

Upper Lake FFA



Livestock & Ag Mechanics

Fair Exhibitors Handbook

(Revised 1/20/26)

This Handbook belongs to: _____

Purpose:

To develop confident, strong and competitive youth in the areas of Ag Mechanics and Livestock production, management and care.

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General Rules for Upper Lake FFA Fair Exhibitors

1. Because of the importance of scholastic achievement, the ULHS Ag Dept. requires its Livestock & Ag Mechanics exhibitors to maintain a satisfactory scholastic record in his/her classes. Therefore, if any exhibitor fails to meet this requirement, he/she may lose their show privileges. Students must have and maintain a 2.0 GPA.
2. All exhibitors are to follow the directions and advice given to them by the designated advisor for that species/project, as well as the advice of the Ag teacher(s) in charge. The advisor's directions are to be followed for the whole length of time the project is eligible for show and during the fairs when the project is being exhibited.
3. FFA members are required to obtain their homework from all their teachers in advance of missing school for attending fairs or related activities. ***You will be excused from school Wednesday through Friday during the week of the Lake County Fair (Labor Day weekend).***
4. All exhibitors are expected to haul their animals/projects and supplies to the fair unless other arrangements are made with the advisor ***prior*** to Fair.
5. All rules and regulations of Upper Lake High School will apply to the students who participate at fairs since FFA and showing is a ***school related activity***.
6. Each exhibitor must read and understand the rules and regulations in the Fair's Premium Book (available at feed stores and the Fair Office in Lakeport in June/July). You may also view the handbook online by going to <https://lakecountyfair.com/>
7. These procedures should be followed for campsites at the Lake County Fair:
 - a. Lake County Fairgrounds – Exhibitors must complete a campsite reservation form obtained from the Fair in order to reserve a trailer site at the fairgrounds. This form will include the names of the students residing in the trailer, the trailer license number, and the name of the adult who will be staying to chaperone these exhibitors.
 - b. Each exhibitor will obtain permission from their parents/guardians and their instructor if they are planning on staying with another student **prior** to the fair.
 - c. Approved ADULT (over 25 yrs. old) supervision is required from 6pm to 7am.
8. Each exhibitor is responsible for feeding, watering, grooming, and keeping an eye on his/her animals or project for the entire length of the fair.
9. Each exhibitor is required to serve barn duties as assigned and specified by the advisors. Displays, stalls, tack, etc. must be neat and clean by 8am every day and kept up throughout the entire day/night. "Clean Stall" verification can occur at any time!
10. All FFA exhibitors will be required to wear an official FFA uniform while showing their own animals or during judging of their projects.

FFA UNIFORM:

- A. BOYS – ***white*** pants, white collared shirt, FFA tie and jacket, black shoes/boots, black socks and black belt.
- B. GIRLS – ***white*** pants, white collared shirt or blouse, FFA scarf and jacket, black shoes/boots, black socks and black belt.

11. All students who plan on SELLING animals or Ag Mechanics projects at the Fair MUST submit a still exhibit and have it completed PRIOR to the end of the school year.
12. All FFA exhibitors are to attend the awards program at every fair. The awards ceremony takes place on ***Sunday of Fair and FULL Show Uniform is required as well as thank you letters to the buyers!***
13. Market animal exhibitors AND Ag Mechanics exhibitors are required to write "Thank You" letters to their buyer(s)/sponsor(s) (add ons) of their animal, project or award.
 - a. These letters must include a properly addressed (in ink) and stamped envelope.
 - b. The envelope must also include the complete name of the buyer(s)/sponsor(s).
 - c. The envelope must also include a complete return address, lot number, and specie of animal or award received. **DO NOT SEAL THE ENVELOPE.**
 - d. NOTE: Your letter should thank the buyer for supporting the Junior Livestock Auction or Lake County Fair and that you hope they will continue to support the young people of Lake County. You can also tell them a little about yourself such as your age, your activities, and how long you have been active with your project(s), etc. Make it personal! ***See example and the end of this packet.***
14. All exhibitors must attend assigned project meetings by the designated Advisor unless prior arrangements have been made. These meetings will occur roughly twice/month during the summer, or as needed to monitor feeding/weight gain, education on species, development of display for Fair, etc.
15. YQCA (Youth Livestock Quality Assurance) programs enhance the educational experience of youth, improve the care of animals, and provide a higher level of food safety to consumers. ***This program is a requirement that must be completed prior to registering for Fair.*** *This will be mandated for ALL 4-H, FFA and Independent Exhibitors at all California Fairs.
16. Complete a minimum of ***5 hours of improvements to the Upper Lake FFA Livestock Program.*** This can include (but is not limited to) school farm work days, building or repairing feeders/pens/show stands/etc., developing flyers/brochures about the Livestock Program, participating in Feed/Show Success Seminars, and much more.
17. The advisor of any species will have the authority to take whatever disciplinary action necessary toward any student that fails to comply with the rules.
 - We will use a "3 Strike" policy that can result in loss of privilege to show with UL FFA upon receipt of the 3rd strike. *See sample form on page 3.*

Please read these general rules and discuss them with your son/daughter. Sign and return the last page of this packet to Mrs. Boomer, either by mail or send it back to school with your son or daughter. If you have any questions, please feel free to talk to any of the advisors at any time.

Upper Lake High School Agriculture Department


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Sample Livestock SAE Project Budgets:

Students should be aware of the estimated expenses and potential income that can result from their project. This handout can serve as a guide for how to complete the budget portion of their AET records and can be helpful when applying for loans for livestock projects.

 [Complete Ag Loan Packet.pdf](#)

***Livestock Insurance** - This is recommended coverage students can apply for through the California FFA.

“This application is to be used for all market livestock insured under the California FFA Livestock Insurance Program. All livestock regardless of type can be recorded on the same application form. Livestock insured under this program will be covered for mortality losses resulting from disease or accidental injury only. Insurance is provided by The Hartford Insurance Company. This program is only open to current California FFA Members.”

INSURANCE APPLICATION

[Home](#) / [Insurance Application](#)

All animals may be insured for the initial purchase amount of not less than the minimum, or more than the maximum, specified for the type of animal being insured. For all livestock types, cumulative increases of 10% of the initial price/insured value will be applied for each of the first 5 months for no additional premium charge. For example, a replacement heifer or a steer purchased for \$1,500 will be covered for \$1,500 during the first month, \$1,600 in the second month, \$1,700 in the third month, etc. up to a total of \$2,000 in months six through twelve. For swine, sheep, goats and baby beef purchased for an example amount of \$200, they will be covered for \$200 during the first month, \$220 in the second month, \$240 in the third month, etc. up to a total of \$300 in month six.

Animal Type	Rate	Coverage	Min Value	Max Value
Market Beef	6.50%	12 months	\$750.00	\$2,000.00
Replacement Heifers	6.50%	12 months	\$750.00	\$2,000.00
Market Swine	6.50%	6 months	\$150.00	\$400.00
Market Sheep	5.50%	6 months	\$150.00	\$400.00
Market Goats	5.50%	6 months	\$150.00	\$400.00
Market Baby Beef	6.00%	6 months	\$150.00	\$500.00

*Students who plan on keeping their livestock projects at the School Farm will be required to purchase coverage for their animals.

- This is done through the CA Association FFA website and your Ag Teacher will help you get this set-up.

MARKET GOATS: DIVISION 500 - SINGLE ANIMAL, MARKET GOAT

Goats will be 6 - 8 months old by Fair, usually born Feb. - March and students get them in May/early June. Goats must weigh at least 65 pounds by Fair to make weight. Boer goats are the most common meat-type breed.

Market Goat Budget

<u>Expenses:</u>	<u>Receipts/Income:</u>
Goat \$200 - \$500	80lbs X \$10.00/lb = \$800.00
Feed \$200.00	
Entry Fees \$20.00	
*Insurance \$26.00 (recommended)	
Show Supplies \$50.00	
Dewormers/medications \$25	
Approx. Expenses = \$521	

SHEEP: DIVISION 490 - SINGLE ANIMAL, MARKET LAMB

Sheep will be 6 - 8 months old by Fair, usually born Feb. - March and students get them in May/early June. Sheep must weigh at least 100 pounds by Fair to make weight.

Market Sheep Budget

<u>Expenses:</u>	<u>Receipt/Income:</u>
Feeder Lamb \$300 - \$500	140lb lamb x \$8.00/lb = \$1120.00
Feed \$300.00	Entry Fee \$20.00
Dewormers/Medications \$25.00	
*Insurance \$26.00	
Show Supplies \$50.00	
Total: \$701.00	

SWINE: DIVISION 510 - SINGLE ANIMAL, MARKET SWINE

Pigs will be 6 - 8 months old by Fair, usually born Feb. - March and students get them in May/early June. Pigs must weigh at least 240 pounds by Fair to make weight.

Market Swine Budget

<u>Expenses:</u>	<u>Receipt:</u>
Feeder Hog \$250.00-\$500.00	255lb hog x \$6.00 per lb \$1530.00
Feed \$500.00-\$800.00	Profit/Loss: \$741.00-191.00
Entry Fee \$10.00	
Vet. Supplies \$20.00	
*Insurance \$9.00	
Total: \$789.00-\$1339.00	

POULTRY

- **Turkeys: 5 months old by Fair, usually get as pullets (5 days to 2 weeks old) in May.**
- **Chickens: 6 - 8 weeks old by Fair, usually get them in late June. A "Meat Pen" consists of 2 birds.**

Chickens: DIVISION 540 - MEAT PEN, POULTRY; CLASS 1. Broilers/Fryers: Two (2) Birds 3.5 - 6.0 Lbs. (each less than 10 weeks old)

<u>Expenses:</u>	<u>Receipt:</u>
Meat Pen (2) \$50.00	Price per Pen \$175.00
Feed \$25.00	Profit/Loss: \$125.00
Entry Fee \$20.00	
Total: \$50.00	

Turkey Project - DIVISION 550 - MARKET TURKEY; CLASS 1. All Turkeys – 14 Lbs. and up
Similar to Chickens, but you get them about 5 months before Fair and the cost of production are doubled.

RABBITS: DIVISION 520 - MARKET RABBIT PEN; CLASS 1. THREE RABBITS: Weight 3 1/2 to 5 1/2 lbs each - not over 10 weeks old

Rabbit Project Budget

<u>Expenses:</u>	<u>Receipt:</u>
Animal Cost approx. \$20/each - recommend getting 4 or 8 rabbits	Price per Pen \$250.00
Feed \$50.00	
Entry Fee \$20.00	
Total: \$150.00	

STEER: DIVISION 480 - SINGLE ANIMAL, MARKET STEER; CLASS 1. Steers – 1,000 lbs and up. Maximum pay weight of 1,300 lbs.

Market Steer Budget

<u>Expenses:</u>	<u>Receipt:</u>
Feeder Steer \$1,200.00-\$2000.00	1200lb steer x \$3.75 per lb \$4,500.00
Feed \$1,000.00-\$1700.00	Profit/Loss: \$2300.00-\$800.00
Entry Fee \$20.00	
Vet. Supplies \$30.00	
*Insurance \$130.00	
Showing & Fitting supplies \$80.00	
Total: \$2,390.00-\$3,890.00	

Dairy Cattle/Replacement Heifer Projects

A dairy project not only takes a lot of hard work and effort, but also the correct facilities for caring for the cattle. You must feed and water your animal daily, and cows must be milked twice a day. So in order for you to have and show a milk cow, you must have a milking unit, or be able to keep it at a local dairy. You must work with your animal continuously in order to train it for the fairs. At the fair you will be responsible for milking, sometimes very early, washing, feeding, watering, and providing the proper bedding for the cow. Dairy cattle classes include individual breed classes for judging the conformation of the animal, and showmanship, which is based on how well you can show your animal.

Dairy Cattle Budget

Expenses:

Replacement Heifer \$750.00
Feed \$1,500.00
Entry Fee \$10.00
Vet. Supplies \$100.00
*Insurance \$45.00
Showing & Fitting supplies \$150.00
Total: **\$2,560.00**

Receipt:

Sale of animal **\$2,500.00**
Profit/Loss: **-\$60.00**

UPPER LAKE FFA
LIVESTOCK PROJECT "STRIKE" NOTIFICATION

Name: Example Date: May 5, 2016

You received your 1st "strike" on Wednesday, May 5, 2016 for the following reason:

_____ Missing a scheduled meeting

_____ Animal not feed/feeder empty.

_____ Pen not cleaned

_____ School Farm responsibilities not being met

_____ Other: _____

Advisor:

Species:

Pen #5 was photographed with an excessive amount of mud/water created by someone / some people not following instructions and hosing off the concrete (in a dirt pen) when cleaning. Hosing off the concrete only creates a dirtier pen as the pigs end up walking on/off the concrete/mud. The pen ends up being dirtier, mud filed, and increases the chance for bacteria and poor health of the animals. This issue has been communicated to you many times in the past.

Recognizing that not everyone in the pen is at fault, the group of students are receiving a "strike" because the group is responsible for that pen.

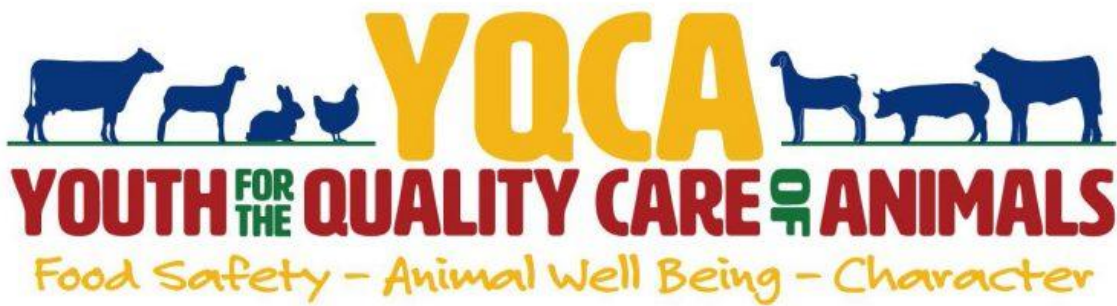
Anyone found NOT following instructions will have their animal removed from the farm. Proper cleaning protocols/effort is a VERY SERIOUS matter that needs to be followed.

If you receive a third strike, you will forfeit your privilege of showing at the fair.

Please have your parent/guardian sign this form and return it to your project advisor. If you have any questions or need clarification, please contact your project advisor.

Student Signature _____ Date _____.

Parent Signature _____ Date _____.



**Youth for
the
Quality
Care of
Animals**

(YQCA) is a national multi-species quality assurance program for youth ages 8 to 21 with a focus on three core pillars: food safety, animal well-being, and character development.

YQCA is available as an online program for youth everywhere in the United States. YQCA in-person workshops may be available to youth where state 4-H or FFA offices or state/national livestock organizations have partnered to have qualified trainers offer in-person workshops.

YQCA certification is MANDATORY for Livestock Exhibitors to complete prior to selling at the Lake County Fair!!

- *In the past Mrs. Boomer has hosted classes for YQCA, in her absence Mr. Decker and Ms. Burris are going to take over hosting classes. Dates will be announced when they are cleared to host YQCA.*

The goals of this course are to:

- ❖ Ensure safety and well-being of animals produced by youth for showing and for 4-H and FFA projects
- ❖ Ensure a safe food supply to consumers
- ❖ Enhance the future of livestock industry by educating youth on these very important issues so they can become more informed producers, consumers and/or employees in the agriculture and food industry
- ❖ Maximize the limited development time and budgets of state and national youth program leaders to provide an effective quality assurance program
- ❖ Offer livestock shows a valid, national quality assurance certification for youth livestock exhibitors

YQCA includes information for youth showing the following food animals:

- Pigs
- Sheep
- Beef Cattle
- Goats
- Dairy Cattle
- Market Rabbits
- Poultry

TENTATIVE Livestock Exhibitor Schedule

Upper Lake FFA

(Specific dates will be added when the Premium Book is printed)

Project timeline by species, when they should be born and when you should get them:

- **Beef:** Approximately 18 - 24 months old by Fair, usually get them in Oct./Nov.
- **Goats:** 6 - 8 months old by Fair, usually born Feb. - March and get them in May.
- **Sheep:** 6 - 8 months old by Fair, usually born Feb. - March and get them in May.
- **Hogs:** 6 - 8 months old by Fair, usually born Feb. - March and get them in May.
- **Turkeys:** 5 months old by Fair, usually get as pullets (5 days to 2 weeks old) in May.
- **Chickens:** 6 - 8 weeks old by Fair, usually get them in late June. A "Meat Pen" consists of 2 birds.
- **Rabbits:** Maximum age of 10 weeks by Fair, usually get them in July. A "Meat Pen" is 3 rabbits.

PRIOR to Purchase of the Animal(s):

- Complete and return the "Livestock Exhibitor Contract" by the last Friday in February 2/27/26.
- Complete the 5 hours of Livestock Program Improvement.
- Complete the YQCA Course for quality assurance.
- Submit a grade check showing that you have a minimum GPA of 2.0.
- Obtain a copy of the "Livestock Packet" that pertains to the species you are planning on raising.
- Contact breeders, prepare pen area, purchase supplies and feed, and prepare to bring home animals
 - Maintain FFA Record Book by filling out the calendar pages, enterprise agreement(s), budget, and journal pages.
 - **Records will be kept in the "Agriculture Experience Tracker" online at the AET.com.**
 - **Complete the SAE Project Plan in the AET and submit a copy of it to your species advisor.**
 - **Our Chapter ID for login is CA0527**
 - **Username is the Student's First Initial and Last name in this format: FLastname**
 - **Password is the same as the username (unless the students have changed it).**

After you get your Animal(s):

- Weigh your animal(s) as soon as you can. Begin working with your animal(s) practicing showmanship and exercising to build lean muscle.
- Get your animals used to water and being washed. They will need to be clean before they can be clipped/sheared for Fair.
- Study the parts of the animal, common meat cuts (wholesale and retail), know the breed, age and characteristics (importance to industry) of your species.
- Develop ideas and gather information for your educational display.
 - Fair Theme: _____
- Gather items that you will need for the duration of the Fair – feed and watering, washing and grooming supplies, etc.
- Write a buyer contact letter inviting people/businesses to the Lake County Fair Junior Livestock Auction (*see sample*). A picture of you in Official FFA Dress and your animal will enhance this letter and be a visual reminder to the potential buyer of who you are.

Schedule of SUMMER Events/Important Dates: *Dates may be subject to change*

- Attend scheduled project meetings (dates will be set prior to the end of the school year).

- **August : On-line entries and payment for Fair are DUE! Must be signed and approved PRIOR to this date!**
- August ___: *MANDATORY* Steer Weigh – In
- August ___: First day of school at ULHS

Timeline for FAIR Responsibilities:

- AFTER SCHOOL WORK DAYS: Make stall card(s), finish educational displays, finalize items needed for fair and clip animals. Meet after school to paint kickboards and build displays, etc.
 - o Set times for clipping/shearing animals:
 - Swine:
 - Sheep:
 - Goats:
 - Steers:
- August _____: Junior/Open Horse Show – begins at 9am at the Lake County Fairgrounds the weekend BEFORE the Fair opens.
- **Sunday prior to animals coming in** (Aug. ____): Pen set-up at the Lake County Fairgrounds Livestock Barn - 8am. ALL FFA livestock exhibitors MUST attend and help with pen set-up.
- **Monday or Tuesday** (_____): We will be choosing one of these days to meet after school and get the educational displays and stalls ready for bringing it all to the Fairgrounds.
- **Wednesday** (_____): BRING ANIMALS TO THE FAIR, and WEIGH-IN
 - o Animals can be brought in beginning at 5:30am. Poultry must be brought in between 7-10am to the Livestock gate for inspection.
 - o Animals begin weigh-in at 2:00pm.
 - o Other Duties/Activities:
- **Thursday** (_____):
 - o All exhibitors must be at the Livestock barn no later than 7am to clean stalls and feed animals. ***Must be completed by 8am everyday and maintained all day!***
 - o **Jr. Market Swine Show** begins at 8am. Pigs must be clipped, washed and ready to show at this time. Have your FFA Uniform clean and ready to put on, or have cover-alls over your white pants.
 - o **Jr. Market Sheep Show** begins at 8am. Sheep must be clean and groomed and exhibitors must be in full FFA Uniform ready to show by 7:30am.
 - o **Jr. Rabbits & Cavies Show** begins at 8am. Animals must be clean and groomed and exhibitors must be in full FFA Uniform ready to show by 8:30am.
 - o **Jr. Market Goat Show** begins at 3pm. Goats must be clean and groomed and exhibitors must be in full FFA Uniform ready to show by 2:30pm.
 - o ***All exhibitors*** must remain on the premises to maintain the animal stalls and to talk with fair patrons. The evening clean stall check must be completed at 8pm, however Clean Stall checks can occur randomly throughout the day!
 - o Other Duties/Activities:
 - **UL FFA Is in charge of the “Avenue of Champions” and will need to have a plan in place for having this set up PRIOR to Saturday's Livestock Auction**

- **Friday** (_____):
 - All exhibitors must be at the Livestock barn no later than 7am to clean stalls and feed animals. Must be completed by 8am everyday.
 - **Jr. Market Steer Show** begins at 9am. Steers must be clean and groomed and exhibitors must be in full FFA Uniform ready to show by 7:30am.
 - **Jr. Poultry & Jr. Turkey Show** begins at 9am. Birds must be clean and groomed and exhibitors must be in full FFA Uniform ready to show by 8:30am.
 - **Open and Jr. Goat Show (Dairy and other goats - NOT market)** begins immediately following the Open Goat Show which begins at 9am. Be prepared for show to begin roughly at 1pm. Goats must be clean and groomed and exhibitors must be in full FFA Uniform ready to show by 12:30pm.
 - *All exhibitors* must remain on the premises to maintain the animal stalls and to talk with fair patrons. The evening clean stall check must be completed at 8pm, however Clean Stall checks can occur randomly throughout the day!
 - Other Duties/Activities:
 - **UL FFA Is in charge of the “Avenue of Champions” and will need to have a plan in place for having this set up PRIOR to Saturday's Livestock Auction**

- **Saturday** (_____): Livestock Auction Day
 - All exhibitors must be at the Livestock barn no later than 7am to clean stalls and feed animals. Must be completed by 8am everyday AND maintained all day!!
 - All Upper Lake FFA exhibitors are required to be in full uniform and in attendance during the *entire auction* cheering on buyers and handing out drinks and snacks. Be aware of your order in the line-up and make sure you and your animal are ready to go.
 - *All exhibitors* must remain on the premises to maintain the animal stalls and to talk with fair patrons. The evening clean stall check must be completed at 8pm, however Clean Stall checks can occur randomly throughout the day!
 - Other Duties/Activities:
 - The auction ring and surrounding areas need to be cleaned before the Auction begins! Tell your friends to come join in the fun and earn some community service hours!
 - Parent help will be needed to pick up flowers from Mendo-Mill or Kelseyville Lumber for the Auction Ring decorations.
 - ***Round Robin Showmanship has been moved to Sunday Morning*** – Students who place 1st in showmanship will be competing in this event!
 - Other Info:

- **Sunday** (_____): Day of Awards Ceremony – WRITE THANK YOU CARDS!
 - All exhibitors must be at the Livestock barn no later than 7am to clean stalls and feed animals. Must be completed by 8am everyday.

- Awards Ceremony begins at 5:00pm at the Livestock Barn. All Upper Lake FFA Exhibitors are required to be in attendance. You are to have your buyer thank you card(s) completed at this time.
- Stall decorations and pen tear-down can begin after the close of the Fair on Sunday evening. ***Nothing can be taken down until after 9pm! Or if you prefer; you can take down displays on Monday (no school – Labor Day)***
- Plan on having a bucket for water that you will leave in the pen that you won't get back. Animals won't be hauled out until the next morning, so they will need to have water in their pen.
- Tear down of displays can begin after 9pm on Sunday. This can also be done on Monday...
- Other Duties/Activities:

- **Monday (_____)**: Fair is closed and displays, tack, camping, etc. can be taken down and moved out of the Fairgrounds.
- ALL borrowed tack and supplies must be returned to their owners. Anything that is borrowed from UL FFA needs to be ***cleaned*** and ***put away*** in the proper location. Do not leave this for someone else to do!!
 - If your tack and stalls are not cleaned up by September _____, you will be charged \$50 fee and you may lose your privilege of keeping animals/projects at the School Farm in the future.

Other Important Dates/Notes:

Marketing Your Livestock Project

You will be developing a handout/flyer that showcases your livestock project and also serves as an invitation for potential buyers to the Lake County Fair. After creating your handout, you should also prepare for the “interview” when you contact these people in person (see next page).

Your marketing handout should include the following information:

NAME

ADDRESS

HOME PHONE



Your name and name of your animal (typed under picture)

- Member of Upper Lake FFA for _____ year(s)
- Species of you animal – breed of animal – age at Fair time
- Who/where you purchased your animal from
- Feeding program
- Exercise program and vet practices you have administered
- Things that you have learned from this project

Why purchase an Upper Lake FFA market animal at the Lake County Fair?

- High quality meat for your home freezer
- All animals are fed only high quality grain and hay products
- Tax deduction for any price paid above current market price
- Advertisement for your company or organization
- Support local FFA entrepreneurs in their business endeavors

Lake County Fair Junior Livestock Auction Information:

Auction begins Saturday, _____, 20 at 12:00pm

Buyer Registration and Lunch 10:30 am – 1:00pm = FREE!

Free entry into Fairgrounds!

Marketing Your Animal – The “Interview”

Before You Go To “Interview”:

1. Select who you are going to visit – you should contact *at least two potential buyers* for each market animal.
 - a.
 - b.
 - c.
 - d.
2. Find out the name of the person you will be talking to **BEFORE** you go to your interview. For example, who owns the business, or who is the purchaser for the company:
 - a.
 - b.
 - c.
 - d.
3. Anticipate some of the questions you may be asked by this person and be prepared to answer them.
 - a. Ex: What have you learned from this project? What makes your product better than what I can get at the store? Why should I buy your animal? And so on...
 - b.
 - c.
 - d.
 - e.
 - f.
4. Be prepared to dress in full FFA uniform. The first impression is a lasting impression.
 - a. FFA jacket, FFA tie/scarf, white collared shirt/blouse, black pants or skirt and black shoes.
 - b. Hair is neat and pulled back if long
 - c. Hands and teeth are clean
 - d. No hats or excessive make-up/jewelry and **NO CHEWING GUM!**

Make a Phone Contact:

1. Call at a time when the business will not be busy
2. Ask for the person you need to talk to
3. If the person is available, talk politely on the phone and set-up a personal interview time that is convenient for both of you.
4. If the person is not available, **CALL BACK!**
5. Thank them for their time.

During the Interview:

1. BE ON TIME!!
2. Go alone
3. Don't chew gum
4. While waiting for your meeting, behave in a business like manner
5. At the start of the interview, introduce yourself and state why you are there.
6. Remain standing until you have been asked to sit down.
7. Let the interviewer ask the questions.
8. Try to appear well poised (sit up straight, don't fidget, etc.)
9. The interviewer will indicate when the discussion is over. THANK HIM/HER FOR THEIR TIME!
10. Leave your Marketing Handout with them as a reminder of whom you are and why you came in.

Your Ideas for What to Say During the Interview:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

Are You Ready for the Fair?

Here is a reminder list of what you might need for the fair. The countdown is on! This is your chance to display the animals that you have worked so hard to raise and prepare for sale or show.

I recommend that you IDENTIFY all of the materials that you bring to the fair and have a way of locking up your feed and supplies. You can talk with the other students in your animal group or members of Upper Lake FFA to decide who is going to bring what so that you don't have too much stuff in the limited tack area. You may also consider going in together to purchase certain supplies to share the costs.

GENERAL NEEDS:

- **FFA UNIFORM: White button up shirt/blouse with a collar, white pants, black shoes/boots, FFA jacket, FFA Tie/Scarf and a belt.**
- Keep your uniform clean and neat, keep it on a hanger. Pin your name on the inside of your jacket if you are borrowing one from UL FFA.
- Thank you letters, envelope, stamps (for your buyer/award sponsor letters)
- Knowledge/information about your species
- Fair passes (parent passes, exhibitor passes and parking)
- Items for staying at fair or convenience items to keep at camp
- Displays and name boards (stall cards)

BEEF and DAIRY CATTLE:

- Supplies for preparing for show – Grand Champion Spray, hoof polish, soap,
- Brushes – washing, finishing, comb for show (keep in back pocket)
- Show stick and show halter
- Brand inspection papers/bill of sale for weigh-in
- Lots of straw for bedding (five days)
- Feed pan, water buckets
- Feed – enough to last until Sunday evening
- Halter and neck tie rope
- Hose, nozzle, wheelbarrow, shovel, pitchfork, broom

GOATS:

- Soap for washing
- Supplies for preparing for show
- Blanket or shirt to keep goats clean
- Chain for showmanship
- Bedding material (five days)
- Feed pan, water buckets
- Feed – enough to last until Sunday evening
- Hose, nozzle, wheelbarrow, shovel, pitchfork, broom

Poultry:

- Supplies for cleaning
- Feed pan, water holder
- Bedding for cage/pen
- Broom, shovel, dustpan

RABBITS and CAVIES:

- Supplies for cleaning
- Soft rag to remove hair
- Papers if needed for registration
- Broom
- Shavings for pens
- Feed dish and water bottle

SHEEP:

- Soap for wool, rubbing alcohol, baby oil
- Grand Champion spray for head and legs
- Rags for cleaning ears, nose and oil glands
- Sheep blanket or sock
- Bedding material (5 days)
- Feed pan, water bucket
- Feed – enough to last until Sunday evening
- Hose, nozzle, wheelbarrow, shovel, pitchfork, broom

SWINE:

- Baby oil or Grand Champion spray for dark pigs to shine hair
- Baby powder for white pigs (get an old sock to put it to apply to pig)
- Rubbing alcohol for cleaning ears
- Soap, rags, scrub brush
- Soft brush for preparing for show and to take in show ring with you.
- Show cane or whip
- Bedding material (five days)
- Feed pan, water bucket (or nipple container)
- Feed – enough to last until Sunday evening
- Hose, nozzle, wheelbarrow, shovel, pitchfork, broom
- Spray bottles in case it gets hot

UPPER LAKE FFA SUPPLIES FOR USE:

- One tack box
- Two sheep/goat tables
- Clippers (2 sets)
- Lattice display boards and poster board
- Wheel barrow and wagon
- 2 tool stands and various shovels, rakes, etc.
- Various kick-boards for pens
- Water line with Lix-its for pigs

SAE Program Supervision Record – *Upper Lake FFA*

Student Name: _____ Date: _____

Travel (miles) _____ Time: _____ to _____

Description and observation of current SAE program:

Suggestions, comments and instruction offered to student:

Future needs, education, support and/or follow-up:

Condition of records: Excellent Good Poor

Explanation/Suggestions: _____

Discussed program with parent(s)/guardian(s) or employer during visit: yes no

Name(s): _____

Other Notes: _____

Signatures:

Student: _____

Parent/Guardian: Employer: _____

Instructor: _____

Weight Records: Previous Wt: _____ Current Wt. _____

****Project Visit Records are KEPT IN THE AET (Agriculture Experience Tracker) online at theaet.com**

Upper Lake FFA Livestock Exhibitor Contract

- Please keep your copy of the *Livestock & Ag Mechanics Exhibitor Handbook* and refer to it often.
- Read and sign this contract and return it to Ms. Burris/Mr. Decker **prior** to purchasing your animal or Ag Mechanics project supplies.

My son/daughter and I have read through the *Upper Lake FFA Livestock Exhibitor Handbook*. We both understand that raising an animal to exhibit and/or sell at the Fair is a huge responsibility that requires time and dedication to be successful.

We also understand that this project is a school-related activity and that the student must abide by all rules and regulations of Upper Lake High School. Excused days from school include Wednesday through Friday during Fair (Labor Day Weekend) and that it is the student's responsibility to obtain missed work from their teachers **prior** to these absences.

We understand that adult supervision is required throughout the duration of the Fair and that it is our responsibility (not Mrs. Boomer/Mr. Decker) to provide transportation and make sure all duties are completed on time.

We also understand that our student will need to maintain a 2.0 GPA to stay an active member of the Upper Lake FFA Chapter (as outlined in the UL FFA Constitution) and be eligible to show and market at the Lake County Fair.

Student's Name (please print): _____

Type of project(s) bringing to the Fair (species and how many or project description):

Do you plan on using the UL FFA Farm? YES or NO

If "NO" where will you be keeping this project? **Physical Address:**

Printed Parent/Guardian Name (overseeing the project): _____

Parent/Guardian Signature: _____ Date: _____

Student's Signature: _____ Date: _____

*If you have any questions, please feel free to contact us!

Upper Lake Agricultural Education & FFA Dept.

675 Clover Valley Rd. Upper Lake, California 95485 Phone (707) 275-2338 Fax (707) 275-0239

SCHOOL FARM AGREEMENT

Student Name: _____ **Project Type:** _____
(Please Print) (Animal Species)

Immediate Project Supervisor _____

I. GENERAL TERMS

- A. This agreement shall begin on the _____ day of _____ 20_____, until such time as the student terminates the project either by sale or voluntary removal from the premises or if the tenant is notified to vacate the project farm because of violation of the agreement rules. Notification of voluntary removal of the student's livestock from the farm must be made to the project supervisor. No animals are to be brought on to farm or removed from farm without agriculture instructors' permission. (This is for your own protection.)
- B. The Upper Lake High School Project Farm is located on school property; therefore, **all rules** pertaining to the school apply to the School Farm as well.
- C. Any malicious tampering with livestock, feed, facilities, equipment, or crops will be cause for immediate disciplinary action and removal of any student animals from the farm.
- D. Failure to follow these rules will result in loss of farm privileges and cancellation of this agreement. All animals must be removed within 10 days of written notice of contract cancellation.

II. RESPONSIBILITIES OF THE SCHOOL FARM

- A. All permanent facilities shall be maintained by the farm.
- B. The school farm shall assume responsibility of maintaining and repairing the buildings and equipment belonging to the farm.
- C. There will be no charge for use of equipment so long as there is no misuse. All tools are to be returned to proper locations.
- D. The school district and the school farm are not responsible for the loss of animals, feed, or personal equipment of the student.

Over →

III. RESPONSIBILITIES OF THE STUDENT

- A. Students using said facility will be responsible for its general cleanliness while they are using the equipment and buildings. Each pen shall be kept clean. This includes the outside area of the pen as well as the inside area. It is of prime importance that each and every pen appears as neat and clean as possible at all times. The pens are to be left for the next occupants in the same condition as they were received.
- B. Upon removal of animal, a one week grace period will be given to clean said pen. After this date, a \$50.00/animal cleaning fee will result and loss of future pen use may result.
- C. Students with projects in the same pen will be responsible for feeding on a rotational basis. If for any reason, you cannot fulfill your scheduled feeding and cleaning time, please notify the instructor before your feed time. Feeding is the responsibility of EACH student in the pen.
- D. The animals must be fed, cared for, and kept as clean as possible.
- E. It is the student's responsibility to dispose of all manure in appropriate areas designated by the project supervisor.
- F. Any equipment or part of the facility that is damaged due to negligence on the part of the student will be replaced by the student, at his/her expense.

The Specifics involved with the contract are as follows:

SPECIES _____

BREED _____

OF ANIMALS _____

Gate Key # _____

I have read the Upper Lake High School Farm policy and agree to follow all policies. I realize failure to follow policy will result in the termination of this contract. I further agree to follow the conditions set forth in this contract and realize failure to comply with the conditions in this contract is cause for cancellation of my privileges.

Student Signature

Date

Parent or Guardian Signature

Date



UPPER LAKE HIGH SCHOOL SHOP CONTRACT

This agreement is entered into this _____ day of _____, 20____, until _____, or when the project is completed and paid in full, by and between ...

(student) _____, (parent) _____, and the

Agricultural Department Advisor, _____, and covers the student's enterprises/projects listed below which will be built in the Agriculture Shop.

The estimated cost of the project(s) is/are \$ _____

This agreement contains statements concerning responsibility for providing equipment, material, fees, capital (money), and management, which will be necessary for the completion and final payment of each project

THE STUDENT and/or OWNER AGREE TO THE FOLLOWING:

1. Provide a neat and precise working drawing of each project prior to starting. The plans will include dimensions and material I.D. prior to starting the project.
2. Provide an accurate Bill of Materials of each project prior to starting.
3. Prior to the start of each project the student and/or owner will pay to the Agriculture Department no less than one-half of the estimated cost of the project. Also, at no time during the construction phase will the student and/or owner owe the Agriculture Department more than \$400.00.
4. The student and/or owner must pay all material costs plus a 20% shop charge (to cover the use of equipment and costs of consumables), before projects are taken home.
5. If the owner is furnishing any or all of the materials, then the owner will supply copies of the receipts so that the Shop Fee may be determined (20% of the total project costs). If receipts are not supplied, then the Shop Fee will be based on the cost of materials as if the Agriculture Shop were to purchase them.
6. At no time will an incomplete project be allowed to be taken home unless special arrangements are made with the instructor. Incomplete projects are those which have not been completed to the satisfaction of the agricultural mechanics instructor.
7. Understand that unfinished projects of students who will not be returning the following year will become the responsibility of the owner to complete. These projects will be removed from the Agriculture Shop as soon as possible to allow room for future student projects.
8. All project account balances will be paid in full by June 15 of each year.
9. No project will leave the Agriculture Shop until all bills are paid in full.
10. Students may apply for special circumstances financial support from ULUSD. Contact your advisor.



UPPER LAKE HIGH SCHOOL SHOP CONTRACT

THE AGRICULTURE DEPARTMENT AGREES TO PROVIDE THE FOLLOWING:

1. Use of shop space and equipment related to the planning and completion of the student's Agriculture Shop projects.
2. Instruction and guidance throughout the duration of the project(s).
3. Evaluation of the student's performance (grade).

NOTES:

1. Any changes or mistakes in the design and construction of the project will likely change the cost of the project. Students and/or owners are responsible for the final costs incurred from each project.
2. The Agriculture Department reserves the right to sell or disassemble any project which is not paid for and taken home within a 60 day period following the completion of the course in which the student is constructing the project(s). Incomplete projects will revert in ownership to the Agriculture Department and the student and/or owner will forfeit monies paid to that point.

Parent Signature:

Date:

Student Signature:

Date:

Instructor Signature:

Date:

Owner Signature:

Date:

Name (print):

Address:

Phone:

Upper Lake FFA Code of Conduct for Fair

TO: Fair Exhibitors of the Upper Lake FFA Chapter and their Parents/Guardians

FROM: Mr. Decker & Ms. Burris
School Phone: 275-2338 x3022

cdecker@ulusd.org
cell (707) 349-3606

lbarris@ulusd.org
(707) 272-4090

In order to make this a successful season of livestock projects for the Lake County Fair, we are asking that you read the rules listed below. We are requesting that one copy of the Code of Conduct be kept at home and that the **second copy be signed and returned to the FFA Advisor overseeing your project(s).**

No student shall remain on the fairgrounds overnight unless the student is chaperoned by an adult 25 years or older. If you are staying overnight, your chaperone(s) need to sign here: _____

Printed Name: _____ Phone Number: _____ Date: _____

- Students shall display a good FFA image by keeping their project/animals and display area clean at ***all times***.
- Livestock exhibitors are to be at their animals by 7:00 a.m. and 7:00 p.m. for clean-stall duties. All students are expected to clean, feed and water their own animals plus the aisles and tack areas. Parents are NOT allowed to help!
- Students shall follow rules as outlined in the premium book. **READ YOUR PREMIUM BOOK!!!**
- Failure to comply with fair rules will result in elimination from the fair and forfeiture of premium money.
- All exhibitors must be available with their animals to participate in chapter/group activities.
- Read the information about the Lake County Fair Junior Auction if you are selling market animals or Ag Mechanics projects and know the requirements.
- Upper Lake FFA Advisors are NOT responsible for soliciting buyers for the Junior Livestock/Ag Mechanics Auction. Each student is to talk to *at least 2 potential buyers for each market animal or project.*
- ALL EXHIBITORS WILL PARTICIPATE IN SHOWMANSHIP.**
- ALL EXHIBITORS WILL PARTICIPATE IN A GROUP EDUCATIONAL DISPLAY WITH THEIR RESPECTIVE EXHIBIT.**
- ALL EXHIBITORS MUST SUBMIT A "STILL EXHIBIT" TO BE ELIGIBLE TO SELL AT AUCTION.**
- FFA members eligible for FFA awards at the fair's awards program must be present and in proper uniform.
- Misconduct, defiance, or failure to follow the above rules may result in the exhibitor being sent home and/or being barred from all FFA activities for 12 months.

STUDENT NAME (please print): _____

Ag Mechanics Project and/or Animal Specie(s) type bringing to Fair: _____

Date

Student Signature

Date

Parent/Guardian Signature

YOUR COPY TO KEEP

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cdecker@ulusd.org

lburris@ulusd.org

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