

ALACHUA COUNTY YOUTH FAIR AND LIVESTOCK SHOW

RECORD BOOK GUIDELINES

1. You must turn in a completed record book to be able to exhibit an animal at the Alachua County Youth Fair and Livestock Show.
2. Your record book should start the day you tag your market project in. (Steer 9/30/2023 and Swine/Market Goats 11/11/2023)
3. Your record book should be bound in a 3-prong folder **DO NOT USE A BINDER**. On the front cover of your folder should be following information: First and last name, age as of **September 1**, age division (Junior, Intermediate, Senior), the name of your 4-H club or FFA chapter, and the animal division (Market Goat, Market Swine, Market Steer). Failure to follow these guidelines will result in a 10-point deduction.
4. There are no extra points for creativity only neatness and accuracy in this record book as this is a record keeping tool.
5. Always double check your work, especially your math calculations.
6. Your record book may be typed or handwritten, in black or blue ink, by the exhibitor.
7. Record books **MUST** be turned in the week of February 1st through February 8th, 2024 before 7:30 pm at the extension office. Record books are to be completed. The only exception is the " Project Summary" which is Page 7. Please remove this page from record book and bring it to final weigh in but make sure to fill in any information needed before turning in the record book. The " Project Summary" page is due at check in. They must also be signed by exhibitor, parent and club/chapter leader. **NO RECORDBOOK= NO SHOW**.
8. Any incomplete page in this book will result in a "no grade" for the entire book.

Record Book Score Card

Sections	Points Possible	Points Received
Agreements (All signature and correct dates)	3	
Project Inventory	10	
Project Animal Inventory	5	
Health Records	10	
Feed Efficiency	10	
Project Income	3	
Non-Feed Expenses	8	
Feed Expenses	8	
Project Financial Summary	10	
Buyers Letter & Interview Form	8	
Project Story	10	
Picture Story (Pictures and caption will be judged together)	10	
Neatness and Accuracy	5	

Optional Bonus Points	Points Possible	Points Received
Project Accomplishment and/or Activities	0-5	
Total Possible Points	105	
Total Points Received		

Judges Comments:

Ribbon Awards

Blue 90-100 points
 Red 80-89 points
 White 70-79 points
 No ribbon 69 points and below

Project Inventory

Notes for Project inventory

1. **Date acquired** – List the date you obtained this item. On items older than 1 year, the year will be sufficient.
2. **Original purchase cost or value** – What did this item cost when you obtained it or the fair market value if you did not have to purchase it?
3. **Value at beginning of project** – Same as purchase cost for items purchased in the current project year (**Project year is from September 1 – March 3**). On items from previous years, this should be the value from last year’s ending inventory or depreciated value of 10% of original purchase cost per project year.
4. **Depreciation of 10%** - (For this record book it will be based on simple straight-line depreciation with no salvage value and an assumed 10-year life) This will be 10% per project year of the original purchase cost for the items you will still have at the end of the project. This includes items you had at the beginning of the project as well as items purchased during the year. Depreciation is the loss in value of your assets due to wear and tear and it is an expense.
5. **Value at the end of the project** – This is the value at the beginning of the project minus the current year’s depreciation.
6. **Junior Exhibitors:** Junior exhibitors needs to try to complete the depreciation portion of this page so they can use the information on their Project Financial Summary, but they will not have points deducted for mistakes. We will correct any errors made to improve understanding for future record books.

Examples

Items Description	Date Acquired	Purchase Cost or Value	Value at Beginning of Project	Depreciation	Value at end of project
Rope	2010	5.00	3.50	.50	3.00
Explanation	Gift from parents 4 years ago at start of project	Fair value when received	Depreciated in prior 3 yrs 10% per year value = 5.00 – 1.50	Depreciation this year = 10% of 5.00	5.00 -1.50 <u>-0.50</u> 3.00
Brush	01/2021	6.00	5.40	.60	4.80
Explanation	Purchased last project year	Purchase price	Depreciated in prior year 10% Value = 6.00 – 0.60	Depreciation this year = 10% of 6.00	6.00 -0.60 <u>-0.60</u> 4.80
Total Depreciation *				1.10	
Value of Project Assets					7.80

Project Inventory Continued

List all equipment and assets you had at the beginning of the project. After listing existing inventory, you should also list those items you purchased this year that you will keep after the project is finished. **List the items you will keep past the end of this project on this page only** (inventory examples include clippers, blowers, chutes, tack, etc.). Do NOT list expendable items such as shampoo, etc.

Refer to Notes for Project Inventory, page 4, for descriptions of each column.

Item Description	Date Acquired	Original Purchase Cost or Value	Value at Beginning of Project	Depreciation (10% of Original Cost)	Value at end of project
Total Depreciation (Depreciation is an expense)					
Value of Project Assets					

Project Animal Inventory

Notes for Project Animal Inventory

Beginning \$ Value: Fair market value of existing animals at the beginning of project OR the purchase cost of new animals including transportation

Estimated Current Price: The Estimated Current Price will be given at the fair weigh-in or record book check-in.

Ending \$ Value: Ending Weight X Estimated Current Price = Current Market Price or Ending \$ Value

Animal Description (Name/Number)	Date Purchased Or Born	Beginning Weight	Beginning Value \$	Ending Weight	Estimated Current Price	Ending Value \$

Tag Number: _____

Exhibitor: _____

FFA/4H Club: _____

Age Division: _____

Market Division: _____

DUE AT FINAL WEIGH IN PROJECT SUMMARY

Total Pounds Gained: _____ lb - _____ lb = _____ lb
(Ending Weight) (Beginning Weight) (Total Pounds Gained)

Average Daily Gain: _____ lb ÷ _____ = _____ lb
(Total Pounds Gained) (Total Days on Feed) (Rate of gain per day)

Feed Conversion: _____ lb ÷ _____ lb = _____ lbs
(Total Pounds Fed) (Total Pounds Gained) (Feed Conversions)

Financial Summary

Expenses:

Ending Total Depreciation- (Pg. 5) ----- -> \$ _____

Total Non- Feed Expenses (Pg. 12) -----> \$ _____

Total Feed Expenses (Pg. 13) ----->\$ _____

Total Investments (all 3 added together) - ->\$ _____

Income:

_____ x _____ = _____
(Final Weight) (Current Market Price) (Market Value of Animal)

Health Records

Please list any health-related activities: deworming, vaccinating or any need for a veterinarian service. Include what medicine you used, the dosage and what you used the medicine for. **ALSO INCLUDE** your health certificate visit from your veterinarian if APPLICABLE. Only fill in applicable information- do not "X" out. If your project animal does not require any medicine or medical attention, please note below.

Add additional pages if needed.

Date	Description of activity	Product used	Dosage	Withdrawal Time

NOTES:

Feed Efficiency

A **minimum** of 3 weights are required. Starting Weight will be from the tag in date.

Date	Weight	# of days since last weight in	Gain	Average Daily Gain (Gain/ # of days)	Comments/ Concern

Project Income

If you have shown your market animal at Jackpot Shows- list your premiums won here.

Date	Animal Name/Number	Source of Income	Income \$
Total Income \$			

Non-Feed Expenses

List everything that you spend money for that you will **NOT** have at the end of the project and that is **NOT** feed or hay. This includes such as bedding, shampoo, grooming products, pictures, and all health expenses like health certificates. If you had limited non-feed expenses, please make a note at the bottom of the page with an explanation.

Notes:

Date	Purchased From	Description	Price
Total Non-Feed Expenses			

Feed Expenses

List all feed and hay expenses on this page (**list each feed purchase separately.**) Add additional pages as needed. If feed is purchased in bulk or limited amount of feed is purchased, please make explanation of that on the bottom of the page. Add an additional page if necessary.

Date	Description	Paid To	Pounds	Total Cost
TOTALS:				

Buyer Letters & Interview Form

Youth showing market animals are expected to contact and recruit buyers – both current and potential. **Include a copy of your buyer letter, list of individuals and companies to whom you sent your letter, a copy of your buyer interview form and a DRAFT thank You letter in record book.** You must send five buyer letters with three being new buyers as well as interview one buyer in person.

Youth will also be required to interview a potential buyer. The interview should be conducted in person and requires a buyer signature. Interviews should be conducted in January and February and should be conducted with the utmost professionalism. It is recommended that you make an appointment with the buyer, dress in your official fair dress, and use your best manners.

Buyer Interview Guidelines

- Juniors can interview family members (not immediate), neighbors, church members, etc.
- Intermediates can interview buyers from last year but are encouraged to interview a potential buyer.
- Seniors must interview new potential buyers or buyers that have not bought at ACYF&LS for the last five years.



Alachua County Youth Fair & Livestock Show 2023-2024 Buyer Interview Form Directions

Submit this form in your Market Record Book.

Youth Information

Name		Club/Chapter	
Age		Market Animal	
		# of Years Showing Market Animals	

Buyer Information

Name		Address	
Business		City/State/Zip	
Phone		Email	
Signature		Date	

1. Describe your business.
2. Have you ever bought at the Youth Fair before? If so, when?
3. Would you be interested in coming to the Youth Fair and being a buyer this year?
4. What other information would you like to receive?

Project Story

JUNIORS, INTERMEDIATE & SENIOR: Tell us about yourself, your project and your club. What did you learn and what would you do differently next year? What was your favorite part of the project?

Minimum word requirements: **Senior Division 400 words, Intermediate Division 250 words, & Junior Division 100 words.**

Picture Story

Pictures can be photographs or drawings. **USE 5 PICTURES.** Show the beginning and end of your project along with different skills that you have learned. These may be photos, charts, diagrams, plans (such as for animal pens). Include a caption with each photo explaining what you are doing and why you are doing the things shown in the picture. What skills are you demonstrating and why? Captions should be informational. Age of exhibitor, spelling and grammar are considered in the judges' decision. Captions may be typed. Remember this is not a scrapbook. Avoid starting captions with "This is me...", "In this picture...", & "Here I am..."

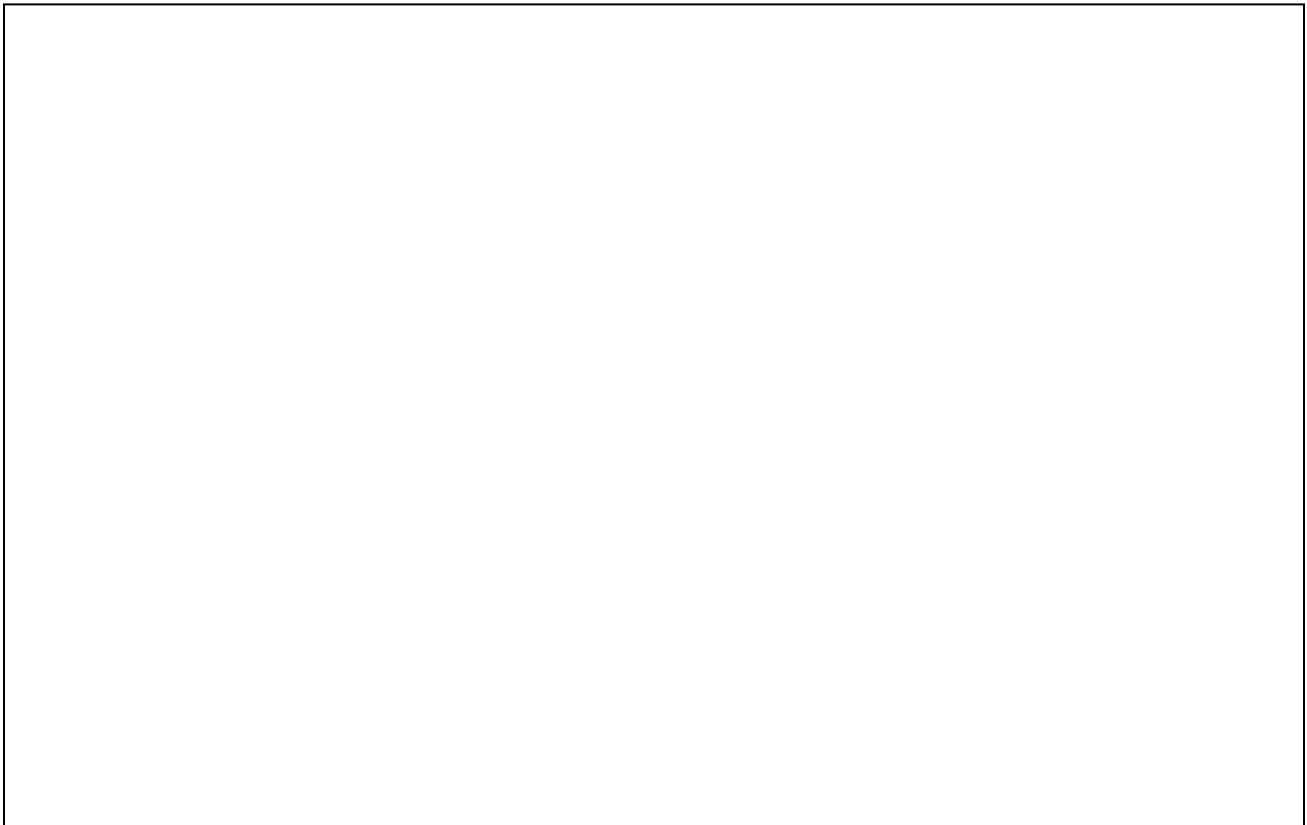


Photo Caption:

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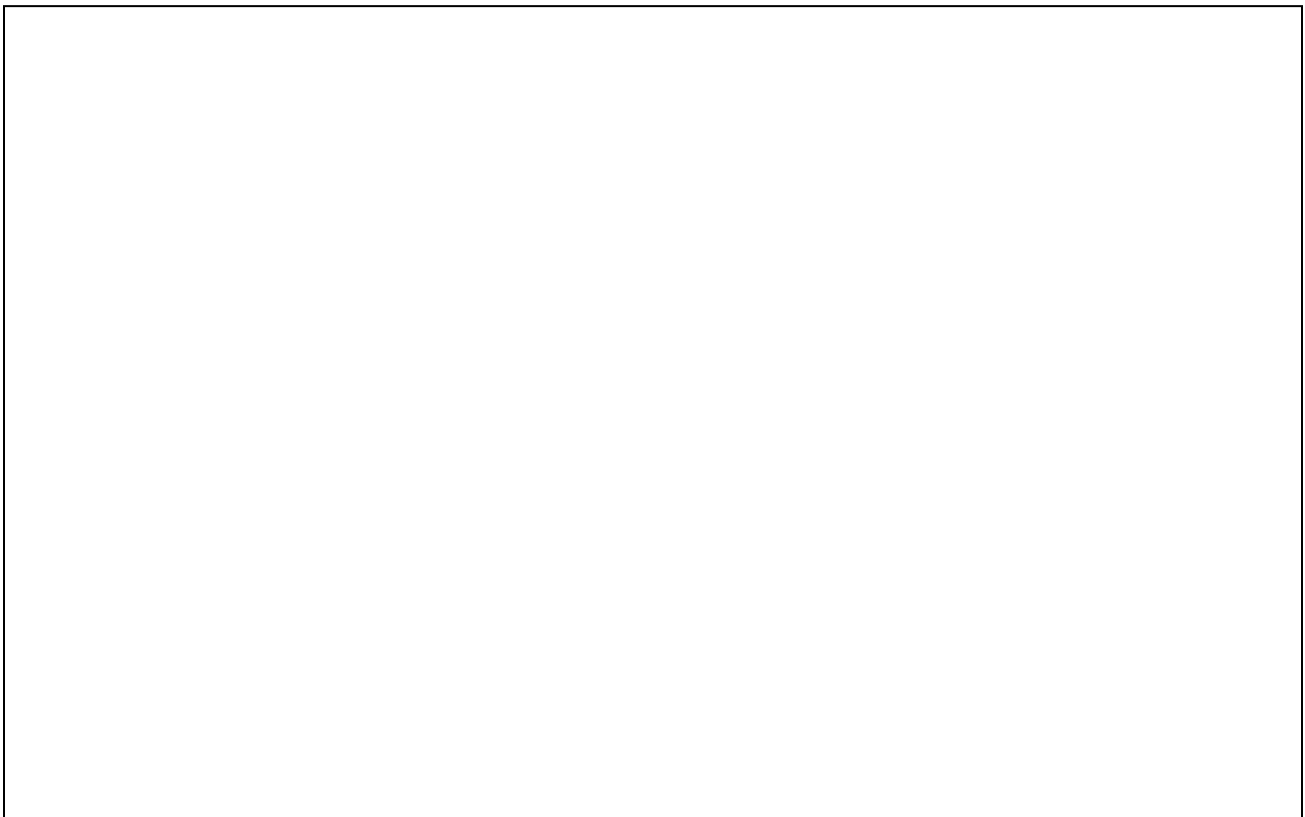


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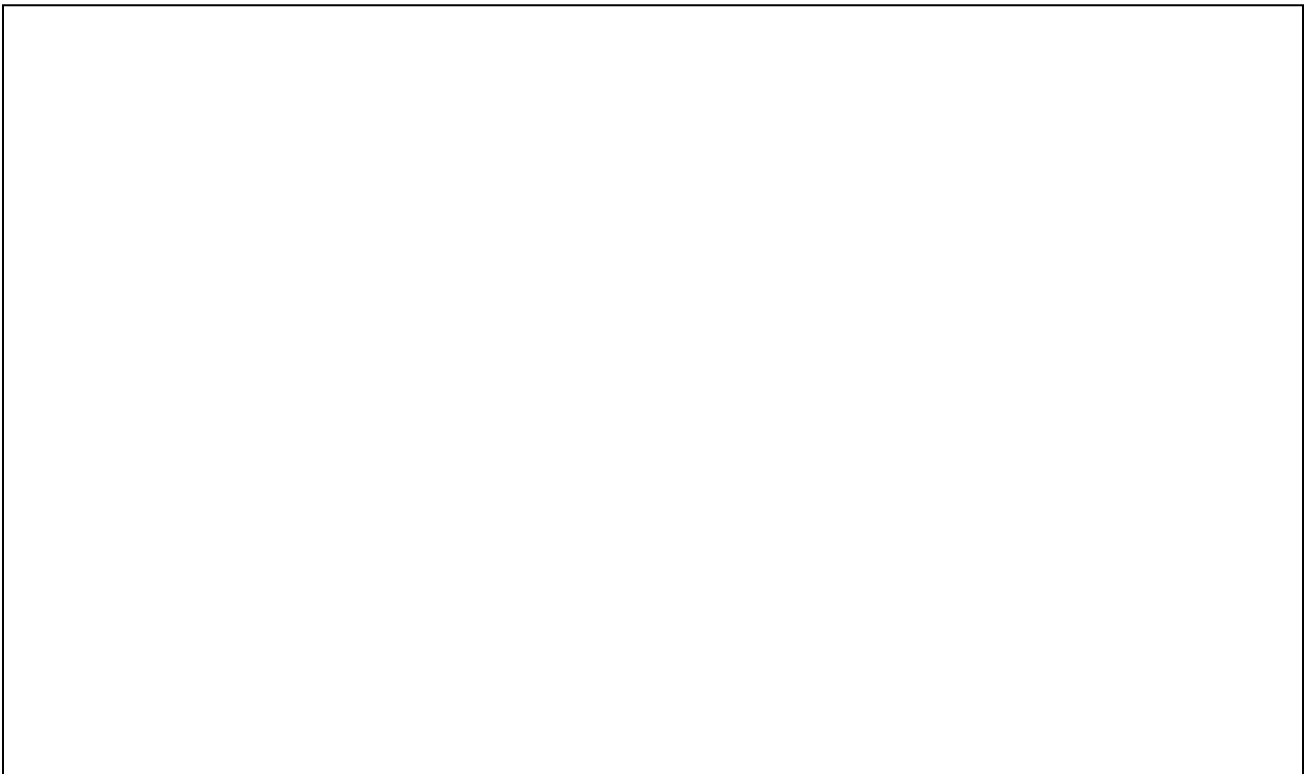


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Photo Caption:

Drug Statement

I 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 manufacturers label requirements or as prescribed by a veterinarian.	
Exhibitor's Signature	Date
Parent/Guardian Signature	Date

Project Accomplishments and Activities (Optional Bonus Section*)

List the project books, exhibits, demonstrations, judging teams, day camps, leadership activities, State Fair activities and project-related community service activities engaged in during this project year (September 1 – March 3). Give the title of exhibits; do not just put poster, display, etc. The activities do not have to be 4-H or FFA sponsored, but **they must be related to this project. Activities that are mandatory (such as ethics training) do not count for bonus points but can be listed. The Leader/Advisor must sign off to receive the bonus points.**

Examples

Month/Year	Description	Title	Where	Leader/Advisor Initials

*This section is optional. It is worth extra points on your record book score sheet. Add an additional sheet if necessary.

Market Animal Record Book Scoring Guide

Section	Incomplete	Proficient	Exemplary
Agreements 3 pts.	Missing or not filled out. Incorrect signatures or dates. (0 pts.)	N/A	Page is filled out with correct signatures and dates. (3 pts.)
Project Inventory 10 pts.	Page not completed or weak attempt. **DO NOT deduct points for mistakes made by junior in DEPRECIATION** (0-3 pts.)	Very few items listed and missing major inventory categories. Costs and depreciation not completed. List of items is unorganized. Contains math errors. **DO NOT deduct points for mistakes made by junior in DEPRECIATION** (4-6 pts.)	Includes clearly described tack, grooming supplies, training equipment, etc. with values of each item and total of all inventory. List is organized, math is correct and complete. **DO NOT deduct points for mistakes made by junior in DEPRECIATION** (7-10 pts.)
Project Animal Inventory 5 pts.	Page not completed or weak attempt. (0-2	Page partially filled out. Math not complete or not correct. (3-4 pts)	Page filled out. Math complete and accurate. (5 pts.)
Health Record 10 pts.	No health records or very minimal health records (0-3 pts.)	Page partially filled out. Does not include all health activities as needed for this project. (4-6 pt.)	Expected health records (deworming, health certificate, preventative, etc.) and thorough explanations. (7-10 pts.)
Feed Efficiency 10 pts.	No records or weak attempt. (0-3 pts.)	Page partially filled out. Dates and weights list is not organized. Contains math errors or not all columns were calculated. (4-7 pts.)	Page is complete. Dates and weights are organized. Math is complete and accurate. (8-10 pts.)
Project Income 5 pts.	Page not completed. (0 pts.)	Page completed with some math errors and/or grammar/spelling errors. (1-4)	Page is accurate and completed. If not income was generated a "zero" is in the total income box. (5 pts.)
Non-Feed Expenses 8 pts.	Very few items listed and missing major inventory categories (grooming, supplies, equipment). Costs and paid to not completed. (0-2 pts.)	Items listed in generic fashion (not clearly described) and a few more items should be added. Math contains errors. (3-5 pts.)	Includes clearly described expenses (entry fees, vet expenses, bedding, shampoo, etc.) with values of each item and total of all inventory. List is organized and math is complete. (6-8 pts.)
Feed Expenses 8 pts.	Very few items listed. Weight or cost not included. (0-2 pts.)	Items listed in a generic fashion and a few more items should be added. Math contains errors. (3-5 pts.)	Includes clearly described feed expenses. List is organized and math is complete. (6-8 pts.)

Project Summary 6 pts.	Page not filled out or incomplete. (0-2 pts.)	Page filled out. Contains math errors or inconsistencies. (3-5 pts.)	Page is complete and accurate. (6 pts.)
Buyers Letter & Interview Form 5 pts.	Page not filled out or not completed. (0-2pts)	Section is partially completed. Some information is missing or left out. Some grammar/spelling errors. (3-5 pts.)	Page is completed and grammar/spelling is correct. (6 pts.)
Project Essay 10 pts.	No essay or weak attempt at story. Minimum word count not met. (0-3pts.)	Minimum word count met, a good attempt at the essay but amount of detail is insufficient in relation to member's age. (4-6 pts.)	Minimum word count met. Informative and insightful essay written. Quality of writing reflects member's age. (7-10 pts.)
Visual Story 10 pts.	Did not include required 5 pictures. Missing captions. Does not show beginning and end of project. Display of unsafe practices. (0-3 pts.)	Includes required 5 pictures. Pictures Caption somewhat supports skill. Does not show beginning and end of project. Some spelling or grammatical errors in captions. No unsafe practices displayed. (4-6 pts.)	Includes required 5 pictures with beginning and end of project shown. Pictures clearly demonstrate skill and caption clearly states skill demonstrated and why. No spelling or grammar errors. No unsafe practices displayed. (7-10 pts.)
Neatness & Accuracy 10 pts.	Difficult to find information in book. Spelling and neatness should be improved. (0-4 pts.)	Book is mostly organized – some information hard to find. Book contains "scratch-throughs" and N/As. Spelling/grammar errors. (5-7 pts.)	Excellent organization, easy to locate information. Book is bound neatly. Neatly completed. Spelling errors minimal. Final copy in pen or typed. (8-10 pts.)
OPTIONAL BONUS 5 pts.	Weak attempt or not done. (0-1 pts.)	Includes date and location/sponsor. 2 to 4 events/activities described. (2-4pts.)	5 or more events/activities that relate to your project. Demonstrations, judging events, community service, etc. (5 pts.)

