



GRANGE
YOUTH FAIRS PROGRAM



AS ADOPTED FOR USE BY THE
WASHINGTON STATE GRANGE

DECEMBER 2021

WASHINGTON STATE GRANGE
PO BOX 1186
924 CAPITOL WAY S., SUITE 300
OLYMPIA, WA 98507

Telephone 360-943-9911
Email: grange@wa-grange.org
Website: WWW.WA-GRANGE.ORG

General Information

1. The National Grange Youth Fair Program Guidelines will be followed, except alterations as listed in this supplement.
2. Junior Grangers, ages 5-13, must be either a regular member of a Junior Grange or a 1+ member of a Subordinate Grange in Washington State.
3. Youth Grangers, ages 14-19, must be a Subordinate Grange member in Washington State.
4. All adults working with youth in the Grange Fairs Program, either as coordinators or project leaders, shall be members of a Subordinate Grange in Washington State.
5. Family memberships for families consisting of up to two adults and their dependent children (under age 23) are available.
6. All members must have been reported on the Grange New Member Report and/or Secretary Report no later than March 31 of the current year. Upon approval of the State Grange, this may be adjusted to the June 30 report for fairs participating in the first year.
7. The age of all members will be as of January 1 of the current year.
8. Age divisions will be as follows:
 - Beginners – ages 5-7
 - Juniors – ages 8-10
 - Pre-Teens – ages 11-13
 - Teens – ages 14-19
9. While the emphasis of the Grange Youth Fairs Program is on agricultural oriented projects, additional project areas may be included if agreed upon by the fair and the participating Granges.
10. The Youth Fairs Program will operate under the auspices of the Subordinate and Pomona Granges. Participating Subordinate and Pomona Granges shall name a Youth Fairs Program Coordinator. The coordinator will be the point of contact for the State Grange. Names and contact information of the coordinator shall be reported to the State Grange Office.
11. All adults working with youth under 18 years of age must complete a background check in accordance with the Washington State Grange Child Protection Policy.
12. All youth and adults participating in the Grange Youth Fairs Program must complete a Code of Ethics Form and a Hold Harmless Agreement. All youth must also complete a Performance Contract.
13. Out of respect for the 4-H and FFA Programs, the Grange Youth Fairs Program will honor the cross-participation guidelines of the 4-H/FFA Agreement. Participants may participate in multiple organizations. An animal shown in 4-H or FFA at any show/fair during the year may not be shown in Grange in the same year.

Animal Projects

1. Beginners, ages 5-7, may not show large animals (beef, dairy, sheep, swine, llamas., equine, or goats over 23 inches in height). Beginners, ages 5-7, may show rabbits, poultry, covies, dogs, cats, and goat under 23 inches in height.
2. Participants in the Grange Youth Fairs Program must provide humane treatment and care for animals. Cruel or negligent treatment and handling of animals will not be tolerated and may be cause for expulsion from the program and the Grange.

3. Showmanship is a required class for each species in all fairs and youth shows.
4. Animals must be under the youth member's regular care and management for the following period of time prior to being shown in the Grange Youth Fairs Program:
 - Beef (breeding) – 90 days
 - Beef (market) – 120 days
 - Cats – 60 days
 - Dairy – 90 days
 - Dogs – 60 days
 - Equine – 90 days
 - Goats – 60 days
 - Llamas – 90 days
 - Poultry – 45 days
 - Rabbits and Cavies – 45 days
 - Sheep – 60 days
 - Swine – 60 days
5. Animals raised by the youth participant from birth or hatching are exempt from the minimum time period.
6. Grange youth may exhibit unaltered male breeding animals of the following ages:
 - Beef (breeding) – born since January 1 of the current year
 - Goats (bucks) – under six months of age
 - Sheep (rams) – under 24 months of age
 - Swine (boars) – under six months of age
 - Equine – under 12 months
7. Bison and bison hybrids exceeding 3/8 bison breeding may not be shown in Grange events.
8. All persons participating in equine programs must wear American Society of Testing Materials (ASTM) and Safety Engineering Institute (SEI) approved headgear while riding or driving.

Attire

1. In general, attire should be clean and in good shape (no holes, tears, or wrinkles).
2. Hair should be nearly combed. Long hair needs to be pulled back so it does not cover your face.
3. Take jewelry off, including rings, necklaces, dangling earrings, watches, and bracelets.
4. Avoid bright nail polish.
5. Footwear and headwear should be appropriate to the project.
6. Potentially offensive statements on clothing, as determined by show management, will not be permitted. In general, the following items are not permitted: cell phones and other electronic devices, and chewing gum.
7. A Grange emblem shall be worn on the left chest or on the right sleeve while in competition. Patches for this purpose are available for purchase from the State Grange Office.
8. Logos or any other organization/business may not be worn while in competition.
9. Accommodations may be accepted upon request.

10. A breakdown of attire is as follows:

DOGS	Girls: suits, dresses, skirts, pant or pant suits. Boys: suits, sports jacket or casual slacks, dress shirt (sports or polo shirts, sweaters, or vests are recommended)
CATS	Long sleeved shirt. Closed toe and flat heeled shoes.
RABBIT CAVY POULTRY	White button-down, long-sleeved shirt, dark pants (slacks or jeans). No shorts, sweaters, jackets, short-sleeved shirts. No shirts with club names or logos. All clothing should be clean and in good shape. Show coats are permitted as long as they do not have the member's name, Grange, farm name, or logo of any type (Grange emblem/logo is permitted).
BEEF SHEEP SWINE GOATS (OTHER THAN DAIRY)	Collared shirt, jeans, leather boots (slip on or lace up), Belt.
DAIRY GOAT DAIRY CATTLE	White collared shirt, button at the neck (tie or pin optional). White pants. Belt – black, white, or brown. Closed toe shoes.
LLAMA ALPACA	Light colored shirts or blouses, with a collar. Black or dark colored pants (dark brown, black, or blue acceptable). Black or dark colored boots or shoes (tennis shoes not permitted). Belt required if pants have belt loops.

Funds Management

1. All funds raised and/or collected by Grange Youth Fairs Programs are considered Grange funds and must be deposited with the Grange Treasurer. The funds should be accounted for as a separate line item.
2. All Grange funds are subject to the rules and regulations as set forth in the National Grange Digest of Laws, the Washington State Grange Constitution and Bylaws, and the Grange Treasurer and Financial Handbook.
3. All funds, property, equipment, and/or supplies purchased by the Grange Youth Fairs Program is the property of the Subordinate Grange and may only be disposed of in the manner stated in the National Grange Digest of Laws.
4. Any fund-raising projects must be proposed to and approved by the Grange Youth Fairs Program members. The project is then proposed to and approved by a general vote of the Grange at a regular business meeting.
5. The Grange may allow a small petty cash fund up to \$200 for use by the Grange Youth Fairs Program. Appropriate accounting procedures must be followed for this fund.
6. Funds generated by the Grange Youth Fairs Program are subject to the annual audit of Grange accounts and must be included in the Annual IRS 990 Form filing.



NATIONAL GRANGE YOUTH FAIR PROGRAM

Section I: Handbook

Section II: Project Books



REVISED NOVEMBER 2019

Lillian Booth, National Grange Youth Fair Program Coordinator
Tacy Currey, National Grange Western Regional Youth Fair Program Leader

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INTRODUCTION

The Grange, Patrons of Husbandry, is a national organization with state, county and local community Granges. It is of interest to all who are growers, processors and consumers of agricultural products.

The "Grange Youth Fair Program" is a sanctioned body of the National Grange, made up of young people from the age of 5 through 19 years of age.

MISSION & PURPOSE

The mission and purpose of the Grange Youth Fair Program is to provide an opportunity for young Grange members to participate in an educational setting designed to increase confidence; strengthen character; and teach the importance of self-discipline. The program encourages learning opportunities involving all generations; working with voluntary adult leaders, and exhibiting the results of their projects at Fairs and Exhibitions.

SECTION 1 - ADMINISTRATION

DEFINITIONS

GOOD STANDING

A member whose dues are currently paid, and the Grange has paid dues to the State and National Granges. Attendance requirements for meetings are met and there are no disciplinary actions pending or penalties not satisfied, as per the Disciplinary Policy and Code of Ethics.

PROGRAM LEADER

A member in good standing, age 25 or older, who has been appointed by the Master/President of the Subordinate/Community Grange to coordinate and lead the Grange Youth Fair Program.

PROJECT LEADER

A member in good standing, appointed by the Grange Youth Fair Program Leader to provide expertise, instruction, and advice for a specific project with the Youth Fair Program. Project Leader appointments are subject to approval by the Master/President of the Grange.

GRANGE YOUTH

Subordinate/Community Grange members ages 14 to 19, inclusive.

JUNIOR GRANGE/JUNIOR GRANGE 1+

Children age 5 to 14, inclusive, who have taken the Junior Grange obligation in a chartered Junior Grange or as a Junior 1+ member in a Subordinate/Community Grange

GRANGE YEAR

The Grange Year is January 1 to December 31

PROJECT YEAR

The Project Year shall commence upon ownership requirements of the animals or fair rules as applicable.

COMMITTEE OFFICERS

The individuals elected by the Grange Youth Fair Committee members at a regular or special meeting of the Committee.

PROGRAM STRUCTURE

GRANGE STRUCTURE

The Grange, or Order of Patrons of Husbandry, was organized in 1873 to bring social interaction, education, and support to the agrarian society. It has evolved into an organization which can meet the needs of any urban or rural community.

The National Grange establishes the administrative framework of the Grange structure in the Digest of Laws. The State Grange develops By-laws within the framework of the National Grange to be specific to their own state. The local Grange then sets by-laws within the framework of the National and State Granges.

Officers of the Grange are elected by the membership. Each Grange Master/President may set committees within each community Grange. The Grange Youth Fair Program is a committee within the Grange structure. The Leaders report the activities of the committee to the Grange and the members have final approval of the actions of the committee.

There are Youth members of the Grange, ages 14 to 21, who have an equal vote with all members. There are Junior Grange-age members who are ages 5 to 14. The Junior Grange program may be formally chartered; i.e. requiring a minimum of 13 children age 5 to 14. The Junior Grange 1+ program is an independent-study-type program established by the National Grange to allow any Junior Grange-age child the opportunity to participate in Grange programs, without formally chartering a Junior Grange.

GRANGE YOUTH FAIR COMMITTEE STRUCTURE

The Grange Youth Fair Program is a standing committee within the Grange. The Subordinate/Community Grange Master/President shall appoint a Grange Youth Fair Program Leader.

The Leader shall be a minimum of 25 years of age. The appointment shall not be final until a required background check is completed and approved through the California State Grange. Background checks through another volunteer organization or employment shall not be substituted for one completed through the Grange.

The Grange Youth Fair Program Leader may appoint additional committee members and/or assistant leaders as needed. Project Leaders are appointed by the Program Leader and will advise on their specifically assigned projects.

If a Junior Grange-age member (age 5 to 14) or a Grange member (age 14 to 19) wishes to participate in the Grange Fair Program but there is not sufficient participation or support within his/her Grange to establish a committee, such member(s) may participate in the activities of an adjoining Grange Youth Fair Program Committee. The member will continue to exhibit under the name of his/her home Grange. If a member resides in a county in which no Grange Youth Fair Program Committees currently are in operation, a Pomona Committee may be formed.

GRANGE YOUTH FAIR COMMITTEE RULES

The following have been adopted as rules of the Grange Youth Fair Program Committee and shall apply to all Granges in which there is an established committee.

1. The Grange Youth Fair Program shall be a standing committee of the State or National Grange, and of all Subordinate and Pomona Granges sponsoring a chartered Junior Grange, or utilizing the Junior Grange 1+ Program (See the National Junior Grange Guidebook), who exhibit and/or Grange Youth members who exhibit at shows, fairs and expositions, or expressing interest in the Grange Youth Fair Program.
2. The Grange Youth Fair Program Leader shall be appointed by the Master/President of the Grange.
 - (a) The Leader must be a Fourth Degree Member in Good Standing within the Grange, and
 - (b) At least 25 years of age.
3. The Leader may recommend any number of assistants as required to meet the goals and objectives of the program. These assistants will be appointed by the Grange Master/President.
4. Membership in the Grange Youth Fair Program Committee shall be composed of:
 - (a) All adult volunteers serving as fair project leaders, such members who serve on local fair committees and/or boards;
 - (b) The appointed Grange Youth Advisor and Junior Grange Director, or their appointed representatives over the age of 21 years.
 - (c) Grange Youth exhibitors 14 to 19 years, and Junior Grange-age exhibitors 5 to 14 years of age.
5. There shall be no additional dues beyond those membership dues that are required for Grange membership.
6. Insurance: The Subordinate/Community Grange will hold the liability insurance for the Grange and committees. Members may seek their own project insurance as they desire.
7. The Youth Fair Program Committee members of Youth and Junior Grange age will elect officers for the Committee. These officers shall be:
 - (a) Chairman:
 - The Chairman shall preside at all Grange Youth Fair Committee meetings, see that all officers and members of the Committee properly perform their duties, and that the rules of the Grange Youth Fair Program are followed. The Grange Youth Fair Program Chairman is answerable to the Leader of the Grange Youth Fair Program for that Grange.
 - (b) Vice Chairman
 - It shall be the duty of the Vice-Chairman to assist the Chairman. If the Chairman is absent for a meeting, the Vice-Chairman shall lead the meeting.

(c) Secretary

- It shall be the duty of the Secretary to keep a record of all proceedings of the Committee. Under the supervision of an adult leader, the Secretary will receive all money, verify the count, and then turn it over to the Treasurer, receiving a receipt.

(d) Treasurer

- Under the supervision of an adult leader, it shall be the duty of the Treasurer:
 - (1) to receive all money from the Secretary, giving a receipt;
 - (2) to keep a correct record of all expenditures and receipts, and
 - (3) to request payment for any bills which have been previously signed by the Secretary and Chairman and approved by the committee and Leader.

(e) Other offices as desired by the members of the committee.

8. Meetings of the Grange Youth Fair Program Committee shall be governed by the National Grange By-Laws, State Grange By-Laws, By-Laws of the local Grange and, finally, Robert's Rules of Order (Newly Revised), where the Grange Digest of Laws is silent.
9. Voting on motions and actions of the committee shall be signified by the raising of the right hand.
10. At least two (2) adults (age 21+) shall be present at all business and project meetings.
11. The financial records of the Grange Youth Fair Program shall be audited each year by the National, State, Pomona or Subordinate Grange Executive Committee as applicable.
12. At the end of the term of any office, or the end of a project, all books, papers and other materials pertaining to the Grange Youth Fair Program must be turned over to the new officers or leaders in a timely manner, not to exceed a 30-day period.

MEETINGS

The Grange Youth Fair Program Committee shall meet at least once a month, and may call additional meetings as needed to conduct the business of the committee. The Grange Youth Fair Program Leader, or designee, will report the activities of the committee at the Subordinate, Pomona and/or Junior Granges, which the Grange Youth Fair Program committee serves. The Leader shall not cancel, change, or postpone a meeting without notifying the members in advance. Meetings may be held in the Grange Hall, members' homes, and/or other appropriate places, as the committee may determine.

Suggested Order of Business General Meeting

1. Call to Order
2. Salute to the Flag
3. Roll Call of members
4. Reading of Minutes of the previous meeting
5. Treasurer's Report
6. Report of Project Leaders
7. Report of Committees
8. Bills and Accounts
9. Unfinished Business
10. New Business
11. Project Presentations / Awards / Special presentations
12. Adjournment

FUNDS MANAGEMENT

Funds may be held in a checking account separate from the Grange with adult authorized signatures on the account and restricted to a limit of \$500. Or, the Grange Youth Fair Committee Program funds may be held within the general checking account of the Subordinate Grange and accounted for as a separate line item.

Project groups under the Grange Youth Fair Program may raise funds for specified projects, but may not maintain separate checking accounts.

All funds, property, equipment, and/or supplies purchased by the Grange Youth Fair Program Committee is the property of the Subordinate Grange and may only be disposed of in the manner stated in the National Grange Digest of Laws.

Any fund-raising project must be proposed to and approved by the Grange Youth Fair Committee members. The project is then proposed to and approved by a general vote of the Grange at a regular business meeting.

The Grange Youth Fair Program Committee shall submit a financial report at least quarterly, detailing all income and expenses for the period since the last report. This report shall be submitted to the Grange Secretary and will be made part of the records of the Grange.

No sum in excess of \$500, except for Grange approved projects, may be voted out of the Grange Youth Fair Program without recommendation of the Grange Youth Fair Program Committee and approval by the Grange.

If the charter of the Grange is revoked or surrendered the authority under which the Grange Youth Fair Program operates is also suspended and all moneys and property must be remitted to the State Grange.

DUTIES & REQUIREMENTS

Program Leader:

It shall be the duty of the Program Leader to oversee the programs and projects for their respective Grange jurisdiction. This includes, but is not limited to, administration of the Grange Youth Fair Program, appointment of project leaders, and applying the Code of Ethics.

The Program Leader will coordinate activities and programs with the appointed Youth Director and Junior Grange Director within their respective jurisdictions.

It will be the responsibility of the Program Leader to maintain a roster of all members of the Committee including project leaders, exhibitors, and participants in the Grange Youth Fair Program. This roster shall be sent to the State Grange Secretary at the beginning of the project year.

Project Leaders:

It shall be the duty of each Project Leader to provide technical and practical support, expertise and training to the members of their project. Project Leaders will offer direction and assistance to the exhibitors in properly maintaining a record of their project. Project Leaders will present a project report at each Grange Youth Fair Program Committee meeting.

All Project Leaders shall have a background clearance completed through, and approved by, the State Grange in their respective jurisdictions. Background checks completed for other volunteer organizations or professions cannot be substituted for one through the Grange.

Grange Youth Fair Program Exhibitors:

Any exhibitor in the Grange Youth Fair Program shall be a member in good standing and active within the Subordinate Grange and Grange Youth Fair Committee.

Attendance Requirement:

- Exhibitors shall attend least six of the Grange Youth Fair Committee business meetings per program year, unless excused by the Project Leader.
- Exhibitors shall attend at least 75% of the project meetings as called by the Project Leader. If unable to attend meetings as scheduled, the Exhibitor may schedule make-up meetings with the Project Leader. If attendance is not met, you are NOT considered in good standing until the required number of meetings is met.

Record Book Requirement:

- Exhibitors shall maintain a record book for their projects, and review at each Project Meeting with their Project Leader.

Junior Grange Leader

The Junior Grange Leader (if appointed), or representative age 21 or older, shall attend meetings of the Grange Youth Fair Program Committee to maintain close and cooperative ties with those Junior Grange members who participate in this committee.

Grange Youth Advisor

The Grange Youth Advisor (if appointed), or representative age 21 or older, shall attend meetings of the Grange Youth Fair Program Committee to maintain close and cooperative ties with those Youth members who participate in this committee.

PERFORMANCE CONTRACT

As a participant/exhibitor in the Grange Youth Fair Program, I, _____, agree to perform to the following standards and expectations:

- Maintain my membership in good standing with a Subordinate/Community Grange, and abide by the obligation of membership.
- Abide by the rules and regulations contained in the most recent editions of the National Grange Digest of Laws, the By-laws of my State Grange, and the By-laws of my Grange.
- Follow and abide by the rules and regulations contained in the National Grange Youth Fair Program Handbook, all local Grange Youth Fair Committee requirements, and any rules applicable for Local and/or State Fairs & Exhibitions.
- Follow the outlined project guidelines, goals and objectives
- Agree to the current Memorandum of Understanding between 4-H, FFA, and Grange, outlining the limitations allowing exhibitors to show a different species in different organizations.
- Agree that Exhibitors can only transfer within certain projects with local Grange Youth Fair Leader approval.
- Agree to abide by the current animal ownership and project rules of the California Department of Fairs & Exhibitions, and any local fair rules that may apply.

Participant's Signature

Date _____

Parent's Signature

Date _____

Leader's Signature

Date _____

CONTRACTS & POLICIES

CODE OF ETHICS

As a participant in the Grange Youth Fair program, at any level, we shall exemplify the highest standards of behavior as will befit a member of the Grange, Order of Patrons of Husbandry.

We shall uphold the by-laws of the National Grange, our State Grange, and our Local Grange, and maintain our Grange membership in good standing. We shall also follow all rules governing participation in fairs, expositions, displays, and any programs or contests.

We shall wear the Grange uniform for fairs, expositions, presentations, and contests, showing pride in our organization by displaying ourselves in a neat, clean, and orderly manner. We shall exhibit appropriate language and manners at any event where we represent the Grange.

We shall treat all animals in our care in an ethical and humane manner. We will do all within our ability to ensure all animals are treated ethically and humanely.

We shall comply with all project ownership requirements for fairs, expositions, displays and contests.

We shall display good sportsmanship in and out of the show ring, at all activities, and programs. This includes, but is not limited to, respecting the property of others, being honest in our dealings, showing respect for those in authority in any capacity, and exemplifying the good principles of the Grange at all activities in word and deed.

As a Project Leader and participant exhibiting animals, and parents of such exhibitors, we shall attend the currently approved Ethics and Quality Assurance classes and sign the Code of Ethics annually. A copy of the signed Code of Ethics shall be on file with the Local Grange Fair Team Leader and a copy included in the exhibitor's project record book.

Each exhibitor shall have a properly signed and dated performance contract on file with their Leader and will place a copy of the contract in the project record book.

As an exhibitor, participant, parent or leader, I _____, have read and understand this Code of Ethics for the Grange Youth Fair Program. I agree to abide by and follow the Code of Ethics. If I violate the Code of Ethics, or my Grange obligation, I understand I shall be subject to discipline as outlined in the Discipline Policy of the Grange Youth Fair Program.

Participant Signature

Date

Parent's Signature

Date

Leader's Signature

Date

PROJECT CONTRACT

This contract is between the Exhibitor and Parent/Guardian:

As a participant in the Grange Youth Fair Program, I, _____, agree to care for my animals as follows:

1. Feeding Schedule:

2. Water

I will make sure there is water readily available for my animal(s)

3. Grooming:

4. Cleanliness:

5. Exercise:

6. Parent Agrees to:

Participant's Signature

Date

Parent's Signature

Date

Leader's Signature

Date

OWNERSHIP / LOCATION CONTRACT

I, _____, certify that I am the owner of the project I am entering for this Grange year, as per the State Fair Rules as follows:

Ownership

- Unless otherwise allowed in the exhibitor handbook, exhibitors must be legal owners of all entries. Ownership must be maintained through show date(s).
- Animal and horse projects must be owned (and leased horses as specified in this document) solely by and under the exhibitor's care and management and under the supervision of the organization in which the project will be shown.
- The official ownership date is the date shown on the receipt of sale unless the animal was bred by the exhibitor.
- The days are counted prior to the opening day of the fair unless the event in the case of horse shows is held separately from the Fair.
- Ownership must be maintained through show date(s) of fair or event.
- Length of Ownership:

PROJECT	OWNERSHIP REQUIREMENT
Market Beef	120 Consecutive Days
Swine, Sheep, Veal, Goats	60 Consecutive Days
Breeding & Feeder Animals	30 Consecutive Days
Rabbits	30 Consecutive Days
Poultry	30 Consecutive Days
Horses - Leased or Owned	120 Consecutive Days
Llamas - Leased or Owned	120 Consecutive Days

- Horse Projects
 - Proof of ownership or lease must be available at check-in time
 - Leased horses cannot be shown for conformation in the Halter Horse Division
 - May show leased horses, provided the member has responsibility for the care and management of the horse during the period of the lease; and the signed lease between owner and member, with a clear picture of a side view of the horse or some permanent identification is filed at least 120 consecutive days prior to the fair or event/horse show if held separately from the fair, at the County 4-H, FFA, or Grange office, or with a person designated by those offices.
 - Junior exhibitors cannot ride or show stallions unless it is specifically provided for by the breed association and in that case only in those specific breed classes at an USA Equestrian (formerly AHSA) sanctioned show.
- Junior exhibitors are expected to groom and care for their animal(s) when at the fair. They shall refrain from accepting active assistance from adults and non-exhibiting youth unless the junior exhibitor is actively engaged, and the assistance is only for instruction. Local fair rules will determine enforcement.

Location

I certify the animal(s) will be cared for and the project maintained at:

Location: _____

Under the care, custody, and control of:

If necessary to relocate the animal project, the Project Leader will approve the move.

Participant's Signature

Date

Parent's Signature

Date

Leader's Signature

Date

DISCIPLINE POLICY

INTRODUCTION:

The Grange endeavors to create and maintain a quality Youth Fair Program and will enforce the rules and regulations. In the event of situations where a Grange member is not acting in accordance with the Code of Ethics, their Grange obligation, or is not in good standing, this policy will be applied.

AUTHORITY:

Any complaints regarding a violation of the Code of Ethics will be made with the Project Leader. If that person is unable to mitigate the situation, the complaint will be filed with the Grange Youth Fair Program Leader. A decision of the Grange Youth Fair Leader may be appealed in the following sequence, if there are persons appointed to those positions: (1) the Subordinate Grange Master; (2) the Regional Grange Youth Fair Program Representative; (3) the State Fair Program Director; (4) the State Grange Master; (5) the National Grange Fair Program Coordinator; (6) the National Grange Master, in accordance with the current adjudication provisions of the National Grange Code of Judicial Law.

COMPLAINT:

Should you witness an animal or other project being mistreated; a person is being disrespectful of others; has knowledge of a rules violation; or is otherwise in violation of the Code of Ethics, you are expected to contact those persons in authority as outlined above. Once a complaint is filed, the Leaders in this program will strive to make corrections as necessary.

PENALTY:

Should a member of the Grange Youth Fair Program, adult or exhibitor, be found to have violated the Code of Ethics, treated an animal in other than a humane manner, or allow a deviation from the rules governing each fair, that member shall be immediately removed from that competition.

Should a participant, exhibitor, parent, or leader be found to be under the influence of alcohol or illegal narcotics at any Grange Youth Fair event, that participant will leave the event immediately. Juveniles will be sent home at the expense of the parent/guardian.

If a participant is removed from competition for violations, the decision will be reviewed by the Grange Youth Fair Leader, and the member may be removed from future competitions in all divisions, and from the Grange Fair Program, as a whole. This may be for a specified period of time or permanently, based upon the seriousness of the violation.

Any appeal of the decision of the Grange Youth Fair Leader shall be processed as outlined above.

We have read and agree to the Discipline Policy as outlined above.

Student name (Printed): _____

Student signature: _____

Date: _____

Parent name (Printed): _____

Parent signature: _____

Date: _____

FAIR EXHIBITION RULES AND REGULATIONS

To be eligible to show projects in the name of the Grange at county, district or state fairs, an exhibitor must be at least five years of age as of January 1 of the competition year, and no older than 19 years of age as of January 1 of that year, or as allowed by the local fair board.

For the terms in Fair Rules and Regulations, "Junior" shall be from the age of 5 to 13 inclusive, and a member of a Junior Grange or a Junior Grange 1+ Member in the Subordinate Grange. "Senior" shall be from the age of 14 to 19, and a member of the Subordinate (local or community) Grange.

The Grange Fair Program shall conform to and abide by all the Rules and Regulations of their State Department of Food and Agriculture, Division of Fairs and Expositions.

Take particular note of the Division of Fairs and Exposition rules relating to age of exhibitors and size of animal. All Grange Youth Fair Program exhibitors must be 9 years old to exhibit animals, except for dogs, rats, cavies, rabbits, pygmy goats, cats, mice, small poultry and therapeutic animal projects. Youth under 9 years of age must exhibit in special divisions designated by the local, district, county or state fairs, and may not exhibit any large animal species.

EXHIBITOR ELIGIBILITY REQUIREMENTS

In order to exhibit, the animal exhibitor must be a member in good standing for a minimum of one month prior to species ownership requirements. For all other Exhibitors membership in good standing must be a minimum of 60 days prior to exhibiting.

Exhibitors shall maintain an approved project record book. Project record books shall be turned in to the Grange Youth Fair Program Leader per individual Grange guidelines and requirements.

UNIFORMS

The official competition uniform of the Grange Fair Program shall be worn by all competitors and exhibitors in both individual and group categories.

Competition Uniform

The official competition uniform shall consist of:

1. Pants: Dark Blue denim pants;
2. Shirt: White long sleeved, button-front dress shirt with collar;
3. Vest: Official red waist vest with National Grange emblem on the back,
 - a. Purchased from an authorized vendor. No homemade vests will be allowed.
 - b. For safety, vest should be secured at the front. Magnets are recommended.
4. Belt: Black or brown belt with appropriate buckle;
5. Shoes: Black or brown leather boots (Lace-up style preferred).
 - a. Exhibitors in small animal species classes or still exhibits may wear closed-toed black or brown shoes with an enclosed heel.
6. Hats: For equine events, the appropriate hat or headgear shall be worn. For all other, no hats or headgear are worn while showing.
7. Ties: Ties may be worn for showing, but are not required.

Formal Uniform:

For award ceremonies or where appropriate:

1. Pants / Skirt: Black dress slacks. Women may opt for a black skirt.
2. Shirt/Blouse: White dress shirt or blouse with long sleeve
3. Vest: The official red waist vest with the Grange emblem on the back
4. Tie: Black tie or western formal tie.
5. Shoes: Black dress shoes with appropriate heel
6. Belts/Buckles: Black belt with appropriate buckle.

Equestrian Exhibitors

Western

The official Grange Fair Program competition uniform will apply, as well as headgear as mandated by local fairs.

Appropriate boots or riding footwear for safety and approved by the Project Leader.

English

1. Pants: White breeches
2. Shirt: White English shirt. No sleeveless shirts allowed.
3. Vest: Official red waist vest with Grange emblem on the back.
4. Boots: English English-style boots
5. Belt: Black or brown belt
6. Tie: English tie or appropriate pin
7. Hat: Headgear as mandated by local fairs

Carriage

1. Pants: Black slacks
2. Shirt: White tuxedo shirt
3. Vest: Official red waist vest with Grange emblem on the back
4. Belt: Black belt with appropriate buckle
5. Shoes: Black boots
6. Hats: Headgear as mandated by local fairs.

Pins & Awards

1. Achievement or service pins or patches are worn on the upper left side of the vest.
2. Livestock award pins or patches are worn on the upper right side of the vest.

Special Classes/Categories

Any modification to the official uniform necessary for a special class shall be approved by the National and State Granges prior to implementation. Upon review, the change will be included in future handbooks.

SECTION 2 - PROJECT BOOKS

This section contains the project books for the various types of programs available through the Grange Youth Fair Program.

Project Books may be printed separately or may be completed in an electronic format

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LARGE ANIMAL

GRANGE YOUTH FAIR PROGRAM



LARGE ANIMAL

SPECIES: _____

EXHIBITOR: _____

PROJECT LEADER: _____

PROJECT YEAR: _____

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OWNERSHIP RECORD

ANIMAL OBTAINED FROM = SELLER INFORMATION	
NAME	
ADDRESS	
PHONE NUMBER	
DATE OF SALE	

OWNER INFORMATION - EXHIBITOR	
NAME	
OWNER NUMBER (if applicable)	
ADDRESS	
PHONE NUMBER	
DATE OF PURCHASE	
BILL OF SALE DATE	
REGISTRATION PAPERS	
BRAND PAPERS (if applicable)	
TRANSFER	
FINAL DISPOSITION	<input type="checkbox"/> DIED <input type="checkbox"/> SOLD <input type="checkbox"/> GAVE AWAY
DATE OF FINAL DISPOSITION	

BUDGET & PROFIT / LOSS STATEMENT

EXPENSES

ANIMAL	MARKET	BREEDING	BUDGET	ACTUAL
STARTING WEIGHT				
TOTAL COST OF ANIMAL			\$	\$
SUBTOTAL #1				\$

FEED TYPE	FEED AMOUNT	BUDGET	ACTUAL	TOTAL COST
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
SUBTOTAL #2				\$

VETERINARY CARE	TYPE	BUDGET	ACTUAL
		\$	\$
		\$	\$
		\$	\$
Subtotal #3			\$

OTHER COSTS	TYPE	BUDGET	ACTUAL
Fair Expenses			
Hauling			
Show Supplies			
Equipment			
Housing			
Other (Itemize)			
Subtotal #4			\$

INCOME REVENUE

SALE WEIGHT	PRICE PER POUND	BUDGET	ACTUAL

OTHER INCOME TYPE	DATE	BUDGET	ACTUAL

PROFIT & LOSS

INCOME/REVENUE			
SALE INCOME	SUBTOTAL #1		
OTHER INCOME	SUBTOTAL #2		
		TOTAL INCOME	

EXPENSES			
ANIMAL	SUBTOTAL #1		
FEED	SUBTOTAL #2		
VETERINARY	SUBTOTAL #3		
OTHER COSTS	SUBTOTAL #4		
		TOTAL EXPENSES	

NET PROFIT / (LOSS)	\$
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PROJECT LOG

The Project Log is required for all Exhibitors. List all meetings, participation, description of activities throughout the project. Use as many sheets as necessary for an accurate log of the project.

WEIGHTS AND MEASURES

Keep a running record of weight progress in relation to feed amounts. If you use a tape measure, please check the "TAPE" box. Use a separate sheet for each animal entry.

DATE	WEIGHT	TAPE	DAYS BETWEEN WEIGHING	AMOUNT GAINED	RATE OF GAIN	FEED AMOUNT

FEEDS & FEEDING COSTS PER POUND

Pounds of Gain Per Day	Total Gain / # of days fed	Total pounds per day
Cost per pound of Gain	Cost of Feed / Pounds of Gain	Total Cost per pound

VET VISIT AND MEDICATIONS USED

VET VISIT	MEDICATION & DOSES
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:

SUMMARY REPORT

Summarize your project by including why you picked this project, what you wanted to learn, what you did learn, and how you will apply those lessons in the future.

SUMMARY OF THINGS MADE, RAISED, GROWN OR IMPROVED

PHOTOGRAPHS

LARGE ANIMAL BREEDING PROJECT ADDENDUM

OWNERSHIP RECORD

ANIMAL OBTAINED FROM - SELLER	
NAME	
ADDRESS	
PHONE NUMBER	
DATE OF SALE	

OWNER INFORMATION - EXHIBITOR	
NAME	
OWNER NUMBER	
ADDRESS	
PHONE NUMBER	
DATE OF PURCHASE	
BILL OF SALE DATE	
REGISTRATION PAPERS	
BRAND PAPERS	
TRANSFER	
FINAL DISPOSITION	_____ DIED _____ SOLD _____ GAVE AWAY
DATE OF FINAL DISPOSITION	

LARGE ANIMAL - RECORD OF BREEDING

RECORD OF BREEDING	
SPECIES	
REGISTERED NAME:	
REGISTRY NUMBER:	
BREED:	
SEX OF ANIMAL:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
ANIMAL DOB:	
BRAND / TATTOO / EAR NOTCH	
COLOR / HEIGHT / MARKINGS	
NAME OF SIRE:	
SIRE REGISTRY NUMBER:	
NAME OF DAM:	
DAM REGISTRY NUMBER:	

LARGE ANIMAL - BREEDING SHOW LOG

REGISTERED NAME:					Registry Number	
DOB	Tattoo/Notch	Herd Name:			Brand:	
DATE	SHOW	LOCATION	CLASS	PLACING	JUDGE	COMMENTS

LARGE ANIMAL - BREEDING PROFIT & LOSS

INCOME/REVENUE			
SALE INCOME	SUBTOTAL #1		
OTHER INCOME	SUBTOTAL #2		
		TOTAL INCOME	

EXPENSES			
ANIMAL			
FEED			
VETERINARY			
OTHER COSTS			
		TOTAL EXPENSES	

Close out at the end of the show year.

LARGE ANIMAL - BREEDING SALE LOG

DATE	EVENT	ANIMAL ID#	INCOME	EXPENSE	PROFIT/LOSS

SMALL ANIMAL

GRANGE YOUTH FAIR PROGRAM



SMALL ANIMAL

SPECIES: _____

EXHIBITOR: _____

PROJECT LEADER: _____

PROJECT YEAR: _____

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OWNERSHIP RECORD

ANIMAL OBTAINED FROM = SELLER INFORMATION	
NAME	
ADDRESS	
PHONE NUMBER	
DATE OF SALE	

OWNER INFORMATION - EXHIBITOR	
NAME	
OWNER NUMBER (if applicable)	
ADDRESS	
PHONE NUMBER	
DATE OF PURCHASE	
BILL OF SALE DATE	
REGISTRATION PAPERS	
BRAND PAPERS (if applicable)	
TRANSFER	
FINAL DISPOSITION	<input type="checkbox"/> DIED <input type="checkbox"/> SOLD <input type="checkbox"/> GAVE AWAY
DATE OF FINAL DISPOSITION	

EXPENSES

ANIMAL	MARKET	BREEDING	BUDGET	ACTUAL
STARTING WEIGHT				
TOTAL COST OF ANIMAL			\$	\$
SUBTOTAL #1				\$

FEED TYPE	FEED AMOUNT	BUDGET	ACTUAL	TOTAL COST
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
SUBTOTAL #2				\$

VETERINARY CARE	TYPE	BUDGET	ACTUAL
		\$	\$
		\$	\$
		\$	\$
Subtotal #3			\$

OTHER COSTS	TYPE	BUDGET	ACTUAL
Fair Expenses			
Hauling			
Show Supplies			
Equipment			
Housing			
Other (Itemize)			
Subtotal #4			\$

INCOME REVENUE

SALE WEIGHT	PRICE PER POUND	BUDGET	ACTUAL

OTHER INCOME TYPE	DATE	BUDGET	ACTUAL

PROFIT & LOSS

INCOME/REVENUE			
SALE INCOME	SUBTOTAL #1		
OTHER INCOME	SUBTOTAL #2		
		TOTAL INCOME	

EXPENSES			
ANIMAL	SUBTOTAL #1		
FEED	SUBTOTAL #2		
VETERINARY	SUBTOTAL #3		
OTHER COSTS	SUBTOTAL #4		
		TOTAL EXPENSES	

NET PROFIT / (LOSS)	\$
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PROJECT LOG

The Project Log is required for all Exhibitors. List all meetings, participation, description of activities throughout the project. Use as many sheets as necessary for an accurate log of the project.

WEIGHTS AND MEASURES

Keep a running record of weight progress in relation to feed amounts. If you use a tape measure, please check the "TAPE" box. Use a separate sheet for each animal entry.

DATE	WEIGHT	TAPE	DAYS BETWEEN WEIGHING	AMOUNT GAINED	RATE OF GAIN	FEED AMOUNT

FEEDS & FEEDING COSTS PER POUND

Pounds of Gain Per Day	Total Gain / # of days fed	Total pounds per day
Cost per pound of Gain	Cost of Feed / Pounds of Gain	Total Cost per pound

VET VISIT AND MEDICATIONS USED

VET VISIT	MEDICATION & DOSES
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:
Date:	Date:
Symptoms	Medication Dose:
Name of Vet:	Reason:

SUMMARY REPORT

Summarize your project by including why you picked this project, what you wanted to learn, what you did learn, and how you will apply those lessons in the future.

SUMMARY OF THINGS MADE, RAISED, GROWN OR IMPROVED

PHOTOGRAPHS

SMALL ANIMAL - BREEDING PROJECT ADDENDUM

ANIMAL OBTAINED FROM - SELLER	
NAME	
ADDRESS	
PHONE NUMBER	
DATE OF SALE	

OWNER INFORMATION - EXHIBITOR	
NAME	
OWNER NUMBER	
ADDRESS	
PHONE NUMBER	
DATE OF PURCHASE	
BILL OF SALE DATE	
REGISTRATION PAPERS	
BRAND PAPERS	
TRANSFER	
FINAL DISPOSITION	_____ DIED _____ SOLD _____ GAVE AWAY
DATE OF FINAL DISPOSITION	

SMALL ANIMAL - RECORD OF BREEDING

RECORD OF BREEDING	
SPECIES	
REGISTERED NAME:	
REGISTRY NUMBER:	
BREED:	
SEX OF ANIMAL:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
ANIMAL DOB:	
BRAND / TATTOO / EAR NOTCH	
COLOR / HEIGHT / MARKINGS	
NAME OF SIRE:	
SIRE REGISTRY NUMBER:	
NAME OF DAM:	
DAM REGISTRY NUMBER:	

SMALL ANIMAL - BREEDING SHOW LOG

REGISTERED NAME:					Registry Number	
DOB	Tattoo/Notch	Herd Name:			Brand:	
DATE	SHOW	LOCATION	CLASS	PLACING	JUDGE	COMMENTS

SMALL ANIMAL - BREEDING PROFIT & LOSS

INCOME/REVENUE			
SALE INCOME	SUBTOTAL #1		
OTHER INCOME	SUBTOTAL #2		
		TOTAL INCOME	

EXPENSES			
ANIMAL			
FEED			
VETERINARY			
OTHER COSTS			
		TOTAL EXPENSES	

Close out at the end of the show year.

SMALL ANIMAL - BREEDING SALE LOG

DATE	EVENT	ANIMAL ID#	INCOME	EXPENSE	PROFIT/LOSS

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EQUESTRIAN PROJECT

GRANGE YOUTH FAIR PROGRAM



EQUESTRIAN PROJECT

SPECIES: _____

EXHIBITOR: _____

PROJECT LEADER: _____

PROJECT YEAR: _____

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BUDGET & PROFIT / LOSS STATEMENT

NAME	
PROJECT YEAR	
PROJECT LEADER	

EXPENSES

ANIMAL		BUDGET	ACTUAL
STARTING WEIGHT			
X PRICE PER POUND		\$	\$
= TOTAL COST OF ANIMAL		\$	\$
SUBTOTAL #1			\$

FEED TYPE	FEED AMOUNT	BUDGET COST PER POUND	ACTUAL COST PER POUND	TOTAL COST
			\$	\$
			\$	\$
			\$	\$
			\$	\$
SUBTOTAL #2				\$

VETERINARY CARE	TYPE	BUDGET	ACTUAL
		\$	\$
		\$	\$
Subtotal #3			\$

OTHER COSTS	TYPE	BUDGET	ACTUAL
Fair Expenses			
Hauling			
Supplies			
Equipment			
Housing			
Other (Itemize)			
Subtotal #4			\$

INCOME REVENUE

SALE WEIGHT	PRICE PER POUND	BUDGET	ACTUAL

OTHER INCOME TYPE	DATE	BUDGET	ACTUAL

PROFIT & LOSS

INCOME/REVENUE			
SALE INCOME	SUBTOTAL #1		
OTHER INCOME	SUBTOTAL #2		
		TOTAL INCOME	

EXPENSES			
ANIMAL	SUBTOTAL #1		
FEED	SUBTOTAL #2		
VETERINARY	SUBTOTAL #3		
OTHER COSTS	SUBTOTAL #4		
		TOTAL EXPENSES	

NET PROFIT / (LOSS)		\$
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PROJECT LESSON / MEETING LOG

The Project Log is required for all Exhibitors. List all meetings, participation, description of activities throughout the project. Use as many sheets as necessary for an accurate log of the project.

NAME:	PROJECT YEAR:
TYPE OF PROJECT:	PROJECT LEADER:

FEEDS AND FEEDING

Record what feed your horse is receiving, quantities, and any adjustments necessary for your feeding program.

DATE	TYPE OF FEED	AMOUNT OF FEED	TIME AM / PM

HORSE HEALTH RECORD

This section is to record all elements related to the horse's health.

VET VISITS AND MEDICATIONS LOG VETERINARY VISITS

DATE	SYMPTOM	VET NAME	DIAGNOSIS	MEDICATION	DOSE	WITHDRAWAL PERIOD
Other treatment:						

DATE	SYMPTOM	VET NAME	DIAGNOSIS	MEDICATION	DOSE	WITHDRAWAL PERIOD
Other treatment:						

DATE	SYMPTOM	VET NAME	DIAGNOSIS	MEDICATION	DOSE	WITHDRAWAL PERIOD
Other treatment:						

DATE	SYMPTOM	VET NAME	DIAGNOSIS	MEDICATION	DOSE	WITHDRAWAL PERIOD
Other treatment:						

DATE	SYMPTOM	VET NAME	DIAGNOSIS	MEDICATION	DOSE	WITHDRAWAL PERIOD
Other treatment:						

HOOF CARE LOG

DATE	FARRIER	SERVICE(S) PROVIDED	CHANGES (IF ANY)

WORMING RECORD

DATE	BRAND OF WORMER	TYPE OF WORMER	DOSE

HORSE SHOW RECORD

Complete one record per horse. List only those classes in which you showed your horse. Use additional sheets as necessary.

DATE	SHOW	LOCATION	CLASS	DIVISION	PLACING

OWNERSHIP / LEASE RECORD

HORSE INFORMATION	
REGISTERED NAME:	
REGISTRY NUMBER:	
BREED:	
SEX OF ANIMAL:	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
DOB:	
BRAND / TATTOO	
COLOR / HEIGHT / MARKINGS	
NAME OF SIRE:	
SIRE REGISTRY NUMBER:	
NAME OF DAM:	
DAM REGISTRY NUMBER:	

BREEDER INFORMATION		OWNER INFORMATION	
NAME		NAME	
ADDRESS		ADDRESS	
PHONE NUMBER		PHONE NUMBER	
		DATE OF PURCHASE	

LEASE INFORMATION	
TYPE OF LEASE	
BEGINNING DATE	
ENDING DATE	
LESSEE NAME:	
LESSEE ADDRESS:	
LESSEE PHONE NUMBER:	
LESSOR NAME:	
LESSOR ADDRESS	
LESSOR PHONE NUMBER	
TERMS OF LEASE	

SUMMARY REPORT

Summarize your project by including why you picked this project, what you wanted to learn, what you did learn, and how you will apply those lessons in the future.

SUMMARY OF THINGS MADE, RAISED, GROWN OR IMPROVED

PHOTOGRAPHS

GRANGE YOUTH FAIR PROGRAM



PROJECT BOOK

TYPE OF PROJECT:

SPECIES:

EXHIBITOR:

PROJECT LEADER:

PROJECT YEAR:

PROJECTS - ALL OTHER

This section includes Home Arts, Metal Work, Cooking, and any other project your Youth Fair Program would like to implement

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BUDGET & PROFIT / LOSS STATEMENT

EXPENSES

PROJECT		BUDGET	ACTUAL
		\$	\$
		\$	\$
SUBTOTAL #1			\$

			TOTAL COST
		\$	\$
		\$	\$
		\$	\$
		\$	\$
SUBTOTAL #2			\$

			ACTUAL
		\$	\$
		\$	\$
Subtotal #3			\$

OTHER COSTS	TYPE		ACTUAL
Subtotal #4			\$

INCOME REVENUE

			ACTUAL

OTHER INCOME TYPE	DATE	BUDGET	ACTUAL

PROFIT & LOSS

INCOME/REVENUE			
SALE INCOME	SUBTOTAL #1		
OTHER INCOME	SUBTOTAL #2		
		TOTAL INCOME	

EXPENSES			
	SUBTOTAL #1		
	SUBTOTAL #2		
	SUBTOTAL #3		
	SUBTOTAL #4		
		TOTAL EXPENSES	

NET PROFIT / (LOSS)	\$
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PROJECT LOG

The Project Log is required for all Exhibitors. List all meetings, participation, and description of activities throughout the project. Use as many sheets as necessary for an accurate log of the project.

NAME:	PROJECT YEAR:
TYPE OF PROJECT:	PROJECT LEADER:

SUMMARY REPORT

Summarize your project by including why you picked this project, what you wanted to learn, what you did learn, and how you will apply those lessons in the future.

SUMMARY OF THINGS MADE, RAISED, GROWN OR IMPROVED

PHOTOGRAPHS

COMMUNITY SERVICE & LEADERSHIP

The Grange Youth Fair Program promotes service in the community and develops leadership skills. Please complete and add these pages to your project book.

COMMUNITY SERVICE LOG

Log all of your Community Service projects and hours donated.

DATE	PROJECT	PURPOSE	HOURS

APPENDIX

PROJECT RECORD BOOK ASSEMBLY INSTRUCTIONS

To assemble your Project Record Book, use the following guidelines:

Materials

- Pages: All pages are sized at 8 ½ x 11".
May be handwritten or typewritten, legible to the reviewer/reader.
May be printed on one side or two-sided, legible to the reviewer/reader
- Cover: Red Pressboard Acco Fastened Folder. Two-prong bound on the left side. OR red binders.
- Margins: Margins of 1" all around.
- Sections: Use dividers and tabs for different sections.
Sections should be presented in the order outlined in the Project Book section you are using
- Records: Previous years' records are retained at the back of the current year's project book. This allows an on-going view of progress and growth through the program.

Project Book Review

- Review: Project books are reviewed periodically by the Project Leaders throughout the project year. Books are also reviewed at the end of the project year by the Program Leader. Deadlines are set by the Project Leader and Program Leader.