

THANK YOU NOTE REQUIREMENTS

The awards and buyers lists will be emailed to your club leader/advisor.

Thank you note review dates will be the first & second Friday in June from 4pm to 6pm and at Hoof Beat Park.

Thank you notes will also be required of all Exhibitors who sold animals in the auction, received an award or ADD-ON. This includes garden barrels, still exhibits, scholarships, but not limited to ANY award. Club letters must be written by a youth club member and meet requirements outlined below.

Letters NOT reviewed at the note readings by the conclusion of the second reading will result in the seller receiving only the market value of their animal. Checks will be available to auction participants following the review and acceptance of satisfactory letters by members of the HFFCF Board of Directors.

If Special circumstances arise (Health, learning disabilities, scheduling issues) please notify the HFFCF Livestock & Auction Chair prior to letter reading due dates for additional guidance.

General Guidelines:

All exhibitors should take the necessary time and care to ensure that their thank you cards reflect a genuine gratitude for the support of the buyer or award sponsor. Your note should specifically thank the buyer/award sponsor. Specific age guidelines are listed below; however, you should consider telling the buyer/sponsor a bit about yourself;

(Suggestions on what to write in your thank you, consider the following):

- Age
- Grade in school
- How long you have participated in the project
- How long you have been active in 4-H or FFA
 - Special award received
 - Other hobbies
- Any leadership roles you've taken on in your club or chapter
 - Your plans for your auction earnings, if applicable
 - What you look forward to in the future

For scholarships: why the award is meaningful to your future. Graduating Seniors **Shall** give a *brief description of their plans for next year*. (Military, work/ (what job?), trade school, college, university, etc.)

For ALL thank you notes:

1. Thank you note & envelope must be written by exhibitor.
2. All cards/letters must have the correct amount of postage affixed to the front of the envelope. If there is any doubt about the cost to mail, then add extra postage.
3. Standard envelopes are to be used. Homemade envelopes will not be accepted.
4. A thank you note must be written to EACH buyer/award sponsor. For example, if three (3) buyers/sponsors get together to purchase your auction item or award, EACH individual will receive a separate thank you.
5. Standard stationary designed for correspondence or large size greeting cards (blank inside) must be used. Minimum size of the greeting card is 5"x7" and the minimum stationary size is 6"x9". Not allowed: binder paper, company letterhead, lined paper of any kind, plain printer paper, index cards, or small sized thank you notes.
6. The exhibitor must handwrite all notes in ink. Erasable ink pens are acceptable.
7. Envelopes must be properly addressed, labeled with lot number and have proper postage affixed. See below for a front and back example. The HFFCF will not supply any materials for exhibitor use.
8. ALL notes must have a photo of the uniformed exhibitor with their animal or award. The photo can be taken with a personal camera or purchased from the HFFCF photographer. The photo must be in color, printed on photo quality paper, and be attached/affixed to the thank you card. The photo can be attached neatly with glue.
9. Dirty or smudged thank you notes will not be accepted.
10. Checks will be issued when the thank you note has been approved by the HFFCF Directors.
11. No generic templets will be accepted.

Suggested (but not required): write up a rough draft of your thank you before you begin writing the final note. Check your spelling and your punctuation and ensure that everything is correct.

AGE SPECIFIC GUIDELINES:

Exhibitors 5-11 years:

1. The minimum word count in the body of your thank you note is 50 words.
2. White Out: Minimal Use** is permissible if it does NOT distract, but not acceptable in the buyer's name, and can be returned at the HFFCF Board's discretion.

**Minimal use = an infrequent correction of a letter or word. It is not acceptable to white out entire sentences or to have a distracting amount of white out on the thank you. Remember that white out easily smudges and can begin to look dirty if used excessively. Use any white out with care.

Exhibitors 12 years and older:

1. The minimum word count in the body of your thank you note is 100 words.
2. NO WHITE OUT.

Your Name Return Address Line 1 Return Address Line 2	Stamp
Recipient Name Recipient Address Line 1 Recipient Address Line 2	

