



# Citrus Record Book

## Indian River County 4-H

### 2024 - 2025



I am a (circle one): Junior (8 – 10) Intermediate (11 – 13) Senior (14 – 18)

Member Name: \_\_\_\_\_

Name of 4-H Club: \_\_\_\_\_

Name(s) of 4-H Leaders: \_\_\_\_\_

\_\_\_\_\_

Tag #: \_\_\_\_\_ Ethics Certification #: \_\_\_\_\_

**\*\*Project completed and finalized at the Fair** Yes \_\_\_\_\_ No \_\_\_\_\_

**If No, why:** \_\_\_\_\_

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## **PHILOSOPHY AND GOALS OF THE INDIAN RIVER COUNTY 4-H PROGRAM**

“The purpose of the program is to provide young people an opportunity to participate in a series of activities designed to improve citizenship, sportsmanship, character, competitive spirit, discipline, responsibility, and project knowledge, while creating an atmosphere of learning and awareness of life around us.”

If you take the time to study this statement, the goals and implications are life changing. We do not anticipate a child would progress at the same rate in all these objectives. However, it is expected given the proper motivation and guidance by leaders, parents and the 4-H agent, there would be improvements in all areas. Simply having a 4-H'er recognize they could improve is a significant accomplishment.

Most 4-H'ers participating in a horticultural project will already have an interest in the subject. It is the 4-H club leader's responsibility to utilize this interest to accomplish these objectives. You will notice the first objective is not knowledge of the subject though knowledge of the subject is an important part of the 4-H program, it should be understood that the subject is only a tool to be used to further the education and development of the child. There are more than 360 projects in 4-H, and all have the common goals of making better citizens of youth, increasing their knowledge in a subject area, and inspiring them to explore all areas of interest.

**It also should be noted exhibiting at the County Fair is not the major objective of this program.**

***Anyone who believes otherwise is in error, and, in doing so,  
sets themselves and others up for failure and disappointment.***

***This is not to minimize the importance of Fair shows in helping us achieve our goals,  
but it must be understood that our first and most important objective is  
the education and development of the child.***

# REQUIREMENTS FOR 4-H'ERS to Show at the County FAIR

## Club Requirements:

- Complete your 4-H Project Book
- Complete your 4-H Demonstration in your club
- Complete at least one community service project
- Attend at least two-thirds of club meetings
- Help with any fund-raising events with the Club / County Council
- Any additional requirements set forth by the club leader  
(ex. Participate in County Events)

## Additional Fair Show & Auction Participation Requirements:

- Attend Mandatory Exhibitor's Meeting
- Maintain active Ethics Certification Status
- Tree must attend first and final inspections (if applicable)
- Attend Mandatory Vet (if applicable) and Report Card Check
- Must write buyer letters to potential buyers (if applicable)
- Attend Mandatory Fair Set-Up Day and Tear-Down Day
- Attend Mandatory Meeting First Day of Fair
- Must write Thank You Notes to your tree's buyer (if applicable)
- Must write Thank You Notes to sponsors of any awards you win
- Must be present at tree delivery and pick up location to greet your buyers (if applicable)

**\*\* Please check Indian River County Youth Livestock and Horticulture Inc. <https://ircylh.com/> to keep up to date and for additional Fair Show & Auction Participation Requirements / Rules for Showing \*\***



# Indian River County 4-H

## Completing your Project Book

### Objective

The purpose of the 4-H Project Book is to teach youth how to keep accurate records for their project, to keep a written record of their involvement in their 4-H club as well as how it has helped them grow as a 4-H'er.

### A Completed 4-H Record Book Includes:

- ✘ Cover Page with picture
- ✘ Skills Learned checklist
- ✘ 4-H/Project Story
- ✘ 4-H County Report Form and Club Activity Pictures
- ✘ Project Pictures
- ✘ Youth Horticultural Project Agreement
- ✘ Project Record Book
- ✘ Completion Certificate
- ✘ 3 Copies of Buyer Letter (*Make sure to address each letter to a different recipient, if applicable*)

### Before you Begin

- ⊕ Junior Record Books may be written in either ink or pencil, but not both. Intermediate and Senior Level 4-H'ers should use either blue or black ink consistently throughout the book.  
**NO COMPUTER-GENERATED record books will be permitted.**
- ⊕ Record book covers are to be furnished by the 4-H'er. They may be solid or have a clear plastic cover. Use report folders with brads to keep pages intact. **DO NOT USE 3-ring binders; they take up too much room when being judged.** Other than that, you can get as fancy as you want, but please know that **you will be judged only on the content and neatness of your book.**  
*Any extra fancy material is just for your own satisfaction.*
- ⊕ Any record book(s) not up to date by the Fair will result in forfeiting the right to show and sell your project animal or horticulture project at the IRCYLH Fair Show and Auction; and any record books not in neat and orderly condition will be returned to the exhibitor and not judged. Youth who do not complete and submit a complete record book by the deadline set by the 4-H Agent will be considered Not in Good Standing.



## Indian River County 4-H

# Completing your Project Book

### Cover Page

Please fill out all information on the provided cover page. Be sure to *affix a picture of yourself and/or project*.

### Skills Learned

A checklist of the life skills you have learned by working with your project and attending club activities. This checklist will also help you prepare your 4-H Project Story and 4-H Report Form.

### 4-H/Project Story (Meld your project story with your 4-H story)

Tell your 4-H / project story through your own words. Your 4-H Story is your chance to tell in your own words about your involvement in your 4-H club. It should not only be an account of your club's activities, but also your specific involvement in those activities. For instance, if your club held a car wash fundraiser, be sure to list that activity, but also the Judge will want to know if you helped buy supplies, collect money, secure the location, held signs, soaked the 4-H Leader or parents, etc. (how did you assist in helping?) If you held any club offices and describe any duties you had to fulfill for that position. If you traveled to any out-of-county events and what you did at them. If you went to any summer camps or anything fun! Talk about your demonstration, any awards won, and your end-of-the-year trip your club went on. Be sure to include what you have learned – about life, yourself and others. Meld your project story with your 4-H story. Your project story section should cover why you selected that particular plant and where you purchased your plant. You should also describe daily care, fertilizer and pest/disease scouting regimen. It should also list any problems, if any, you had with your project. For example, if there is a drop in leaf count for a certain month and a list of medicine bought during that same time, you should explain what problem was determined and what you did to get the plant healthy. Finally, be sure to talk about what you have learned from your project. Remember to keep it in a story format.

### 4-H County Report Form

Please complete the included 4-H Report Form. Take some time to think back over the year's 4-H activities and put some thought into your answers. Be as specific and thorough as possible. **ALL** sections must be answered in a complete sentence(s); even if the answer is no. For example: ***Were you a club officer this year? If yes, what position did you hold? Answer: No, I was not an officer for my club this year.*** Make sure to include (5) pictures of you participating in some of your club's activities. (**Not Project**)

### Club Activity Pictures

The Club Activity Picture section should show your participation in club meetings, events and activities. One must show member's demonstration. There should be at least 5 pictures, but no more than 6 single pages (6 pictures). Pictures must contain a date and a Smart caption (do not forget a picture is 1000 words, teach someone what you are doing or what they are seeing in the picture and explain its importance), and they should be in chronological order.

## **Project Pictures**

The Project Picture section should show the growth of your project from start to finish (if possible) or show the daily, weekly, monthly, or yearly care of your plant. There should be at least 5 pictures, but no more than 6 single pages (6 pictures). Pictures must contain a date and a Smart caption (do not forget a picture is 1000 words, teach someone what you are doing or what they are seeing in the picture and explain its importance), and they should be in chronological order.

## **Horticultural Project Agreement**

This form is to be completed, signed and dated at the BEGINNING or START of the project by the 4-H'er, parent/guardian, and the Club Leader.

## **Project Record Book**

This record book should not contain any physical receipts, unless otherwise specified, but recorded entries of all expenses incurred during the project (if you bought anything for your project this is where you would put it). The project book itself is self-explanatory, but please follow the instructions. If you have any questions, ask your 4-H Leader for their help.

## **Completion Certificate**

The statements on this page should be read, signed and dated by the 4-H'er and the Club Leader. All sections, except for the sections that relate directly to the fair.

## **Record Book Judging**

Remember, your record book needs to meet the minimum requirements, per the rubric, and **once a record book committee designee has approved your book, you will be invited to check-in your project. Your Leaders may ask to collect record books prior to this date and will notify you by what time and date they will be collecting the updated record books for the club.**

Record books will be returned, upon completion of the Fair, for you to take home and finish accordingly. Finished record books are to be turned into the Extension Office **by Club Leaders only** no later than the 4<sup>th</sup> Monday in April each year, by 4:30 PM to the Extension Office. No exceptions will be tolerated! **Again, your Leaders may ask to collect record books prior to this date and will notify you by what time and date they will be collecting the finished record books for the club.**

***Remember that all judges' decisions are final; the score sheet is a guide for the judges' use.***



## Indian River County 4-H

### HELPFUL TIPS FOR WHAT SHOULD BE COMPLETED FOR THE FAIR

These items need to be completed (**time to be determined by the record book committee**) in order to turn in the record book:

- 🌿 Cover Page with picture of yourself &/or your project
- 🌿 Skills Learned (*up to beginning of Fair*)
- 🌿 4-H/Project Story (*up to beginning of Fair*)
- 🌿 4-H County Report Form and Club Activity Pictures (*minimum of 5 - may add more*)
- 🌿 Project Pictures (*minimum of 5 - may add more after Fair*)
- 🌿 Youth Horticultural Project Agreement
- 🌿 Copy of Buyers Letter (*if applicable*)
- 🌿 Project Record Book
  - 🌿 Project Information Sheet (My Citrus Tree)
  - 🌿 Citrus Tree Progress Chart
  - 🌿 Fertilization Record
  - 🌿 Pest and Disease Control Record
  - 🌿 Project Expense
  - 🌿 Other Income
  - 🌿 Add-ons
  - 🌿 Project Financial Summary
  - 🌿 Project Quiz (What Do I Need to Know About Citrus?)
  - 🌿 Completion Certificate (*if applicable before the fair*)

#### **Remember**

Any Junior Level Record Books may be written in either ink or pencil – not both.  
Any Intermediate or Senior Level Record Books should use either blue or black ink consistently throughout the book.

**No sections should be left blank, put “0, N/A or None,” if that section is not applicable.**

***NO COMPUTER-GENERATED RECORD BOOKS WILL BE PERMITTED!!***

*If you have any questions, please ask your 4-H Club Leader for answers and help!*



**Cover Page**  
**2024 – 2025 4-H Project Book**



Member Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Name of 4-H Club \_\_\_\_\_

Name(s) of 4-H Leaders \_\_\_\_\_

\_\_\_\_\_

Number of years in 4-H \_\_\_\_\_

Birth Date \_\_\_\_\_ Phone \_\_\_\_\_

I am a(n):      Cloverbud (5 – 7)    Junior (8 – 10)    Intermediate (11 – 13)    Senior (14 – 18)

**(Circle one) as of 9/1/2024**

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Check each of the following skills that you have learned or that you have improved on during the life of the project. Don't forget to reference these skills in your story and/or County Report Form.

### ***Working with Other People***

- How to listen to other people
- Parliamentary procedure
- How to lead others
- How to solve problems in a group environment
- How to participate in a business meeting
- How to work with and learn from adults
- How to give a presentation
- To feel comfortable speaking in front of a group
- How to help others succeed
- To make new friends
- How to get along with other kids
- To accept people who are different from me
- How to work on a committee
- How to work with the club to complete a community service project
- How to give the 4-H Pledge
- To respect someone else's feelings

### ***Personal Skills***

- To set goals for myself
- How to organize myself
- How to finish something I started
- How to pay attention to instructions
- To feel good about myself
- To be proud of my accomplishments
- To make something with my hands
- To follow directions
- To try something new
- To accept change
- How to keep records
- To take responsibility for my own words and actions
- What is important to me
- How to get more information about something I am interested in
- To deal with winning and losing gracefully
- How to be careful and practice safety
- How to make wise choices and decisions
- New words and how to use them
- How to effectively manage my time

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## 2024 – 2025 4-H County Report Form

Name: \_\_\_\_\_

Years in 4-H: \_\_\_\_\_

Address: \_\_\_\_\_

Club Name: \_\_\_\_\_

What are your goals this year? What do you want to accomplish with your project?

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Did you accomplish these goals? If so, please explain: \_\_\_\_\_

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What did you learn new this year? List five (5) new things about your project you did not know before this year.

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Were you a club officer this year? If yes, what position did you hold?

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If you have been an officer before, list the offices you've held as well.

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What 4-H activities other than club meetings have you participated in this year? (*Example: clinics, field trips, judging teams, 4-H Council, state, and regional 4-H events*)

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What was the title of the demonstration you gave for your club this year?

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Did you participate in County Events? If so, what category did you participate in, and what was your demonstration/speech about?

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List any awards or recognition you have received in 4-H in the past year.

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What have you done to help your club's 4-H Leader or other 4-H members?

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Describe how you helped with your club's community service project.

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What 4-H Projects have you completed before this year?

2023-2024 \_\_\_\_\_

2022-2023 \_\_\_\_\_

2021-2022 \_\_\_\_\_

2020-2021 \_\_\_\_\_

2019-2020 \_\_\_\_\_

2018-2019 \_\_\_\_\_

2017-2018 \_\_\_\_\_

2016-2017 \_\_\_\_\_

2015-2016 \_\_\_\_\_

2014-2015 \_\_\_\_\_

2013-2014 \_\_\_\_\_

2012-2013 \_\_\_\_\_

2011-2012 \_\_\_\_\_

\_\_\_\_ Photo referenced in project story

### **CLUB ACTIVITY PICTURES**

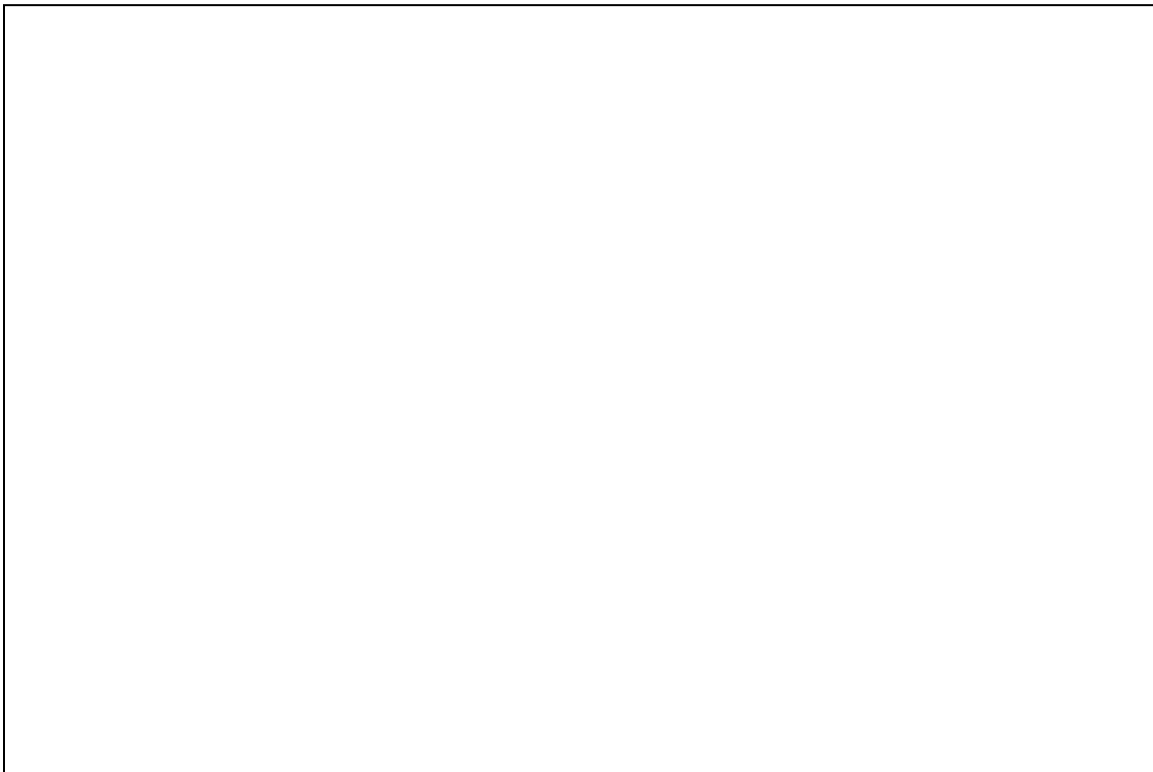
Your pictures should show any type of club activities and must show participation of member in the activity.

There should be at least five (5) pictures.

**Each picture needs to have a date, a caption, and be in chronological order.**

\*Photos must be referenced in your project story and one photo must show member presenting demonstration. Please check which photos are referenced in project story.

\*Attach additional pages as needed.



Caption:

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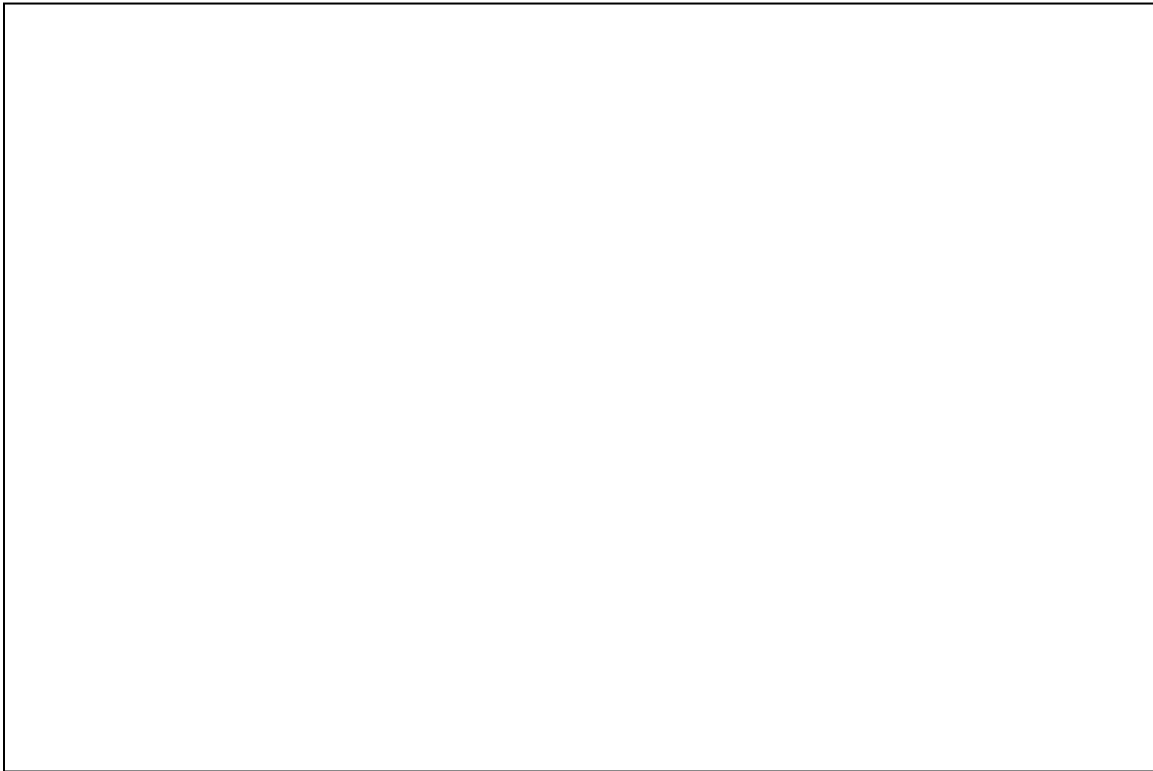
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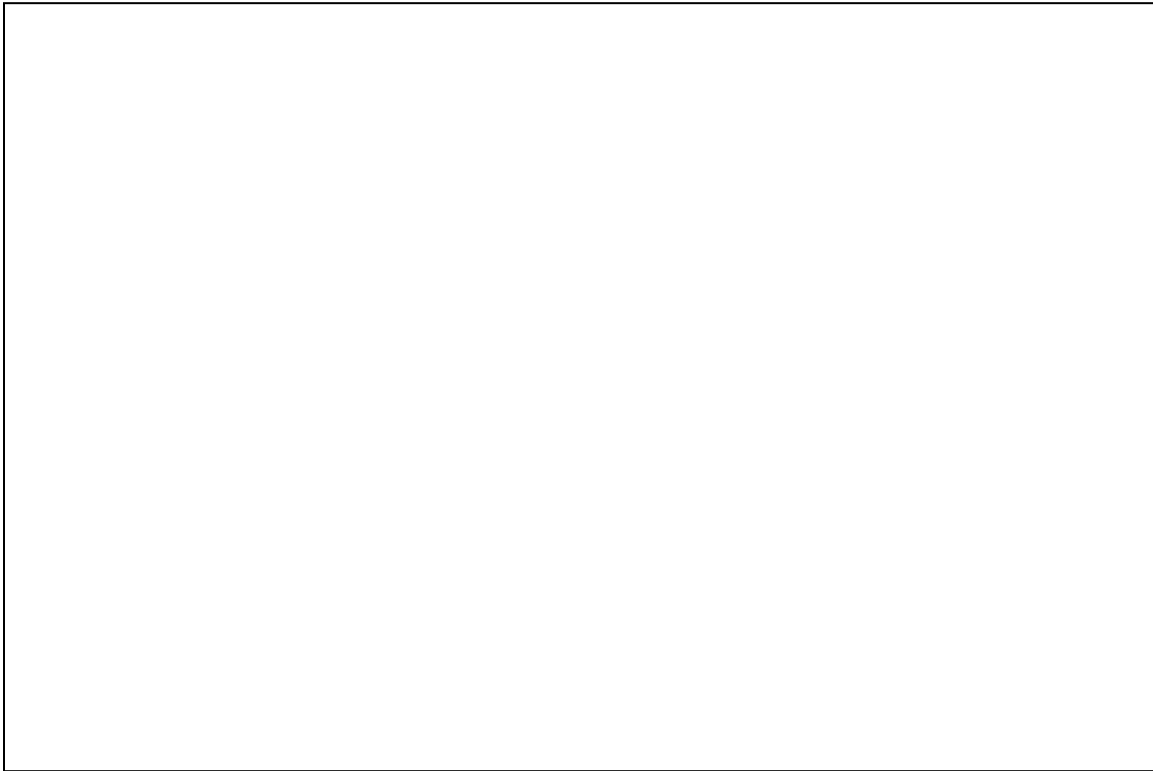
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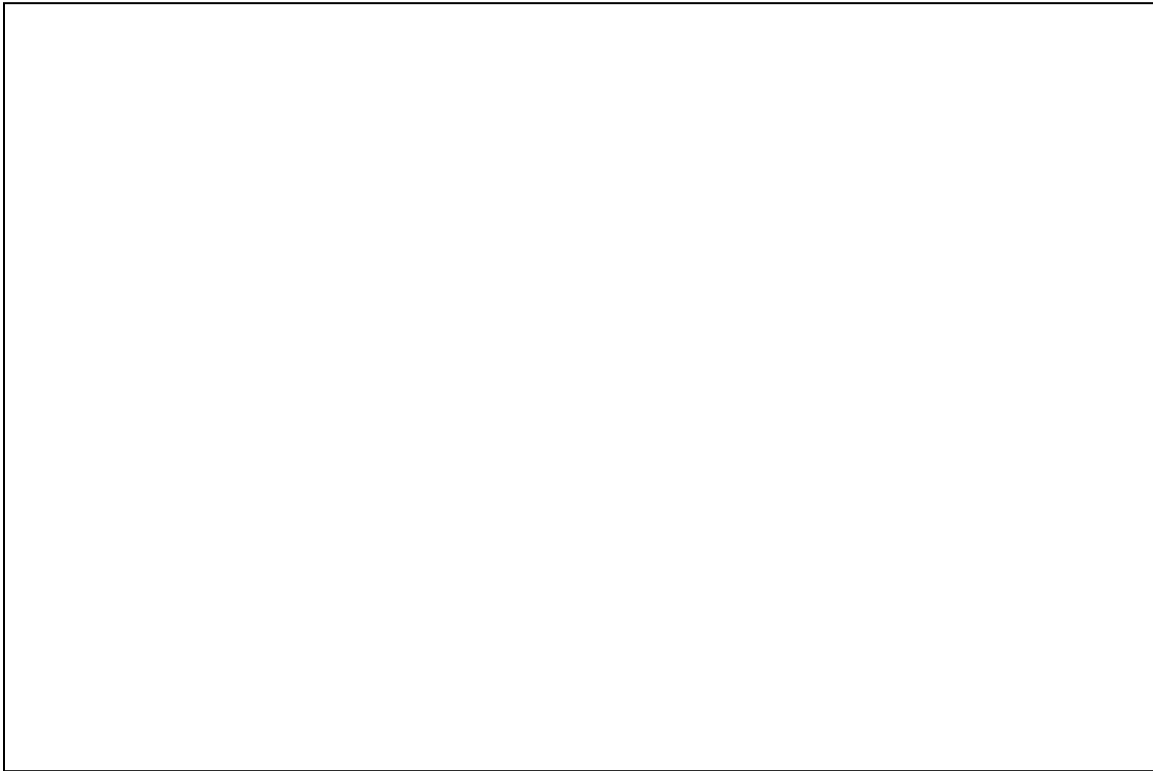
### PROJECT PICTURES

Your pictures should show the growth of your project from start to finish. There should be at least five (5) pictures, but no more than three front-to-back pages.

**Each picture needs to have a date and a caption and be in chronological order.**

\*Photos must be referenced in your project story and one photo must show member presenting demonstration. Please check which photos are referenced in project story.

\*Attach additional pages as needed.



Caption:

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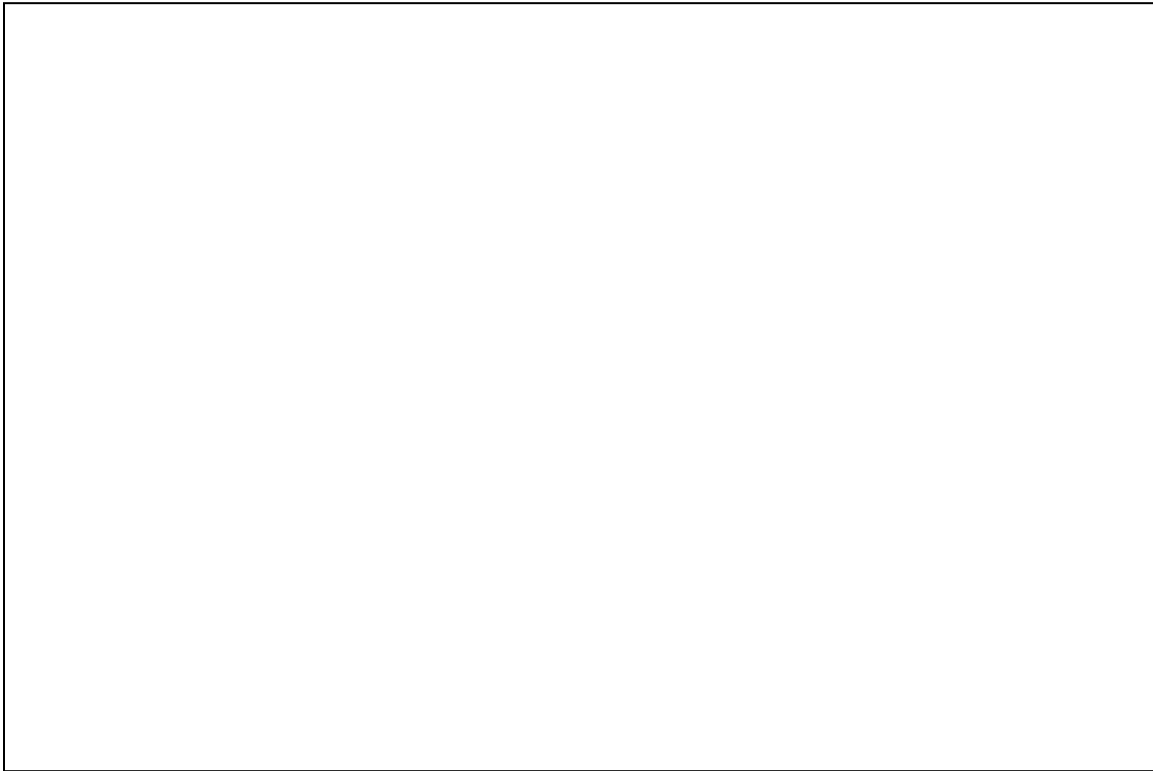
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\*Attach additional pages as needed.



Caption:

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**Youth Horticulture Project Agreement  
(To be completed at beginning of project)**

The Exhibitor is responsible for caring for the Plant/Tree, which will include watering, fertilizing, insect, and pest control, as well as grooming and showing. The Exhibitor will use this project as an educational tool to learn skills needed in the horticultural industry. This project will also help the Exhibitor to accept success and failure as a learning experience. The Exhibitor will keep accurate records on the Plant/Tree.

I accept and understand these responsibilities.

\_\_\_\_\_

Exhibitor's Signature

\_\_\_\_\_

Date

The Parent(s)/Guardian are responsible for providing financial help if needed, along with assistance and encouragement while the Exhibitor is raising the Plant/Tree.

I/We accept and understand these responsibilities.

\_\_\_\_\_

Parent(s)/Guardian Signature

\_\_\_\_\_

Date

The 4-H Leader is responsible for visiting the Exhibitor and the plant to give assistance when needed.

I accept and understand these responsibilities.

\_\_\_\_\_

4-H Leader's Signature

\_\_\_\_\_

Date



This is my \_\_\_\_\_ 4-H Citrus Project.

**Project Goals (at start of project)**

State at least three (3) goals at the beginning of your 4-H project year. Tell the things you want to learn from your 4-H Citrus Project. Please discuss these goals with your parents and your 4-H leader. (Ex. Learn how to select fertilizers for best results, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Summary of Accomplishments (when record book is due)**

What goals have you accomplished? If you have not accomplished one or more of your goals, please explain. What have you learned? Describe your experiences this year.  
(Attach an additional page if needed.)

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## My Citrus Tree

1. Date received \_\_\_\_\_

2. Scion \_\_\_\_\_

3. Root stock of the tree \_\_\_\_\_

4. Pot Type \_\_\_\_\_ Size \_\_\_\_\_

5. Potting soil used \_\_\_\_\_

6. Drainage material used in bottom of pot if any \_\_\_\_\_

7. Cost of tree \_\_\_\_\_

8. My tree was received from \_\_\_\_\_

9. **Circle** the terms that best describe your variety of citrus:

**A. The main season fruit ripens:**

*Early (Winter)*

*Mid to Late (Late Winter – Early Summer)*

*Late (Summer – Fall)*

**B. The skin will be:**

*Thin, Thick, other*

**C. The fruit will be:**

*Seedy, Seedless, Few Seeds*

**D. The size of the fruit will be:**

*Small Medium Large*

**E. The Stems are:**

*Thorny, Thornless*

**F. Fruit from this kind of tree is primarily used for:**

*Sections*

*Juice*

*Hand Eating*

*All kinds*

**I. Citrus Tree Progress Chart**

Complete the first column the day you first receive your tree. Once a month, on roughly the same day, measure your tree and record the proper information on the chart.

	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>
<b>Height</b>							
<b>Number of Leaves</b>							
<b>Color of Plant (i.e., Light or Dark Green)</b>							
<b>General Appearance</b>							
<b>Signs of Insects</b>							
<b>Other Comments</b>							

**II. Fertilization Record**

\*If composted manure is used, see example below  
(If none used, put N/A or “none”)

Date	Kind & Amount of Material Used	Fertilizer Analysis	Cost (If Any)
<i>*Example: 9/14/2023</i>	<i>Composted rabbit manure, 2 cups added to potting soil mix</i>	<i>N/A</i>	<i>\$0</i>
<b>Total Cost:</b> (put “0” if none)			\$

**III. Pest & Disease Control Record**  
 (If none used, put N/A or "none")

Date	Pest to be Controlled	Material Used	Amount Sprayed (Concentrate & Mixture)	Cost (If any)
<b>Total cost:</b> (put "0" if none)				\$ <input style="width: 100px; height: 40px;" type="text"/>

**IV. Record of Expenses for Citrus Tree Project**

Record your expenses for this project below. Record the date on the left and the expense under the column it fits best. If not listed, put under "other" and record item name in right column.

Date	Cost of Tree	Fertilizer Purchased	Insecticides Purchased	Other: (Pot, Soil, etc.)
<b>Totals:</b>	A.) \$	B.) \$	C.) \$	D.) \$

*Use lists from Fertilizer and Pest Control Records for costs*

**Total Cost of Project: A + B + C + D = \_\_\_\_\_**



## Project Financial Summary

### **Income:**

1. Expected Income \_\_\_\_\_

2. Actual Income (Fair Proceeds + Add-Ons) \_\_\_\_\_

### **Expenses:**

3. Cost of Tree (IV.A) \_\_\_\_\_

4. Cost of Fertilizer (IV.B) \_\_\_\_\_

5. Cost of Insecticides (IV.C) \_\_\_\_\_

6. Other Expenses (IV.D) \_\_\_\_\_

7. Total Cost of Project: \_\_\_\_\_

*(add lines 3 through 6)*

= \_\_\_\_\_

### **Income – Expenses**

8. Actual Income (#2) minus Expenses Total (#7) for Profit or (loss)

**Profit/Loss:** \_\_\_\_\_



### **What do I need to know about Citrus?**

The answers to these questions are found in the resource materials in this project book.

#### **For Juniors, Intermediates, and Seniors:**

1. Why is a budded citrus tree used for this project?
2. What is a rootstock?
3. Where should your potted tree be placed and why?
4. What signs should you look for when inspecting your tree for insects?
5. What is the meaning and purpose of pruning a citrus tree?
6. Why should you not fertilize a citrus tree too much?
7. What is the purpose of washing the citrus tree leaves?
8. What is a leafminer?
9. What must be added to citrus juice concentrate before you drink it?

#### **For Intermediates and Seniors:**

10. Name the three ways citrus juice is sold in stores.
11. What are the names of the two important seaports in Florida where the earliest groves developed?
12. What is the temperature range most desirable for growing citrus?
13. What is the pulp that is left over after the juice is squeezed from citrus used for?
14. What is the white spongy part of a citrus fruit called and used for?
15. What does pH stand for?

16. Does citrus fruit have a low or a high pH?
17. Does citrus fruit get sweeter after it is picked?
18. There are 3 ways to produce a citrus tree: seeds, budding and cuttings. Which is the preferred method and why?

**For Seniors Only:**

19. What are the three main nutrients found in fertilizers and what do the 3 numbers on the label mean?
20. Name three by-products of citrus pulp.
21. Name 3 products that use the outer skin of the citrus fruit.
22. In what form must minerals be before citrus trees can use them?
23. What is the Brix measurement test used for?
24. How much of Florida's orange crop will end up being sold as juice?
25. What are the 5 environmental factors that regulate plant growth?

### Reading the Fertilizer Label (Seniors)

Match the parts of the fertilizer label with the explanation of each part:

1. \_\_\_\_\_ ReadyGrow Plant Food
2. \_\_\_\_\_ 12 – 12 – 12
3. \_\_\_\_\_ Guaranteed Analysis
4. \_\_\_\_\_ Total Nitrogen 15%
5. \_\_\_\_\_ 6.5% Ammoniacal Nitrogen
6. \_\_\_\_\_ 5.5% Nitrate Nitrogen
7. \_\_\_\_\_ 3.0% Urea Nitrogen
8. \_\_\_\_\_ Available Phosphoric Acid (P2O5) 15%
9. \_\_\_\_\_ Soluble Potash (K2O) 15%
10. \_\_\_\_\_ Primary nutrients derived from: Potassium Nitrate Urea, Ammonium Phosphate, Sulfate of Potash
11. \_\_\_\_\_ Sulfur (S) 5.0%
12. \_\_\_\_\_ Calcium (Ca) 2.0%
13. \_\_\_\_\_ Magnesium (Mg) 1.0%
14. \_\_\_\_\_ Manganese (Mn) 0.5%
15. \_\_\_\_\_ Iron (Fe) 0.2%
16. \_\_\_\_\_ Zinc (Zn) 0.1%
17. \_\_\_\_\_ Secondary and micro-nutrients, derived from: Dolomite, Manganese Sulfate, Iron Sulfate, Zinc Sulfate

- A. Amount of phosphoric acid in the product
- B. Amount of soluble potash in the product
- C. Guaranteed percentages (by weight) of the primary nutrients
- D. Guaranteed percentages of secondary and micro-nutrients
- E. Product Brand Name
- F. Sources of secondary and micro-nutrients
- G. Sources of nitrogen
- H. Sources of primary nutrients
- I. Total amount of nitrogen in the product

## Completion Certificate

I hereby certify that as the Exhibitor of this project, I have personally kept records on this project and have personally completed this record book.

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Exhibitor's Signature

Date

This Exhibitor is an active member of the \_\_\_\_\_ 4-H Club.

This Exhibitor is a member in good standing and has met the requirements needed for this project.

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4-H Leader/Advisor Signature

Date

