



P.O. Box 1119
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March 23, 2020

TO: 4-H Members participating in the 2020 Kleberg-Kenedy County Junior
Livestock Show Auction & Youth Homemaking Silent Auction

SUBJECT: 4-H requirements to receive your livestock/youth homemaking check(s) and
submitting them to the Extension Office during the current situation
(Coronavirus)

The Kleberg-Kenedy County Extension Staff congratulates you for the fine job you did with your 2019-2020 livestock project and/or youth homemaking entry. We are very proud of you, your parents and your fellow 4-H members for the hard work that was put into making this year's show a tremendous success.

Although the 2020 Kleberg-Kenedy County Junior Livestock Show is over, you still have a couple of important requirements to do prior to receiving your check(s).

First: write a "Thank you Letter" to **each** of your buyers for purchasing your project.

Second: complete a "Project Record Form" (available on the web).

Both the "Thank You Letters" and the "Project Record Forms" need to be turned in to the County Extension Office. On the next page you will find the following instructions for completing your requirements.

If you sold a livestock project and a youth homemaking entry in the silent auction, then you must complete a project record form for each.

**REMEMBER: DO NOT MAIL YOUR LETTERS DIRECTLY TO THE BUYERS.
BRING THEM TO THE COUNTY EXTENSION OFFICE FOR VERIFICATION.**

If you have any questions, please don't hesitate to call.

Sincerely,

Frank Escobedo
Texas A&M AgriLife Extension Service
Kleberg-Kenedy Counties
FE: bb

**2020 Kleberg-Kenedy 4-H
THANK YOU & PROJECT RECORD FORM**

**Instructions for Livestock Auction Sale and Youth
Homemaking (Silent Auction)**

4-H EXHIBITOR REQUIREMENTS:

Review instructions carefully.

Thank You Notes:

Write an appropriate thank you note to each of your buyers including those that added to your project.

Envelopes:

Address an envelope for each buyer include your return address. Apply proper postage to each envelope.

Main Buyer is the first one listed (**this envelope must be large enough to hold a 5"x7" photo – applies only to members that sold a livestock project**). Do not seal main buyer envelope (**applies only to members that sold a livestock project**). All other envelopes should be sealed.

Submitting:

Do not mail your letters. Bring all your thank you letters and completed Project Record Form(s) to the Extension Office.

⇒ *Due to our current situation on the Coronavirus in reducing exposure and following agency directives, please place all your thank you notes and project record form(s) in a large envelope with the name of the exhibitor and place in the designated area outside our office. **Please include a self-addressed stamped envelope for us to mail your KKJLS check once they are distributed.***

OFFICE REQUIREMENTS:

A photograph of you and your sale animal will be placed in the main buyer envelope.

Once the settlement of accounts between the show association and the buyers are finalized CHECKS will be mailed to exhibitors. Be Patient.