

Glenn County Fair Checkout Sheet

Student Name _____

Project Year _____

Check the box for each type of project that you will be receiving a check for:

	Livestock Project -
	Metal Project
	Wood Project

Borrowed Equipment: All equipment must be returned

Advisor Initials	Item Borrowed
	FFA Jacket
	FFA Scarf or Tie
	Other Equipment - List:

Bills: Write the amount you owe, and then have the instructor sign off once the bill has been paid. Special arrangements may be made if you need to get the check prior to paying the bill.

Instructor initials for paid bill		Amount Due:
	Metal Project Bill/Shop Fee	
	Wood Project Bill/Shop Fee	
	FFA Fees	

Thank you notes: Must be handwritten, in a stamped, addressed, unsealed envelope, and provided to the FFA Advisor. List all individuals/businesses you will write notes to.

Advisor Initials	Buyer:
	Award Sponsor:
	Award Sponsor
	Award Sponsor

Previous Year Record Book: Calendar Year _____

Did you receive your State FFA Degree this year? Yes or No

**If yes, you may skip the Previous year record book section of the checkout sheet.*

Identify the recordbook format you are using: Paper Book E-Book IBook AET

Student Initials	Advisor Initials	Pages to Complete
		Journal Closed Out
		Financial Statement complete (Beginning and End of year)
		Income Summary
		FFA Activities/School Activities/Community Service Activities

Current Year Record Book: Calendar Year: _____

Student Initials	Advisor Initials	Pages to Complete
		Cover Page/Book Set-up
		Introduction Page or Enterprise Set-up
		Enterprise Budget
		Business Agreement(s) <ul style="list-style-type: none"> - All bold items must be addressed - Written in complete sentences
		Calendar (Must have a minimum of 3 entries/month/enterprise)
		Journal Pages Complete
		Inventory Pages (if applicable)
		Loan Page (if applicable)
		Financial Statement <ul style="list-style-type: none"> - Complete for January 1st - Matches Dec. 31st of previous year
		FFA Activity Pages <ul style="list-style-type: none"> - Complete degrees, committees, speeches - Chapter Level Activities - Above Chapter Level Activities
		School & Community Service Activities <ul style="list-style-type: none"> - All non-FFA school activities - All Community Service activities.

All items have been successfully completed and the above named student has picked up their fair check on the date listed below.

Date:	Student Signature:
Date:	Advisor Signature:

