committee

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