

# Checklist for Students upon Completion of Show

**Exhibitor's Name:** \_\_\_\_\_ **School:** \_\_\_\_\_

**Project (circle one):** Ag Mech Broiler Goat Heifer Horticulture Lamb Rabbit Royalty Steer Swine Turkey

Below is a checklist for all CFISD LSA projects. Once you have completed all requirements and obtained all necessary signatures please submit this paperwork to your ag teacher. These items must be completed, and your buyer(s) must have paid, before you can receive your check.

Signature	Date Completed	Item	Description
(Ag Teacher)		<b>AET Journal Hours</b>	- Students must enter two hours per month for the duration of the project
(Ag Teacher)		<b>AET Finances</b>	- Inventory for resale - Barn rent if applicable - Expenses - Cash Market Sale and donations
(Ag Teacher)		<b>SAE Plan</b>	- Description - Time Investment - Financial Investment - Capital Investment - Learning Objectives
(Ag Teacher)		<b>Thank you cards</b>	- Thank you notes must be written for all sold projects and donations/awards received. - Rough Draft must approved by ag teacher - Neatly written thank you note on CFISD Stationary (provided by your ag teacher) in an addressed, stamped and unsealed envelope returned to ag teacher
(Buyer) or Attach business card		<b>Auction</b>	- Students who made auction must hand deliver picture and thank you card to your the buyer and attach a business card
(Buyer)		<b>Turkeys, Broiler, Rabbits, Ag Mechanics and Horticulture Exhibitors</b>	- Rabbits and poultry must be processed within 7 days of the show and delivered to your buyer within 21 days following the show - Rabbit exhibitors must deliver 3 processed rabbits to their buyer - Broiler exhibitors must deliver 5 processed birds to their buyer - Turkey exhibitors must deliver 1 processed bird to their buyer - Horticulture and Ag Mechanics exhibitors must hand-deliver items to buyer