

NATIONAL GRANGE



Fair Program Handbook



The Grange Fair Program Handbook
Revised March 2015

This is the official Grange Fair Program Handbook
Of the National Grange
This handbook supersedes all other editions.

INDEX

Section I: Grange Fair Program

Table of Contents

SECTION I - REQUIRED FORMS _____ 5

 CODE OF ETHICS FORM _____ 6

 PERFORMANCE CONTRACT _____ 7

 PROJECT DECLARATION FORM _____ 8

SECTION II - GRANGE YOUTH FAIR DEPARTMENT _____ 9

 RULES AND REGULATIONS -- PREMIUM BOOK _____ 9

 HANDBOOK _____ 10

 CODE OF ETHICS _____ 10

 THE PURPOSE OF THE COMMITTEE _____ 11

 TASK OF THE GFP COMMITTEE _____ 11

 MEETINGS SUBORDINATE AND POMONA GRANGES _____ 12

 DUTIES OF OFFICERS AND MEMBERS SUBORDINATE AND POMONA GRANGES _____ 13

 SUGGESTED ORDER OF BUSINESS GENERAL MEETING _____ 15

 FUNDS - SUBORDINATE AND POMONA GRANGES _____ 15

SECTION II - GRANGE YOUTH FAIR DEPARTMENT _____ 16

 RULES AND REGULATIONS PREMIUM BOOK _____ 17

 THE GRANGE, PATRONS OF HUSBANDRY _____ 17

 ELIGIBILITY REQUIREMENTS _____ 17

 RULES OF OPERATION _____ 17

 UNIFORM _____ 18

 SHOWMANSHIP _____ 20

 ELITE STATUS _____ 20

 FRESHMAN ELITE _____ 20

 JUNIOR ELITE _____ 20

 SENIOR ELITE _____ 20

 STATE ELITE _____ 21

 NATIONAL GRANGE FAIR PROGRAM LEADERS _____ 22

 DISCRIMINATION AND HARASSMENT POLICY _____ 22

 “SAFETY FIRST” _____ 22

 ASSEMBLING YOUR GRANGE FAIR PROGRAM PROJECT REPORT _____ 23

SECTION III - MARKET PROJECT _____ 25

 PROJECT REPORT _____ 26

 PROJECT LOG _____ 28

 WEIGHTS AND MEASURES _____ 30

 VET VISIT AND MEDICATIONS USED _____ 31

NATIONAL GRANGE FAIR PROGRAM HANDBOOK

GRANGE YOUTH FAIR PROJECT REPORT MARKET ANIMAL PROJECT PROFIT/LOSS STATEMENT	32
SUMMARY REPORT	33
<i>SECTION IV - GRANGE YOUTH FAIR PROGRAM EQUESTRIAN PROJECT</i>	<i>34</i>
PROJECT REPORT	35
LESSON/MEETING LOG	37
WEIGHTS AND MEASURES	39
HORSE HEALTH RECORD	40
OWNERSHIP/LEASE RECORD	42
HORSE SHOW RECORD	43
<i>SECTION V - GRANGE YOUTH FAIR PROGRAM BREEDING PROJECT</i>	<i>44</i>
PROJECT REPORT	45
PROJECT LOG	47
OWNERSHIP RECORD	49
RECORD OF BREEDING	50
BREEDING SHOW RECORD	52
<i>SECTION VI - GRANGE YOUTH FAIR PROGRAM DAIRY PROJECT</i>	<i>53</i>
PROJECT LOG	56
OWNERSHIP RECORD	58
RECORD OF BREEDING	58
BREEDING SHOW RECORD	61
VET VISIT AND MEDICATIONS USED	62
GRANGE YOUTH FAIR PROJECT REPORT DAIRY PROJECT PROFIT/LOSS STATEMENT	63
SUMMARY REPORT	64
<i>SECTION VII - GRANGE YOUTH FAIR PROGRAM HOME ARTS</i>	<i>65</i>
PROJECT REPORT	66
PROJECT LOG	68
<i>SECTION VIII - EXPENSE DETAIL - ALL PROJECTS</i>	<i>70</i>
Expense Detail	71

Note: Include additional reports and logs for each additional project. Make copies of forms as needed to provide complete project information. Forms are available in PDF format on the National Grange web site.



Section I - REQUIRED FORMS

CODE OF ETHICS FORM

The basic premise of the Grange (The Order of Patrons of Husbandry) is to instill a moral sense of values in all of its members. Included in our ceremonies are statements regarding the fair treatment of animals that supply us with the sustenance we require.

The Grange Fair Program Department in partnership will not tolerate unethical or inhumane treatment of animals, nor will unsportsmanlike conduct be tolerated.

Should a member be found to have treated an animal in other than a humane manner, as prescribed by industry standards, or have allowed a deviation from the rules governing each fair, that member shall be removed from that competition, from future competition in all divisions, and from the Grange Fair Program as a whole. A complaint in regards to the humane treatment of animals or violations of the Code of Ethics will be filed initially with the local Grange Fair Program Director, Board or Committee. A decision of the local Grange Fair Program Director, Board or Committee may be appealed in the following sequence: 1) Subordinate Grange Master; 2) the Regional Grange Fair Representative; 3) the National Grange Fair Program Director; 4) the National Grange Master, in accordance with the adjudication provisions of the National Grange Code of Judicial Law, Chapter XII, Section I and subsequent Subsections

Each Project Leader and participant exhibiting animals, and parents of such exhibitors, shall attend the currently approved Ethics and Quality Assurance classes and sign the Code of Ethics annually. A copy of the signed Code of Ethics will be on file with the Local Grange Team Leader and a copy included in the exhibitor's project record book, attached to the project book. Each exhibitor is also required to have a properly signed and dated performance contract on file with their GYF leader and a copy of this form in their project record book.

The Grange celebrates nearly 150 years of community spirit and citizenship of its members. We have endeavored to create a quality program and will enforce that program to the best of our ability. Should you witness an animal or other project being mistreated in other than an ethical manner, or have knowledge of a rules violation, you are encouraged to contact your Regional Representative, the Directors of the Grange Fair Program. The National Grange Fair Program Director is the final authority on matters relative to the functions of this program and will strive to make corrections as necessary.

I, _____, have read the National Grange Fair Program's handbook or had my leader read it with me, and understand the Code of Ethics. I understand that by signing this agreement I must abide by them, and if I do not follow the Code of Ethics, I may be dismissed from the National Grange Fair Program indefinitely.

_____ Participant's Signature

_____ Parent's Signature

_____ Leader's Signature

This copy to be given to the Local Grange Fair Program Team Leader

PERFORMANCE CONTRACT

I, _____ agree to follow and abide by all of the rules and

regulations contained in the National Grange Fair Program Handbook, and all State and Local Fair Rules and regulations that each State, County, Subordinate Grange(s) may have placed regarding their local jurisdiction. THE MOST RESTRICTIVE RULES ALWAYS APPLY.

I will also abide to all rules, either verbal or written, as enjoined by local, county, Jackpot or State Fair competition officials.

Exhibitor's Signature _____ Date _____

Parent's Signature _____ Date _____

Leader's Signature _____ Date _____

Signed copy to be given to Fair Program Leader

NATIONAL GRANGE FAIR PROGRAM

PROJECT DECLARATION FORM

Select Division

Senior

Junior

Select category(s)

Freshman

Large Livestock

Small Livestock

Equestrian Project

Breeding Project

Horticulture

Home Arts & General Exhibits

Small Animals

Please place this form at front of your National Grange Fair Record Book



Section II - GRANGE YOUTH FAIR DEPARTMENT

RULES AND REGULATIONS -- PREMIUM BOOK

NATIONAL GRANGE FAIR PROGRAM

HANDBOOK

The National Grange Fair Program offers Junior Grange, Junior Grange 1+, and Grange Youth members the opportunity to exhibit at County Fairs and Expositions within a State that has recognized and approved the National Grange Fair Program. The mission of the National Grange Fair Program Leadership is to maximize the potential of Junior Grange members and Grange Youth by providing guidance as they develop a greater understanding and appreciation for our agricultural abundance, as well as creating and developing individual skills.

Through the leader's planning, teaching, and encouragement of these young people in their hands-on projects, and the cooperative and competitive experience of exhibiting at fairs they will become more responsible, self-directed, and successful citizens in our society.

CODE OF ETHICS

The basic premise of the Grange (The Order of Patrons of Husbandry) is to instill a moral sense of values in all of its members. Included in our ceremonies are statements regarding the fair treatment of animals that supply us with the sustenance we require.

Should a member be found to have treated an animal in other than a humane manner, as prescribed by industry standards, or have allowed a deviation from the rules governing each fair, that member shall be removed from that competition, from future competition in all divisions, and from the Grange Fair Program as a whole. A complaint in regards to the humane treatment of animals or violations of the Code of Ethics will be filed initially with the local Grange Fair Program Director, Board or Committee. A decision of the local Grange Fair Program Director, Board or Committee may be appealed in the following sequence:

1) Subordinate Grange Master; 2) the Regional Grange Fair Representative; 3) State Grange Fair Program Committee; the State Grange Fair Program Director; 5) the State Grange Master, in accordance with the adjudication provisions of the National Grange Code of Judicial Law, Chapter XII, Section I and subsequent Subsections.

Each Project Leader and participant exhibiting animals, and parents of such exhibitors, shall attend the currently approved Ethics and Quality Assurance classes and sign the Code of Ethics annually. A copy of the signed Code of Ethics will be on file with the Local Grange Team Leader and a copy included in the exhibitor's project record book, attached to the project book. Each exhibitor is also required to have a properly signed and dated performance contract on file with their GYF leader and a copy of this form in their project record book. The basic premise of the Grange (The Order of Patrons of Husbandry) is to instill a moral sense of values in all of its members. Included in our ceremonies are statements regarding the fair treatment of animals that supply us with the sustenance we require.

The Grange celebrates over 150 years of community spirit and citizenship of its members. We have endeavored to create a quality program and will enforce that program to the best of our ability. Should you witness an animal or other project being mistreated in other than an ethical manner, or have knowledge of a rules violation, you are encouraged to contact your Regional Representative, the Directors of the State Program or the Master of the State Grange through the State Grange office. The National Grange Fair Program Director is the final authority on matters relative to the functions of this program and will strive to make corrections as necessary.

THE PURPOSE OF THE COMMITTEE

1. Coordinate the National Grange Fair Program at the Local, County and State levels to meet the needs of Junior Grange members ages 5 to 14, and Fraternal Grange members ages 14 to 19 inclusive (Grange Youth).
2. Administer such rules and regulations as approved by the Grange Fair Program Director for members of Junior and Subordinate Granges that are participating in the National Grange Fair Program.
3. Provide adult leadership and youth leadership development that will complement the Grange at all levels.
4. Hear complaints of infractions of the National Grange Fair Program Rules and to submit rulings and decisions for the resolution of such issues.

TASK OF THE GFP COMMITTEE

The following rules have been adopted by the National Grange and shall apply to all Granges in which the committee known as "Grange Fair Program," hereinafter referred to as the "GFP," has been organized.

1. The GFP shall be a standing committee of the State or National Grange, and of all Subordinate and Pomona Granges sponsoring a Junior Grange, or Junior Grange 1+ Program members, who exhibit and/or Grange Youth members who exhibit at shows, fairs and expositions, or expressing interest in the GFP program.
2. The GFP Chairman shall be appointed by the Master of the Grange. The Chairman must be a Fourth Degree Member in Good Standing within the Grange and at least 25 years of age. The Chairman may recommend any number of Assistants as required to further the aims of the program. The committee will select a Secretary to record the minutes of the meeting, and a Treasurer to make an account of any funds, both of which must be a member in good standing in the Subordinate or Junior Grange.
3. Membership in the GFP Committee shall be composed of: all adult volunteers serving as fair project leaders, such members who serve on local fair committees and/or boards, the Grange Youth Advisor and Junior Grange Leader (or their appointed representatives [age 21+]), Grange youth exhibitors ages 14+, and Junior Grange exhibitors ages 5 to 14.
4. There shall be no additional dues beyond those membership dues that are required for Grange and Junior Grange membership.
5. Meetings of the GFP will be governed by Robert's Rules of Order (Newly Revised), where the Grange Digest of Laws is silent.
6. Voting on motions and actions of the committee shall be signified by the raising of the right hand.
7. In the event that a Junior Grange member (age 5 to 14) or a Grange member (age 14 to 19) wishes to participate in the Grange Fair Program but there is not sufficient participation or support within his/her Grange to establish a committee, such member may participate in the activities of an adjoining GFP Committee. Such a member will continue to exhibit under the name of his/her home Grange. If such a member resides in a county in which no GFP Committees currently are in operation, a Pomona Committee will be formed.

MEETINGS SUBORDINATE AND POMONA GRANGES

The GFP Committee shall meet once a month, and may call additional meetings as needed to conduct the business of the committee. The GFP Chairman or their designee will report the activities of the committee at the Subordinate, Pomona and Junior Granges, which the GFP committee serves. The Chairman shall not cancel, change or postpone a meeting without notifying the members in advance. Meetings may be held in the Grange Hall, members' homes, and/or other appropriate places, as the committee may determine.

DUTIES OF OFFICERS AND MEMBERS SUBORDINATE AND POMONA GRANGES

1. Chairman: It shall be the duty of the Chairman to preside at all meetings, to see that all officers and members of the Committee properly perform their duties, and that the rules of the GFP are obeyed. The GFP chairman is answerable to the Master of the Subordinate or Pomona Grange to which it is attached and will make regular reports at the Grange business meetings.

2. Secretary: It shall be the duty of the Secretary to keep a record of all proceedings of the Committee and to receive all money, then turning it over to the Treasurer, receiving a receipt for it. It will be the responsibility of the Secretary to maintain a roster of all project leaders and exhibitors participating in the GFP, and also to remit the roster of leaders to the National and State GFP Department.

3. Treasurer: It shall be the duty of the Treasurer to receive all money from the Secretary, giving a receipt therefore. To keep a correct record of all expenditures and receipts, and to pay all orders which have been previously signed by the Secretary and Chairman and approved by the Committee.

4. Project Leaders: It shall be the duty of each Project Leader to provide technical and practical support, expertise and training to the members of their project. Leaders will present a project report at each GFP meeting. Grange membership is not required, but is highly encouraged. It is recommended that at least two (2) adults (age 21+) be present at all project meetings. Project Leaders will offer direction and assistance to the exhibitors in properly maintaining a record of their project.

5. Grange Youth Exhibitors: It shall be the duty of the Grange Youth participants to be a member in good standing and active within the Subordinate Grange, attending at least one business meeting per quarter or six (6) meetings per year, unless properly excused. They will also attend at least 75% of the project meetings as called by their leaders. If attendance is not met, you are NOT considered in good standing until the required number of meetings is met. It will also be the duty of the exhibitors to maintain a record book for their projects. Clarification of Grange Fair Program definition of a member in good standing is: The exhibitor is a member in good standing when their dues are paid and up-to-date and must be cleared of any infractions or rules violations or suspensions imposed on them in the GFP program for a minimum of six (6) months prior to their fair in order to exhibit.

6. Junior Grange Exhibitors: It shall be the duty of the Junior Grange participants to be a member in good standing and active within the Junior Grange, attending at least one business meeting per quarter or six (6) meetings per year, unless properly excused. They will also attend at least 75% of the project meetings as called by their leaders. If attendance is not met, you are NOT considered in good standing until the required number of meetings is met. It will also be the duty of the exhibitors to maintain a record book for their projects. Clarification of Grange Fair Program definition of a member in good standing is: The exhibitor is a member in good standing when their dues are paid and up to date and must be cleared of any infractions or rules violations or suspensions imposed on them in the GFP program for a minimum of six (6) months prior to their fair in order to exhibit.

7. Junior Grange 1+ Program Exhibitors: It shall be the duty of the Junior Grange 1+ Program participants to be a member in good standing and active within the Subordinate Grange, attending at least one business meeting per quarter or six (6) meetings per year, unless properly excused. They will also attend at least 75% of the project meetings as called by their leaders. If attendance is not met, you are NOT considered in good standing until the required number of meetings is met. It will also be the duty of the exhibitors to maintain a record book for their projects. Clarification of Grange Fair Program definition of a member in good standing is: The exhibitor is a member in good standing when their dues are paid and up to date and must be cleared of any infractions or rules violations or suspensions imposed on them in the GFP program for a minimum of six (6) months prior to their fair in order to exhibit.

8. Junior Grange Leader: It shall be the duty of the Junior Grange Leader to attend or appoint a representative to attend meetings of the GFP in order to maintain close and cooperative ties with those Junior

Grange members who participate in this committee.

9. Grange Fair Program Advisor: It shall be the duty of the Grange Fair Program Advisor to attend or appoint a representative to attend meetings of the GFP in order to maintain close and cooperative ties with those Grange Youth who participate in this committee.

10. The financial records of the GFP should be audited each year by the National, State, Pomona or Subordinate Grange Executive Committee as applies.

11. At the end of the term of any office, or the end of a project, all books, papers and other materials pertaining to the GFP must be turned over to the new officers or leaders in a timely manner, not to exceed a 30-day period.

12. Other elected positions may be added as necessary.

SUGGESTED ORDER OF BUSINESS GENERAL MEETING

1. Call to Order
2. Salute to the Flag
3. Roll Call of members
4. Reading of Minutes of the previous meeting
5. Treasurer's Report
6. Report of Project Leaders
7. Report of Fair Committees
8. Bills and Accounts
9. Unfinished Business
10. New Business
11. Awards and special presentations
12. Adjournment

FUNDS - SUBORDINATE AND POMONA GRANGES

1. Money earned by the GFP up to the sum of \$500 may be retained by the GFP as a working fund and expended by the GFP for worthwhile projects approved by the GFP. All equipment, supplies and personal property purchased by the GFP becomes the property of the Subordinate Grange and may only be disposed of in the manner stated in the National Grange Digest of Laws. Project groups under the GFP may raise funds for specified projects, but may not maintain separate accounts.

2. The GFP committee shall submit a financial report at least quarterly, detailing all income and expenses for the period since the last report. This report shall be submitted to the Grange Secretary who shall make it available to any members interested in it.

3. No sum in excess of \$500, except for Grange approved projects, may be voted out of the GFP without recommendation of the GFP and approval by the Grange.

4. The GFP may start a fund for any project approved by the Grange, but at the completion of the project a final report and accounting is to be made to the Grange.

5. When a project has been approved by the Grange, the funds developed for such project shall remain in the GFP until such project is completed. Only when the Grange approved project is abandoned shall all project funds be turned over to the Grange. In no event shall a project exceed two (2) years in length without being re-approved by vote of the Grange.

6. If the charter of the Grange is revoked or surrendered the authority under which the GFP operates is also suspended and all moneys and property must be remitted to the State Grange.



Section II - GRANGE YOUTH FAIR DEPARTMENT

GRANGE YOUTH FAIR DEPARTMENT

RULES AND REGULATIONS PREMIUM BOOK

The following preamble is optional and may be used in the Premium Book of the local county, district or state fair. Other language may be permitted, upon approval of the State Grange.

THE GRANGE, PATRONS OF HUSBANDRY

The Grange, Patrons of Husbandry, is a national organization with state, county and local community chapters. It is of interest to all who are growers, processors and consumers of agricultural products. The “Grange Fair Program” is a sanctioned body of the National Grange, made up of young people from the age of 5 through 19 years of age. The members of the Grange Fair Program participate voluntarily in a non-formal program designed to: increase their confidence; strengthen their character; and teach the importance of self-discipline while enjoying the fellowship of other young men and women. The projects displayed at the fairs by members are the results of their own efforts under the supervision of volunteer leaders.

ELIGIBILITY REQUIREMENTS

To be eligible to show projects in the name of the Grange at county, district or state fairs, an exhibitor must be at least five years of age as of January 1 of the competition year, and no older than 19 years of age as of January 1 of that year, or as allowed by the local fair board.

Exhibitors shall maintain an approved project record book. Project record books shall be turned in to the GFP Chairperson one week prior to check in or delivery of exhibits at the fair or show.

The exhibitor must be a member in good standing for a minimum of six months prior to a fair in order to exhibit. Associate and Supporting member classes are not eligible to participate in the Grange Fair Program. To be eligible to show at the fair, a member must attend at least one business meeting per quarter, unless properly excused of the Junior or Subordinate (local or community) Grange they belong to, and 75% of the project meetings as established by the Grange Fair project leader. Clarification of Grange Fair Program definition of a member in good standing is: The exhibitor is a member in good standing when their dues are paid and up to date and must be cleared of any infractions or rules violations or suspensions imposed on them in the GFP program for a minimum of six months prior to their fair in order to exhibit.

For the terms of these rules, “Junior” shall be from the age of 5 to 13 inclusive, and a member of a Junior Grange or a Junior Grange 1+ Member in the Subordinate Grange. “Senior” shall be from the age of 14 to 19, and a member of the Subordinate (local or community) Grange.

RULES OF OPERATION

The Grange Fair Program shall conform to and abide by all the Rules and Regulations of their State Department of Food and Agriculture, Division of Fairs and Expositions.

Of particular note are those Division of Fairs and Exposition rules relating to age of exhibitors and size of animal. All youth must be 9 years old to exhibit animals, except for dogs, rats, cavies, rabbits, pygmy goats, cats, mice, small poultry and therapeutic animal projects. Youth under 9 years of age must exhibit in special divisions designated by the local, district, county or state fairs, and may not exhibit any large animal species.

It is agreed that when an individual belongs to more than one organization, or exhibits as an independent, he/she must carry a different project in each organization/independent. To further clarify this policy, when a member maintains projects in 4-H, FFA, Grange or independent, the projects may not be in the same species, commodity, or crop. For example, an FFA beef project in vocational agriculture and a sheep project in 4-H would be acceptable; but a beef breeding project in FFA and a beef market project in 4-H would not be acceptable, even if the animals were of different breeds. A Market Goat project in 4-H and a Dairy Goat project in Grange would be acceptable; one project would be for consumer consumption, the other a product for production.

A member of a FFA chapter, 4-H club, Grange Fair Program or independent exhibitor may transfer projects from one organization/independent to another only once during a calendar year.

To be able to exhibit a project at a fair, show, or exposition it must be owned and supervised according to the following requirements:

Poultry - must be owned for not less than 30 days and the exhibitor be enrolled in the project for not less than 60 days.

Rabbits - must be owned for not less than 30 days and the exhibitor be enrolled in the project for not less than 60 days.

All feeder and breeding animals (except rabbits and poultry) - must be owned and supervised for not less than 30 days.

Market sheep, swine, veal and goats - must be owned and supervised for not less than 60 days.

Market beef - must be owned and supervised for not less than 120 days.

Horses - must be owned/leased and supervised for not less than 120 days.

Any other project - the exhibitor must be enrolled in the project for not less than 60 days.

We are in general agreement that when a member of any youth organization exhibits at a fair, show or exposition, the preparation of that exhibit, while at the fair or show, is the responsibility of that member. As stated in the Division of Fairs and Expositions rules, exhibitors are expected to groom and care for their animals when at the fair. They shall refrain from accepting active assistance from adults and non-exhibiting youth. Local fair rules will determine enforcement.

Any of the currently accepted practices and equipment generally used in preparing animals for the show ring or currently used for showing in the ring is approved for use by the GFP members.

The Grange Fair Program shall be conducted in accordance with the Constitution and By-Laws of the State or National Grange, and all participants, (exhibitors, leaders, and parents) involved in this program shall conduct themselves in a manner consistent with the National Grange Digest.

UNIFORM

The official competition uniform of the Grange Fair Program shall be worn by all competitors and exhibitors in both individual and group categories. Assistants in Grange classes shall wear the appropriate uniform of their organization.

Notwithstanding any religious restrictions, while competing, the official competition uniform shall consist of: Dark Blue denim pants; white long sleeved, button-front dress shirt with collar; the official red waist vest with National Grange emblem on the back (this must be purchased through the Monroe Classic's 1-800-868-2330 office, no homemade vests will be allowed); black or brown belt with appropriate buckle; and black or brown leather boots (Lace-up style preferred). Exhibitors in small animal species classes or still exhibits may wear closed-toed black or brown shoes with an enclosed heel. All Grange Fair Program groups exhibiting at a

local fair may agree, due to weather, to alter the shirt of this uniform to a short-sleeved white button front shirt (no sleeveless shirts). The waist vest shall be worn secured in the front. Hats or headgear of any kind shall not be worn with the official uniform while showing, unless required during equine events. Members may wear achievement and service pins on the waist vest on the upper left chest. Junior and Senior Elites may wear an approved embroidered patch on the left breast of the regulation vest that denotes their status. Live-stock ribbon award pins will be worn on the upper right portion of the waist vest front.

Exceptions to this uniform are as follows:

1. For more formal settings and presentations, the uniform may consist of a white dress shirt or blouse with long sleeves, the official red waist vest with the Grange emblem on the back, western formal tie (black), black slacks or A-line knee-length skirt, black dress shoes with appropriate heel as determined by the leader, and a belt with appropriate buckle, if there are belt loops on the slacks/skirt.

2. Equestrian Exhibitors

A) Western

The official Grange Fair Program competition uniform will apply, as well as headgear as mandated by local fairs.

B) English

English-style

boots

White breeches

White English shirt (no sleeveless)

Official red waist vest with Grange emblem on the back

Headgear as mandated by local fairs

Black or Brown belt with appropriate buckle

English tie or appropriate pin

Members may wear award pins on the waist vest on the upper left chest

C) Carriage

Black slacks

White tuxedo shirt

Official red waist vest with Grange emblem on the back

Black belt with appropriate buckle

Boots (black preferred)

Members may wear award pins on the waist vest on the upper left chest

Western dress tie (red)

Headgear as mandated by local fairs

3. Any other uniform necessary for a special class may be approved locally within the guidelines of the above noted uniform rules and exceptions. The National and State Grange shall be notified of these modifications for future inclusion. The Grange emblem will appear somewhere in the modified uniform or on equestrian equipment that would include the saddle blanket, bridle, etc.

SHOWMANSHIP

Showmanship is divided into two divisions with two classes per division. The Junior Division will have a Junior Novice and a Junior Class. The Senior Division will have a Senior Novice and a Senior Class. The only participants allowed to show in any novice class are those who are showing an animal for the FIRST TIME at any fair or show. For example: if an individual has shown a lamb at a prior show or fair, they are not eligible to show a beef in the Novice class even if it is their first time showing a beef.

ELITE STATUS

The Elite members are selected by their peers and leaders for a term of one year to represent their Grange Fair Program at community events and activities other than at the fair, and may serve in a youth advisory capacity at the local fair, as well as exhibit and or compete.

The duties of the Elites should include, but are not limited to:

Represent their Grange at appropriate functions and meetings during the year. Attend and participate in the fair during open ceremonies

Attend the fair each day.

Be available for expected duties, such as judging the FFA and 4-H for clean pen awards, giving out awards during livestock judging, assisting before, during and after the livestock auction, and assisting at the awards assembly.

The Elites should be selected for their accomplishments, awards, and office held in the Grange. Additionally, their accomplishments within the community as well as their educational and career goals should be considered.

If there are several Elites in a particular area, a chair and vice-chair should be selected so that the group can work more effectively.

The selection process of the Elites should follow the application procedure as set forth by the State Grange, and consist of the following requirements:

Freshman Elite

- At least 6 years of age through 11 years of age.
- A member of a Junior Grange or a Junior Grange 1+ member in the Subordinate Grange for not less than one year.
- A list of awards and accomplishments.
- Participation in activities in the community and the Junior Grange as well as fair competition.
- Letter of recommendation from their Junior Grange Leader and GFP Project Leader(s).

Junior Elite

- At least 12 years of age.
- A member of a Junior Grange or a Junior Grange 1+ member in the Subordinate Grange for not less than one year.
- A resume of awards and accomplishments.
- A listing of offices held in the Junior Grange.
- Participation in activities in their community and Junior Grange, as well as Fair competition.
- Letter of recommendation from their Junior Grange Leader and GFP Project Leader/s.

Senior Elite

- At least 15 years of age - A member of the Subordinate Grange for not less than one year.

- A resume of awards and accomplishments.
- A listing of offices held in the Subordinate Grange and any previous Junior Grange offices.
- Participation in activities in their community and Junior Grange, as well as Fair competition.
- Letter of recommendation from their Subordinate or Pomona Grange Master, and GFP Project Leader/s.

State Elite

- At least 16 years of age
- Two years of membership in the Subordinate Grange, or one year as a Junior Grange member or a Junior Grange 1+ member, and one year as a Subordinate Grange member
- Have served or currently serving as a Senior Elite
- Resume of awards and accomplishments
- A listing of offices held in the Junior Grange and/or Subordinate/Pomona Granges
- Activities in their community, Grange, as Grange Fair Program Participation
- Letter of recommendation from their Junior Grange Leader and GFP Project Leader/s.
- 300-word essay (optional), Topic: “How I will serve the Grange as a State Fair Program Representative”.

The Uniform for the Elites shall be as denoted above under Exception # 1, except that the red waist vest will be replaced with a black blazer with the National Grange emblem on the left breast pocket, a name badge of gold laminate with the Grange shield and the year of service, for more formal occasions. The blazer will be purchased through the Monroe Classics. For competitions and less formal occasions an embroidered waist vest may be substituted. The Elite vest will be purchased by the National Grange where no State Grange exists. The Elite vest shall consist of the National Grange Logo on the back of the vest, on the left front breast shall be the words State Elite, the participants name and the year of service, the style of print shall be script and in Gold thread.

The selection committee for the Freshman, Junior, and Senior Elites should consist of the Subordinate/Pomona Master and additional members as appointed by the Master. Recommended appointments may include the Fair leader, Youth Advisor, Junior Grange Leader, Subordinate/ Pomona Overseer, Lecturer and GWA Chair. We would recommend at least three individuals be selected for the application review process.

The application process is annual. Deadline for applications is September 1, with appointments announced at the annual session of the respective State Grange each year, if applicable, or by the National Grange. Year of service begins on following January 1, each year. It is necessary for any current Elite to reapply if they wish to continue as an Elite. The Subordinate/Pomona Master has the authority to replace Elites as needed through the application process.

NATIONAL GRANGE FAIR PROGRAM LEADERS

The Grange Fair Program was started as the Grange Youth Fair Program in the early 1980's as a means for our youth, the youth of the Grange, to exhibit their projects, animal, horticulture, floriculture and home arts, in local, district, county and state fairs in the same manner as the youth of the 4-H clubs and the FFA. The purpose of Grange Youth Fair Program is to encourage "our" youth to grow and learn the three "R's" that form the basis of our program. The three "R's" are: Reliability, Responsibility, and Respect.

The success of this program is due entirely to the high quality leadership that has been attracted to the Grange. You as a Program Director or Project Leader are directly responsible for this success. Your knowledge and experience is what makes our program exemplary, over those of the other youth organizations.

DISCRIMINATION AND HARASSMENT POLICY

As the Code of Ethics mandates that we treat animals with due respect, the tenants of our Order require that we hold our Brothers and Sisters, in and out of the Order, in that same high regard. Our Grange Charter charges that our leaders, "keep the eye of the mind open", therefore, it is incumbent of our leaders to remain ever diligent regarding any abuses toward the members in their charge. To this end discrimination, of any nature, harassment, especially that of a sexual nature, no matter how benign and any other offenses or abuses will not be tolerated.

All incidents and complaints are to be handled in this manner; by the Project Leader or Program Director, they will evaluate the incident and or complaint, and will counsel the members involved and their parents or sponsors. If the incident is of a pernicious or particularly egregious nature, or is a second offense, it will be reported to the Regional Director and they will determine if it should be reported to the State Director and Fair Program Committee for disciplinary action. Disciplinary action may include suspension or expulsion from the program and reporting to the civil authorities for prosecution.

"SAFETY FIRST"

It is the responsibility of the Program Director/Project Leader (local, regional) to provide a safe environment for all participants. This is especially important when attending functions away from the Grange.

When attending fairs and shows that last a few days, have a safety plan that all participants are familiar with, and that works in concert with the fairgrounds or facility where the show is being held. A safety plan should include, but is not limited to an evacuation plan.

ASSEMBLING YOUR GRANGE FAIR PROGRAM PROJECT REPORT

Project records should be maintained during the entire time that you are involved in a project. At the time that you are preparing to show at your local fair or exposition, are completing a terminal animal project or have finished a project year, you should assemble a Project Report. The following information is a guideline for the assembly of your report. It is recommended that you print forms on only one side and then use the back of the pages to creatively show your project.

The first page of your Report should be the Grange Fair Program Project Report coversheet (page **).

Your signed copies of the Code of Ethics (page *) and the Performance Contract (page *) will be the next pages in your Project Report.

Following these documents will be the project report pages. Use the appropriate Section(s) from this handbook for each of your project(s): Section II – Market Project; Section III - Equestrian Project; Section IV – Breeding Project; Section V – Dairy Project; Section VI – Home Art; Section VII – Natural Resources & General Project.

As you complete the information about your project think creatively. You can use scrapbook techniques, digital photographs, diagrams, calendars, or forms that you have created in order to explain what you have grown, raised or created during the project. You should also include the income that is generated by your project. For some projects you may not receive actual income for the works that you have created. Be sure to record the value of these items, for example the value of 2 dozen premium chocolate chip cookies, or an approximate cost savings on a landscaping project around your Grange hall. In most cases you will also be exhibiting your projects at fairs, include a list of the awards that you have received.

The last section of your report is Section VIII Expense Detail All Projects (page **). Be sure to record all the expenses involved in your projects. You will probably need to make additional copies of this page. Keep your receipts to document all the expenses you do not need to submit them as part of your report, but make sure that you record them.

Your report should be a reflection of you and the growth that you have had during your project. It will be a fantastic resource that you can look back upon over the years to see where you have been and give you the opportunity to plan for the future.

NATIONAL GRANGE FAIR PROGRAM



Grange Fair Program

Project Report

2013



Section III - MARKET PROJECT

Name

Grange Name & Number

Project Year

Type of Project

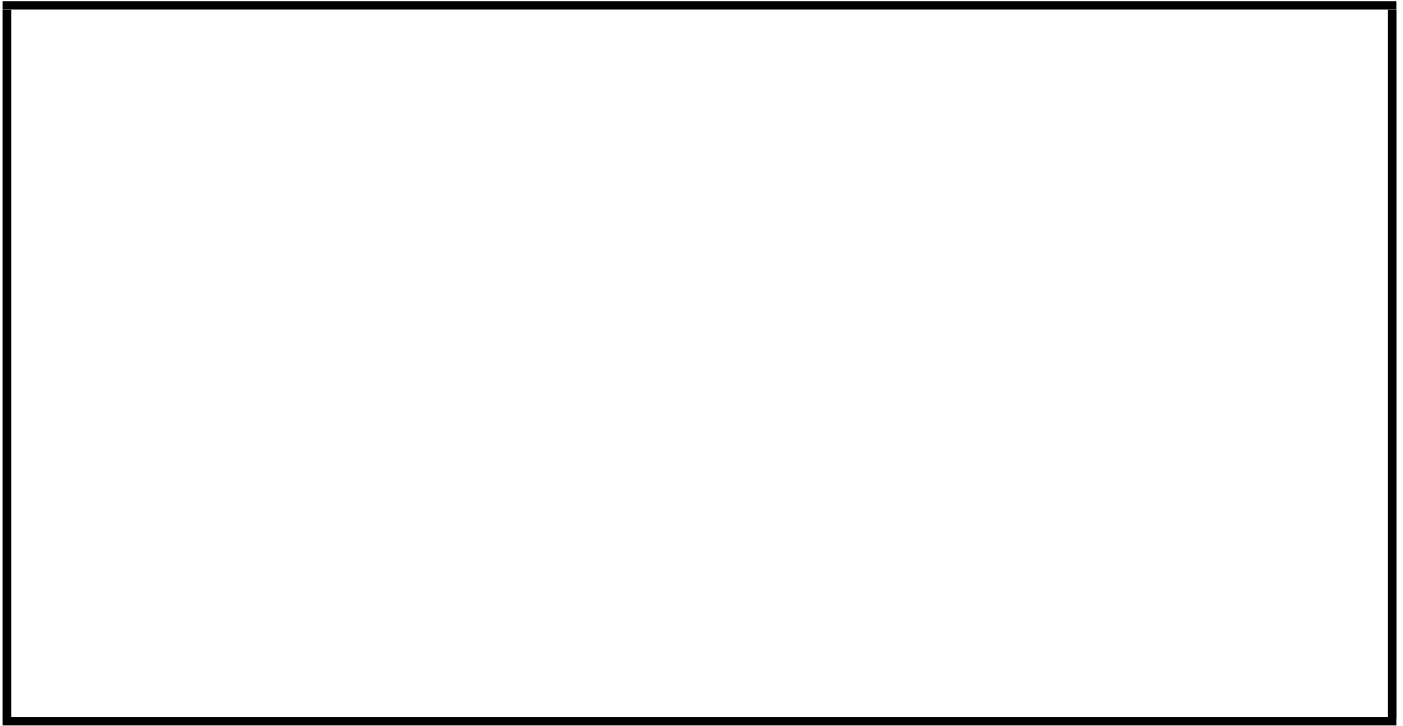
Fairs in which your project will be entered

PROJECT REPORT

Will you continue with this project next year? _____ Explain your reasons why: _____

Summary of Things Made, Raised, Grown or Improved	Number of Project Meetings Attended:	
	Date	Honors, Awards or Recognition Received in this Project

Project Photographs



PROJECT LOG

List when and where, name of project leader, duration of project and description of project.

Daily

Weekly

Monthly

Project Log (cont.)



VET VISIT AND MEDICATIONS USED

This section is to list any veterinarian visits, medications prescribed, doses and dates used. Beware: most medications have a withdrawal period. Check with your vet on withdrawal periods. Also check all feed labels for medications and withdrawal periods. Include wormer. *Use a separate sheet for each animal entered.*

<i>Vet Visit</i>	<i>Medication & Doses</i>
Date: Symptoms:	Date: Symptoms:
Date: Symptoms:	Date: Symptoms:
Date: Symptoms:	Date: Symptoms:
Date: Symptoms:	Date: Symptoms:
Date: Symptoms:	Date: Symptoms:
Date: Symptoms:	Date: Symptoms:

GRANGE YOUTH FAIR PROJECT REPORT MARKET ANIMAL PROJECT PROFIT/LOSS STATEMENT

Name: _____ Project Year _____

Keep and refer to the pages in this project book. This will assist you in keeping accurate records of weight gain, feed, veterinary visits and medications administered for this project.

Date _____ animal _____ acquired _____
 Where purchased: _____
 Name of _____ Animal _____
 Sex _____ Breed _____

EXPENSES

Starting Weight	lbs.
Price/Pound	\$
Cost	\$
Buying Costs	\$
Total Cost of Animal	\$

<i>Miscellaneous</i>	
Vet-Medicine	\$
Hauling	\$
Small Supplies	\$
Fair Expenses	\$
Equipment <small>1/5 initial equipment expenses</small>	\$
Other (<i>itemize</i>)	\$
	\$
	\$
	\$
Total Miscellaneous	\$

<i>Feed</i>	
Grain	
Amount	
Cost	\$
Roughage	
Kind	
Amount	
Cost	\$
Total Cost of Feed	\$

Total Expenses	\$
-----------------------	-----------

Profit/Loss Statement

(Continued)

Date Project Sold _____ Where _____

Sold to: _____

Weight	lbs.
Price/Pound	\$
Total Received	\$
Sale Expenses	\$
Sale Income	\$
Other Income (<i>itemize</i>) Premiums, etc...	\$
	\$
	\$
Total Gross Income	\$

Total Income	\$
Total Expenses	\$
Gross Profit (Loss)	\$

SUMMARY REPORT

Pounds of gain/day = total gain divided by the number of days fed = _____ lbs. per day.

Cost per pound of gain = cost of feed divided by pounds of gain = _____ cents/lb.

Fairs are required to send out a 1099 tax form for any premium paid above \$600.00. However, some fairs do not send them out, so you should save all of your receipts for your protection.

Project summary: Summarize, in your own words, what you felt were the successes and failures in this project. Explain your reasons for any changes or alterations to methods of feeding. Also describe where you boarded your animal, whether at a school farm, member's home, etc... Add additional pages to this report as needed, making sure you title each page.



**Section IV - GRANGE YOUTH FAIR PROGRAM
EQUESTRIAN PROJECT**

Name

Grange Name & Number

Project Year

Type of Project

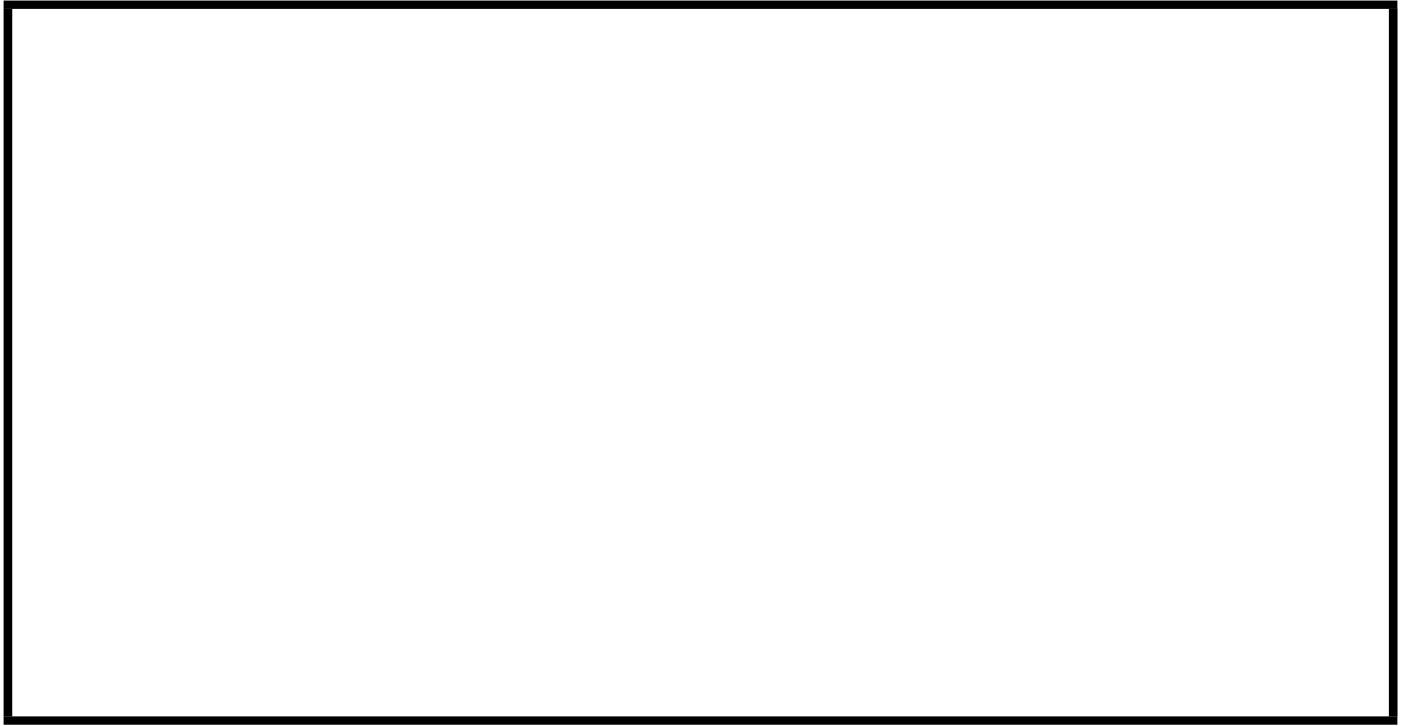
Fairs in which your project will be entered

PROJECT REPORT

Will you continue with this project next year? _____ Explain your reasons why: _____

Summary of Project Raised, Shown or Traded	Number of Project Meetings/Lessons Attended:	
	Date	Honors, Awards or Recognition Received in this Project

Project Photographs



LESSON/MEETING LOG

List when and where lesson take place, name of project leader, length of lesson and description of what was taught in lesson. Also, include what improvements have been made since last lesson and any exercises to practice at home until the next lesson.

_____ Daily

_____ Weekly

_____ Monthly

Lesson/Meeting Log (cont.)

HORSE HEALTH RECORD

This section is to record all aspects related to your horse's health. In the veterinary section, please include: the date, symptoms, vets name, diagnosis, medications prescribed (if any), doses and dates used. Please make note also of any withdrawal periods. In the hoof care section, please include: farrier's name, date, what type of work was performed, any changes that may have been made including types of shoes, angle of foot, etc... In the worming section, please include date administered, type of wormer, brand of wormer and dose of wormer. *Use a separate sheet for each animal entered.*

VETERINARY RECORD

DATE	SYMPTOMS	MEDICATION	DOSE	MED. DATES

VETS NAME: _____
 DIAGNOSIS: _____
 WITHDRAWAL PERIOD _____ FOR _____ MEDICATIONS? _____
 TREATMENT _____
 NOTES _____

DATE	SYMPTOMS	MEDICATION	DOSE	MED. DATES

VETS NAME: _____
 DIAGNOSIS: _____
 WITHDRAWAL PERIOD _____ FOR _____ MEDICATIONS? _____
 TREATMENT _____
 NOTES _____

DATE	SYMPTOMS	MEDICATION	DOSE	MED. DATES

VETS NAME: _____
 DIAGNOSIS: _____
 WITHDRAWAL PERIOD _____ FOR _____ MEDICATIONS? _____
 TREATMENT _____
 NOTES _____

DATE	SYMPTOMS	MEDICATION	DOSE	MED. DATES

VETS NAME: _____
 DIAGNOSIS: _____
 WITHDRAWAL PERIOD _____ FOR _____ MEDICATIONS? _____
 TREATMENT _____
 NOTES _____

HOOF CARE RECORD

DATE	FARRIER	SERVICE PROVIDED	CHANGES (IF ANY)

WORMING RECORD

DATE	BRAND OF WORMER	TYPE OF WORMER	DOSE

OWNERSHIP/LEASE RECORD

Please fill out only one section, whichever pertains to the type of ownership of the horse described on this page.

Registered

Name: _____

_____ Registry #:

_____ Breed: _____ Male or Female: _____

Name of Sire & registry #: _____

_____ Name of Dam & registry

#: _____

D.O.B.: _____ Brand/Tattoo (if any) _____

Color: _____ Height: _____ Markings: _____

Breeder Information:

Name: _____

Address: _____

Phone #: _____

Owner Information:

Name: _____

Address: _____

Phone #: _____

Date of Purchase: _____

Lease Information:

Type of Lease: _____ Date Beginning: _____ Date Ending: _____

Terms of Lease:

Name _____ of _____ Lessee: _____

Lessee Address: _____

Lessee Phone _____ #: _____

Name of _____ Lessor: _____

Lessor Address: _____

Lessor Phone #: _____



Section V - GRANGE YOUTH FAIR PROGRAM BREEDING PROJECT

Name

Grange Name & Number

Project Year

Type of Project

Fairs in which your project will be entered

PROJECT REPORT

Will you continue with this project next year? _____ Explain your reasons why: _____

Summary of Things Made, Raised, Grown or Improved	Number of Project Meetings Attended:	
	Date	Honors, Awards or Recognition Received in this Project

Project Photographs



PROJECT LOG

List when and where, name of project leader, duration of project and description of project.

Daily

Weekly

Monthly

Project Log (cont.)

		M	F		
--	--	---	---	--	--



**Section VI - GRANGE YOUTH FAIR PROGRAM DAIRY
PROJECT**

Name

Grange Name & Number

Project Year

Type of Project

Fairs in which your project will be entered

PROJECT REPORT

Will you continue with this project next year? _____ Explain your reasons why: _____

Summary of Things Made, Raised, Grown or Improved	Number of Project Meetings Attended:	
	Date	Honors, Awards or Recognition Received in this Project

Project Photographs



PROJECT LOG

List when and where, name of project leader, duration of project and description of project.

Daily

Weekly

Monthly

Project Log (cont.)

		M	F		
--	--	---	---	--	--



VET VISIT AND MEDICATIONS USED

This section is to list any veterinarian visits, medications prescribed, doses and dates used. Beware: most medications have a withdrawal period. Check with your vet on withdrawal periods. Also check all feed labels for medications and withdrawal periods. Include wormer. *Use a separate sheet for each animal entered.*

<i>Vet Visit</i>	<i>Medication & Doses</i>
Date: Symptoms:	Date: Symptoms:
Date: Symptoms:	Date: Symptoms:
Date: Symptoms:	Date: Symptoms:
Date: Symptoms:	Date: Symptoms:
Date: Symptoms:	Date: Symptoms:
Date: Symptoms:	Date: Symptoms:

GRANGE YOUTH FAIR PROJECT REPORT DAIRY PROJECT PROFIT/LOSS STATEMENT

Name: _____ Project Year _____

Keep and refer to the pages in this project book. This will assist you in keeping accurate records of weight gain, feed, veterinary visits and medications administered for this project.

Date _____ animal _____ acquired _____
 Where purchased: _____
 Name of _____ Animal _____
 Sex _____ Breed _____

EXPENSES

Starting Weight	lbs.
Price/Pound	\$
Cost	\$
Buying Costs	\$
<i>Total Cost of Animal</i>	\$

<i>Feed</i>	
Grain	
Amount	
Cost	\$
Roughage	
Kind	
Amount	
Cost	\$
<i>Total Cost of Feed</i>	\$

<i>Miscellaneous</i>	
Vet-Medicine	\$
Hauling	\$
Small Supplies	\$
Fair Expenses	\$
Equipment <small>1/5 initial equipment expenses</small>	\$
Other (<i>itemize</i>)	\$
	\$
	\$
	\$
<i>Total Miscellaneous</i>	\$

<i>Total Expenses</i>	\$
------------------------------	-----------

Profit/Loss Statement

(Continued)

Date Project Sold _____ Where _____

Sold to: _____

Weight	lbs.
Price/Pound	\$
Total Received	\$
Sale Expenses <i>(Auction expenses, etc.)</i>	\$
Sale Income	\$
Other Income <i>(itemize)</i> Premiums, soap, cheese, etc.	\$
	\$
	\$
Total Gross Income	\$

Total Income	\$
Total Expenses	\$
Gross Profit (Loss)	\$

SUMMARY REPORT

Fairs are required to send out a 1099 tax form for any premium paid above \$600.00. However, some fairs do not send them out, so you should save all of your receipts for your protection.

Project summary: Summarize, in your own words, what you felt were the successes and failures in this project. Explain your reasons for any changes or alterations to methods of feeding. Also describe where you boarded your animal, whether at a school farm, member's home, etc... Add additional pages to this report as needed, making sure you title each page.



Section VII - GRANGE YOUTH FAIR PROGRAM HOME ARTS

Name

Grange Name & Number

Project Year

Type of Project

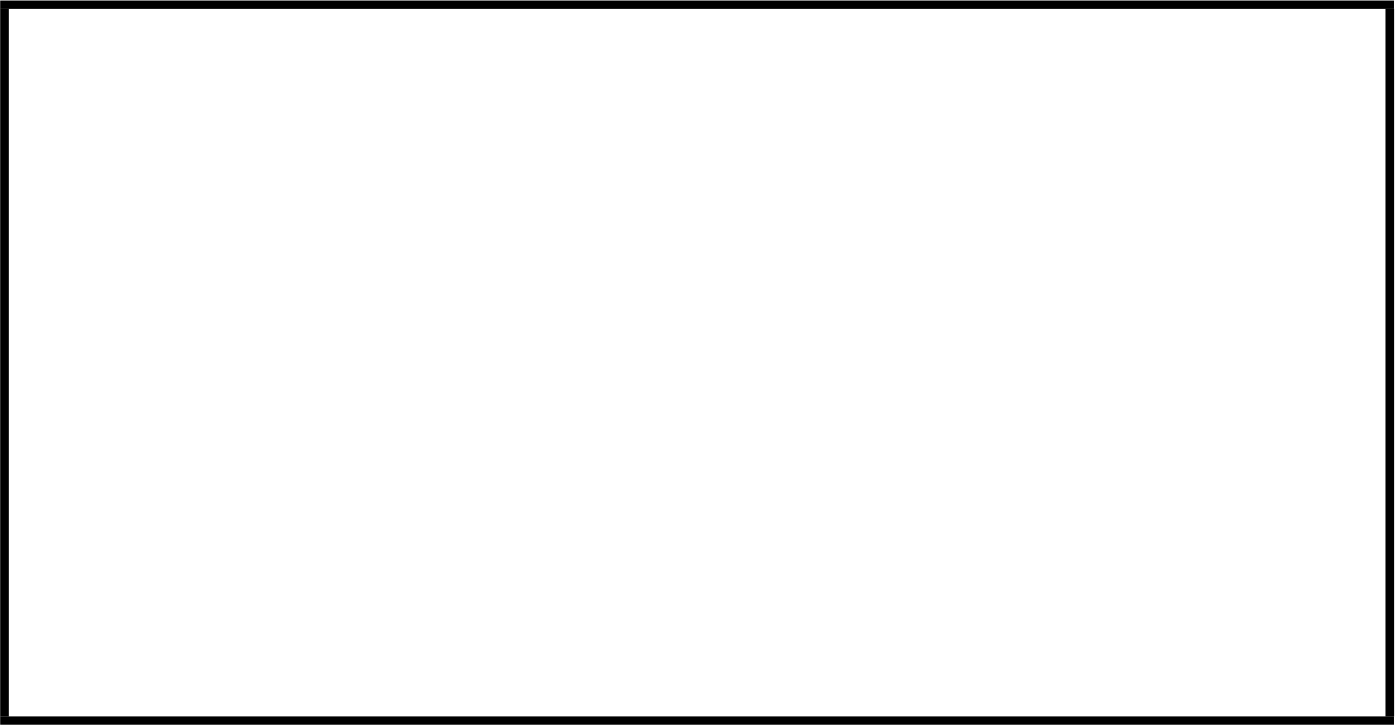
Fairs in which your project will be entered

PROJECT REPORT

Will you continue with this project next year? _____ Explain your reasons why: _____

Summary of Things Made, Raised, Grown or Improved	Number of Project Meetings Attended:	
	Date	Honors, Awards or Recognition Received in this Project

Project Photographs



PROJECT LOG

List when and where, name of project leader, duration of project and description of project.

Daily

Weekly

Monthly

Project Log (cont.)



Section VIII - EXPENSE DETAIL - ALL PROJECTS

Make copies as needed for each project

EXPENSE DETAIL

Name: _____ Project: _____

Date	Amount	Paid to
Detail		
Date	Amount	Paid to
Detail		
Date	Amount	Paid to
Detail		
Date	Amount	Paid to
Detail		
Date	Amount	Paid to
Detail		
Date	Amount	Paid to
Detail		
Date	Amount	Paid to
Detail		
Date	Amount	Paid to
Detail		
Date	Amount	Paid to
Detail		
Date	Amount	Paid to
Detail		
Date	Amount	Paid to
Detail		
Date	Amount	Paid to
Detail		
Date	Amount	Paid to
Detail		

