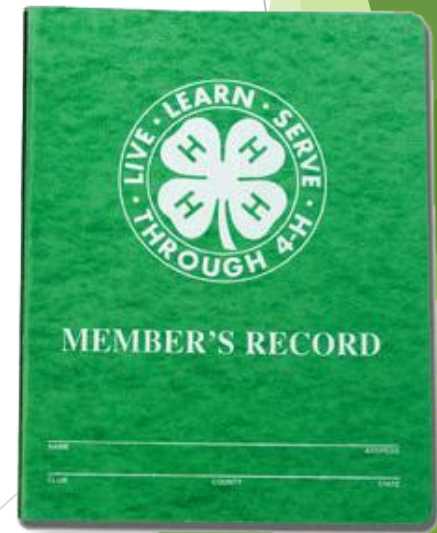


# 4-H Record Books

Helpful tips for Adams County 4-H Members

The Answers to: Why? What for? & How?



# WHY?

## ✿ County Requirements:

### ✿ Animal Projects:

- ✿ All 4-H Livestock, Horse and Small Animal Division Exhibitors must attend a pre-fair interview at which time they must present an up-to-date record book to be eligible to show at the Adams County Fair.
  - ✿ If the record book is determined to not be up-to-date, the member must present an up-to-date record book by the start of the Adams County Fair, 4:30pm the day of the 4-H Fashion Review.
- ✿ Members must complete and turn in (by deadline) a record book for each species in which they exhibit at Fair. If a record book is not completed for each species exhibited, the member will forfeit premiums and be ineligible to exhibit that species at the next year's Fair.

### ✿ FCS/ General Projects:

- ✿ Members must complete their record books for each project and turn them in for judging on Monday with their project(s). A record book must be turned in with each static entry.

# What For?



- ✿ Head start on how to keep records!
  - ✿ Scholarships
  - ✿ Resumes
  - ✿ Job Applications
- ✿ Responsible Record Keeping
  - ✿ To see where you've been, so you can decide where you're going
  - ✿ Very important for animal health records
  - ✿ Gives you a place to start with projects
  - ✿ Compare beginning to end

# How?

## **Step 1: Which record book(s) should you fill out?**

- ▶ **Livestock E-Record Book**
  - ▶ Beef, Sheep, Goat, Swine, Rabbit, Poultry
- ▶ **Horse E-Record Book**
  - ▶ Horse (owned or leased)
- ▶ **Dog E-Record Book**
  - ▶ Dog
- ▶ **Companion Animal E-Record Book**
  - ▶ Cavy, Cat, Pocket Pet
- ▶ **Camelid E-Record Book**
  - ▶ Llama/Alpaca
- ▶ **Lease-An-Animal E-Record Book**
  - ▶ Leased Livestock (excludes horse)
- ▶ **General /FCS E- Record Books**
  - ▶ Each project and/or project unit has a different E-record book

# How?

## Step 2: Where do I find my record book?

- ▶ All E-Records can be reached through the Adams County Website
- ▶ Lease-an-Animal Record books must be requested from the Office
- ▶ <http://adams.colostate.edu/4h/projects.htm>



<https://www.google.com/>

# How?

## Cover Page

# 2018-2019 Colorado 4-H Intermediate Livestock Record

*For Use by Members 11-13 Years Old*

Please check all the projects you are in this year and fill out name, etc. Then print and sign this form at the start of your project.

Projects Species	Market	Years in Project	Breeding/Egg Production	Years in Project
Beef				
Poultry - Chicken				
Rabbit				
Sheep				
Swine				
Turkey				
Market (Meat) Goats				

Name \_\_\_\_\_

4-H Club \_\_\_\_\_

4-H County \_\_\_\_\_

Birth Date \_\_\_\_\_

Age as of December 31 \_\_\_\_\_

Project Species	Other Livestock	Years in Project
Dairy Cattle		
Dairy Goats		
Fiber Goats		
Pygmy Goats		
Utility Goats		
Chicken - Show Birds		
Ducks		
Geese		
Pigeons & Game Birds		

**Records must be printed in landscape format. Records may be completed on the computer or neatly handwritten.**

## PROJECT AGREEMENT

**To be signed at the beginning of your 4-H project year**

I will be responsible for feed, care, and management of my animals. I will keep good records and finish my record book to complete my project. I will be responsible for management decisions concerning the health, welfare, profitability, and product quality of my project.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

As a parent or supporter, I realize that animal projects require a considerable amount of expense and labor. I will support this youth in his/her efforts and allow him/her to learn as much as possible from the experience. The youth is expected to be responsible for labor, care, and management decisions affecting the project. I will help where needed by giving guidance and instruction.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

[Refer to the Record Book Guide \(Click Here\) for all Xcel and record keeping tips. Contact your local Extension Office for a hard copy of the guide.](#)

- Complete all info
- Get all signatures

# How?

## Cover Page

### 4-H Dog Intermediate Record

2018-2019



**COLORADO STATE UNIVERSITY  
EXTENSION**

Start Date: \_\_\_\_\_ ☐ Leader or Agent Initials

End Date: \_\_\_\_\_ ☐ Leader or Agent Initials

Updated Oct. 2018



<b>Project :</b>	<b>Name:</b>
<b>Animal Name:</b>	
Year in this Project: (include current year)	
<b>Birthdate:</b> (mm/dd/yy)	<b>Club:</b>
<b>Age as of December 31, 2018:</b>	
	<b>County:</b>

*I declare that the information in this book is correct and all 4-H requirements have been completed, to the best of my knowledge.*

Member's Signature

	date
	date
	date

Leader's Signature

Parent's Signature

### PROJECT AGREEMENT

I \_\_\_\_\_ (the 4-H member) will be responsible for the primary care of my animal project. I will keep accurate records throughout the project year and agree to finish this record as part of completing my 4-H small animal project.

Signed \_\_\_\_\_ (Member) Date \_\_\_\_\_

I (4-H parent) will be responsible for helping my child in the care of their project. I agree to make this an educational experience and do all I can to teach my child ethical principles of care, treatment, training and record keeping related to this project.

Signed \_\_\_\_\_ (Parent/Guardian) Date \_\_\_\_\_

Records may be completed on the computer or neatly hand-written. Refer to the "Colorado 4-H Users Guide and Tips for 4-H Dog e-Records" located at: <http://co4h.colostate.edu/projects/DogProject.pdf>



# How?

## Personal Goals

### Goals should be SMART:

#### Specific

What exactly are you going to do?

#### Measurable

How do you know you've achieved it?

#### Attainable/Actionable

Are you able to identify steps to take?

#### Relevant/Realistic

Is it reasonable to accomplish?

#### Time Bound

When do you want to do it by?



“I want to win showmanship” VS.

“I want to learn the cuts of my animal so I can better answer questions during the showmanship competition.”

“I want to practice leading my animal 3 days a week to have better showmanship skills”



# How?

## Personal Goals

### GOALS

Identifying goals and how you are going to reach those goals is important to help you become more skilled and knowledgeable about your project and other parts of your life. Goals may be personal or specific to your project. Ask yourself, "What do I want to accomplish this year?" **Record ONE SMART goal that is Specific, Measureable, Attainable, Realistic and Timely. Record two "To Do's" that will help you complete your goal. Use complete sentences.**

[See Record Book guide for help on writing SMART goals.](#)

Goal	
To Do Plan	1
	2

Knowing the contact for your local veterinarian is important for all animal owners in case an animal gets sick or hurt.

Name & Phone Number of Veterinarian:

If you are unsure what to do, who can you go to for help about your project(s)?

- Jr: All Questions are answered
- Int: One Goal & To-Do Complete
- Sr : Two Goals with To-Do's Complete
- Using complete sentences

# How?

## Personal Goals

- Dog
- All goals completed with to-do's

### Project Goals

(To be completed at the first meeting or at the beginning of the year)

Definition of "Project Goals: Things/items to accomplish with your project dog(s).

Definition of "Personal Goals: Things/items you wish to learn about dogs in general.

You will be required to fill out "Project" and "Personal" Goals based on your age.

Intermediate members: You are required to do two (2) Project goals and two (2) personal goals that you wish to accomplish by the end of the project year. Each goal will need at least three steps list necessary to reach the goal.

Questions to think of to help you choose your goals for this year.

What can you do to become a better animal owner?

What skills relating to this project do you plan to develop this year?

#### Project Goals:

Goal 1:

Three Steps

- 1.
- 2.
- 3.

Goal 2:

Three Steps

- 1.
- 2.
- 3.

2

#### Personal Goals:

Goal 1:

Three Steps

- 1.
- 2.
- 3.

Goal 2:

Three Steps

- 1.
- 2.
- 3.

## Equipment/ Supplies Inventory

- Jr: All appropriate items listed
- Int: All appropriate Items and values are listed
- Sr: Items, Quantity beginning value, and end value is Listed

## EQUIPMENT/SUPPLIES INVENTORY

Record equipment, tack, tools, trailers, fencing, and any other items used for your project this 4-H year and a value (make your best guess) of what that item is worth. Items may be owned or borrowed. Remember to include any items you have listed in Other Expense Record (pg. 10). Record all animals in Animal Inventory, Animal Purchase Record, or Breeding Supplement as appropriate (pg. 4 - 6).

**Start this list at the beginning of the 4-H year and add to it anything you use for your project throughout the year.**

Item	Value
Ex. Ten Livestock Panels	\$150.00
Ex. Blue Show Shirt	\$25.00
<b>TOTAL EQUIPMENT VALUE</b>	

Item	Value
Ex. Show Goat Collar	\$10.00
Ex. 14 ft Bumper Stock Trailer	\$1,000.00
<b>TOTAL EQUIPMENT VALUE</b>	

# How

## Animal Inventory

•Animals Listed for each project or record

•Sold, or deceased Animals are recorded

### ANIMAL INVENTORY

At the start of your project, record the animals you own in START Animal Inventory. Record the value of your animal under the correct project column even if you only have one project. Remember to label the project columns. **Record any animals you buy in Animal Purchase (pg. 6) and NOT in START Animal Inventory.** If any time during the year you sell one of these animals or one dies, record "sold or died" in the last column for that animal. **Remember to record any animals you sell in Income Record (pg. 11).** At the end of your project, record all the animals you still have in END Animal Inventory. Do not leave blank. Record "no animals owned" where applicable. Add more lines/pages as needed.

For first year members, the project START is the first day you enrolled in 4-H. For returning members, the project START is the last day of last year's Record Book or October 1. The project END is the date you turn in your Record Book or Sept 30.

What animals do I own at the START of my project?

What animals do I own at the START of my project?	Project:	Project:	Project:	Project:	Total Animal Value	During the 4-H year, Was Animal Sold? Did Animal Die?
Animal ID (tag/sex/name)	Value	Value	Value	Value		
Ex. Jamie, ewe	(Mkt Beef) --	(Brd Beef) --	(Dairy Goat) \$300.00	(Poultry Egg) --	\$300.00	No
Ex. Heifer #356	--	\$1,500.00	--	--	\$1,500.00	Sold
TOTAL START VALUE						

What animals do I own at the END of my project?

What animals do I own at the END of my project?	Project:	Project:	Project:	Project:	Total Animal Value
Animal ID (tag/sex/name)	Value	Value	Value	Value	
Ex. Jamie, ewe	(Mkt Beef) --	(Brd Beef) --	(Dairy Goat) \$350.00	(Poultry Egg) --	\$350.00
TOTAL END VALUE					

# How

## Supplements

All supplements can be found through link on our 4-H website: <http://adams.colostate.edu/4h/projects.htm>

Supplements found only on County 4-H Page:

- Cavy Breeding
- Rabbit (pedigree)
- Rabbit Hopping/Agility
- Camelid Fiber

- If you're not sure if you need a supplement, include one in your records with an N/A and an explanation.
- Ex: N/A (show bird only - not raised for egg production)

# How

## Animal Purchase Record

Purchased  
Animals are  
Listed  
OR N/A is  
identified if  
member didn't  
make any  
animal  
purchases

### ANIMAL PURCHASE RECORD

Record animals that you purchase during this 4-H year. Record the cost of the animal under the correct project column and under total cost. Remember to label the project columns and record if animal died this 4-H year. **If you own an animal at the beginning of the 4-H year, it should be listed in START Animal Inventory (pg. 4) and NOT in Animal Purchase Record.**

Record "no animals purchased" if you did not buy any animals for your project this 4-H year.

Date	Animal ID (tag/sex/name)	Seller	Project: \$	Project: \$	Project: \$	Project: \$	Total Cost	Did Animal Die?
Ex: 2/15	Steer #245	Mr. Smith	(Mkt Beef) \$1,000.00	(Brd Beef) \$0.00	(Dairy Goat) 0.00	(Poultry Egg) \$0.00	\$1,000.00	No
TOTAL ANIMAL PURCHASE:								

# How

# Health Record

- Reasonable Health treatments listed
- Vet Information Included
- Any treatments listed on next page “Health Expense” should also be listed here.

## HEALTH RECORD

Enrolling in an animal project requires you to take responsibility for the health of your animal. Record all health care for your animal(s). This includes medications, immunizations (shots), dewormers, as well as management care such as fly prevention, nail/hoof trimming, shearing, clipping, cleaning pens, feed tubs, and water tanks, etc. **Also include supplements and medicated feeds (check the feed tag). Remember to record the cost of health care services and supplies in Health Expense Record (pg. 8). Do not leave blank.** Record N/A where applicable.

[illegible]



# How

## Health Expense Record

- Realistic expenses listed
- Any treatment listed on “Health Record” that had an expense should be listed here as well.

### HEALTH EXPENSE RECORD

Record health expenses such as medical care and treatment costs. **Remember to include veterinarian/service fees and any items you purchase listed on your Health Record (pg. 7). Record supplements and medicated feeds in Feed Expenses Record (pg. 9).** Label and fill out project columns even if you only have one project. Add more lines/pages as Record "no expenses" if there were no health expenses this 4-H year.

			Project:	Project:	Project:	Project:	
Date	Health Item	Paid To	\$	\$	\$	\$	Total Cost
Ex: 5/15	CDT Vaccine	ABC Vet Clinic	(Mkt Beef) \$60.00	(Brd Beef) \$20.00	(Dairy Goat) \$20.00	(Pitry Egg) \$0.00	\$100.00
TOTAL HEALTH EXPENSE:							

- Realistic feed
- Expenses listed

Record all feed, grain, hay, water, or pasture rent you purchase during this 4-H year. Charge the appropriate amount to the specific project column(s) for which you purchased the feed. Then record the total amount and cost. Remember to include units. If animal is boarded, feed costs should be calculated separately from board cost and included on this page in order to calculate Average Daily Gain. Record board costs in Other Expense Record (pg. 10). Add more lines/pages as needed.

			Project:		Project:		Project:		Project:			
Date	Item	Paid To	Amt:	\$	Amt:	\$	Amt:	\$	Amt:	\$	Total Amt.	Total Cost
Ex: 5/15	Mixed Grain	XYZ Feed	25 lbs	(Mkt Beef) \$20.00	25 lbs	(Brd Beef) \$20.00	0	(D Goat) \$0.00	0	(Pitry Egg) \$0.00	50 lbs	\$40.00
7/10	Pasture	EFG Farm	0	\$0.00	0	\$0.00	30 days	\$50.00	0	\$0.00	30 days	\$50.00
TOTAL FEED EXPENSE:												

# How

## Other Expense Record

- Realistic Expenses listed
- Don't forget to add these to your inventory as well if applicable

### OTHER EXPENSE RECORD

Record all other expenses such as show supplies, equipment, tack, pen or barn rent, entry fees, clinic/lesson fees, fuel for transportation, tagging fees, brand inspections, farm utilities (except water), and other non-feed, non-health costs. Label and fill out project columns even if you have just one project. Add more lines/pages as needed.

Record "no expenses" if there were none this 4-H year.

Date	Item	Paid To	Project:	Project:	Project:	Project:	Total Cost
			\$	\$	\$	\$	
Ex: 5/15	4 Livestock Panels	RST Ranch Supply	(Mt Beef) \$0.00	(Brd Beef) \$0.00	(D Goat) \$70.00	(Pitry Eggs) \$0.00	\$70.00
TOTAL OTHER EXPENSE:							

# How

## Income Record

- Appropriate Entries
- (County Fair, Open Shows, NWSS)
- Complete and accurate calculations
- JRs do not have a Market vs. Fair Sale comparison

### INCOME RECORD

Record all the income you earned this year. Income may be from selling animals, equipment, or tack, or from show premiums, barn work, jackpot winnings, etc. **If an animal is owned at the end of the 4-H year, the animal should be listed in END Animal Inventory**

Record "no income" below if you did not receive any money this year.

Date	Item/Animal ID (tag/sex/name)	Income From	\$	\$	\$	\$	Income
Ex: 8/15	Fair Premiums	County Fair	(Mkt Beef) \$20.00	(Brd Beef) \$20.00	(Dairy Goat) \$5.00	(Poultry Egg) \$10.00	\$55.00
8/15	Steer #245	County Fair Jr Mkt Sale	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
TOTAL INCOME:							

### COMPARISON OF MARKET VS. FAIR SALE PRICES

Record market projects ONLY to evaluate your project(s) based upon actual market prices. **Do not list non-market projects.**

Record N/A on chart if it is a market project and you did not sell a market animal in that project at county fair.

	Project:	Project:	Project:	Project:	Total All Projects
A. How much did you sell your animal for at county fair?					
B. What is the floor-price/market-price per lb. for your project species?					
C. How much does your animal weigh?					
D. What is the market value of your project? (B x C)					
E. What is the difference between the market value of your project and the price received at county fair? (A - D)					

# How

## Financial Summary

•All appropriate figures are included and accurate

### FINANCIAL SUMMARY

Record your income and expenses for each project and the total of all projects to see if you made or lost money on your projects this year. **Question P should be completed ONLY on Market Projects where an animal was sold at the county fair. This part shows how much you would have made/loss in the open market. Record N/A on Question P for projects not sold at county fair.**

Income	Project:	Project:	Project:	Project:	Total All Projects	Directions
F. How much are your animal(s) worth at the END of the year?						Total End Value (pg. 4)
G. How much money did you earn?						Income Total (pg. 11)
H. What is your total income?						F + G
<b>Expenses</b>						
I. How much were your animal(s) worth at the START of the year?						Total Start Value (pg. 4)
J. How much did you spend on animals?						Total Animal Purchase (pg. 6)
K. How much did you spend on health?						Total Health Expense (pg. 8)
L. How much did you spend for feed?						Total Feed Expense (pg. 9)
M. How much did you spend on other expenses?						Total Other Expense (pg. 10)
N. What is your total expense?						I+J+K+L+M
<b>Profit/Loss</b>						
O. How much did you make/lose from your project(s)?						H - N
P. What would you have made without the county fair price?						O - E (E from pg. 11)

# How

## Market Animal Performance

- Market animals only
- All project animals accounted for and up-to-date
- Jrs. May choose 1 market animal to record performance on

### MARKET ANIMAL PERFORMANCE

**This page is ONLY for Market Animal projects (Beef, Goat, Poultry, Rabbit, Sheep, Swine & Turkey)**

Record N/A in the Project box if you are not in one of these market projects.

Record your market animal weights and track your animal's performance during the project by determining Average Daily Gain (ADG) regularly. This will help you to assess your feeding so you can reach market weights for fair. At the end of the year, calculate your Total Average Daily Gain and reflect on how well your feeding program helped your animal prepare for market.

**Complete a market animal performance page for EACH MARKET ANIMAL OR GROUP OF ANIMALS FED ALIKE.**

Record weights in pounds. Rabbits and poultry weights can be in ounces.

See Record Book Guide for help with Market Animal Performance.

Project:		Animal(s) ID:		
Weigh Date	A) Weight	B) Weight Gained (current A - previous A)	C) Number of Days Since Last Weight	Average Daily Gain (ADG) (B / C)
		***Beginning weight, you do not need to fill out the rest of this line***		
D) TOTAL WEIGHT GAINED				E) TOTAL DAYS

Enter the beginning weight (tagging weight) of your market animal(s) in the first row. Each time you weigh your animal(s), enter this in the next row and determine the ADG. More lines can be added as needed. At the end of your project, calculate a total ADG at the bottom. Complete a self evaluation on your market project based on these results to determine whether you want to feed your animal(s) the same next year. **For directions on how to get weights without a scale, click on this link below:**

<http://ag.arizona.edu/backyards/articles/winter07/p11-12.pdf>

**Total Average Daily Gain**

*How fast did your animal(s) gain weight?*

D / E

pounds per day

# How Involvement Records

- Project Activities and other club meetings and activities included
- Demonstration required
- Community service required

## INVOLVEMENT RECORDS

4-H Members must complete a community service activity and a demonstration in order to complete their project. The 4-H program also provides additional opportunities for leadership, exhibition, and judging. **Record your involvement in these areas which may be within or outside of 4-H. Record "none" or N/A where it applies.** Add more lines/pages as needed.

<b>What did you do for your community? How did you practice citizenship?</b>	<b>Date, Hours</b>	<b>What did you learn?</b>

<b>What did you demonstrate? What speech(s) did you give?</b>	<b>Date</b>	<b>What did you learn?</b>

<b>How were you a leader or helpful to others? What leadership events did you attend?</b>	<b>Date</b>	<b>What did you learn?</b>

<b>Where did you exhibit/show? What judging activity(s) did you do?</b>	<b>Date</b>	<b>What did you learn?</b>



# How

## Story and Pictures

- 4-H Story is double spaced and uses 12 pt font(if typed)
- Uses Proper Grammar
- Shows project understanding, growth and goal reflection.

- Member has a minimum of four pictures
- Photos are captioned
- Photos show project progress

### STORY AND PICTURES

It is suggested that you complete the following other requirements in a separate document such as in Microsoft Word and attach pictures on another page. Insert story and pictures before Project Completion (pg. 16).

#### Project Pictures

Include a minimum of four pictures with a descriptive caption for each are expected. **Include pictures that demonstrate the progress of your project.** Additional photos may be added.

---

#### 4-H Story

Tell us about your 4-H experience in a story. The following may be used as a guide to help you in compose a story related to your project(s).

##### About Me

- \* Tell how old you are and when you joined 4-H.
- \* Tell why you joined 4-H.
- \* Share about your interests or hobbies.
- \* Tell about future and career plans.

##### Leadership and Citizenship

- \* Share what leadership and citizenship means to you .
- \* Tell how 4-H has helped you become a better leader and citizen.
- \* Describe what types of citizenship or leadership projects have you been involved in.
- \* Tell how you have contributed to 4-H, your community, and your school.

##### 4-H Project and Activities

- \* Describe your projects and how they were successful or challenging.
- \* Explain your goals and which ones you reached.
- \* Share what you would do differently if you were to try it again.
- \* Describe what skills you have learned this year.
- \* Tell how your projects have grown in size and scope.
- \* Explain how you have arranged for financing (if needed).
- \* Tell about any adults or other 4-H members who were especially helpful to you. Share how they were helpful.

##### 4-H's Impact on You

- \* Tell how your 4-H participation changed how you feel about yourself.
- \* Describe what being a 4-H member means to you.

Story may be typed or hand-written with 1 inch margins. Handwritten stories should be written on lined, white notebook paper and be legible. Typed stories should be on plain, white paper and no smaller than 12-point font. **Limit your story to a maximum of three (3) pages. Remember that good grammar, correct spelling, and complete sentences are important.**

# How

## Goal Reflection

- All questions are answered, using full sentences

### GOAL REFLECTION

Goals help you achieve more when you review them each year. At the END of the year, answer the following questions in complete sentences.

Did you meet your goal this year (pg. 2)? Why or why not?	
Which 'To Do's did you complete?	
What helped you complete your goal? What challenges kept you from reaching your goals?	

### PROJECT COMPLETION

I declare that the information in this book is correct and all 4-H requirements, including Meat Quality Assurance training, have been completed to the best of my knowledge.

Last Meat Quality Assurance training attended:

Date

Location

Member Signature

Date

Leader Signature

Date

Parent/Guardian Signature

Date

**NOTE:** Include this as the last page of your Record Book, after your story and pictures.

# Getting That Blue Ribbon



## ▶ Common Mistakes:

- ▶ Not reading the directions CAREFULLY
- ▶ Not using complete sentences
- ▶ Missing signatures
- ▶ Not putting N/A when something does not apply to you

## ▶ Above and Beyond:

- ▶ Story and pictures show project progression and have thought put into them beyond answering questions
- ▶ Thorough records

# Animal Record Book Interviews

- ▶ June 11<sup>th</sup> 4-7pm - ADCO Fairgrounds Rendezvous Rooms
- ▶ June 17<sup>th</sup> 4-7pm - ADCO Fairgrounds Rendezvous Rooms
- ▶ June 15<sup>th</sup> 4:30-6:30pm - Bennett High School

## Animal Record Book Due Date:

- ▶ Due in the 4-H Office the Friday BEFORE Labor Day
- ▶ Friday, Sept. 4<sup>th</sup> 2020 by 4:30pm