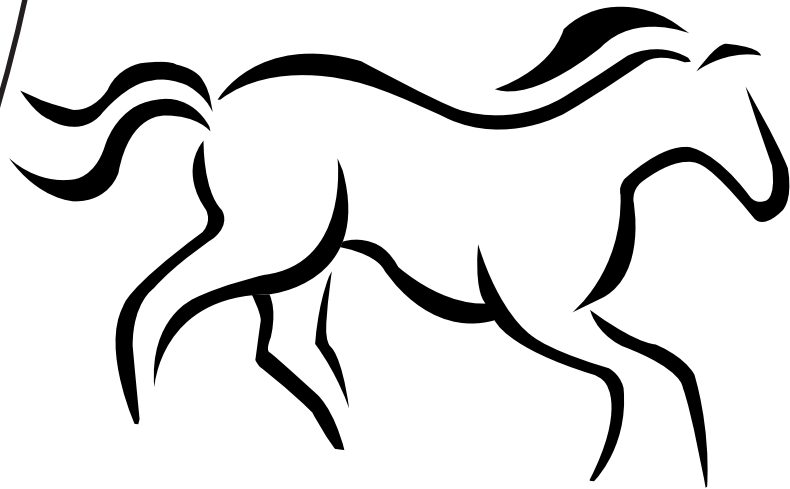




18 U.S.C.707



Virginia
4-H Horse Project
Senior Record Book
(ages 14-19)



Virginia Tech • Virginia State University

Virginia 4-H Horse Project

Senior Record Book

Name _____ Date of Birth _____ Age _____

Physical Address _____

Mailing Address (if different) _____

County in which you are enrolled for this project _____

4-H Club _____ Years in 4-H (including this year) _____

Date Project Started _____ Date Project Completed _____

Honor Code

Member Statement: I hereby certify that I have personally kept the records on this project and have personally completed this record book.*

4-H Member's Signature _____ Date _____

Record Approval: The 4-H member has completed this record book to a satisfactory level.

Parent/Guardian Signature _____

4-H Leader's Signature _____

** If the member has a physical or learning disability that required more than average assistance from a parent, 4-H Leader, or other adult to complete this record book, please indicate in the space provided below.*

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VT/0515/406-123/4H-710P

Instructions for Using this Record Book

This book is designed to be the place where you keep records on your project. Read through the book carefully and complete all sections. It is important that you do your own work, but ask your 4-H leader, Extension agent, parents, or other 4-H volunteers for help when you do not understand something.

1. Obtain the appropriate record book based on the project you selected.
2. Read through this book and familiarize yourself with the kinds of records you will need and where information should be recorded. Discuss the book with your parent and/or 4-H leader.
3. Complete the essential information when you first start your project, such as the cover page and the project planning pages. Share your goals with your 4-H leader.
4. Keep your records up-to-date. Record information as it occurs. Consider setting aside specific times during the project when you will work on your record book and have those pages signed at the start of the 4-H year.
5. Write neatly and legibly. Use only one color of ink. This record book is PDF writable and may be completed digitally or hand-written.
6. Include at least one photograph of you with your project, but do not include more than two pages of photos. Additional clippings should be displayed in a scrapbook, not this record book.
7. Maintain your book in a 3-ring notebook/binder or folder.
8. Write a project story that captures what happened during your project. Discuss your goals, your activities, your challenges, and your accomplishments. Project stories must be at least ten sentences; more experienced 4-H members' stories should be considerably longer and more thorough.

Authors: 4-H Youth Development Agents Kelly Mallory, Kaci Coppedge, Cyndi Estienne, Mary Elizabeth Williams, Jocelyn Dailey, Sam Leech, Cornelia Estep, and Leslie Prillaman; Agriculture and Natural Resources Agent Carrie Swanson; 4-H volunteers Bertha Durbin, Janine Wilson, Lindsey Williamson and Sandra Turner; Extension Animal Science Specialist Mark Wahlberg; Extension Equine Specialist, Celeste Crisman, and Associates, Sandy Arnold and Leona Ransdell; and Extension Dairy Science Specialist Dave Winston.



Project Planning and Goal Setting for the Rider/Handler

This page should be completed at the start of your project, and you should share it with your 4-H leader.

Set at least three goals for yourself to accomplish this year with your project animal.

1. What do you want to learn and accomplish?

2. What new activities do you want to try?

3. What plan of action will you take to reach these goals stated above?

4. Will you be earning income or barter work to directly offset expenses for your project?
If so, identify how.

Please tell us about your project (check all that apply)

- I own my project
- I borrow my project
- I lease my project
- I board my project
- I stable my project at home

Project Name(s)



Project Planning and Goal Setting for the Animal

1. What factors helped you to select your project and why (purpose, breed, age, cost, location of animal, etc.)?

2. Where will the project be stabled? If boarding your project, name location and factors which helped you select the facility.

3. Describe a plan for your horse's activities (training, conditioning, schooling, showing, pleasure, trail riding, etc):

4. Identify any potential facility or land improvements (barn, fencing, pasture management, watering systems, etc.) if this affects your project.

5. **Budget Projection.** Anticipate your potential expenses and income.

	Estimated Expenses	Estimated Income
Project Animal (if purchasing or selling this year)	\$	\$
Tack, Equipment, Supplies	\$	\$
Feed (hay production)	\$	\$
Health Care (vet, farrier, etc.)	\$	_____
Other (lessons, training, leasing, boarding, fees, etc. List your income or barter value only if it will be used to offset expenses of this project.)	\$	\$
Shows (entries, travel, etc.)	\$	\$
Totals	\$	\$

After completing page 4 and 5, show this to your 4-H leader for their signature at the start of the 4-H year.

Leader's Signature: _____ Date: _____



Animal Care and Management (one chart for all projects)

An animal project requires regular care and management. List the things necessary to take care of your project. Identify if certain tasks are carried out by anyone if other than you (ex: stable/farm managers, horse trainer, vet, farrier, etc).

Include the following:

- Feeding and watering practices
- Grooming (clipping, trimming, hoof care, etc.)
- Health practices and medicines
- General management (cleaning living area and feed pans, tack, halter breaking, training, etc.)

Daily – Things done every day
Weekly – Things done once a week
Monthly – Things done once a month
Yearly – Things done one time or occasionally throughout the year



Tack, Equipment, and Supply Inventory (one chart for all)

For purchased items and already owned inventory on hand.

List equipment, tack and supplies already on hand at the beginning of the year and add new items as they are purchased. If equipment is shared between 4-H members, divide the cost between members (example: 1 set of clippers shared between 3 members \$250/3 = \$83.00 each).

Original Value/Purchase Price: Only list expenses from the current 4-H year.

Asset Value: Assets represent items that can be converted into cash. Wear and tear occurs on equipment used year to year therefore, items will depreciate. Consider this when putting a dollar value on each asset.

Number and Kind	Already Owned or Purchased	Original Value/ Purchase Price	Asset Value
<i>Ex: 3 used rope halters</i>	<i>owned</i>		<i>\$9.00</i>
<i>Ex: new saddle</i>	<i>purchased</i>	<i>\$800.00</i>	<i>\$700.00</i>
<i>Ex: fly spray</i>	<i>purchased</i>	<i>\$15.00</i>	<i>\$0.00</i>
		\$	\$
		Actual Total Expenses	Total Asset Value



Riding/Training Record

This record is intended to help you follow the progress of any riding/ training goals. It can be filled out on a daily or weekly basis depending on the amount of training or riding you do. Add additional pages as necessary.

Date	Time Worked	Problem	Goals	Results
Ex: 1/2 – 1/9	<i>6 hours / week</i>	<i>Horse travels too fast at lope</i>	<i>Teach horse to go slower at the lope</i>	<i>Horse moving slower.</i>



Horse Feeding Evaluation (one chart for all)

Horse Name	Age	Breed or Type	*Body Condition Score (1-9)	Status (circle one)	Work Load (circle one)	Production Level (circle one)	Suggested Feeding Range/Day on Feed Tag	Actual Fed/Day Amount	Horse's Weight	Percentage of Body Weight Fed
				Easy Keeper (gains weight easily) Average Keeper Hard Keeper (hard to keep weight on)	Maintenance (0-1 hours/day) Light (1-2 hours/day) Medium (2-4 hours/day) Heavy (+4 hours/day)	Growing Senior Performance Lactating Maintenance /Mature/Idle	Grain _____ lbs Forage _____ lbs Supplements: _____ oz <input type="checkbox"/> Free choice salt	Grain _____ lbs Forage _____ lbs Supplements: _____ oz <input type="checkbox"/> Free choice salt	Grain % _____ Forage % _____ Supplements: _____ oz <input type="checkbox"/> Free choice salt	
				Easy Keeper (gains weight easily) Average Keeper Hard Keeper (hard to keep weight on)	Maintenance (0-1 hours/day) Light (1-2 hours/day) Medium (2-4 hours/day) Heavy (+4 hours/day)	Growing Senior Performance Lactating Maintenance /Mature/Idle	Grain _____ lbs Forage _____ lbs Supplements: _____ oz <input type="checkbox"/> Free choice salt	Grain _____ lbs Forage _____ lbs Supplements: _____ oz <input type="checkbox"/> Free choice salt	Grain % _____ Forage % _____ Supplements: _____ oz <input type="checkbox"/> Free choice salt	
				Easy Keeper (gains weight easily) Average Keeper Hard Keeper (hard to keep weight on)	Maintenance (0-1 hours/day) Light (1-2 hours/day) Medium (2-4 hours/day) Heavy (+4 hours/day)	Growing Senior Performance Lactating Maintenance /Mature/Idle	Grain _____ lbs Forage _____ lbs Supplements: _____ oz <input type="checkbox"/> Free choice salt	Grain _____ lbs Forage _____ lbs Supplements: _____ oz <input type="checkbox"/> Free choice salt	Grain % _____ Forage % _____ Supplements: _____ oz <input type="checkbox"/> Free choice salt	

1. Evaluate and compare the recommended feed tag feeding instructions to what you are currently feeding your horse. Does this fall within the recommended feeding range? _____ If not, comment on your reason. _____

2. Are you satisfied with your horse's current Body Condition Score? _____ If not, what measures will you take to improve your horse's BCS? _____

*See https://www.vetmed.vt.edu/vth/services/equine/docs/BCS_Chart.pdf for more information on assigning a Body Condition Score for your project.

Pasture Analysis and Expenses

PASTURE ANALYSIS

In your horse's grazing pasture(s):

What type of grass represents the highest volume? _____

Are these grasses warm or cool season? _____

What weeds can be identified throughout the year? _____

Do you spray for weeds? _____ If so, with what product? _____

Will you re-seed this year? _____ If so, when, how and with what type of seed? _____

To what height do you mow your pasture(s)? _____

If a soil analysis was ordered, answer the following questions:

Date of analysis: _____ Date of treatment: _____ pH level of soil: _____

Summarize the suggested fertilizer and treatment: _____

(You may wish to attach the soil sample analysis to this record)

Horse Pasture Management Questions:

Where your horse is kept, how many horses graze per acre? _____

Do you practice rotational grazing? _____

Do you have sacrifice lots/paddocks? _____

How many hours will your horses typically graze per day? Fall: ____ Winter: ____ Spring: ____ Summer: ____

How is water provided to your horse in the pasture? _____

Do the horses have shelter in this pasture? _____ if so, describe: _____

Describe the type of fencing used: _____

Would you make improvements to water or fencing? ____ if so, explain: _____

Who does the majority of the pasture maintenance (mowing, fertilizing, spraying, etc.) _____

PASTURE MANAGEMENT EXPENSES

Maintaining a pasture requires fertilizer, lime, seed, mowing (labor and fuel), repairing fence boards, etc. Estimate the cost of providing pasture for your horse(s). Divide the cost by the number of horses using the pasture. If you are boarding, ask the farm manager to help you assess and estimate expenses. See your Extension agent for soil testing kits. List equipment purchases and assets on page 9.

Item	Description	Cost
Products and services: soil test, hay analysis, fertilizer, lime, seed, herbicides, pesticides		
Equipment: farm equipment, repairs, fuel, rentals, fencing, water, gates (new or repair)		
Labor		
	TOTAL EXPENSES	=
	NUMBER OF HORSES ON PASTURE	÷
	COST PER HORSE	=
	MONTHS PER YEAR	÷ 12
	MONTHLY COST PER HORSE	=



Hay Analysis

Next to water, forages should be the majority of your equine's nutrient intake for proper digestion. A visual analysis of your hay is of daily importance; however, a chemical analysis will give you the specific nutrient content for each cutting of hay and will help you to determine a proper balanced ration for an adequate diet.

VISUAL ANALYSIS:

Give a visual analysis of a cutting of hay that you are currently feeding your horse to answer the following.

Date of visual analysis: _____

Type of hay (timothy, fescue, mixed, orchard, etc): _____

Maturity and leafiness (bloom, amount of seedhead shown, and stems vs. leaves):

Color (describe a shade of greens, yellows, or browns): _____

Odor and condition (describe the smell, dust-free, moisture, temperature): _____

_____ (DO NOT feed musty, dusty or moldy hay)

Foreign materials (other plants and weeds – note what is found): _____

CHEMICAL ANALYSIS:

You may want to order a hay analysis from one cutting of hay that you are currently feeding to your horse. Take several samples from at least ten bales of one cutting, mix them together and send to a forage lab of your choice in a clean, tightly sealed, quart-sized plastic bag. Extension agents should have a hay probe available in order to obtain a hay core sample.

Type of hay tested: _____ Date of test: _____

Nutrient Profile	Percentage Dry Matter
Crude Protein	
Lysine	
Lignin	
Acid Detergent Fiber (ADF)	
Neutral Detergent Fiber (NDF)	
Digestible Energy (DE)	
Water Soluble Carbs	
Simple Sugars	
Starch	
Relative Feed Value (RFV)	

For more information about reading your hay analysis, go to <http://www.extension.umn.edu/agriculture/horse/nutrition/equine-hay-analysis/>

Forage lab suggested contacts: search online for Cumberland Valley Analytical or EquiAnalytical



Feed Tag Information

1. **Product name:** _____

2. **Feed format:** _____ pelleted _____ textured _____ whole grain

3. **Purpose statement:** What equine production level is this feed designed for?
(*Ex. maintenance, performance, etc.*)

4. **Guaranteed analysis:** What is the percentage
crude protein? _____ crude fiber? _____ crude fat? _____ NSC (sugar + starch) _____

5. **Ingredients:** What are the top three main ingredients in this feed?

6. **Feeding instructions:** What is the feed tag label's recommended feeding instructions for your project?

Please attach the feed tag label here or insert a page if label does not fit in the space provided. If a customized mix is used, please describe the mix.



Calculate Monthly Cost of Feeds

Use this as a worksheet to calculate the monthly cost for grain, hay, and supplements. Carry these costs forward to the following page to calculate the annual cost of feeding your animal. Keep in mind, these amounts could vary with grazing seasons and equine nutritional needs (workload, condition, etc.) therefore, use copies of this worksheet to recalculate totals as changes occur.

Grain

Cost of a bag of grain: \$ _____ ÷ _____ lbs in the bag = \$ _____ per lb

Amount fed: _____ lbs per day X _____ days (in month) = _____ lbs

Monthly cost of grain: \$ _____ X _____ lbs =
(Cost per lb of grain) (Total amount fed) (Monthly Cost of grain)

Hay

Cost of a bale of hay: \$ _____ ÷ _____ lbs per bale = \$ _____ per lb

Amount fed: _____ lbs per day X _____ days (in month) = _____ lbs

Monthly cost of hay: \$ _____ X _____ lbs =
(Cost per lb of hay) (Total amount fed) (Monthly cost of hay)

Supplements

Cost of the jar of supplements: \$ _____ ÷ _____ oz in container = \$ _____ per oz

Amount fed: _____ oz per day X _____ days (in month) = _____ oz

Monthly cost of supplements: \$ _____ X _____ oz =
(Cost per oz) (Total amount fed) (Monthly cost of Supplement)



Horse Feeding Record (one chart for all projects)

Feed Cost Per Month

Do you board your project(s)? Yes No (If boarding, please work with your stable manager to determine these values.)

	Grain	Amount	Cost	Hay	Amount	Cost	Pasture	Cost	Other (salt, supplements)	Cost	Month Total	
<i>Example</i>	<i>Sweet feed</i>	<i>50 lbs.</i>	<i>\$18.00</i>	<i>Orchardgrass</i>	<i>20 bales</i>	<i>\$100.00</i>	<i>Pasture</i>	<i>\$30.00</i>	<i>Biotin</i>	<i>\$7.00</i>	<i>\$155.00</i>	
October												
November												
December												
January												
February												
March												
April												
May												
June												
July												
August												
September												
	Total annual grain cost			Total annual hay cost			Total annual pasture cost			Total other cost		Total annual feed cost



Annual Feed Expense Summary

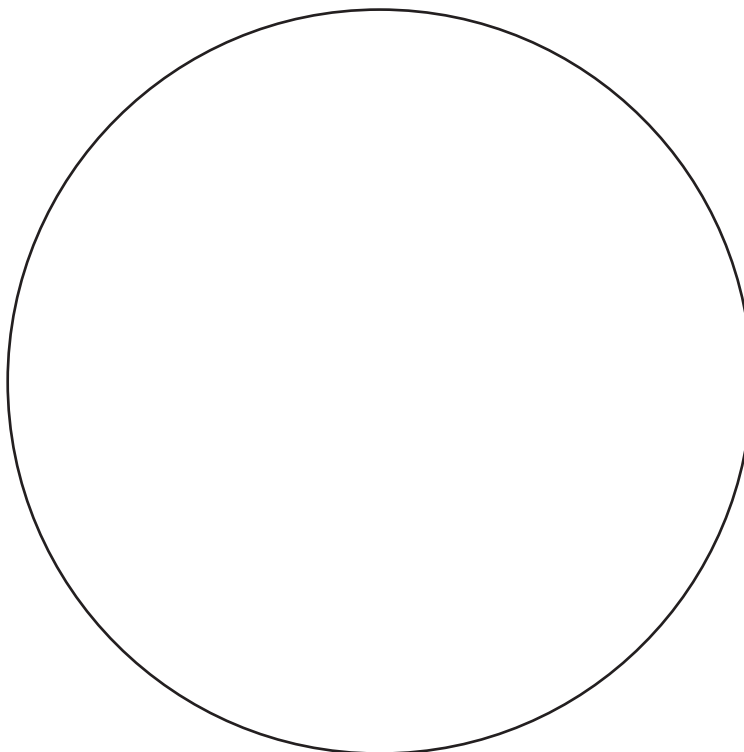
Calculate the total amount spent on feed for all projects using totals from the previous page. Leave blank any that do not apply. Complete the pie chart below to figure out the percentages of total feed cost spent on each part of your project(s) diet.

Total Cost of Grain \$ _____
Total Cost of Hay \$ _____
Total Cost of Pasture \$ _____
Total Cost of Other \$ _____
Total Feed Cost \$ _____

Key

_____ % Grain Cost
_____ % Hay Cost
_____ % Pasture Cost
_____ % Other Cost (salt, mineral, supplements)

Pie Chart



Hoof Care Record (one chart for all projects)

Record shoeing, trimming, and any additional hoof care.

Date	Horse	Type	Cost
Total Hoof Care Expenses			\$

Health and Veterinary Care Record (one chart for all or per horse)

Record routine and emergency veterinary visits and include specific vaccinations, Coggins test, dentistry, health certificate exams, and X-rays performed. If you lease a horse and are not directly responsible for these expenses, complete these sections as you best can.

Date	Name of Horse	Vaccination, Exam or Treatment	Cost
Total Veterinary Expenses			\$

Deworming Record			
Date	Name of Horse(s) Treated	Brand and dose	Cost
Total Deworming Expenses			\$



Additional Expenses, Fees or Income (one chart for all)

List expenses that do not fit into one of the previous categories. Expenses include: boarding, leasing, training, riding lessons, insurance, transportation, breed association dues, registration papers, breeding fees, overhead/operating costs, marketing, new structures built, etc. Income may include sale of horse(s), tack, hay, equipment and employment or barter value income by 4-Her to offset this project's expenses.

Date	Description	Expenses \$	Income \$
		\$	\$

Total Expenses Total Income



Horse Show Summary (one chart for all)

Record the date and name of any shows attended, entry fees, placing out of the number of entries in the class, and any premium money earned. *(Add extra pages as needed)*

Date	Show	Class	Placing	Show Expenses (entry fees, etc.)	Premiums Won
			___ out of ___		
			___ out of ___		
			___ out of ___		
			___ out of ___		
			___ out of ___		
			___ out of ___		
			___ out of ___		
			___ out of ___		
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			___ out of ___		
			___ out of ___		
			___ out of ___		
			___ out of ___		
			___ out of ___		
			___ out of ___		
			___ out of ___		
			___ out of ___		
				\$	\$

Total Expenses Total Premiums



Project Financial Summary (one chart for all)

Income	
1. Premiums won pg. 20	\$
2. Sale of equipment, tack, horses, hays, income or barter equivalent pg. 19	\$
Total Income =	\$
Expenses	
<ul style="list-style-type: none"> • Many youth select projects as a hobby or for fun, but all projects will incur expenses. • Use this section to list all expenses related to your project(s). 	
1. Project purchase (only list if new project purchase)	\$
2. Tack, equipment and supply - actual total expenses only pg. 8	\$
3. Pasture expenses pg. 11	\$
4. Feed expenses (<i>if separate from boarding expenses</i>) pg. 15	\$
5. Hoof care expenses pg. 17	\$
6. Health care expenses (vet checks, deworming, vaccinations) pg. 18	\$
7. Additional expenses (boarding, lessons, etc.) pg. 19	\$
8. Horse show expenses pg. 20	\$
Total Expenses =	\$
Financial Summary	
(Total Income – Total Expenses)	
	\$

Questions

1. Explain how your actual Financial Summary compared to what you estimated at the beginning of the project with your Budget Projection? (See page 5, #5)

2. Looking ahead for next year, what factors do you anticipate will affect your expenses and income?

Fair Market Value

Every project has a value, even those which are leased or borrowed. If you do not own the animal, ask the owner if they will work with you to help determine the value of the project. Give an estimated value of your project animal at the end of the project year.

Project Name	Project Value
	\$
	\$

Did the value of your project horse(s) increase or decrease at the end of the 4-H year? Explain:



4-H Activities

Number of club meetings held: _____ Number you attended: _____

What 4-H committees did you serve on? _____

Did you hold an officer position in your 4-H club? Yes No

If Yes, which one? President Vice President Secretary Treasurer Reporter

Other _____

What other 4-H leadership roles did you hold this year? (camp counselor, teen leader, etc.)

What other 4-H clubs did you belong to and/or what other projects did you complete?

4-H Activities

(community service, workshops, camps, Share-the-Fun, county contests, hippology, horse bowl, horse judging, presentations, State Capitol Day, trainings)

Date	Activity	Club, County, District, State	Placing or Comments



Activities Outside 4-H

What other clubs or groups did you belong to this year? (school, church, community, etc.) Additionally, list any leadership roles held in these clubs or groups.

List any activities you participated in for scouts, sports groups, church, community service, etc. that were not affiliated with 4-H.

Date	Activity	Group	Comments



4-H Horse Project Story

The motto of 4-H is “learn by doing.” Each year we learn something new by participating in a 4-H project. Please write a story that explains:

— *What you have learned*

— *New skills you have gained over this past year in 4-H*

— *Goals you accomplished. If you accomplished your goals, how did you do so?*

Other examples that you may consider writing about include: something that happened that was funny, sad, or exciting; challenges you faced and how you overcame them; who helped you with your project and how they contributed; things you are most proud of. Feel free to relate your 4-H experience to other parts of your life (school, home, family, friends, etc.). ***Senior members' stories should be at least 10 sentences long, well thought out, and talk in depth about your 4-H project year.***





Additional Records



** Please include the following documents: **

- 1) A copy of each project's Coggins
- 2) A copy of each project's Green Measurement Card
- 3) Your completed Horsemanship Skills Evaluations
- 4) A copy of each animal's 4-H Project Horse Eligibility/Declaration form (Pub 406-125)





County/Unit _____

4-H Project Horse Eligibility/Declaration

A completed signed copy of this form along with three clear photos of groomed horse (directions on second page) must be submitted for each project horse. It is the 4-Hers responsibility to accurately complete and submit this form to the Extension agent by May 1 of each year. 4-Hers not declaring their 4-H Project Horse(s) by May 1 of each year will be ineligible to exhibit their horse(s) at the District Qualifying Shows or Clinics and State 4-H Horse Shows. The Extension agent will sign and date this form upon receipt and retain the original form.

Please Type or Print Neatly:

Member Information:

Name: _____
First Middle Last
 Phone Number: _____ Email: _____ Date of Birth: _____
 Address: _____
 Parent/Guardian: _____

Club Information:

Club Name: _____
 Leader's Name: _____ Leader's Phone Number: _____

Horse Information:

Horse's Show/Registered Name: _____ Horse's Nickname: _____
 Breed: _____ Date Foaled: _____
 Stabled at: _____
 Official Measurement (needs to be updated if animal is age 5 or under): _____ Date Measured: _____

Please circle the following that describes the horse/pony height category (*see height reference on page 2*):

Miniature Small Pony Medium Pony Large Pony **or** Small Horse Large Horse

If the project animal is leased or owned by someone other than a family member, please have the owner read and sign below:

I give permission for the horse listed above and owned by me to be used as a 4-H project animal for the 4-H member also listed above. I understand that the project year runs from Oct. 1 through Sept. 30.

Signature of Owner: _____ Date: _____ Phone number: _____

Name and address of owner: _____

The horse shown in the attached photographs and described on page 2 of this form is my project horse for the _____ 4-H year.* To the best of my knowledge the information provided is accurate and up to date.

4-H Member Signature: _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Leader Signature: _____ Date: _____

Extension Agent Signature: _____ Date: _____

**If all information is correct for subsequent years, this form does not need to be resubmitted. Just initial and date for new project year.*

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VT/0316/4H-583P



Attach three pictures of your horse per the instructions below (you may attach extra pages as necessary):

1. Left side view with all four legs and the front of the face visible.

2. Right side view with all four legs and the front of the face visible.

3. Front view of the horses face.

Color of body: _____

Color of mane and tail: _____

List markings, whorls, brands, dorsal stripe and scars: _____

Height Reference

Miniature

Small Pony: 12.2 hands and under

Medium Pony: Over 12.2 to 13.2 hands

Large Pony: Over 13.2 to 14.2 hands

Small Horse: Over 14.2 not exceeding 15.2 ½

Large Horse: Over 15.2 ½ hands



Project Photos

** Please limit yourself to a maximum of two photo pages. **

Additional memorabilia should be displayed in a scrapbook or 4-H portfolio.





*Optional – Record Book Scorecard



4-H Members: Leave this page blank.

The person judging your book will complete the score card.

Points Possible	Scoring Criteria	Points Awarded by Judge
10	Neatness (legible writing, one color ink, well organized)	_____
15	Completeness (all pages and sections, complete thoughts and ideas)	_____
5	Signatures obtained on front cover (member, parent, leader)	_____
10	Accuracy (no math errors, factual statements made)	_____
20	Project Work (goals set, evidence of work throughout the year, goals accomplished, book completed by 4-H member, not an adult)	_____
10	4-H Participation (meetings, clinics, workshops, camps, contests, educational experiences)	_____
20	Project Story (well written, original, creative, complete thoughts, grammar, mechanics)	_____
10	Photos, clippings, etc. (included at least one photo, not more than 2 pages)	_____
100	Total Points Earned	_____

Scoring: 90-100 Blue, 75-89 Red, 74 or below White

Judge's Comments:

