

How to Write a Thank You Card

Write thank you cards to all buyers

- You will be receiving a printout from the fair showing everyone who helped purchase your animal (the main buyer as well as all add-on donations). Each person/business needs to be properly thanked for supporting you.
- Tips for Success:
 - i. Write out thank you's by hand. Computer generated thank you's look strange on the page because they are so short. Also, people like to see that you took the time to hand write them a personal note.
 - ii. Make sure that your handwriting is legible (easy to read).
 - iii. Start off with "Dear Mr. or Ms. _____,"
 - iv. Make sure to thank them for something specific (ex: buying your lamb or goat, supporting your lamb or goat project by giving you an add-on bid, etc.)
 - v. Explain what you learned by doing this project (specific skills, etc.)
 - vi. Check your spelling & grammar.
 - vii. End the note with "Sincerely," Make sure to add your signature and then print your name & Kingsburg FFA underneath.

Example:

Sincerely,

Brian Donovan
Kingsburg FFA

- Have your thank you's checked by me.
 - i. Make sure that you address the envelopes (using the addresses provided on the sheet from the fair). Mailing addresses are written in the center of the envelope:

Donovan's House of Nuts
100 Draper Street
Kingsburg, CA 93631


- ii. Each envelope must have a return address (your name & address) in the top left corner.

Brian Donovan
1900 18th Avenue
Kingsburg, CA 93631

Donovan's House of Nuts
100 Draper Street
Kingsburg, CA 93631

- iii. Every envelope needs to have a postage stamp on it (place in upper right corner).

Brian Donovan
1900 18th Avenue
Kingsburg, CA 93631



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- iv. Leave all envelopes UNSEALED so that I can take out the cards and read over them. Any thank you card that does not meet the requirements discussed in this memo will be discarded and you will have to write a new card. These people/businesses invested money into you and your project. I don't care if they spent \$500 or \$20 - they must be properly thanked.

Kingsburg FFA Swine Exhibitor Fair Rules

1) Equipment you will need:

Feed/ water pans*	Tack box*
Soft nylon brush*	Show cane*
Spray bottle*	Small hand brush
Dish soap *	Mineral oil*
Alcohol*	Baby powder*
Water nozzle and hose*	Rags and towels
Show uniform	Feed for one week*

- **All * items are items provided by Mr. Donovan and are included in the Show supply fee.**

2) Things to do prior to fair

- Wash and clean your pig prior to being brought to the fair
- Make arrangements to have your animal and equipment brought to the fair
- Make sure that your animal is in the proper show condition

3) Things to do at the fair:

- All exhibitors are expected to be at the fair for the purpose of preparing their animals to look the best for the show. It must be understood that this requires a great deal of time.
- All exhibitors must ride the bus each morning and night (Tuesday, Wednesday, Thursday, and Saturday).
 - If an exhibitor is being brought by a parent then they must be in the barns before the bus arrives with the rest of the exhibitors.
 - If an exhibitor is going home with a parent, the parent must sign the student out and has to wait until the students get on the bus at the end of the day.
 - In other words- Students may not arrive later or leave earlier than the bus schedule.
 - There are no exceptions to this rule
- Students who must attend sports practices after school can only attend practice on the Monday and Tuesday of fair, if their animals are ready to be shown. Students who need to leave early on Wednesday and Thursday will only be allowed if all of their project duties have been completed, i.e. their animal has been shown and is clean, and they have worked on cleaning our section of the barn.**
- All animals registered to the exhibitor must be prepped and fitted by the exhibitor only. No one can fit an animal for an exhibitor.
- All swine exhibitors will help each other get animals to and from the show ring.
- All exhibitors are required to show in showmanship

- g. On show days all exhibitors are expected to stay for the entire show. All exhibitors will help each other and work together. Everyone is on barn duty during their time at the fair.
- h. All exhibitors will help clean up the last day of the fair.
- i. Each exhibitor is required to cooperate with a positive attitude
- j. All animals on display are expected to clean.
- k. All FFA exhibitors will be required to wear an official FFA uniform while showing their own animals or helping others
 FFA Uniforms
 Boys- white slacks/pants, white shirt. FFA tie and jacket and dark shoes/boots.
 Girls- white slacks, white shirt/blouse, FFA scarf/jacket, and dark shoes/boots
- l. Market animal exhibitors are required to find their own buyers for their animals prior to the fair.
- m. All exhibitors must attend assigned meeting, unless prior arrangements have been made.
- n. 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. Remember that showing is a privilege- not a right, failure to conduct your self in a manner that is fit for a member of Kingsburg FFA , then your privilege will be lost and you will not be allowed to sale your animal.
- o. To receive your check- The exhibitor must present their up to date record book, stamp and addressed thank you letters, and any monies owed to their project advisor (Donovan or Sperling) for approval.

Please read these general rules and discuss them with your son or daughter. Sign and return this form to us, 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 Mr. Donovan

Kingsburg High School
Agriculture Department
 1900 18th Ave.
 Kingsburg, CA 93631
 (559) 897-2248 office
 (559) 318-0408 cell
bdonovan@kjuhsd.k12.ca.us

Parent's Signature _____ **Date** _____

Student's Signature _____ **Date** _____

**KINGSBURG HIGH SCHOOL
AGRICULTURE DEPARTMENT
SWINE FARM CONTRACT**

It is a privilege to keep and house a project at the school farm. Along with this privilege come certain expectations and responsibilities. The instructors are here to guide you with your project, not to maintain and care for the project. It is your responsibility to care for and manage your project.

You share the farm with fellow students; therefore cooperation and teamwork are expected. Even though these are individual projects, it will take a group effort to ensure everyone's success.

Below you will find a set of expectations that must be followed in order to retain your privilege of using the school farm. Please read through these expectations with your parents/guardians. This contract must be signed and returned to your project advisor before your project begins at the farm.

- 1) **Instructors must have 24-hour notice before any projects are moved on or off the farm.**
- 2) **All project meetings and farm clean-ups must be attended. If you cannot attend, prior arrangements must be made with the instructors. Students must work 4 hours per month per animal for school farm pen rent.**
- 3) **All animals must be fed at the agreed feeding times. In emergency situations, instructors must be notified and other arrangements must be made.**
- 4) **All bills associated with the project must be paid and kept current, unless otherwise agreed upon with the instructor.**
- 5) **The school farm is an extension of the school campus, therefore all school rules are in effect and proper behavior is expected at all times.**
- 6) **The farm must be kept neat and clean at all times, it is your responsibility to keep your projects designated area clean and free of debris.**
- 7) **Record books must be current and meet the approval of the project advisor. This rule applies to current students as well as graduates.**
- 8) **In the event of any sick animals, the instructor must be notified as soon as possible, so that proper treatment is started in a timely manner. Students must never treat any animal without seeking the advice and supervision of the agriculture instructor.**
- 9) **In the event that an animal is abused (i.e. physical abuse, not being fed, neglected), your parent/guardian and school administration will be notified, and steps will be taken to correct the situation. If the problem continues, Animal Control will be notified.**
- 10) **If a student violates this agreement in any way, then that student will be placed on a step. After three steps, the individual will have to remove the animal from the farm and will in no way represent Kingsburg FFA at the Fresno Fair. A step will be counted when the student is contacted at home by Mr. Donovan and a letter will be sent to the student's parent outlining the offense and stating the step.**
- 11) **If Mr. Donovan has to contact you because you have missed a school farm work day, pens are not cleaned, animals are out of feed, or any other violation of this agreement, then you will be assigned 2 hours of school farm work detail to be served within 7 days of the incidence. Failure to complete this detail will result in the loss of school farm and showing privileges.**

I agree to follow the rules and advice of the agriculture instructors through out the duration of this project. I understand that breach of this contract can result in forfeiture of farm use or the possibility of being removed from the Agriculture Program at Kingsburg High School.

Student Signature: _____ Date _____ Student Cell _____

Parent/Guardian Signature: _____ Date _____ Home Cell _____

Advisor Signature: _____ Date _____