

Southeastern Youth Fair Record Books

Tips & Tricks for Success!

- **General:**
 - Make sure that you have all the required signatures and dates
 - Consider using the same pen or same color pen for uniformity
 - Make sure your project beginning date, end date, and days on feed match the items from the SEYF website. ***This is found in 2 separate sections in the record book***
 - Roll your sub-totals from one page to the next
 - Take a picture of your record book stub as a precaution
- **Animal inventory (animal, non-market only):** Make sure that the value of your animal increases from the beginning value.
 - Be realistic, even if you do think Fluffy is worth 1 million dollars
- **Inventory Page:**
 - Double-check your depreciation values: *remember that you are working with money!*
 - Example→ An item costs \$17.17, 10% depreciation would be, 1.717 and rounds to \$1.72
 - Example→ An item costs \$15.14, 10% depreciation would be, 1.514 and rounds to \$1.51
 - Roll your sub-totals from one page to the next
- **Miscellaneous:**
 - The most forgotten items in this sections are animal (market only), entry fees, dues, medicine and stamps
 - If you administer a medication, the medicine should be found here ***Even if you didn't purchase it, assign a value***
 - If the SEYF administers a medication, it will be on the animal page of SEYF.
- **Feed Expenses:**
 - Make sure that both a quantity and unit are listed
 - Example: 1 – bale, 2 – 50lb bags
 - Roll your sub-totals from one page to the next
 - #4 & 5 totals not needed
- **Miscellaneous Income (animal, non-market only):**
 - If you did not have any income, make sure you mark none.
- **Animal Health Record:**
 - Complete all the boxes for each medication administered
- **Financial Summary:**
 - Save this sheet, make a copy or take a picture of this page with totals on it
 - You will need those totals on the day of weigh-in and if you do not prepare in advance you will not be able to complete this page.
- **Project Writing Prompt**
 - Make sure you have written about the correct topic
 - Make sure that you have written/typed the correct length
 - Check grammar and spelling
 - Is there evidence that you did a little research?
 - Not necessarily with cited work, but can we tell that the information expands past your personal knowledge/experience
- **Photos:**
 - You can delete the boxes in the photo section if you like
 - Make sure your photos and captions are educational and not all taken the same day
 - Be appropriately dressed
 - Evidence of your demonstration *must* be pictured
 - Make sure it is an actual demonstration to an audience

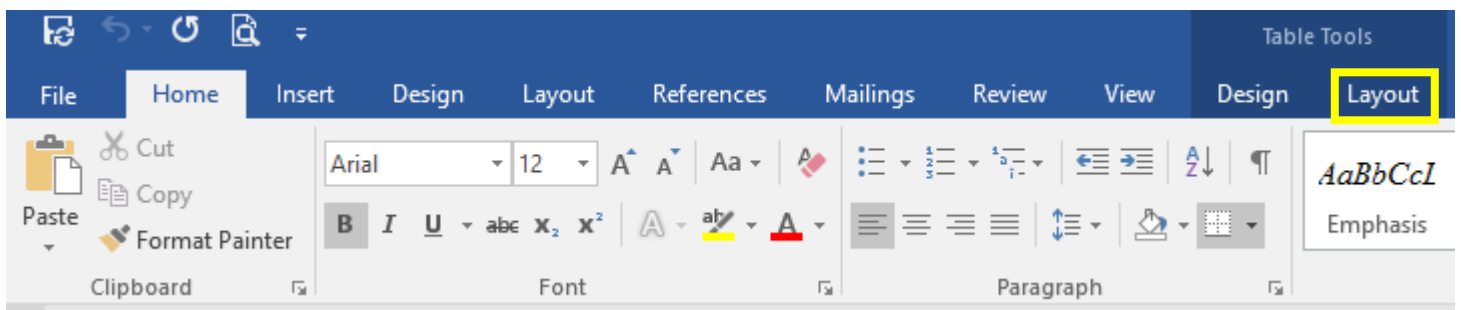
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Using Formulas in Microsoft Word

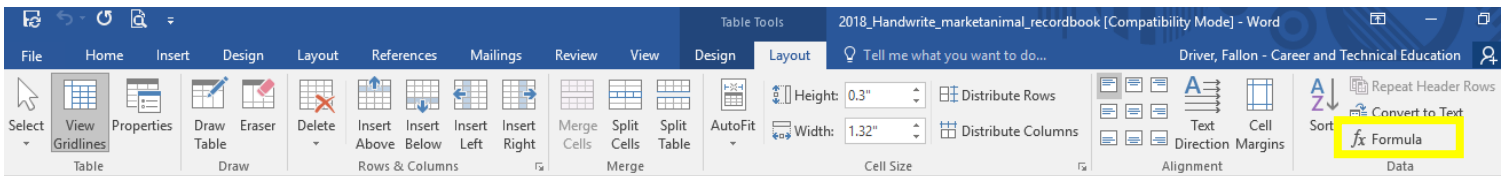
1. Open your record book
2. Type in all of your values *first*
 - a. If you add values after you insert the formula, those will not be included in the total. You will have to complete steps 3-7 again.
3. Click into the subtotals box for the column you are working on.

	Sub Totals	3.	4.	5.

4. Click on **layout**



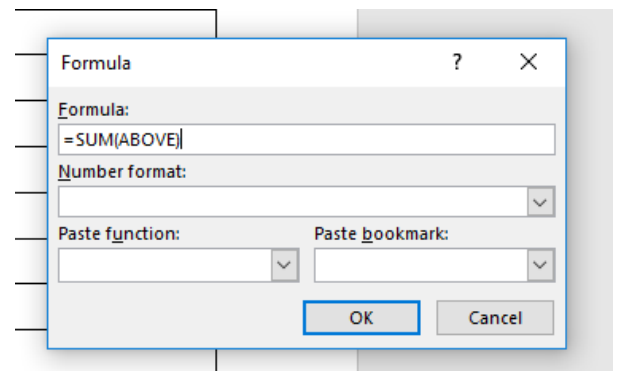
5. Click on **formula**



6. When the formula box opens, make sure in the Formula section it says =SUM(ABOVE) or it will not use the correct values. →

7. Click OK and the total should appear.

8. Example:



Feeder	1	\$4.95	\$.50	\$4.45
Bucket	1	\$ 5.00	\$.50	\$ 4.50
	Sub Totals	3. \$9.95	4. \$1.00	5. \$8.95