

# THANK YOU CARD PROCEDURE FOR THE KENDALL COUNTY JUNIOR LIVESTOCK SALE

Each Exhibitor is required to send a Thank You card and Christmas card to the list of buyers that purchased their Livestock or Ag Mechanic's project plus any Add-On's received. By providing a thank you card/ Christmas Card to their buyers/Add On it shows appreciation to them and without the buyers we would not have a successful sale each year.

Kendall County Junior Livestock will provide the Kendall County AgriLife Extension office (4-H Office) with a Buyers List about 2 weeks after the sale. Please watch for communication from AgriLife Office or from your FFA Advisor for pick up information.

Deadline date on thank you/Christmas cards will be disclosed on the email. We want the buyers to receive them in a timely matter. All Thank you and Christmas Cards will need to be turned into the AgriLife Extension office by the deadline date.

\*\*\*\*PLEASE NOTE CHECKS WILL NOT BE RELEASED UNTIL THANK YOU CARDS AND CHRISTMAS CARDS HAVE BEEN TURNED INTO THE EXTENSION OFFICE. \*\*\*\*



## INSTRUCTIONS FOR THANK YOU CARDS:

Please complete a thank you card for each buyer/Add On from your list. Each Thank you card will need to be properly addressed with a completed buyer's address and your return address. You must have postage on thank you cards, they will not be accepted without stamps and the extension office will not have stamps for sale. Please mark Thank you card on bottom left front corner with an "A". This indicates to us that this is the thank you card and should be mailed first.

## INSTRUCTIONS FOR CHRISTMAS CARDS:

Each exhibitor is required to complete a Christmas card for each buyer/Add-On that will be mailed out by the AgriLife Extension office in December of that year. This card is a reminder to the buyers that we appreciate all that they do for the Kendall County Youth at the Kendall County Junior Livestock Show. This will also remind them that the Kendall County Junior Livestock Show is approaching for the following year. The Christmas cards will also need to be properly addressed with buyers address and your return address. You must also have proper postage on Christmas cards, they will not be accepted without postage and the extension office will not have stamps for sale. Please mark a "B" on the bottom left front corner, this indicates to us that is should be mailed in December.

replace with  
your name and address

Jane Doe  
4104 Deer St.  
Boerne, TX 78257

Mr. & Mrs. Buyer's Name  
House Number Street Name  
City, State Initials Zip Code