

# A Guide to Connecticut 4-H Record Keeping

All forms are on the state web page <http://www.4-h.uconn.edu>

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## **CONNECTICUT 4-H RECORD KEEPING**

### **State Web Page - Record Keeping Link Page**

The new Connecticut 4-H Record Keeping system was developed as an outcome of a survey taken among leaders, parents, 4-Hers and alumni. The new guidebook, project records, alternate records and activity record are the results of the efforts and hard work of the State 4-H Committee on Record Keeping. This volunteer group met monthly for two years. The Committee's goal of the new record keeping system include: being user friendly; provide a guidebook with examples for leaders, parents and members; have a record keeping system that mimics the real world; and use industry standards as a guide for deciding on the information needed for record keeping.

### **Connecticut 4-H Record Keeping**

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### **What is a Record Book?**

4-H members are encouraged to keep records as part of their 4-H experience. Your 4-H records present a picture of your growth and development as a 4-H member. A complete 4-H Record Book includes a:

- Connecticut 4-H Record Book Front Cover
- 4-H Activity Record for each year of experience
- 4-H Project Record Sheet for each individual project taken during that year
- Appropriate 4-H project supplemental sheets for each individual project taken during that year
- Connecticut 4-H Record Book Back Cover

### **EDUCATIONAL MATERIAL REGARDING CONNECTICUT 4-H RECORD KEEPING**

A Guide to Connecticut 4-H Record Keeping

Sample 4-H Activity Record

Project Financial Worksheet- Pantry List

### **CONNECTICUT 4-H RECORD BOOK COVERS**

Record Book Front Cover

Record Book Back Cover

### **CONNECTICUT 4-H ALTERNATE RECORDS**

for most 7 & 8 year olds and 4-Hers with special needs

Alternate 4-H Activity Record

Alternate 4-H Non Animal Project Record

Alternate 4-H Animal Project Record

## **CONNECTICUT 4-H ACTIVITY RECORDS**

Standard 4-H Activity Record

## **CONNECTICUT 4-H NON ANIMAL PROJECT RECORDS**

Citizenship & Community Service  
Clothing & Textiles  
Communications & Expressive Arts  
Consumer & Family Sciences  
Environmental Education & Earth Sciences  
Healthy Lifestyles (Foods & Nutrition)  
Healthy Lifestyles (Health, Fitness & Sports)  
Healthy Lifestyles (Safety)  
Leadership  
Plant Science  
Science & Technology  
Workforce Preparation

## **CONNECTICUT 4-H ANIMAL PROJECT RECORDS**

**Standard Record Sheets** include the following: goals, describe your project, project activities, animal ID info, time spent on your project, equipment supply/inventory, vet and health, show record, feed expenses, a summary of other income and expenses, financial summary, yearly review, and attach one or more pictures. It is expected that 4-Hers complete the Standard Record Sheet for their project and any appropriate supplemental sheets.

**Supplemental sheets** include: growth and market, growth, fiber, breeding and progeny, egg production, egg incubation and milk production.

### **Animal Study**

Standard Record Sheets

### **Goat**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Growth  
Supplemental Record Fiber  
Supplemental Record Breeding and Progeny  
Supplemental Record Milk production

### **Swine**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Growth  
Supplemental Record Breeding and Progeny

## **Beef, Dairy Cow, Working Steer**

Standard Record Sheets

Supplemental Record Growth and Market

Supplemental Record Breeding and Progeny

Supplemental Record Milk production

Supplemental Record Growth

## **Sheep**

Standard Record Sheets

Supplemental Record Growth and Market

Supplemental Record Fiber

Supplemental Record Breeding and Progeny

Supplemental Record Milk production

Supplemental Record Growth

## **Equine**

Standard Record Sheets

Supplemental Record Breeding and Progeny

## **Alpaca, Llama**

Standard Record Sheets

Supplemental Record Fiber

Supplemental Record Breeding and Progeny

## **Dog**

Standard Record Sheets

Supplemental Record Breeding and Progeny

Supplemental Record Growth

## **Rabbits and Cavies**

Standard Record Sheets

Supplemental Record Growth and Market

Supplemental Record Fiber

Supplemental Record Breeding and Progeny

Supplemental Record Growth

## **Poultry**

Standard Record Sheets

Supplemental Record Growth and Market

Supplemental Record Egg Production

Supplemental Record Incubation

Supplemental Record Growth

## **Small Animals/Pets**

Standard Record Sheets

Supplemental Record Breeding and Progeny

## **Fish**

Standard Record Sheets

## Section 1

### General Connecticut 4-H Record Keeping

Depending on your County, either the original or a copy of your animal verification form can be kept as the first page in your record book. Animal verification forms still must be submitted to your county office by the appropriate date.

Remember skills, growth and education are the focus of 4-H.  
Have fun and learn something new and interesting!

This guidebook, project records and activity records are the results of the efforts and hard work of the State 4-H Committee on Record Keeping. These documents are a revision and expansion of the CT 4-H Record Keeping system developed in 1995.

### **MANY THANKS TO**

adult and teen members of the State 4-H Committee on Record Keeping:

Carol Birdsey	Jenna Castle Hoyt	Janice Castle	Barbara Dube
Janet Ferguson	Aimee Gilbert	Kelsey McMullen	Abby Smith
Amy Smith	Sam Smith		

#### **CT 4-H Youth Development Mission Statement**

4-H is a community of young people across America who are learning leadership, citizenship and life skills.

**The purpose of this publication** is to provide 4-Hers with the information they need to successfully complete their Activity Record and Project Records. It also serves as a guide to parents and volunteer leaders.

**A 4-H member in good standing** in Connecticut records what she/he learns (record books) every year. Every county has different regulations regarding Record Books and participation in Fairs. Please contact your local 4-H Educator for county specifics.

#### **The Purpose of the CT 4-H Record Keeping System is to:**

- Help 4-Hers develop the life skill of good record keeping
- Help 4-H members record their 4-H development and accomplishments
- Help 4-H members plan their 4-H career

#### **What is a 4-H Record Book?**

A Record Book is composed of an Activity Record and Project Records. The Activity Record is the overview of all projects and activities a 4-H member has completed that year. It is the summary of the entire 4-H experience for that year. There are several different Project Records are specific to each project area, so there are several different project records. 4-Her's usually have 1-3 projects each year.

4-H Record Books are a personal record of a 4-Her's experiences in which 4-H projects, goals and accomplishments are listed. 4-H members are encouraged to keep records as part of the 4-H experience.

4-H records will present a picture of the growth and development of a 4-H member. The more complete the 4-H Record Book is, the more useful it will be as 4-Hers prepare applications for awards, scholarships or jobs.

### **Why Complete a Record Book**

A Record Book is not meant to be a chore. Instead it is a way for the 4-Her to learn about their project, as well as other valuable skills such as setting goals, organization, collecting information, evaluating information, tracking costs, income and expenses and making decisions.

### **Can 4-H Members Exhibit 4-H Projects at non-4-H Events?**

#### **Can 4-H members record workshops/activities at a non 4-H event/activity that is related to a 4-H project?**

A Record Book should only contain information related to a 4-H project. Several 4-H project areas have local, state or national events and activities that are organized by 4-H. Many other 4-H project areas do not. 4-Hers are encouraged to participate in any event or activity related to their project - whether the event/activity is organized by 4-H or not. It is ok to record participation in events related to your 4-H project at non - 4-H events and activities in your Record Book. BUT DO NOT list non 4-H activities that are not related to your 4-H project, ie church, FFA related activities.

### **What to Do If a 4-Her Belongs to More Than One Club**

The Record Book is a summary of a 4-Her's experience- not a summary of each club. Regardless of the number of clubs or projects, use the same Activity Record and the appropriate Record Sheets for each project. Keep everything in one binder, notebook or other appropriate folder.

### **A Complete 4-H Record Book Includes:**

- Connecticut 4-H Record Book Front Cover
- 4-H Activity Record for each year of experience. The Activity Record is a "snapshot or summary" of your entire 4-H year. Every 4-Her completes the same Activity Record.
- 4-H Project Record sheets for each project undertaken during that year. Individual 4-H Project Record sheets will vary depending on the project. When choosing Project Record Sheets, please remember that a 4-H project is a series of activities and learning, not a specific event or activity. Most 4-Hers will have only 1-3 projects in any given year.
- Connecticut 4-H Record Book Back Cover

### **Where are 4-H Activity Records and 4-H Project Record Sheets Obtained?**

Paper and electronic copies are available of all 4-H Activity Records and 4-H Project Record sheets. 4-H Activity Records and 4-H Project Record sheets can be obtained through the local UConn CES Extension Center, 4-H/Youth Development Office. Electronic copies can also be obtained on the State 4-H web site page <http://www.4-h.uconn.edu>. Click on the Record Keeping link.

On the state web page, 4-H Activity Records and 4-H Project Record sheets can be downloaded as a Word document or as a PDF file. 4-Hers who want to hand write their forms, should use the PDF file option. Print the PDF version of the appropriate 4-H Activity Records and 4-H Project Record.

4-Hers who want to complete records on their computer should use the Word document option and do the following things. These directions are for a P.C.

- On the state 4-H website, choose Word Document option for each 4-H Activity Record or 4-H Project Record sheet desired.
- Copy entire document. (Hit control A to select the entire page. Then hit Copy on tool bar.
- Paste (hit on tool bar) onto new page as Word Document.
- Remove lines on 4-H Activity Record and 4-H Project Record sheets for easy typing. Make sure your font is Times New Roman 12. Be sure to hit Save after working on records.

### **Helpful Hints for Successful Record Keeping**

- Copies of Animal Verification Forms can be kept in the front of your Record Book. They still have to be turned in at the appropriate time.
- A calendar is a good means of keeping track of upcoming 4-H meetings, activities and events. It is also useful as a record of your past participation. Throughout the year, keep a calendar in your Record Book for easy recording. You may want to use stickers to note the dates of 4-H meetings, activities and events.
- Work on your Record Book at least 4 times a year.
- Records for *all* years should be in one record book, with the current year's placed on top. Use labeled dividers to separate the years if allowed by your county.
- Record Books should be kept contained and organized. Using folders, notebooks or 3 ring binders with a plastic cover are common ways to hold your Record Book. Contact your 4-H Educator for specific requirements. For easy reference, a sample completed Record Book is listed on the State 4-H web page.
- Some lines may not pertain to you. Sometimes you will have to decide where to put your information. Not every line must be filled in, but all sections must be filled in and up to date. Use the abbreviation *N/A* where non-applicable is appropriate.
- If you need more room on a sheet, you may copy the page or print them from the state 4-H Web page.
- A Record Book is not a Scrapbook. Any certificates, event programs, ribbons or other items of recognition should not be kept in record books, but can be put in a 4-H scrapbook along with news clippings and photos.
- The Activity Record is placed in your Record Book first, followed by Project Record sheets.

## Section 2

# CONNECTICUT 4-H ALTERNATE RECORDS

Record Keeping is a skill that 4-Hers will use throughout their lives. The CT Alternate Record Keeping forms were developed to provide younger 4-H members (7 & 8 year olds) and those with reading and math challenges the opportunity to learn record keeping skills in a format that is a bit more user friendly. This section explains the Alternate Activity Record and the Alternate Project Record non-Animal and the Alternate Project Record - Animal.

The choice to use an alternate form is up to the 4-Her, their leader and their parents. 4-Hers may choose to use the Alternate Activity Record and a regular Project Record or an Alternate Project Record and the regular Activity Record. Choose the forms that work the best for you. If in doubt, talk to your local 4-H Educator.

Remember, the parts of the 4-H Record Book include Record Book Front Cover; The Alternate Activity Record; the 4-H Alternate Project Record – Animal or non-Animal; and the Connecticut 4-H Record Book Back Cover.

The 4-H Record Book Front Cover should contain the 4-H member's name, address, date of birth, club or independent member status and county. This is inserted under the plastic cover of a 3 ring binder notebook.

### **The Activity Record – General Information**

There are three versions of the CT 4-H Activity Record

1. Standard Form – to be completed by the majority of 4-Hers age 9-19. 4-Hers aged 7 and 8 may choose to use this version. If a child is unable to write his/her Record Book due to age or special needs, it may be dictated. However, please note that it must be written *AS* dictated with no edits. A dictated book must be acknowledged as such on the Activity Record. A dictated book will be viewed the same way as a non-dictated one.
2. Alternate Form – to be completed by most 7 and 8 year olds or 4-Hers with special needs.
3. Special - This Record is specific to a child and must be approved by the local 4-H Educator.

### **What Level is it? Or Explaining the Participation Levels**

Throughout the Activity Record, 4-Hers are asked to indicate if activities were at the Club, County, State, Multi-State or National level. To help answer this, think about the activity and where the participants were from. If all the members were just from a club, that is a club event. If they were all from a county or from a few counties operating jointly to put on a 4-H Fair for example, that would be considered county. If every county in the state participates, it is an event at the state level. If more than one state participates and it is in the New England region, it is considered multi-state. Participation in the Big E is considered a multi-state event. If several states participate from different areas in the county, the event is considered a national level.

### **The 4-H Activity Record Includes**

- Information about meetings attended
- General 4-H Goals
- Public Speaking Activities
- Leadership Activities
- Community Service Activities
- General 4-H Participation and Promotion Activities
- Recognition Received
- 4-H Story
- Pictures (optional)

Each section of the Alternate Activity Record will now be discussed. Examples are italicized for easy reference.

## ALTERNATE ACTIVITY RECORD, PAGE 1

### General Meeting Information

- Your name, age as of January 1<sup>st</sup> of the 4-H year, number of years in 4-H including this year and the current year.
- The 4-H year is the same as the current school year.
- If you are an independent 4-Her, check that line and then precede to the General 4-H goals section
- If you are not an independent 4-Her: list how many business meetings were held and how many of those you attended. If you belong to two clubs, indicate which is club #1 and Club #2
- Also, list your project meetings (sewing, rabbits, service, etc) and the number that you attended. If you have a project meeting at your business meetings, do not put anything in the project meetings section. List the project meetings of all the clubs that you belong to.

### **EXAMPLE**

Name \_\_\_\_\_ Age as of January 1<sup>st</sup> \_\_\_\_\_

Years in 4-H (Counting this year) \_\_\_\_\_ 4-H Program Year \_\_\_\_\_

Independent member \_\_\_\_\_

	# Meetings Held	# Attended
Club #1 Business meetings- <i>Do Gooders Club</i>	9	8
Club #2 Business meetings _____		
Project #1 meetings - <i>environment sciences</i>	8	8
Project #2 meetings <i>pets</i>	6	4
Project #3 meetings _____		

### **GENERAL 4-H GOALS**

Each Project Sheet now has a goal section. Therefore the goal you write on the Alternate Activity Record should be a general 4-H goal- related to leadership, participation, community service, public speaking, etc. Do not list one related to your project. Choose one general goal by thinking about what you would like to accomplish or learn this year. Be sure to write the steps on how you are going to achieve your goal. In order to achieve your goal, you have to have a plan. Keep it brief.

### **EXAMPLE**

**GENERAL 4-H GOALS** *In addition to project goals, 4-Hers, to be members in good standing, should have a goal related to their general 4-H involvement. DO NOT choose a goal related to your specific project. Check one of the goals listed below or choose your own and explain how you are going to achieve it.*

My general goal for 4-H this year is (check one

Public speaking     Leadership     Community Service     Club participation  
 Fair participation     4-H promotion     Teen leadership     Other

*I am going to meet this goal by:*

*Ask my leader to help me choose a suitable demonstration topic. Review the 4-H material on demonstrations.*

- 1. Ask my leader to help me choose a suitable demonstration topic.*
- 2. Review the 4-H material on demonstrations.*
- 3. Prepare and do a demonstration for the club meeting before the county public speaking program and ask for comments and suggestions.*
- 4. Register and participate in the County public speaking program.*

**ALTERNATE ACTIVITY RECORD, PAGE 2**

**PUBLIC SPEAKING**

List 4-H demonstrations, speeches, power points, illustrated talks, radio and television appearances, presentations, exhibits, articles you wrote, or events emceed in 4-H or at non 4-H events. Be sure to include dates and topics.

***EXAMPLE***

***PUBLIC SPEAKING*** List 4-H demonstrations, speeches, power points, illustrated talks, radio and television appearances. Only list this year's presentations.

<i>Date</i>	<i>Topic</i>	<i>Where Was Presentation Delivered?</i>
<i>00/00</i>	<i>My Dog Jake</i>	<i>Demonstration delivered at club and county public speaking program</i>
<i>00/00</i>	<i>4-H Fair</i>	<i>Wrote press release about County Fair for local newspapers</i>

\* 4-H events

4-H Club-4-HCL; 4-H County-4-HC; 4-H State-4-HS; 4-H Multi-state-4-HM; 4-H National-4-HN

\* non 4-H events

non 4-H Local- L; non 4-H County-C; non4-H State-S; non4-H Multi-state-M; non4-H National-N

**LEADERSHIP**

What is leadership?

Leadership is holding an office, being on a committee, leading an activity, or helping to plan or conduct an event or activity. Leadership is planning, organizing, implementing and evaluating. Participation in an activity or event is not leadership. If you attended an event or club meeting, that is participation, not leadership. Events or activities that you attended should be listed on page 3 under the "General 4-H Participation and Promotion Activities" section.

- List any leadership experiences in 4-H. Include offices, committees, or leading activities.
- List the name of the office, committee or an activity and then describe your leadership role- i.e. chair, member etc. Be sure to denote whether it was a club, county or state committee.

***EXAMPLE***

***LEADERSHIP*** Please check all that apply. This year I was a leader in the following ways:

Club officer    President    Vice President    Treasurer    Secretary  
 Reporter    Photographer    Assistant officer- what office?   Secretary

Did you have other leadership experiences this year?

<b>Helper- for what</b>	
<b>Committees- which one(s)?</b>	Refreshments - May
<b>Other</b>	

**ALTERNATE ACTIVITY RECORD, PAGE 3**

**COMMUNITY SERVICE ACTIVITIES**

- List your involvement in 4-H related community service activities. Community service activities are the very important things you do alone or with others – to help make a difference.
- Do not list volunteering at 4-H activities here. If you volunteered or helped out at a 4-H event, list it in the General 4-H Participation and Promotion Activities section, page 3. Only list things here that you did representing 4-H as an individual or with your club.
- Do not list Citizenship activities here. List experiences in which you learned about government or about the people living in your community or other places in the General 4-H Participation and Promotion Activities section, page 3.

***EXAMPLE***

**4-H COMMUNITY SERVICE** I did the following to help my community.

<b>Date</b>	<b>Activity</b>	<b># Of Hours Spent (Include Preparation Time)</b>	<b>Level*</b>
00/00	<i>Children’s reading hour at library</i>	<i>Volunteered to help as an individual</i>	<i>individual</i>
00/00	<i>Can food drive</i>	<i>Committee member that organized drive</i>	<i>Cl</i>

*\*Individual-L; Club-CL; County-C; State-S; Multi-state-M; National-N*

**GENERAL 4-H PARTICIPATION AND PROMOTION ACTIVITIES**

- List your PROJECT related activities in your Project Record. List your participation in any other club, county, regional, state or national activities in this section.
- Complete this section throughout the year.
- Do not list activities already listed elsewhere on this Activity Record.
- Don’t forget activities such as judging activities, clinics, exhibits, workshops, tours, conferences, camp, 4-H fundraising, shows, exhibiting/volunteering at the 4-H Fair or participating at Eastern States, and attending conferences such as Citizenship Day, Washington Focus, Teen Connection or 4-H Camp. Also include participating in local 4-H fundraising events.
- List experiences in which you learned about government or about the people living in your community or other places in this section.
- Include participation in non-4-H events that relate to your 4-H project.
- Don’t forget to use the Level scale at the bottom of the chart.

***EXAMPLE***

***GENERAL 4-H PARTICIPATION and PROMOTION.***

<b>Date</b>	<b>Activity</b>	<b>Describe Your Participation (Leadership Position Or Participant, If Leadership Be Specific)</b>	<b>Level*</b>
00/00	<i>Horse show ad campaign</i>	<i>Sold \$135 of ads</i>	<i>C</i>
00/00	<i>Tour</i>	<i>Local cable station</i>	<i>Cl</i>
00/00	<i>4-H camp</i>	<i>Windham- Tolland camp- 1 week participant</i>	<i>S</i>

*\*Individual, \*Club-CL, County-C, State-S, Multi-state-M, National-N*

## ALTERNATE ACTIVITY RECORD, PAGE 4

### COMPETITION and RECOGNITION

- List special club, local, county, state or national awards received for your 4-H project (s) during the current 4-H year.
- Complete this section throughout the year.
- Include awards received for your 4-H project at non-4-H events.
- For exhibit awards received at the Fair, summarize by division.
- Don't forget to use the Level scale at the bottom of the chart.
- Use this chart to list your competition at any Fair.
- Copy & attach extra pages if necessary.

### **EXAMPLE**

#### ***COMPETITION and RECOGNITION***

<b><i>Date</i></b>	<b><i>Name of Event</i></b>	<b><i>Name of Class</i></b>	<b><i>Award/Placings</i></b>	<b><i>Level*</i></b>
00/00	<i>County Fair(non4-H)</i>	<i>Photography</i>	<i>Red ribbon</i>	<i>4-HC</i>
00/00	<i>Grange Fair</i>	<i>Gerbils - adults</i>	<i>Red Ribbon</i>	<i>L</i>
00/00	<i>County 4-H Fair</i>	<i>Home Arts Division</i>	<i>6 exhibits- 3 blue, 3 red Danish ribbons</i>	<i>4-HC</i>
00/00	<i>County 4-H Recognition Night</i>	<i>Super 4-Her</i>	<i>trophy</i>	<i>4-HC</i>
00/00	<i>CT Quarter Horse Association</i>		<i>HI Point Year End Junior Rider</i>	<i>S</i>

*\*4-H sponsored events*

*4-H Club-4-HCL; 4-H County-4-HC; 4-H State-4-HS; 4-H Multi-state-4-HM; 4-H National-4-HN*

*\* non 4-H sponsored events non4-H Local- L; non4-H County-C; non4-H State-S; non4-H Multi-state-M; non4-H National-N*

## ALTERNATE ACTIVITY RECORD, PAGE 5

### 4-H STORY

The 4-H Story is an important part of your Activity Record. Be sure your story answers the questions listed at the top of the page.

*Write a story about what 4-H has meant to you this year. This can be general in nature, explaining what you enjoy about your club or it can be a more specific accounting of a particular activity you enjoyed or trip you took as part of your 4-H membership. Write about how 4-H has helped you grow and what you have learned this year. Please make sure you answer all the questions asked for your story. Use more sheets if needed.*

After the 4-H Story, there is a line to declare if The Activity Record was dictated or written. Be sure this form is dated and signed by 4-Her, parents/guardians and leader. Signatures imply that all parts of the record book has been read and verified. 4-Hers, who are independent members, should have someone who is familiar with their work (like a parent) review and sign their records.

## ALTERNATE ACTIVITY RECORD, PAGE 5

Attach one or two selected photographs or news articles. (Optional)

## ALTERNATE PROJECT RECORDS

Remember, the parts of the 4-H Record Book include Record Book Front Cover; The 4-H alternate Activity Record; the 4-H alternate Project Records; and the Connecticut 4-H Record Book Back Cover.

### What is a 4-H Project?

A 4-H project is a subject that you learn about in 4-H. It involves in depth learning on a specific topic. You learn about your project by attending meetings, activities, events, educational workshops, working with adult leaders and other 4-H members and project evaluation. A 4-H Project is similar to a unit in school.

### The 4-H Project Record

There are two Alternate 4-H Project Records – one for animal project and one for non-animal projects. Every youth in 4-H, regardless of their project, does an Activity Record. Youth using the alternate forms must choose to use either the alternate animal or the alternate non-animal project record.

### Although there are several different Project Records, all Project Records ask questions regarding:

General information- name, years in project and 4-H year. (remember- the 4-H year is the school year)

- Declaration of project
- Project goals
- Project description
- Project activities
- Yearly Review
- Time Spent on Project
- Project Financial Information
- Project pictures (optional)

Animal related projects also ask the following questions:

- Animal identification
- Equipment and supplies
- Health information
- Feed information
- Misc. expenses
- Housing information

On your Project Record you will need to list your project. Choose one of the following:

- Alpaca, Llama
- Animal Study
- Beef, Dairy Cow, Working Steer
- Citizenship and Community Service
- Clothing/Textiles/Home Arts
- Consumer & Family Sciences
- Communications & Expressive Arts
- Dog
- Environmental Education & Earth Sciences
- Equine
- Fish
- Goat
- Healthy Lifestyle – Foods and Nutrition
- Healthy Lifestyle- Health, Fitness and Sports
- Healthy Lifestyle –Safety
- Leadership
- Plant Science
- Poultry
- Rabbits and Cavies
- Sheep
- Swine
- Science and Technology
- Small Animal/Pet
- Workforce Preparation

## ALTERNATE PROJECT RECORD – NON ANIMAL

**Each section of the Alternate Project Record- Non Animal will now be discussed. Examples are italicized for easy reference.**

Remember, the parts of the 4-H Record Book include Record Book Front Cover; The 4-H Alternate Activity Record; the 4-H Alternate Project Records (Animal or non Animal); and the Connecticut 4-H Record Book Back Cover.

The choice to use an alternate form is up to the 4-Her, their leader and their parents. 4-Hers may choose to use the Alternate Activity Record and a regular Project Record or an Alternate Project Record and the regular Activity Record. Choose the forms that work the best for you. If in doubt, talk to your local 4-H Educator.

**PROJECT GOALS** – Choose a goal related to your project. Think about what you would like to learn this year. Complete this section in the beginning of the year.

***EXAMPLE***

*In the beginning of the year*

What would you like to learn about your project this year?

*This year in 4-H, I would like to make a skirt.*

*In order to meet your goal, you need to have a plan. What will be your plan for meeting your goal this year?*

During the year, I will meet this goal by: (Check as many as you plan to do)

- X Attending 4-H meetings                      \_\_\_ Talking to “experts”    X Attending workshops
- X Practicing    \_\_\_ Researching the topic

*At the end of the year, you must think about if your met your goal, If you did-great! If you did not what happened?*

*At the end of the year*

Did you reach your goal? Yes X No\_\_\_ Partially\_\_\_ *I even got to model it in the Fashion Revue*  
If you did not reach your goal or partially reached your goal, what happened?

**DESCRIBE YOUR PROJECT**

- In this section, you want to “paint” a picture of your project so that anyone reading your project record will understand it.
- Pick four of your favorite 4-H project activities that you participated in this year.
- In the boxes on the left write or have an adult write about your four of your favorite 4-H project activities.
- In the right hand boxes draw or attach pictures to show the activities.

***EXAMPLE***

<i>Project Activity Description</i>	<i>Project Activity Picture</i>
<i>I had to go to the store and buy material and the pattern for my skirt.</i>	

## **PROJECT ACTIVITIES**

- List *special* project meetings or clinics attended or conducted, such as tours, field trips, fair exhibits, etc that you did in your project this year.
- Include non 4-H events/activities that relate to your project.
- Please note in the Activity column if it was a 4-H or non 4-H activity/event.

Let's say your 4-H projects this year are robotics and clothing. You have to do a separate Project Record for each project, but an entry in this chart for each of those two projects might be something like this:

### ***EXAMPLE***

<b>Date</b>	<b>Activity</b>	<b>What did you do?</b>	<b>What did you learn?</b>	<b>Time spent</b>
00/00	<i>State Robotics Competition non4-H</i>	<i>Competed my team robot in contest</i>	<i>You have to trust your teammates</i>	<i>8 hours</i>
00/00	<i>Robotics Workshop</i>	<i>Worked in teams to learn programming.</i>	<i>Learned how to program it to turn and back up</i>	<i>6 hours</i>
00/00	<i>Field trip - 4-H</i>	<i>Club went to fabric store to buy fabric to make aprons</i>	<i>There is a lot of choice in choosing fabric</i>	<i>3 hours</i>

## **HOW MUCH TIME DO YOU SPEND ON YOUR PROJECT?**

- Record the amount of time you spend with your project during the year.
- The column headings are blank because what you do in your project varies according to the project and your age. Think about the major components of your project. These will be your column headings.
- Use a calendar to record time you spend on your project each day. Then record the monthly totals onto this chart.
- Be sure to record all your project activities, i.e.- if you have a clothing project, than all the time you spend shopping for material or making your items should be recorded in the correct month- if you make something for the Fashion Revue and then something for the Fair- you will have multiple months where you bought material and sewed.
- Add your totals across the chart for each month and also do yearly totals in the bottom row.

### ***EXAMPLE***

	<i>Buying material and pattern</i>	<i>Sewing</i>	<i>Learning how to model</i>	<i>Modeling</i>	<i>Total Time/ Per Month</i>	<i>Comments</i>
<i>Dec.</i>	3				3	
<i>Jan.</i>		12			12	
<i>Feb.</i>			5		5	
<i>Mar.</i>				8	8	<i>Modeling was fun and I got a ribbon</i>
<i>June</i>		10			10	
<b><i>Total hours</i></b>					<b><i>38 hrs</i></b>	

## **FINANCIAL INFORMATION**

- Did you spend any money in this project?
- If yes, list a few of your purchases and their cost.
- If nothing was purchased, write NA.
- In the summary, once you subtract your expenses from your income, you will have the cost of your project. The cost of your project is not a positive or negative thing. It is just a piece of information. Your project is more than its cost.

### ***EXAMPLE***

<b><i>Item</i></b>	<b><i>Amount</i></b>
<i>Materials and notions for Fashion Revue skirt</i>	\$22
<i>Materials and notions for Fair skirt</i>	\$15
<i>Patterns</i>	\$2.50
<b><i>Total</i></b>	\$39.50

*Did you make any money in this project? If yes, complete the chart below. If no, write NA.*

<b><i>How I Earned Money</i></b>	<b><i>Amount</i></b>
NA	
<b><i>Total</i></b>	\$00.00

### ***SUMMARY***

<b><i>I Spent This Amount of Money</i></b>	<b><i>I Earned This Amount of Money</i></b>	<b><i>The Difference Between What I Spent and What I Earned Is</i></b>
\$39.50	\$00.00	\$39.50

## **YEARLY REVIEW**

The purposed of this section is for you to reflect on this year's 4-H project. Think about the answers to the questions before you complete this section. The Yearly Review asks you:

- What have you learned about your project this year?
- What advice would you give a person doing this project?

**ATTACH ONE OR TWO SELECTED PHOTOGRAPHS OR NEWS ARTICLES (optional)**

## ALTERNATE PROJECT RECORD – ANIMAL

**Each section of the Alternate Project Record- Non Animal will now be discussed. Examples are italicized for easy reference.**

Remember, the parts of the 4-H Record Book include Record Book Front Cover; The 4-H Alternate Activity Record; the 4-H Alternate Project Records (Animal or non Animal); and the Connecticut 4-H Record Book Back Cover.

The choice to use an alternate form is up to the 4-Her, their leader and their parents. 4-Hers may choose to use the Alternate Activity Record and a regular Project Record or an Alternate Project Record and the regular Activity Record. Choose the forms that work the best for you. If in doubt, talk to your local 4-H Educator.

**PROJECT GOALS** – Choose a goal related to your project. Think about what you would like to learn this year. Complete this section in the beginning of the year.

***EXAMPLE***

*In the beginning of the year*

What would you like to learn about your project this year?

*This year in 4-H, I would like to earn my Rally Novice Title on my dog, Jake.*

*In order to meet your goal, you need to have a plan. What will be your plan for meeting your goal this year?*

During the year, I will meet this goal by: (Check as many as you plan to do)

- Attending 4-H meetings                       Talking to “experts”     Attending workshops  
 Practicing     Researching the topic

*At the end of the year, you must think about if you met your goal, If you did-great! If you did not what happened?*

*At the end of the year*

Did you reach your goal? Yes    No    Partially     X

If you did not reach your goal or partially reached your goal, what happened?

*Jake and I got 2 qualifying scores and then he hurt himself and we were not able to go to another dog show. I need three qualifying scores to earn my title.*

**DESCRIBE YOUR PROJECT**

- In this section, you want to “paint” a picture of your project so that anyone reading your project record will understand it.
- Pick four of your favorite 4-H project activities that you participated in this year.
- In the boxes on the left write or have an adult write about your four of your favorite 4-H project activities.
- In the right hand boxes draw or attach pictures to show the activities.

***EXAMPLE***

<i><b>Project Activity Description</b></i>	<i><b>Project Activity Picture</b></i>
<i>Jake and I practiced a lot to prepare for our first dog show</i>	<i>Picture or drawing of practicing</i>
<i>We went to the New England Dog Clinic in Tolland. It was great fun.</i>	<i>Picture or drawing of being at Clinic</i>
<i>Had to give Jake a bath, clip his nails and pack our show bag for his first show. I remembered to bring his favorite treats. He was very nervous, so I had to remain calm.</i>	<i>Picture or drawing of showing or preparing.</i>
<i>Jake hurt his leg after our second show and we were not able to show for the rest of the year.</i>	<i>Picture or drawing of Jake at the vet or limping or being treated . . .</i>

## **PROJECT ACTIVITIES**

- List *special* project meetings or clinics attended or conducted such as tours, field trips, fair exhibits, etc that you did in your project this year.
- Include non 4-H events/activities that relate to your project.
- Please note in the Activity column if it was a 4-H or non 4-H activity/event.

### ***EXAMPLE***

<b><i>Date</i></b>	<b><i>Activity</i></b>	<b><i>What did you do?</i></b>	<b><i>What did you learn?</i></b>	<b><i>Time spent</i></b>
00/00	<i>Field trip- non 4-H show</i>	<i>Went with club to AKC dog show</i>	<i>How to walk a Rally Novice Course</i>	<i>6 hours</i>
00/00	<i>Workshop</i>	<i>Guest speaker did a workshop in our county</i>	<i>How to trim Jake's nails</i>	<i>1 hour</i>
00/00	<i>Field trip- non 4-H show- went by myself</i>	<i>I went with my Mom to an AKC dog show to watch a Novice Rally class</i>	<i>Keep you leash loose.</i>	<i>6 hours</i>
00/00	<i>Fair Exhibit</i>	<i>Poster- dog breeds</i>	<i>Although Jake is a mutt- I think he is a pitbull/lab cross</i>	<i>4 hours</i>

## **ANIMAL IDENTIFICATION**

- This section needs to be completed once, usually at the beginning of the year.
- Measure your animal according to the species standards. I.e. do you measure from the withers, the shoulders or the hip? Do you use a tape girth or a scale to weigh your animal?
- When you describe your animal in the “what does your animal look like?” Try to use terminology relative to your species, i.e.-stockings, star, snip, etc.

### ***EXAMPLE***

*What is your animal's name? Jake*

*When was it born? Approximately 2/14/00 What is its sex? Neutered male*

*Is your animal registered? No - all American dog*

*If yes, Include a copy of your animal's registration papers.*

*What is its height? 21 inches at the shoulder What is its weight? 68 pounds*

*What does your animal look like? Golden color; white on muzzle, chest and tip of tail; short hair*

*Draw/attach a picture of your animal here. This is an important part of your animal id-don't forget it!*

## **EQUIPMENT & SUPPLIES**

- List equipment or supplies you have for your animal(s). (brushes, buckets, etc.)
- Supplies are anything purchased that is used up, for example: soap, shampoo, etc.
- Equipment is anything purchased that is not used up, for example: clippers, leashes, cages, tack, etc
- Don't include dollar amounts.
- Use more sheets if needed.
- Complete is this chart at the beginning of the year. As you acquire other things throughout the year, be sure to write them in the chart.
- Medications purchased should be listed on the “Care of Your Animal” chart.
- Do not list food items.

### ***EXAMPLE***

<i>Show leash</i>	<i>Nail clippers</i>	<i>Show collar</i>
<i>Grooming supplies</i>	<i>Water bowls</i>	<i>Feed bowls</i>
<i>Everyday leash</i>	<i>Dog shampoo</i>	<i>Rally cards</i>
<i>Crate for shows</i>	<i>Winter coat</i>	<i>Everyday collar</i>

## CARE OF YOUR ANIMAL- HEALTH AND VETERINARY RECORD

List the following information in this chart:

- What kind of shots or vaccinations, illnesses, accidents or other things has your animal had this year?
- Have you trimmed its hair or fur, nails or feet?
- Have you brushed its teeth?
- If you give your animal monthly or daily medication - write it here, but include the price only when you replenish the item.
- Use a calendar to record things. Then transfer your calendar items to this chart on a regular basis
- Use more sheets if necessary.

### **EXAMPLE**

<b>Date</b>	<b>Treatment Given</b>	<b>Cost</b>
00/00	Jake had an eye infection- antibiotics	\$48
00/00	trimmed nails	free
00/00	Annual health exam- shots and stool sample	\$158
00/00	Gave Jake heartworm pill	-
00/00	Trimmed nails	free
00/00	Gave Jake heartworm pill	6 pills cost \$98
00/00	Gave Jake tick and flea treatment	3 treatments cost \$43
00/00	Gave Jake tick and flea treatment	-
	<b>Total</b>	\$347

## FEED INFORMATION

The purpose of this section is to give you a “snap shot” of what your animal eats, how much it eats and some idea as to the cost of the food. If you change your animal’s feed, record the new information here.

### **EXAMPLE**

How many times a day do you feed your animal? 2 times a day

What type of food do you feed your animal? How much at each feeding? Complete the chart below.

<b>Type of Food</b>	<b>Amount fed per day (pounds, cups, ounces)</b>	<b>Unit price of food item</b>
Dry kibble- Nutromax	3 cups/day; 1.5 cups per feeding	\$44 for a 35 pound bag
Supplements- Dasaquin	3 pills per day	1 bottle costs \$84
Wet food- Alpo- beef chunks and gravy	½ can per day	\$.68/can

## MISCELLANOUS EXPENSES

- List expenses such as:
  - showing
  - traulering
  - class entry fees
  - new show clothes
  - new tack
  - new equipment
  - lessons
  - training classes
  - supplies
- Do not list daily expenses such as bedding, feed, vet care, etc.

### **EXAMPLE**

<b>Date</b>	<b>Item</b>	<b>Used for</b>	<b>Cost</b>
00/00	Entry fee for dog show	Entry fee	\$28
00/00	Show collar	Dog shows	\$22
00/00	Crate	Dog shows	\$140
00/00	Test and certification fee	Animal therapy	\$110
00/00	classes	Training	\$120
	<b>Total</b>		\$420

## **HOW MUCH TIME DO YOU SPEND ON YOUR PROJECT?**

Use this chart to record the amount of time you spend with your project during the year.

- Use a calendar to record time you spend on your project each day. Then record the monthly totals onto this chart.
- Every month you will record the amount of time you spend:
  - training and handling your animal
  - doing housing care, (cleaning the pen or house that your animal lives)
  - grooming your animal
  - showing your animal at a fair, show or exposition
- If you perform other activities that are related to hands-on experiences with your animal, record them in the “Blank ” column. Be sure to label the blank column. Things listed in the blank columns may vary according to species.
- Add your totals across the chart for each month and also do yearly totals in the bottom row.

### ***EXAMPLE***

	<i>Training Handling</i>	<i>Housing Care</i>	<i>Grooming</i>	<i>Showing</i>	<i>Therapy Dog Volunteering</i>	<i>Total Time/ Month</i>	<i>Comments</i>
<i>Oct.</i>	<i>6 hrs</i>	<i>3 hrs</i>	<i>1 hr</i>	<i>8 hrs</i>	<i>4 hrs</i>	<i>22</i>	<i>Jake hurt his eye and I had to take him to the vet and put stuff in his eye every day for a week.</i>  <i>My Mom and I take Jake to a local nursing home very week.</i>
<i>Nov.</i>	<i>6 hrs</i>	<i>0</i>	<i>1 hr</i>	<i>8 hrs</i>	<i>4 hrs</i>	<i>18</i>	
<i>Dec.</i>	<i>6 hrs</i>	<i>0</i>	<i>1 hr</i>		<i>3 hrs</i>	<i>10</i>	<i>We didn't go to nursing home the week of xmas</i>
<b><i>Total hours</i></b>	<i>18</i>	<i>3</i>	<i>3</i>	<i>16</i>	<i>11</i>	<i>50</i>	

## **HOUSING INFORMATION**

- This section asks you questions about where your animal lives.
- Fill out this section once, If there are *major* changes in your animal’s housing, copy the page and complete it again.
- Don’t forget the picture!

## **YEARLY REVIEW**

The purposed of this section is for you to reflect on this year’s 4-H project. Think about the answers to the questions before you complete this section. The Yearly Review asks you:

- What have you learned about your project this year?
- What advice would you give a person doing this project?

## **ATTACH ONE OR TWO SELECTED PHOTOGRAPHS OR NEWS ARTICLES (optional)**

## Section 3

# THE CONNECTICUT 4-H ACTIVITY RECORD

Remember, the parts of the 4-H Record Book include Record Book Front Cover; The Activity Record; the 4-H Project Record sheet (one for each project area); and the Connecticut 4-H Record Book Back Cover.

### The 4-H Record Book Front Cover

The 4-H Record Book Front Cover should contain the 4-H member's name, address, date of birth, club or independent member status and county. This is inserted under the plastic cover of a 3 ring binder notebook.

### **A DETAILED DESCRIPTION OF THE PARTS OF THE CONNECTICUT 4-H RECORD BOOK FOLLOWS.**

### The Activity Record

There are three versions of the CT 4-H Activity Record

4. Standard Form – to be completed by the majority of 4-Hers age 9-19. 4-Hers aged 7 and 8 may choose to use this version. If a child is unable to write his/her Record Book due to age or special needs, it may be dictated. However, please note that it must be written AS dictated with no edits. A dictated book must be acknowledged as such on the Activity Record. A dictated book will be viewed the same way as a non-dictated one.
5. Alternate Form – to be completed by most 7 and 8 year olds or 4-Hers with special needs.
6. Special - This Record is specific to a child and must be approved by the local 4-H Educator.

### What Level is it? Or Explaining the Participation Levels

Throughout the Activity Record, 4-Hers are asked to indicate if activities were at the Club, County, State, Multi-State or National level. To help answer this, think about the activity and where the participants were from. If all the members were just from a club, that is a club event. If they were all from a county or from a few counties operating jointly to put on a 4-H Fair for example, that would be considered county. If every county in the state participates, it is an event at the state level. If more than one state participates and it is in the New England region, it is considered multi-state. Participation in the Big E is considered a multi-state event. If several states participate from different areas in the county, the event is considered a national level.

- **The 4-H Activity Record Includes**
- Information about meetings attended
- General 4-H Goals
- Public Speaking Activities
- Leadership Activities
- Community Service Activities
- General 4-H Participation and Promotion Activities
- Recognition Received
- 4-H Member Financial Summary
- 4-H Story
- Pictures (optional)

Each section of the Activity Record will now be discussed. Examples are italicized for easy reference.

**ACTIVITY RECORD, PAGE 1**

***EXAMPLE***

**General Meeting Information**

- Your name, age as of January 1<sup>st</sup> of the 4-H year, number of years in 4-H including this year and the current year.
- The 4-H year is the same as the current school year.
- If you are an independent 4-Her, check that line and then precede to the General 4-H goals section
- If you are not an independent 4-Her: list how many business meetings were held and how many of those you attended. If you belong to two clubs, indicate which is club #1 and Club #2
- Also, list your project meetings (sewing, rabbits, service, etc) and the number that you attended. If you have a project meeting at your business meetings, do not put anything in the project meetings section. List the project meetings of all the clubs that you belong to.

Name \_\_\_\_\_ Age as of January 1<sup>st</sup> \_\_\_\_\_

Years in 4-H (Counting this year) \_\_\_\_\_ 4-H Program Year \_\_\_\_\_

Independent member \_\_\_\_\_

	# Meetings Held	# Attended
Club #1 Business meetings- <i>Do Gooders Club</i>	9	8
Club #2 Business meetings _____		
Project #1 meetings - <i>environment sciences</i>	8	8
Project #2 meetings <i>pets</i>	6	4
Project #3 meetings _____		

**GENERAL 4-H GOALS**

Each Project Sheet now has a goal section. Therefore the goal you write on the Activity Record should be a general 4-H goal- related to leadership, participation, community service, public speaking, etc. Do not list one related to your project. Choose one general goal by thinking about what you would like to accomplish or learn this year. Be sure to write the steps on how you are going to achieve your goal. In order to achieve your goal, you have to have a plan. Keep it brief.

***EXAMPLE***

***GENERAL 4-H GOALS*** *In addition to project goals, 4-Hers, to be members in good standing should have a goal related to their general 4-H involvement. DO NOT choose a goal related to your project. Circle one of the goals listed below or choose your own and explain how you are going to achieve it.*

My general goal for 4-H this year is (check one

- Public speaking     Leadership     Community Service     Club participation  
 Fair participation     4-H promotion     Teen leadership     Other

*I am going to achieve this goal by:*

1. Ask my leader to help me choose a suitable demonstration topic.
2. Review the 4-H material on demonstrations.
3. Prepare and do a demonstration for the club meeting before the county public speaking program and ask for comments and suggestions.
4. Register and participate in the County public speaking program.

## ACTIVITY RECORD, PAGE 2

### PUBLIC SPEAKING

List 4-H demonstrations, speeches, power points, illustrated talks, radio and television appearances, presentations, exhibits, articles you wrote, or events emceed in 4-H or at non 4-H events. Be sure to include dates and topics.

#### **EXAMPLE**

**PUBLIC SPEAKING** List 4-H demonstrations, speeches, power points, illustrated talks, radio and television appearances. Only list this year's presentations.

<i>Date</i>	<i>Topic</i>	<i>Where Was Presentation Delivered?</i>	<i># Of Hours Spent (Include Preparation)</i>	<i>Level*</i>
00/00	My Dog Jake	Demonstration delivered at club and county public speaking program	15 hours	4-HCL 4-HC
00/00	4-H Fair	Wrote press release about County Fair for local newspapers	3 hours	4-HC C
00/00	Parliamentary Procedure- Is It Necessary?	Speech delivered to my home schooling Speaker's Bureau group	7 hours	L

\* 4-H events

4-H Club-4-HCL; 4-H County-4-HC; 4-H State-4-HS; 4-H Multi-state-4-HM; 4-H National-4-HN

\* non 4-H events

non 4-H Local- L; non 4-H County-C; non4-H State-S; non4-H Multi-state-M; non4-H National-N

### LEADERSHIP

What is leadership?

Leadership is holding an office, being on a committee, leading an activity, or helping to plan or conduct an event or activity. Leadership is planning, organizing, implementing and evaluating. Participation in an activity or event is not leadership. If you attended an event or club meeting, that is participation, not leadership. Events or activities that you attended should be listed on page 3 under the "General 4-H Participation and Promotion Activities" section.

- List any leadership experiences in 4-H. Include offices, committees, or leading activities.
- List the name of the office, committee or an activity and then describe your leadership role- i.e. chair, member etc. Be sure to denote whether it was a club, county or state committee.
- If you are completing a Leadership Project Record – only list things here that you are not listing in your Leadership Project Record.

**EXAMPLE- LEADERSHIP** List your leadership experiences in 4-H. Include offices you have held or committees you have served on and the level of participation you held within each committee (i.e. member, chair, etc.).

<i>Date</i>	<i>Activity</i>	<i>Level Of Participation (Member, Chair, Etc)</i>	<i># Of Hours Spent (Include Preparation)</i>	<i>Level*</i>
00/00	Garden tools committee- inventoried garden tools used for community garden	Member	4	CL
00/00	Exhibits - County Fair	Chair	33	C

\* I-Individual, Club-CL, County-C, State-S, Multi-state-M, National-N

## ACTIVITY RECORD, PAGE 3

### COMMUNITY SERVICE ACTIVITIES

- List your involvement in 4-H related community service activities. Community service activities are the very important things you do alone or with others – to help make a difference.
- Do not list volunteering at 4-H activities here. If you volunteered or helped out at a 4-H event, list it in the General 4-H Participation and Promotion Activities section, page 4. Only list things here that you did representing 4-H as an individual or with your club.
- Do not list Citizenship activities here. Unless you are doing a Project Record in Citizenship, list experiences in which you learned about government or about the people living in your community or other places in the General 4-H Participation and Promotion Activities section, page 4.

#### **EXAMPLE**

**COMMUNITY SERVICE** List your 4-H community service efforts. Include things that contribute to the welfare of other individuals or your community.

<i>Date</i>	<i>Activity</i>	<i>Level Of Participation (Leadership Position Or Participant, If Leadership Be Specific)</i>	<i># Of Hours Spent (Include Preparation)</i>	<i>Level*</i>
00/00	Children's reading hour at library	Volunteered to help as an individual	25 hours	individual
00/00	Can food drive	Committee member that organized drive	9	Cl

\* I-Individual, Club-CL, County-C, State-S, Multi-state-M, National-N

### RECOGNITION

- List special club, local, county, state or national awards received for your 4-H project (s) during the current 4-H year. Remember to only list recognition related to this 4-H year.
- Complete this section throughout the year.
- FOR NON-ANIMAL PROJECTS- Include all awards received for your 4-H project at non-4-H events and 4-H events. For exhibit awards received at the Fair, summarize by division.
- FOR ANIMAL PROJECTS - Only list awards in this chart that are not listed in your Project Record.
- Don't forget to use the Level scale at the bottom of the chart.

#### **EXAMPLE**

<i>Date</i>	<i>4-H Project</i>	<i>Award</i>	<i>Received From?</i>	<i>Level*</i>
00/00	Robotics	Trip to state contest	United Technologies who sponsored Regional contest	Regional- non 4-H
00/00	Home Arts Division	6 exhibits- 3 blue, 3 red Danish ribbons	County 4-H Fair	4-HC
00/00	Science/Tech Division	Best in Show Rosette	County 4-H Fair	4-HC
00/00	Super 4-Her	Trophy	County Recognition Night	4-HC

\*Received at 4-H events

4-H Club-4-HCL; 4-H County-4-HC; 4-H State-4-HS; 4-H Multi-state-4-HM; 4-H National-4-HN

\*Received at non 4-H events

non 4-H Local- L; non 4-H County-C; non4-H State-S; non4-H Multi-state-M; non4-H National-N

## ACTIVITY RECORD, PAGE 4

### GENERAL 4-H PARTICIPATION AND PROMOTION ACTIVITIES

- List your PROJECT related activities in your Project Record. List your participation in any other club, county, regional, state or national activities in this section.
- Complete this section throughout the year.
- Do not list activities already listed elsewhere on this Activity Record.
- Don't forget activities such as judging activities, clinics, exhibits, workshops, tours, conferences, camp, 4-H fundraising, shows, exhibiting/volunteering at the 4-H Fair or participating at Eastern States, and attending conferences such as Citizenship Day, Washington Focus, Teen Connection or 4-H Camp. Also include participating in local 4-H fundraising events.
- Unless you are doing a Project Record in Citizenship, list experiences in which you learned about government or about the people living in your community or other places in this section.
- Include participation in non-4-H events that relate to your 4-H project.
- Don't forget to use the Level scale at the bottom of the chart.

#### **EXAMPLE**

<i>Date</i>	<i>Activity</i>	<i>Describe Your Participation (Leadership Position Or Participant, If Leadership Be Specific)</i>	<i>Level *</i>
00/00	Horse show ad campaign	Sold \$135 of ads	C
00/00	Tour	Local cable station	Cl
00/00	4-H camp	Windham- Tolland camp- 1 week participant	S

\*Individual, \*Club-CL, County-C, State-S, Multi-state-M, National-N

### 4-H MEMBER FINANCIAL SUMMARY

- The 4-H Member Financial Summary section is used to summarize expenses from all *individual projects for a given 4-H year*. Each Project Record asks for detailed financial information. For this Activity Record financial section, just transfer the total Project Income, Project Expenses, and Profit/Loss listed in the Project Record.
- If you have more than two projects, use another sheet.
- Be sure to total columns where indicated.

The numbers listed in the sample financial summary are fictional and are used just for examples.

#### **EXAMPLE**

	<i>Project Income</i>	<i>Project Expenses</i>	<i>Profit/Loss</i>	<i>Comments</i>
<i>Project Dog</i>	\$14	\$ 684	\$ -670	I love my dog, I don't care that I lost money. He is a pet.
<i>Sewing</i>	\$00.00	\$27	\$-27	With the \$27 I bought material to make a suit, that if I had to buy would cost over \$100
<i>Goats</i>	\$1150.00	\$1916.00	\$-766	
<b>Total</b>	\$1164	\$2627.00	-\$1463.00	

## **ACTIVITY RECORD, PAGE 5**

### **4-H STORY**

The 4-H Story is an important part of your Activity Record. Be sure your story answers the questions listed at the top of the page.

*Write a story about what 4-H has meant to you this year. This can be general in nature, explaining what you enjoy about your club or it can be a more specific accounting of a particular activity you enjoyed or trip you took as part of your 4-H membership. Write about how 4-H has helped you grow and what you have learned this year. Please make sure you answer all the questions asked for your story. Use more sheets if needed.*

After the 4-H Story, there is a line to declare if The Activity Record was dictated or written. Be sure this form is dated and signed by 4-Her, parents/guardians and leader. Signatures imply that all parts of the record book has been read and verified. 4-Hers, who are independent members, should have someone who is familiar with their work (like a parent) review and sign their records.

## **ACTIVITY RECORD, PAGE 6**

**Attach one or two selected photographs or news articles. (Optional)**

## Section 4

# CONNECTICUT 4-H PROJECT RECORDS

## GENERAL INFORMATION

Remember, the parts of the 4-H Record Book include Record Book Front Cover; The Activity Record; the 4-H Project Record sheet (one for each project area); and the Connecticut 4-H Record Book Back Cover.

### PROJECT RECORDS

#### **What is a 4-H Project?**

A 4-H project is a subject that you learn about in 4-H. It involves in depth learning on a specific topic. You learn about your project by attending meetings, activities, events, educational workshops, working with adult leaders and other 4-H members and project evaluation. A 4-H Project is similar to a unit in school.

#### **The 4-H Project Record**

The 4-H Project Record sheet is different for each project area (Communications and Expressive Arts, Citizenship and Civic Education, Plants and Animals etc.). You must keep a project record sheet for each individual project you enrolled in at the beginning of the year. Every youth in 4-H, regardless of their project, does the same Activity Record. Youth choose different Project Records based upon their project.

#### **How many Project Records are there?**

There are 24 Project Records and 7 Supplemental Project Records. The following Project Records are available:

Alpaca, Llama	Healthy Lifestyle – Foods and Nutrition
Animal Study	Healthy Lifestyle- Health, Fitness and Sports
Aquatics	Healthy Lifestyle –Safety
Beef, Dairy Cow, Working Steer	Leadership
Citizenship and Community Service	Plant Science
Clothing/Textiles/Home Arts	Poultry
Consumer & Family Sciences	Rabbits and Cavies
Communications & Expressive Arts	Sheep
Dog	Swine
Environmental Education & Earth Sciences	Science and Technology
Equine	Small Animal/Pet
Goat	Workforce Preparation

The CT 4-H Supplemental Project Records are:

Egg production	Incubation	Milk Production
Breeding and Progeny	Fiber	
Growth and Market(3 versions)	Growth (4 versions)	

**Although there are several different Project Records, all Project Records ask questions regarding:**

General information- name, years in project and 4-H year. (remember- the 4-H year is the school year)

- Declaration of project
- Project goals
- Project description
- Project activities
- Yearly Review
- Project Financial Information
- Project pictures (optional)

Animal related projects also ask the following questions:

- Animal identification
- Equipment inventory
- Show record
- Health record
- Time spent on project
- Feed Expenses
- Other income and expenses
- Financial Summary
- More detailed financial information

**Not Sure Which Project Record To Use?**

A Record Book is made up of an Activity Record and Project Records. Every youth in 4-H, regardless of their project, does the same Activity Record. Youth choose different Project Records based upon their project. There are 24 Project Records. The list below shows projects associated with each project record. Be sure to use any supplemental record sheets appropriate for your project. Project records can be obtained from the 4-H Office or from the CT 4-H web site.

<b>PROJECT AREA</b>	<b>USE THIS PROJECT RECORD</b>	<b>APPROPRIATE SUPPLEMENTAL PROJECT RECORDS (SR)</b>
Community Service Exchange programs- Government International Study domestic/international	Citizenship/Community Service	NA
Drama/Theater Speaking/Radio/TV Arts & Crafts Draw/Paint/Sculpture Clowning/Mime Dance/Movement	Communications Arts Visual Arts Performing Arts Photography Graphic Arts/Displays/Exhibits	Music/Sound Writing/Print Collections Video
Consumer Education Home Environment	Child Development/Care, Babysitting Parenting & Family Life Education	Consumer & Family Sciences
Clothing & Textiles		Consumer & Family Sciences
Foods & Nutrition	Foods Safety Food Preservation	Healthy Lifestyle – Foods/Nutrition
Animal projects where the 4-Her does not own their animal	Animal Study	

<b>PROJECT AREA</b>	<b>USE THIS PROJECT RECORD</b>	<b>APPROPRIATE SUPPLEMENTAL PROJECT RECORDS (SR)</b>
Collections Forestry Weather & Climate Water Archery Wildlife & Fisheries Earth, Water & Air Geology & Minerals Waste Management Composting Recycling Outdoor Education/Recreation Adventure/Challenge Energy Soils & Soil Conservation Household Hazardous Wastes Shooting Sports Environmental Stewardship (general)	Environmental Education & Earth Sciences	NA
Fitness & Sports Growth, Development & Disease Healthy Lifestyle Education Mental & Emotional Health Physical Health Sexual Health	Healthy Lifestyles- Health, Fitness and Sports	NA
Home Nursing, First Aid/CPR Safety ATV Safety Automotive Safety (including seatbelts) Bicycle Safety Emergency Preparedness Tractor & Machinery Safety Certification	Healthy Lifestyle – Safety	NA
"Leadership is planning, organizing, implementing and evaluating. Participation in an activity or event is not leadership."	Leadership	NA
Plants Gardens-Fruit/Vegetables Crops & Weeds Ornamental Horticulture Flower Gardening/House Plants	Plant Science	NA
Career Exploration & Employability Entrepreneurship	Workforce Preparation	NA
Caged Birds, Pigeons, Waterfowl, Cats	Small Animal/Pets	SR Breeding and Progeny
Rabbits/Cavies	Rabbits/Cavies	SR Growth and Market SR Fiber SR Breeding and Progeny SR Growth
Equine	Equine	SR Breeding/Progeny
Sheep	Sheep	SR Growth and Market SR Fiber SR Breeding and Progeny SR Milk production SR Growth
Swine	Swine	SR Growth and Market SR Growth SR Breeding and Progeny

<b>PROJECT AREA</b>	<b>USE THIS PROJECT RECORD</b>	<b>APPROPRIATE SUPPLEMENTAL PROJECT RECORDS (SR)</b>
Goats	Goats	SR Growth and Market SR Growth SR Fiber SR Breeding and Progeny SR Milk production
Dogs	Dogs	SR Breeding and Progeny
Alpaca, Llama	Alpaca, Llama	SR Fiber SR Breeding and Progeny
Poultry	Poultry	SR Growth and Market SR Egg Production SR Incubation SR Growth SR Breeding and Progeny
Beef, Dairy Cow, Working Steer	Beef, Dairy Cow, Working Steer	SR Growth and Market SR Breeding and Progeny SR Milk production SR Growth
Fish	Fish	NA
Aerospace Chemistry Aquaculture Electronics Food Science Science Bicycle Veterinary Science Science/Technology Engines/Tractors/Field Equipment Embryology	Animal Science Computer Technology Aquatic Science Marine Science Plant Science Physics Literacy	Electric Astronomy Entomology & Bees Meat Mathematics Automotive Wood Science & Industrial Arts Poultry Science &
	Science & Technology	NA

## **Possible Study Areas for Animal Study Projects**

Do you have an Animal Study Project? Some 4-Hers find that choosing a few animal related topics, help them focus their efforts throughout the year. Use this list to further define your project. Choose a few topics to study. Be sure to explain those topics on the “Describe Your Project” portion of the Animal Study Project Record.

### **Selection/Judging**

Identifying breeds  
Identifying parts  
Selection based on a standard  
Presenting oral reasons  
Recognizing faults  
Constructing the ideal specimen  
Locating unsoundness  
Locating blemishes  
Determining age  
Colors  
Markings

### **Health Practices**

Recognizing a healthy specimen  
Taking temp, pulse, respiration  
Identifying health supplies  
Stocking a medicine cabinet  
Giving medication  
Treating minor wounds  
Examining a fecal sample  
Identification and control of external parasites  
Identification and control of internal parasites  
Understanding psychology  
Outlining a health program  
Recognizing and treating diseases (list)

### **Handling/Horsemanship**

Haltering  
Leading  
Bridling/unbridling  
Saddling/unsaddling  
Mounting/dismounting  
Ring etiquette  
Using the long line

### **Equipment**

Identifying equipment  
Adjusting equipment  
Proper care/cleaning  
Assembling bridles  
Identifying bits

### **Farriery**

Identifying parts of hoof  
Trimming  
Shoeing

### **Records**

Maintaining health records  
Maintaining feed records

### **Safety**

Loading  
Approaching  
Tying, restraints  
Wearing helmets

### **Nutrition**

Identifying feed ingredients  
Evaluating hay quality  
Understanding nutrients  
The digestive system  
Feeding  
Planning pasture management  
Planning a feeding program

### **Grooming**

Hoof care  
Identifying grooming tools  
Knows purpose of each grooming tool  
Uses each tool correctly  
Bathing  
Clipping  
Braiding

### **Careers**

Exploring careers

## Section 5

### NON-ANIMAL 4-H PROJECT RECORDS

**Each major section of the non-animal Project Record will now be discussed. Sections in italics are taken directly from the current Project Record sheet.**

Please Note

Some Project Records have extra charts for recording information specific to that project. Those charts are not explained in this manual. Contact your 4-H Educator for help with these forms if needed.

**EXAMPLE**

**General Information-** *name, years in project and 4-H year. (Remember- the 4-H year is the school year)*

Name \_\_\_\_\_ Years in Project \_\_\_\_\_ 4-H Program Year \_\_\_\_\_

*Declaration of Project*

*Check off the specific project. For example, if a 4-Her does a project in Vet Science that project would be checked. If they choose another project for Computers, another Project Record Sheet would have to be used with that project checked.*

*Please check your project area. Use a new Record Sheet for each project area.*

*Aerospace*                       *Computer Technology*                       *Entomology & Bees*

**PROJECT GOALS** Each Project Record sheet now has a goal section. Choose a goal related to your project. Think about what you would like to accomplish or learn this year. Be sure to list the steps to achieving the goal. This will be the roadmap. Consult with your leader when you choose a goal. Be sure to set realistic goals. The first part of the Goal section should be completed at the beginning of the year. The second part is done at the end of the year and helps a 4-Her plan for next year.

**EXAMPLE**

<i>Set a goal related to your project.</i>	<i>I will make a CD on 4-H</i>
<i>How will you reach your goal? This is your action plan to attain your goal. Be specific and list each step needed to reach your goal.</i>	<i>I will:</i> <ol style="list-style-type: none"> <li>1. <i>get ideas for topics about 4-H from my club, leader and parents</i></li> <li>2. <i>write script for CD</i></li> <li>3. <i>have script reviewed by leader and parents</i></li> <li>4. <i>match pictures/take pictures to complement the script</i></li> <li>5. <i>put CD together</i></li> <li>6. <i>edit CD</i></li> <li>7. <i>check spelling, grammar</i></li> <li>8. <i>preview CD with club, and family- get suggestions</i></li> <li>9. <i>review and edit CD</i></li> <li>10. <i>CD done!</i></li> </ol>
<i>Did you accomplish your goal? Write about any assistance you received to reach your goal. If you didn't accomplish your goal- what obstacles prevented you from doing so and what did you try to overcome those obstacles?</i>	<i>I did accomplish my goal.</i> <i>The CD took many more hours than I anticipated. Having pictures that describe the words on the script was hard.</i>  <i>The director of our local cable TV station helped me with the final edit.</i>
<i>For next year . . . How will you change your goal?</i>	<i>I learned a lot doing this project, but it was very time consuming. I will choose another tech project for next year.</i>

## **DESCRIBE YOUR PROJECT**

Write a short paragraph that describes your project.

### ***EXAMPLE***

*In my clothing project this year, I made 4 items- a skirt, shorts, vest, and a dress. For all the items, I had to adjust the pattern. My leader helped do that and helped me sew the items. I also did a lot of sewing at home. I modeled the vest and skirt at the Fashion Show at CT Expressive Arts Day and the shorts and dress at the Fair.*

## **PROJECT ACTIVITIES**

For Non-Animal Records

- List *special project* meetings attended or conducted, such as tours, field trips, fair exhibits, etc that you did in your project this year.
- Include non 4-H events/activities that relate to your project.
- Please note in the Activity column if it was a 4-H or non 4-H activity/event.

For Animal Records

- List *special project* meetings attended or conducted, such as tours, field trips, fair exhibits, etc. that you did in your project this year.
- Fair exhibits not listed in the Competition/Show Record section should be listed here.
- Include non 4-H events/activities that relate to your project.
- Please note in the Activity column if it was a 4-H or non 4-H activity/event.

### ***EXAMPLE***

#### ***PROJECT ACTIVITIES***

<i>Date</i>	<i>Activity</i>	<i>What did you do?</i>	<i>What did you learn?</i>	<i>Time spent</i>
<i>00/00</i>	<i>State Robotics Competition non4-H</i>	<i>Competed my team and our robot in contest</i>	<i>You have to trust you teammates</i>	<i>8 hours</i>
<i>00/00</i>	<i>Fair Exhibits</i>	<i>Poster- Dog breeds</i>	<i>Although Jake is a mutt- I think he is a pit bull lab cross</i>	<i>4 hours</i>
<i>00/00</i>	<i>Field trip - 4-H</i>	<i>Club went to fabric store to buy fabric to make aprons</i>	<i>There is a lot of choice in choosing fabric</i>	<i>3 hours</i>

**HOW MUCH TIME DO YOU SPEND ON YOUR PROJECT?**

- Record the amount of time you spend with your project during the year.
- The column headings are blank because what you do in your project varies according to the project and your age. Think about the major components of your project. These will be your column headings.
- Use a calendar to record time you spend on your project each day. Then record the monthly totals onto this chart.
- Be sure to record all your project activities, i.e.- if you have a clothing project, than all the time you spend shopping for material or making your items should be recorded in the correct month- if you make something for the Fashion Revue and then something for the Fair- you will have multiple months where you bought material and sewed.
- Add your totals across the chart for each month and also do yearly totals in the bottom row

***EXAMPLE***

	<i>Buying material and pattern</i>	<i>Sewing</i>	<i>Learning how to model</i>	<i>Modeling</i>	<i>Total Time/ Per Month</i>	<i>Comments</i>
<i>Dec.</i>	3				3	
<i>Jan.</i>		12			12	
<i>Feb.</i>			5		5	
<i>Mar.</i>				8	8	<i>I modeled at State Expressive Arts Day and got a ribbon. It was fun.</i>
<i>June</i>		10			10	
<b><i>Total hours</i></b>					<b><i>38 hours</i></b>	

## **PROJECT FINANCIAL STATEMENT**

In this section, a 4-Her will summarize each project's income and expenses on a monthly basis. There are several ways to organize project financials, so that determining expenses and incomes are easy. Some suggestions:

- Have a calendar and write down expenses and income on the days these transactions occurred. Paperclip receipts to the calendar.
- Have an expenses and an income envelop for each project. During the month, put receipts in the appropriate envelope. At the end of the month, add up items in each envelope and write the totals in your project record.
- Using the computer, make a chart with the following columns- date-income-expenses. At the end of each month, add the column and transfer the totals to the chart.

### **What is value added? Here are a few examples.**

- Did you make a prom dress instead of buying one? The difference in cost between the materials you bought to make the dress and the cost of a store bought dress is the value added income.
- Does your family drink the milk from one of your dairy animals? The money your family is saving by drinking that milk is value added income to your project.
- Does your family preserve the vegetables you grow in your 4-H garden? The difference in cost between the materials you bought for the garden and the cost of store bought vegetables that your garden gives you is the value added income.

Be sure to use the Comments Column to list major expense categories.

### **EXAMPLE**

	<i>Income or Value Added</i>	<i>Expenses</i>	<i>Profit/Loss</i>	<i>Comments</i>
<b>Oct</b>	00.00	00.00	00.00	<i>Didn't work on project</i>
<b>Nov</b>	00.00	00.00	00.00	<i>Didn't work on project</i>
<b>Dec</b>	00.00	00.00	00.00	<i>Didn't work on project</i>
<b>Jan</b>	00.00	\$78	-\$78	<i>Bought fabric</i>
<b>Feb</b>	00.00	00.00	00.00	<i>Didn't work on project</i>
<b>March</b>	00.00	00.00	00.00	<i>Didn't work on project</i>
<b>April</b>	00.00	00.00	00.00	<i>Didn't work on project</i>
<b>May</b>	\$234.00	00.00	\$234.00	<i>Cost of similar prom dress if bought at a store</i>
<b>June</b>	00.00	00.00	00.00	<i>Didn't work on project</i>
<b>July</b>	00.00	00.00	00.00	<i>Didn't work on project</i>
<b>August</b>	00.00	00.00	00.00	<i>Didn't work on project</i>
<b>Sept</b>	00.00	00.00	00.00	<i>Didn't work on project</i>
<b>TOTAL</b>	\$234	\$78	\$156	

## **YEARLY REVIEW**

The purpose of this section is for you to reflect on this year's 4-H project. The yearly review asks you several questions concerning the following:

- New skills you learned this year.
- Challenges encountered in your project. How did you resolve them?
- How will you use what you learned?

**ATTACH ONE OR TWO SELECTED PHOTOGRAPHS OR NEWS ARTICLES.** (optional)

## Section 6

### ANIMAL 4-H PROJECT RECORDS

#### State Web Page - Record Keeping Link Page

When you click on the state web page, record keeping link, the animal projects will be displayed as shown below. On the web page, when you touch the animal, the sheets listed below each animal on this paper, will be on a drop down menu. Click on the sheets you want.

#### Connecticut 4-H Animal Project Records

**Standard Record Sheets** include the following: goals, describe your project, project activities, animal ID info, time spent on your project, equipment supply/inventory, vet and health, show record, feed expenses, a summary of other income and expenses, financial summary, yearly review, and attach one or more pictures. It is expected that 4-Hers complete the Standard Record Sheet for their project and any appropriate supplemental sheets.

**Supplemental sheets** include: growth and market, growth, fiber, breeding and progeny, egg production, egg incubation and milk production.

#### **Animal Study**

Standard Record Sheets

#### **Goat**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Growth  
Supplemental Record Fiber  
Supplemental Record Breeding and Progeny  
Supplemental Record Milk production

#### **Swine**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Growth  
Supplemental Record Breeding and Progeny

#### **Beef, Dairy Cow, Working Steer**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Breeding and Progeny  
Supplemental Record Milk production  
Supplemental Record Growth

#### **Sheep**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Fiber  
Supplemental Record Breeding and Progeny  
Supplemental Record Milk production  
Supplemental Record Growth

#### **Equine**

Standard Record Sheets  
Supplemental Record Breeding and Progeny

#### **Alpaca, Llama**

Standard Record Sheets  
Supplemental Record Fiber  
Supplemental Record Breeding and Progeny

#### **Dog**

Standard Record Sheets  
Supplemental Record Breeding and Progeny  
Supplemental Record Growth

#### **Rabbits and Cavies**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Fiber  
Supplemental Record Breeding and Progeny  
Supplemental Record Growth

#### **Poultry**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Egg Production  
Supplemental Record Incubation  
Supplemental Record Growth

#### **Small Animals/Pets**

Standard Record Sheets  
Supplemental Record Breeding and Progeny

**Fish** - Standard Record Sheets

**Remember**, the parts of the 4-H Record Book include Record Book Cover; The Activity Record; the 4-H Project Record sheet (one for each project area); and the Connecticut 4-H Record Book Back Cover. Don't forget to include any appropriate Project Record Supplemental Sheets.

At the beginning of the 4-H year, a 4-Her should select one or several animals to be your 4-H project animal(s) for the year. Then begin recording all of the relevant information on your animal in your record book on a **monthly** basis. It is important to keep your Record Book up to date, so that completing it doesn't become a chore at the end of the year.

***Each major section of an animal related Project Record will now be discussed. Sections in italics are taken directly from the current Project Record sheets.***

The beginning sections for the Animal Project Records are similar to the non-Animal Project Records. See the following pages of this Guide for help in completing those sections.

<b>Part of Project Record</b>	<b>Refer to this page in this Guide Book</b>
General information- name, years in project and 4-H year	<b>33</b>
Project goals	<b>33</b>
Project description	<b>34</b>
Project activities	<b>34</b>
Yearly review	<b>37</b>
Pictures (optional)	<b>37</b>

The remainder of your Project Record deals specifically with Animal Records and will now be discussed in detail.

### **Sections Specific to Animal Project Records**

Take a glance through the Project Records and Supplemental Sheets (egg production, egg incubation, milk production, growth, breeding and progeny, growth and market, and fiber) that you have selected so that you can learn how everything is organized. In your project record, in addition to sections on general 4-Her information, project goals, project description, project activities and optional pictures, there are pages related to animal identification, equipment inventory, show record, health record, time spent on project, feed expenses, other income and expenses, financial summary, and more detailed financial information. You only need to complete the pages relevant to your project animal. If the information is not relevant, write NA.

**Please note:** In some sections of your Project Record, you will list or provide information for all of your animals on one sheet. In other sections, you will need to complete one sheet for each animal. Please read the sheets carefully.

**PROJECT ANIMAL IDENTIFICATION** Use this sheet for Equine, Camelid, Swine, Bovine, Goats, Sheep, Working Steer, Rabbits, and Dog projects. This record sheet is for recording identification of up to 5 project animals per sheet. Make additional copies if you have more than five animals in your project. For this example, only two animals are listed.

- REGISTRATION NAME: this is the name that appears on the registration papers.
- NICKNAME: this is the name you call this animal.
- REGISTRATION NUMBER: as on the registration papers
- IDENTIFICATION: use either the tattoo, ear tag, or microchip ID.
- BIRTH DATE OR AGE: Month and year of birth or age in years and months.
- BREED: as on registration papers. If a mix, provide the breeds as a cross. For example: Oberhasli X Alpine
- DATE ACQUIRED: date you purchased the animal. May be date born if born into your project.
- OWNER'S NAME and BREEDER'S NAME: these are listed on registration papers.
- ESTIMATED VALUE: Your animal has a value when you start the year. That value may change as you train, feed, and show your animal. Assess your animal at the end of the year to determine its value.
- TOTAL ESTIMATED VALUE: this is where you will add up all the animals in your project to determine your project's total value. Be sure to include animals on additional sheets, if necessary.

**EXAMPLE**

	<i>Animal 1</i>	<i>Animal 2</i>	
<b>Registration name of animal</b>	<i>Abby's Tails Paski Sir</i>	<i>Abby's Tails Dunkin Doenuts</i>	
<b>Nickname</b>	<i>Paski</i>	<i>Dunkin</i>	
<b>ID/Ear tag/ ear notch/ Tattoo number</b>	<i>ABTS B12</i>	<i>ABTS W4</i>	
<b>Breed</b>	<i>Oberhasli</i>	<i>Ober X Grade</i>	
<b>Birth date or Age</b>	<i>03/22/2011</i>	<i>04/12/2008</i>	
<b>Registration Number (if registered)</b>	<i>AB1234567</i>	<i>AB1235432</i>	
<b>Date Acquired</b>	<i>03/22/2011</i>	<i>04/12/2008</i>	
<b>Owner's Name (as on registration paper)</b>	<i>Abigail Smith</i>	<i>Abigail Smith</i>	
<b>Breeder's Name (as on registration paper)</b>	<i>Abigail Smith</i>	<i>Abigail Smith</i>	
<b>Dam's Full Name</b>	<i>Gateway Moeeka</i>	<i>Highwater Billa</i>	
<b>Sire's Full Name</b>	<i>Blue-Ridge Buddy</i>	<i>Heaven's Hollow Jazz</i>	
<b>Sex</b>	<i>F</i>	<i>F</i>	
<b>Color &amp; Markings</b>	<i>Bay with Black</i>	<i>Bay with Black</i>	
<b>Height/Weight</b>	<i>8 lbs</i>	<i>125 lbs</i>	<b>TOTALS</b>
<b>Estimated value- beginning of project year</b>	<i>\$125</i>	<i>\$150</i>	<i>\$275</i>
<b>Estimated value at end of project year</b>	<i>\$200</i>	<i>\$150</i>	<i>\$350</i>

**PROJECT ANIMAL IDENTIFICATION** Use this sheet for Poultry, Small Animals and Pets. Make additional copies if needed.

- **DATE BORN OR HATCHED:** Month and year of birth or hatching. If you are unsure of month, use your best guess.
- **ID NUMBER:** Most small animals will have a tattoo or other means of identification. Birds will have leg bands with numbers. If there is no ID number, write NA
- **BREED:** record the breed of your animal. If a mix, provide the breeds as a cross. For example: Barred rock X Silkie
- **COLORS and MARKINGS:** provide the colors and significant markings of your animal.
- **VALUE:** Your animal has a value when you start the year. That value may change as you train, feed, and show your animal. Assess your animal at the end of the year to determine its value.

**EXAMPLE**

<i>Date Born or Hatched</i>	<i>ID Number</i>	<i>Breed</i>	<i>Sex</i>	<i>Colors</i>	<i>Markings</i>	<i>Value at Year Start</i>	<i>Value at Year End</i>
00/00	A12345678CT	White Rock	F	White	None	\$3.50	\$8.00
00/00	None	Syrian	F	Black	White toes	\$20.00	\$35.00

**PROJECT ANIMAL IDENTIFICATION** This record sheet is for a whole grouping of fish (tank, etc).

- **BREED:** record the breed of your fish, if known.
- **SCIENTIFIC NAME:** record the scientific (Latin) name of your fish.
- **COMMON NAME:** the name given to a particular species that is not the scientific name. For example: Beta is the common name and *Betta splendens* is the scientific name.
- **HATCH OR PURCHASE DATE:** Record the month, day, and year of hatch or purchase.
- **SEX:** The sex of some fish can be identified.
- **COLORS and MARKINGS:** provide the colors and significant markings of your fish.
- **VALUE:** Your animal has a value when you start the year. That value may change as you feed, breed or show your animal. Assess your animal at the end of the year to determine its value

	<i>Common Name</i>	<i>Scientific Name</i>	<i>Hatch or Purchase date</i>	<i>Sex</i>	<i>Color/ Markings</i>	<i>Value at beginning of Project</i>	<i>Value at end of Project</i>
<i>Fish # 1/ Name</i>	Betta	Betta splendens	2/25/11	Female	Red	\$5.25	\$5.50
<i>Fish # 2/ Name</i>	Sterba's Cory Catfish	Corydoras sterbai	3/5/11	Male	Black & tan	\$9.50	\$9.25

**EXAMPL  
E**

**EQUIPMENT & SUPPLY INVENTORY** - This sheet is used to record equipment and supplies used with your project. This is a record of what you have at the start of your project, those items you purchase/acquire during your project, and what you have at the end of your project. Supplies are considered to be anything purchased that is used up, such as soap, shampoo, etc. Equipment is considered to be anything purchased that is not used up such as clippers, tack, etc.

Items may include:

- *Livestock, Llamas & Alpacas* – show/barn halters, feed tubs, water buckets, clippers, grooming supplies, etc.
- *Horse* – feed tubs, water buckets, hoof picks, clippers, halters, saddles, bridles, brushes/combs, safety helmets, etc.
- *Dog* – show/training leashes, grooming supplies, crates, agility equipment, nail clippers etc.
- *Poultry* – feed/water containers, grooming supplies, showing supplies, etc.
- *Rabbit, Cavies* – cages/hutches, feed/water containers, nail clippers, grooming supplies, etc.
- *Small Pets, Aquatics* – cages, aquariums, feed/water bowls, filters, pumps, etc.

You need to take an inventory of what equipment and supplies are on hand at the beginning of the 4-H project year and again at the end of the year. Add new equipment or supplies you purchase or acquire to the list. Estimate a cost value for any shared equipment. (Ex. 1 set of clippers shared between 3 members - \$250.00 / 3 = \$83.00/each)

For easy record keeping, as items are purchased/sold they can be added to the 4-H Project Financial Worksheet/Pantry List. This is listed on the state web page (Record Keeping Link) under “Educational Material Regarding CT 4-H Record Keeping.” Items should be listed as purchased or sold. If you use this worksheet, transfer monthly totals to the *Other Income and Expense* section of your project record.

Items received as gifts during the year should be recorded on the ending inventory, but not shown as an expense on the *Other Income and Expense* record sheet.

To determine the estimated value per item, use fair market value. Remember that age and wear and tear decrease the value of an item. If an item is lost or discarded, it has no value.

4-H members that lease project animals should know the value of the items that are used in their project. If supplies or equipment are purchased by the 4-H member, they should be recorded as expenses. However, equipment used, but not owned, by the 4-H member will be recorded only on the *Equipment & Supply Inventory* sheet.

Inventory recorded at the “End of Project Year” will be used as the beginning inventory for the next project year.

**EXAMPLE**

*Inventory at Beginning of Project Year*

<i>Item Description</i>	<i>Quantity</i>	<i>Estimated Value per item</i>	<i>Total Value</i>
<i>Brush</i>	<i>2</i>	<i>\$15.00</i>	<i>\$30.00</i>
<i>Feed Pan</i>	<i>1</i>	<i>\$10.00</i>	<i>\$10.00</i>
<i>Total Beginning Value</i>			<b>\$40.00</b>

*Inventory at End of Project Year*

<i>Item Description</i>	<i>Quantity</i>	<i>Estimated Value per item</i>	<i>Total Value</i>
<i>Brush</i>	<i>2</i>	<i>\$14.00</i>	<i>\$28.00</i>
<i>Feed Pan</i>	<i>1</i>	<i>\$9.00</i>	<i>\$9.00</i>
<i>Total End Value</i>			<b>\$37.00</b>

**TIME SPENT ON PROJECT**

- This sheet is a record of the time spent with your animal.
- Every month you will record the amount of time you spend:
  - training and handling your animal
  - doing housing care, (cleaning the pen or house that your animal lives)
  - grooming your animal
  - showing your animal at a fair, show or exposition
- If you perform other activities that are related to hands-on experiences with your animal, record them in the “Blank” column. Be sure to label the blank column. Things listed in the blank columns may vary according to species.
- Add your totals across the chart for each month and also do yearly totals in the bottom row.

**EXAMPLE**

	<i>Training/Handling</i>	<i>Housing Care</i>	<i>Grooming</i>	<i>Showing</i>				<i>Total Time/ Per Month</i>	<i>Comments</i>
<i>Oct.</i>	2	4	2	2				10	<i>Cleaned the pen every week. Showed at Harwinton Fair.</i>
<i>Nov.</i>		4						4	<i>Cleaned the pen every week.</i>
<i>Dec.</i>		4						4	<i>Cleaned the pen every week.</i>
<b><i>Total</i></b>								<i>18 hours</i>	

**HEALTH and MAINTAINANCE**

- This record sheet is the same for all project animals except poultry, fish and small animals/pets.
- Make additional copies if needed.
- In this section, record all care your animals receive, (vet care, farrier work, illnesses , injuries, etc.) whether by a veterinarian, a 4-H leader, a sibling, or yourself.
- Name/Animal ID: Write the name of your animal here.
- Date: Day, month, and year of event.
- Type Of Care Given: Record what was done. For example: Rabies vaccinations or Dressed wound.
- Given By: Record who administered treatment.
- Follow Up Care/Booster Due: record the date that a booster is due or the next appointment. Also record any follow up care required. For example: “Apply cold compress daily for 5 days.”
- Cost: Record the cost of the event. If an event occurred for all animals in your project (such as a health inspection), indicate the cost for the herd and then write the individual animal’s cost. To determine the cost for an individual animal use the following formula: 
$$\frac{\text{total cost for all project animals}}{\text{total number of project animals}}$$
- In the Comments section: Record any additional important information
- At the bottom of the chart, be sure to total all your vet expenses for the year for each animal. Transfer the total costs for each animal the Financial Summary section of your Project Record.

**EXAMPLE**

*Animal Name/ID Maggie*

<b>Date</b>	<b>Treatment Given</b>	<b>Given By</b>	<b>Follow Up Care; Booster Due</b>	<b>Cost</b>	<b>Comments</b>
<i>00//00</i>	<i>Health Check</i>	<i>Dr. Kneser</i>	<i>Next year</i>	<i>\$500.00/herd Maggie’s cost = \$50</i>	<i>healthy</i>
<i>00//00</i>	<i>Feet trimmed</i>	<i>Uncle Doug</i>	<i>None</i>	<i>\$0.00</i>	
<i>00//00</i>	<i>Wound spray</i>	<i>Myself</i>	<i>Cold compresses twice a day for 5 days</i>	<i>\$0.00</i>	<i>Dog attack</i>
			<b>Total</b>	<i>\$50</i>	

**SHOW/COMPETITION RECORD**

- Use this sheet to keep a record of your show of and competition experiences with your 4-H project animal(s). Keeping track of your showing record will help you to determine the quality of your animal in comparison to others of the same breed.
- Remember that it is always the judge’s opinion and each judge will judge differently.
- Record the shows you attended even if they are not 4-H shows (local Fairs or breed shows).
- Transfer the total fees and total premiums to the Financial Summary section of your Project Record.

**EXAMPLE**

*Animal Name/ID Fluffy*

<i>Date</i>	<i>Name of Show/Fair</i>	<i>Name of Class</i>	<i>Placings</i>	<i>Entry Fee</i>	<i>Premium (if any)</i>
00/00/00	Berlin Fair	Fitting & Showmanship	2nd	\$ 2.00	None
00/00/00	Berlin Fair	Aged Female	1st	\$ 2.00	\$60.00
00/00/00	Portland Fair	Aged Female	2nd	\$3.00	\$40.00
<b>Total</b>				\$7.00	\$100.00

*Animal Name/ID Zeke*

<i>Date</i>	<i>Name of Show/Fair</i>	<i>Name of Class</i>	<i>Placings</i>	<i>Entry Fee</i>	<i>Premium (if any)</i>
00/00/00	Portland Fair	Fitting & Showmanship	1 <sup>st</sup>	\$3.00	\$5.00
00/00/00	Portland Fair	Aged Male	none	\$3.00	NA
00/00/00	Goshen Fair	Aged Male	none	\$3.00	NA
00/00/00	Goshen Fair	Aged Male	none	\$3.00	NA
<b>Total</b>				12.00	\$5.00

## Food Summary Worksheet – How to Calculate Monthly Cost of Food

This worksheet provides you with the formula and practice on calculating how much you spend per month on food for your animal(s). DO NOT PUT THIS IN YOUR RECORD BOOK. This may help you, in an alternate way, to calculate feed expenses.

### Dry Food/ Concentrates/Supplements

If you are feeding pounds

- Cost of bag - \$ \_\_\_\_\_ divided \_\_\_\_\_ lbs in the bag = \$ \_\_\_\_\_ per lb
- Weight of one serving = \_\_\_\_\_ lbs
- Number of servings/day \_\_\_\_\_
- Number of servings x lbs/serving = \_\_\_\_\_ Total lbs fed/day
- \$ \_\_\_\_\_ per lb X \_\_\_\_\_ total lbs/day = \$ \_\_\_\_\_ per day

If you are feeding ounces

- Cost of bag/container - \$ \_\_\_\_\_ divided \_\_\_\_\_ lbs in the bag = \$ \_\_\_\_\_ per lb
- \$ \_\_\_\_\_ per lb divided by 16 = \$ \_\_\_\_\_ per ounce
- Weight of one serving = \_\_\_\_\_ ounces
- Number of servings/day \_\_\_\_\_
- Number of servings x ounces/serving = \_\_\_\_\_ Total ounces fed/day
- \$ \_\_\_\_\_ per ounce X \_\_\_\_\_ total ounces/day = \$ \_\_\_\_\_ per day

Monthly cost: \$ \_\_\_\_\_ per day X 28 days/month = \_\_\_\_\_

Monthly cost: \$ \_\_\_\_\_ per day X 29 days/month = \_\_\_\_\_

Monthly cost: \$ \_\_\_\_\_ per day X 30 days/month = \_\_\_\_\_

Monthly cost: \$ \_\_\_\_\_ per day X 31 days/month = \_\_\_\_\_

### Canned Food

- Cost of each can: \$ \_\_\_\_\_ x \_\_\_\_\_ # per day = \$ \_\_\_\_\_ per day

Monthly cost: \$ \_\_\_\_\_ per day X 28 days/month = \_\_\_\_\_

Monthly cost: \$ \_\_\_\_\_ per day X 29 days/month = \_\_\_\_\_

Monthly cost: \$ \_\_\_\_\_ per day X 30 days/month = \_\_\_\_\_

Monthly cost: \$ \_\_\_\_\_ per day X 31 days/month = \_\_\_\_\_

### Hay

Cost of bale - \$ \_\_\_\_\_ divided \_\_\_\_\_ flakes/sections in a bale = \$ \_\_\_\_\_ per flake/section

Number of flakes/feeding \_\_\_\_\_

Number of feeding/day \_\_\_\_\_

Number of flakes/feeding x number of feedings = \_\_\_\_\_ Total flakes fed/day

\$ \_\_\_\_\_ per flake/section X \_\_\_\_\_ total number of flakes/day = \$ \_\_\_\_\_ per day

Monthly cost: \$ \_\_\_\_\_ per day X 28 days/month = \_\_\_\_\_

Monthly cost: \$ \_\_\_\_\_ per day X 29 days/month = \_\_\_\_\_

Monthly cost: \$ \_\_\_\_\_ per day X 30 days/month = \_\_\_\_\_

Monthly cost: \$ \_\_\_\_\_ per day X 31 days/month = \_\_\_\_\_

**DOG FEED SUMMARY** - Use this sheet to records your animal(s) feed consumption. They will allow you to track the cost of feeding your animal(s) for the project year. **Use one sheet per animal for all animal species.** Make sure to record the animal name or ID number at the top of the sheet. In the heading rows of these charts are calculations to aid you in the mathematics of the sheet. Each sheet asks you to record the following data:

- *Type of feed (Column A, G, M)* - You have been given blank headings to fill in the type of feed. Example- A dog project might have wet feed, dry feed & a daily supplement. A rabbit project might have pelleted feed and hay.
- *Units fed daily (B, H, N)* - This is the amount of feed you give your animal each day. The term “units” refers to pounds, ounces, etc.
- *Cost per unit (C, I, O)* - This is the cost of each unit of feed. Be sure to calculate this cost using the same units you entered in the *units fed daily* column. Example- If you feed in pounds per day, be sure you calculate this column as cost per pound.
- *Total cost per day (D, J, P)* - Calculate this by multiplying *units fed daily* x *cost per unit*.
- *# of days fed (E, K, Q)* - This is the # of days your animal was fed each type/amount of feed. It will change monthly since not all months have the same # of days! It will also change if you add new feeds or omit a feedstuff from your animal’s diet at any point in the month.
- *Total monthly cost (of each feed) (F, L, or R)* - Calculate this by multiplying *total daily cost* x *# of days fed*.
- *Total yearly cost*-Calculate by adding the *total monthly cost* of each feed category.
- To calculate column S, add total month cost of all feed (columns F, L and R)
- When doing calculations, numbers listed to the right of the decimal point should only be listed to two places. If the third number past the decimal is 5 or higher, the number goes up one. For example – to calculate column D “.5 x \$.25 = \$.125 becomes \$.13”.

**EXAMPLE**

**Dog Feed Summary-** Use one sheet per animal. Complete the column headings for A, G & M with the types of feed used.

**Animal Name/ID-** Jake

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	<i>Dry Food</i>	<i>Units fed per day</i>	<i>Cost per unit</i>	<i>Total Cost per day (BxC)</i>	<i># Days fed</i>	<i>Total Monthly Cost (DxE)</i>	<i>Wet food</i>	<i>Units fed per day</i>	<i>Cost per unit</i>	<i>Total Cost per day (HxI)</i>	<i># Days fed</i>	<i>Total Monthly Cost (JxK)</i>	<i>Treats</i>	<i>Units fed per day</i>	<i>Cost per unit</i>	<i>Total Cost per day (NxO)</i>	<i># Days fed</i>	<i>Total Monthly Cost (PxQ)</i>	<i>Total Monthly Cost (F+L+R)</i>
<b>Oct.</b>	<i>Bi-Test Bones</i>	.5 lb	\$.25	\$.13	31	\$4.03	<i>Beef bits in gravy</i>	1 can	\$3.50	\$3.50	31	\$108.50	<i>Cheese sticks</i>	1	\$.05	\$.05	15	\$.75	\$113.28
<b>Nov.</b>	<i>Bi-Test Bones</i>	.5 lb	\$.25	\$.13	30	\$3.90	<i>Beef bits in gravy</i>	1 can	\$3.50	\$3.50	30	\$105.00	<i>Cheese sticks</i>	1	\$.05	\$.05	30	\$1.50	\$110.40
																		<b>Yearly Total</b>	\$223.68

**RABBIT, CAVIES, SMALL ANIMAL FEED SUMMARY** - Use this sheet to records your animal(s) feed consumption. They will allow you to track the cost of feeding your animal(s) for the project year. **Use one sheet per animal for all animal species.** Make sure to record the animal name or ID number at the top of the sheet. In the heading rows of these charts are calculations to aid you in the mathematics of the sheet. Each sheet asks you to record the following data:

- *Type of feed (Column A, G, M)* - You have been given blank headings to fill in the type of feed. Example- A dog project might have wet feed, dry feed & a daily supplement. A rabbit project might have pelleted feed and hay.
- *Units fed daily (B, H, N)* - This is the amount of feed you give your animal each day. The term “units” refers to pounds, ounces, etc.
- *Cost per unit (C, I, O)* - This is the cost of each unit of feed. Be sure to calculate this cost using the same units you entered in the *units fed daily* column. Example- If you feed in pounds per day, be sure you calculate this column as cost per pound.
- *Total cost per day (D, J, P)* - Calculate this by multiplying *units fed daily* x *cost per unit*.
- *# of days fed (E, K, Q)* - This is the # of days your animal was fed each type/amount of feed. It will change monthly since not all months have the same # of days! It will also change if you add new feeds or omit a feedstuff from your animal’s diet at any point in the month.
- *Total monthly cost (of each feed) (F, L, or R)* - Calculate this by multiplying *total daily cost* x *# of days fed*.
- *Total yearly cost-* Calculate by adding the *total monthly cost* of each feed category.
- To calculate column *S*, add total month cost of all feed (columns *F,L and R*)
- When doing calculations, numbers listed to the right of the decimal point should only be listed to two places. If the third number past the decimal is 5 or higher, the number goes up one. For example – to calculate column D “.25 x \$.25 = \$.0625 becomes \$.06”.

**EXAMPLE**

**Sm. Animal/Rabbit/Cavies Feed Summary- Use one sheet per animal. Complete the column headings for A, G & M with the types of feed used.**  
**Animal Name/ID** Betty (the bunny)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
	<i>Concentrate</i>	<i>Units fed per day</i>	<i>Cost per unit</i>	<i>Total Cost per day (BxC)</i>	<i># Days fed</i>	<i>Total Monthly Cost (DxE)</i>	<i>Forage</i>	<i>Units fed per day</i>	<i>Cost per unit</i>	<i>Total Cost per day (HxI)</i>	<i># Days fed</i>	<i>Total Monthly Cost (JxK)</i>	<i>None</i>	<i>Units fed per day</i>	<i>Cost per unit</i>	<i>Total Cost per day (NxO)</i>	<i># Days fed</i>	<i>Total Monthly Cost (PxQ)</i>	<i>Total Monthly Cost (F+L+R)</i>	
<b>Oct.</b>	<i>16% Bunny mix</i>	<i>.25lb</i>	<i>\$.25</i>	<i>\$.06</i>	<i>31</i>	<i>\$1.86</i>	<i>Alfalfa</i>	<i>Cube</i>	<i>\$.05</i>	<i>\$.05</i>	<i>31</i>	<i>\$1.55</i>							<i>\$3.41</i>	
<b>Nov.</b>	<i>16% Bunny mix</i>	<i>.25lb</i>	<i>\$.25</i>	<i>\$.06</i>	<i>30</i>	<i>\$1.80</i>	<i>Alfalfa</i>	<i>Cube</i>	<i>\$.05</i>	<i>\$.05</i>	<i>30</i>	<i>\$1.50</i>							<i>\$3.30</i>	
																			<i>Yearly Total</i>	<i>\$6.71</i>

**LARGE ANIMAL & EQUINE FEED SUMMARY** - Use this sheet to records your animal(s) feed consumption. They will allow you to track the cost of feeding your animal(s) for the project year. **Use one sheet per animal for all animal species.** Make sure to record the animal name or ID number at the top of the sheet. In the heading rows of these charts are calculations to aid you in the mathematics of the sheet. Each sheet asks you to record the following data:

- *Type of feed (Column A, G, M)*- The chart has 4 feed categories: Concentrate, Forage, Supplement & Pasture. Under each of these headings you have rows across for different types of concentrates, forages, & supplements. Example- You may feed your animal a sweet feed and a pelleted feed. Each of those would have a row under Concentrates each month you give your animal these feeds.
  - *Concentrate- A feedstuff high in energy and low in crude fiber such as pelleted grain or cracked corn.*
  - *Forage- A feedstuff made from the leaves and stems of plants such as hay or silage.*
  - *Supplement- An additive to feed which is higher in one or more nutrients such as mineral salt or vitamin mix.*
- *Units fed daily (B, H, N)* - This is the amount of feed you give your animal each day. The term “units” refers to pounds, ounces, etc.
- *Cost per unit (C, I, O)* - This is the cost of each unit of feed. Be sure to calculate this cost using the same units you entered in the *units fed daily* column. Example- If you feed in pounds per day, be sure you calculate this column as cost per pound.
- *Total cost per day (D, J, P)* - Calculate this by multiplying *units fed daily* x *cost per unit*.
- *# of days feed (E, K, Q)*- This is the # of days your animal was fed each type/amount of feed. It will change monthly since not all months have the same # of days! It will also change if you add new feeds or omit a feedstuff from your animal’s diet at any point in the month.
- *Total monthly cost (of each feed) (F, L, R, or U)* - Calculate this by multiplying *total daily cost* x *# of days fed*.
- *Total yearly cost – Add Column V*
- Calculate by adding the *total monthly cost* of each feed category.
- *Days on pasture (Column S)* - Total number of days your animal spent on pasture. Only include if pasture is a source of feed for the animal. If your animal is turned out in a lot with no vegetation, it is not on pasture!
- *Cost per day (pasture Column T)* - This is the cost of renting pasture space. If you do not pay rent on your animal’s pasture, or it is included in the cost of board, put \$0.
- *Total monthly cost (of all feeds in a category- Column V)* - Calculate this by adding the *total monthly cost of each feed in the category*. Example- If your feed cost for sweet feed was \$31 in the month of Oct. and your pelleted feed cost was \$2.71, your total concentrate costs for Oct. would be \$33.71. Write that total in the box next to *Total Monthly Concentrate Cost*. Repeat for the forage, supplement & pasture categories. Be sure to add only the *total monthly cost (of all feeds in a category)* in the monthly total column at the end of the row.
- *Total yearly cost – Add the Column V* for each month.
- When doing calculations, numbers listed to the right of the decimal point should only be listed to two places. If the third number past the decimal is 5 or higher, the number goes up one. For example – to calculate column D  $$.25 \times $.35 = $.0875$  becomes \$.09”.

**Livestock Feed Summary- Use one sheet per animal. Use for horse, llama, alpaca, dairy, beef, swine, sheep, goat**

**Animal Name/ID** Suzy

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
	Type of Concentrate Fed	Units fed per day	Cost per unit	Total cost per day (BxC)	# Days fed	Total Monthly Cost (DxE)	Type of Forage Fed	Units fed per day	Cost per unit	Total cost per day (HxI)	# Days fed	Total Monthly Cost (JxK)	Type of Supplement Fed	Units fed per day	Cost per unit	Total cost per day (NxO)	# Days fed	Total Monthly Cost (PxQ)	Days on pasture	Cost per day	Total Monthly Cost (SxT)	Total Monthly Cost (F+L+R+U)	
<b>Oct</b>	18% Sweet	4 lbs	\$.25	\$1	31	\$31	Hay - mix	Flake	\$.48	\$48	31	\$14.88	Sunshine plus	1/4 cup	\$.15/cup	\$4	31	\$1.24	31	\$1	\$31	\$96.33	
	22% Pelleted	\$.25 lbs	\$.35	\$.09	31	\$2.71	Alfalfa	flake	\$.50	\$50	31	\$15.00											
	<b>Total Monthly Concentrate Cost</b>						<b>Total Monthly Forage Cost</b>						<b>Total Monthly Supplement Cost</b>						<b>Pasture Cost</b>				
	\$33.71						\$30.38						\$1.24						\$31				
<b>Nov</b>	18% Sweet	4 lbs	\$.25	\$1	30	\$30	Hay - mix	2 Flakes	\$.48	\$.96	30	\$28.80	Sunshine plus	1/4 cup	\$.15/cup	\$.04	30	\$1.2	15	\$1	\$15	\$92.40	
	22% Pelleted	\$.25 lbs	\$.35	\$.08	30	\$2.40	Alfalfa	flake	\$.50	\$50	30	\$15.00											
	<b>Total Monthly Concentrate Cost</b>						<b>Total Monthly Forage Cost</b>						<b>Total Monthly Supplement Cost</b>						<b>Pasture Cost</b>				
	\$32.40						\$43.80						\$1.2						\$15				
																						<b>Yearly Total</b>	\$188.73

**POULTRY FEED SUMMARY** - Use this sheet to records your animal(s) feed consumption. They will allow you to track the cost of feeding your animal(s) for the project year. You may use one sheet per group of birds fed. However if you feed any birds individually or feed different groups of birds different diets you must fill out one sheet for each of these groups or individuals. For example if your project includes a flock of laying hens and a pair of show birds housed separate from the layers you need two feed summary sheets. Make sure to record the animal/group name or ID number at the top of the sheet. In the heading rows of these charts are calculations to aid you in the mathematics of the sheet. Each sheet asks you to record the following data:

- *Type of feed (Column A, G, M)*- You have been given blank headings to fill in the type of feed. Example- You may feed your birds a layer pellet and a mineral supplement. Each one would have its own heading.
- *Units fed daily (B, H, N)* - This is the amount of feed you give your animal each day. The term “units” refers to pounds, ounces, etc.
- *Cost per unit (C, I, O)* - This is the cost of each unit of feed. Be sure to calculate this cost using the same units you entered in the *units fed daily* column. Example- If you feed in pounds per day, be sure you calculate this column as cost per pound.
- *Total cost per day (D, J, P)* - Calculate this by multiplying *units fed daily* x *cost per unit*.
- *# of days fed (E, K, Q)* - This is the # of days your animal was fed each type/amount of feed. It will change monthly since not all months have the same # of days! It will also change if you add new feeds or omit a feedstuff from your animal’s diet at any point in the month.
- *Total monthly cost (of each feed) (F, L, or R)* -Calculate this by multiplying *total daily cost* x *# of days fed*.
- *Total monthly cost (of all feeds fed) (S)* - Calculate this adding numbers in column F, L, and R.
- *Monthly Cost per bird – Column T* – divide the figure in column by the # of birds in your flock
- *Total yearly cost* - Calculate by adding the *total monthly cost* (Column S).
- *Total yearly cost per bird*- this is actually the average cost/bird/month. Add the figures in column T and then divide by the number of months completed in your chart. In the example, we divided by 2 months.
- When doing calculations, numbers listed to the right of the decimal point should only be listed to two places. If the third number past the decimal is 5 or higher, the number goes up one. For example – “.25 x \$.25 = \$.0625 becomes \$.06”.

**EXAMPLE**

*Poultry Feed Summary- Use one sheet per animal or group.*

*Animal or Group Name/ID Layers*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	<i>Concentrate</i>	<i>Units fed per day</i>	<i>Cost per unit</i>	<i>Total Cost per day (BxC)</i>	<i># Days fed Total</i>	<i>Monthly Cost (DxE)</i>		<i>Units fed per day</i>	<i>Cost per unit</i>	<i>Total Cost per day (HxI)</i>	<i># Days fed</i>	<i>Monthly Cost (JxK)</i>	<i>Oyster shells</i>	<i>Units fed per day</i>	<i>Cost per unit</i>	<i>Total Cost per day (NxO)</i>	<i># Days fed Total</i>	<i>Monthly Cost (PxQ)</i>	<i>Total Monthly Cost (F+L+R)</i>	<i>Monthly Cost Per Bird</i>
<b>Oct</b>	<i>Layer pellets</i>	<i>10 lbs</i>	<i>\$.25</i>	<i>\$2.50</i>	<i>31</i>	<i>\$77.50</i>	<i>cracked</i>	<i>1 lb</i>	<i>\$.30</i>	<i>\$30</i>	<i>31</i>	<i>\$9.30</i>	<i>crushed</i>	<i>2 lbs</i>	<i>\$.50</i>	<i>\$1</i>	<i>15</i>	<i>\$15</i>	<i>\$101.8</i>	<i>20 birds \$5.09</i>
<b>Nov</b>	<i>Layer pellets</i>	<i>9 lbs</i>	<i>\$.25</i>	<i>\$2.25</i>	<i>30</i>	<i>\$67.50</i>	<i>cracked</i>	<i>1 lb</i>	<i>\$.30</i>	<i>\$30</i>	<i>30</i>	<i>\$9.00</i>	<i>crushed</i>	<i>2 lbs</i>	<i>\$.50</i>	<i>\$1</i>	<i>13</i>	<i>\$13</i>	<i>\$89.5</i>	<i>18 birds \$4.97</i>
<b>Yearly total</b>																			<b>\$191.30</b>	<b>\$5.03</b>

## **OTHER INCOME AND EXPENSES**

### **Other Income & Expenses**

- This sheet is a record of your income & expenses in all categories other than feed, competition & health.
- Income is any part of your project that puts money in your pocket.
- Expenses are any product or service which you purchased for your project. This can be stable/barn supplies (i.e. fly spray, halters, etc.), or board for your animal during the current project year.
- If you sell equipment, supplies or animals that are a part of your project, you need to record that here.
- For easy record keeping, as you spent money or received income from your project, you may have recorded such transactions on the 4-H Project Financial Worksheet/Pantry List. Transfer totals from that worksheet to this section monthly.
- Be sure to add your totals across the chart for each month and also to do yearly totals in the bottom row.
- Totals are then transferred to the Financial Summary.

### ***EXAMPLE***

	<i>Descriptions of Income</i>			<i>Total Monthly Income</i>	<i>Comments</i>
	<i>Animals Sold</i>	<i>Equipment Sold</i>	<i>Show Clipping</i>		
<i>Oct</i>			60	\$60	<i>Clipped 12 head for John Doe- \$5/head</i>
<i>Nov</i>	100	40		\$140	<i>Sold "Timothy"- 6mo buck &amp; old clippers</i>

	<i>Descriptions of Expenses</i>				<i>Total Monthly Expenses</i>	<i>Comments</i>
	<i>Trucking</i>	<i>Supplies</i>	<i>Equipment</i>	<i>Showing</i>		
<i>Oct</i>	30	25		10	\$65	<i>Highland Goat Show</i>
<i>Nov</i>		100		1	\$100	<i>Bought new clippers</i>

## **FINANCIAL SUMMARY**

These charts summarize the yearly income and expenses of your total project – whether it is one animal or several animals. If you have more than 5 project animals, make copies of this form.

*Yearly Project Income Summary* - List any income received from each individual project animal for this year. Income information can be obtained from Competition chart, the Other Income and Expenses chart and your Supplemental Records that are appropriate for your project. Add the totals for each animal so that you have an total income per animal.

*Yearly Project Expenses Summary* - List any expenses incurred from each individual project animal for this year. Expense information can be obtained from project Competition chart, Health Chart, project Feed chart, and the Other Income and Expenses chart and your Supplemental Records. Add the totals for each animal so that you have the total expenses for each animal.

*Profit or Loss for The Project Animal* - Once you have determined the total income and expenses for each animal, subtract the expenses from the total to obtain your profit or loss for the project animal. If it is a negative number, you have a loss this year. If it is a positive number you have a profit for this year. Do not be worried if you have a negative number. A lot of 4-H animal projects do. **REMEMBER** – The value of your project is much more than a dollar amount. You will further discuss your financial summary in the Yearly Review section of your Record.

*Profit or Loss of Your Total Project* - Once you have determined the profit or loss for each animal, you are going to determine the profit or loss for your total project. Add the numbers listed in the Profit or Loss/Animal row. That number will be your profit or loss for your total project.

**EXAMPLE**

*Yearly Project Income Summary*

<b>Item</b>	<b>Animal 1</b>	<b>Animal 2</b>	<b>Animal 3</b>	<b>Animal 4</b>	<b>Animal 5</b>
<b>Total Yearly Project Income - (Other Income and Expenses chart)</b>	00.00				
<b>Total Yearly Project Income - supplemental meat</b>	NA				
<b>Total Yearly Project Income - supplemental milk production</b>	\$1,400				
<b>Total Yearly Project Income - supplemental breeding/progeny</b>	\$250				
<b>Total Yearly Project Income - supplemental fiber</b>	Na				
<b>Total Income</b>	\$1,650				

*Yearly Project Expense Summary*

<b>Item</b>	<b>Animal 1</b>	<b>Animal 2</b>	<b>Animal 3</b>	<b>Animal 4</b>	<b>Animal 5</b>
<b>Total Yearly Health Expenses</b>	\$90				
<b>Total Yearly Project Expenses (Other Income and Expenses chart)</b>	\$25				
<b>Total Yearly Feed Expenses</b>	\$3,078				
<b>Total Yearly Project Expenses - supplemental meat</b>	NA				
<b>Total Yearly Project Expenses - supplemental milk</b>	\$80				
<b>Total Yearly Project Expenses - supplemental breeding</b>	NA				
<b>Total Yearly Project Expenses - supplemental fiber</b>	NA				
<b>Total Expenses</b>	\$3,273				
<b>Profit or Loss/Animal (total income/animal minus total expenses/ animal)</b>	-\$1,623				

<b>Profit or Loss for Project (total income of all animals minus total expenses of all animals)</b>	<b>-\$1,623</b>
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## SECTION 7 SUPPLEMENTAL PROJECT RECORDS

**Standard Record Sheets are needed for every animal project.** Standard Record Sheets include the following sections: goals, describe your project, project activities, animal ID info, time spent on your project, equipment supply/inventory, vet and health, show record, feed expenses, a summary of other income and expenses, financial summary, yearly review, and attach one or more pictures.

It is expected that 4-Hers complete the Standard Record Sheets for their project and any appropriate supplemental sheets. Supplemental sheets include: growth and market, growth, fiber, breeding and progeny, egg production, egg incubation and milk production.

For ease of reference, listed below are possible animal projects and supplemental records that may be needed. Only use the supplemental sheets you need.

### **Animal study**

Standard Record Sheets only

### **Goat**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Growth  
Supplemental Record Fiber  
Supplemental Record Breeding and Progeny  
Supplemental Record Milk production

### **Swine**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Growth  
Supplemental Record Breeding and Progeny

### **Beef, Dairy Cow, Working Steer**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Breeding and Progeny  
Supplemental Record Milk production  
Supplemental Record Growth

### **Sheep**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Fiber  
Supplemental Record Breeding and Progeny  
Supplemental Record Milk production  
Supplemental Record Growth

### **Equine**

Standard Record Sheets  
Supplemental Record Breeding and Progeny

### **Alpaca, Llama**

Standard Record Sheets  
Supplemental Record Fiber  
Supplemental Record Breeding and Progeny

### **Dog**

Standard Record Sheets  
Supplemental Record Breeding and Progeny  
Supplemental Record Growth

### **Rabbits and Cavies**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Fiber  
Supplemental Record Breeding and Progeny  
Supplemental Record Growth

### **Poultry**

Standard Record Sheets  
Supplemental Record Growth and Market  
Supplemental Record Egg Production  
Supplemental Record Incubation  
Supplemental Record Growth

### **Small Animals/Pets**

Standard Record Sheets  
Supplemental Record Breeding and Progeny

### **Fish**

Standard Record Sheets only

**SUPPLEMENTAL PROJECT RECORD**

**EGG INCUBATION**

This record sheet is for all clutches of eggs. Make additional copies if you have more clutches in your project.

- Date Set: Month, day and year that eggs began incubation.
- # Of Eggs Set: Record how many eggs are set.
- Date Hatched: Month, day and year your eggs hatched
- # Of Eggs Fertile: how many were fertile
- Percent Fertility: # of Eggs fertile divided by # of eggs set. Then multiply answer by 100.
- Percent Hatched: # of eggs which hatched divided by # of eggs set. Then multiply answer by 100.
- Percent Hatchability: # of eggs hatched divided by # of eggs fertile. Then multiply answer by 100.
- Cost: Record total cost of incubation. This could include: cost of eggs, cost of incubator, cost of electricity.

***EXAMPLE***

<i>Date Set</i>	<i># of Eggs Set</i>	<i>Date hatched</i>	<i># of Fertile Eggs</i>	<i>Percent Fertility</i>	<i># hatched</i>	<i>Percent Hatched</i>	<i>Percent Hatchability</i>	<i>Cost</i>	<i>Comments</i>
03/02/00	12	03/23/00	10	10/12 83%	8	8/12 67%	8/10 80%	\$4.00	

**SUPPLEMENTAL PROJECT RECORD**

**EGG PRODUCTION COOP WORKSHEET**

- The purpose of the Egg Production Coop Worksheet is to help you calculate the average daily production rate of your flock.
- You will need one worksheet for every month your flock is laying eggs.
- **DO NOT PUT THESE WORKSHEETS IN YOUR PROJECT RECORD.**
- Keep the coop worksheet near the entrance of your coop.
- Record the information every day.
- Track the number of eggs collected and the number of birds in your flock on a daily basis.
- To determine the % Daily Production -  $\frac{\# \text{ eggs collected}}{\# \text{ of birds}} \times 100$
- To determine the Average % Daily Production of your flock for the month  

$$\frac{\text{Total all the \% Daily Productions}}{\text{Number of Days Eggs were Collected}}$$
- At the end of the month, transfer the *Average % Daily Production* number to the Egg Production Project Record.

**EXAMPLE**

**Month June**

<i>Date</i>	<i># eggs collected</i>	<i># of birds</i>	<i>% Daily Production</i>	<i>Type of food/amount fed</i>	<i>Comments</i>
1	30	30	100%	Layer food 50 bag	
2	30	30	100%		
3	25	60	42%		Bought 30 new layers
4	45	60	75%		
5	30	50	60%		10 birds died, Heater broken - some eggs froze
<b>Total</b>			75.4%		

***Average Percent Daily Production for the month – 75.4%***

**SUPPLEMENTAL PROJECT RECORD**

**EGG PRODUCTION**

- This record sheet is for one flock of birds.
- Make additional copies if you have more flocks in your project.
- Use the Egg Production Coop Worksheet to record daily bird count, amount fed and eggs collected.
- Use the Egg Production Coop Worksheet to calculate the Average % Daily Production of your flock for the month.
- Transfer that number to the appropriate column on the Egg Production Supplement Project Record.

**EXAMPLE**

<i>Month</i>	<i>Average % Daily Production</i>	<i>Comments</i>
<i>May</i>		
<i>June</i>	75.4%	<i>Bought 30 new layers; 10 birds died, Heater broker - some eggs froze</i>
<i>July</i>		

**SUPPLEMENTAL PROJECT RECORD**

**WOOL - FLEECE - FIBER**

Record the quality, color, weight, length, crimp count, income to determine the productivity of fiber production project.

- Quality is measured in cleanliness, strength, lanolin presence, and microns.
- Weight can be recorded as a before skirting or after skirting quantity but be consistent for all fleeces. Length of Staple is the measurement of the length from the skin end of the fiber to the tip of the fiber follicle when being pulled tight.
- Crimp number is the number of distinct curls or waves per inch in the staple of the fiber.

**EXAMPLE**

<i>Animal Name/#</i>	<i>Breed</i>	<i>Date Shorn</i>	<i>Cost</i>	<i>Fleece Quality</i>	<i>Color</i>	<i>Fleece Weight</i>	<i>Length of Staple</i>	<i># of Crimp per inch</i>	<i>Income/Use</i>
<i>Princess</i>	<i>Romney</i>	<i>00/00</i>	\$30	<i>good</i>	<i>rose grey</i>	<i>12#</i>	<i>6"</i>	<i>4-7</i>	<i>handspinning at home</i>

## SUPPLEMENTAL PROJECT RECORD

### MILK PRODUCTION

This record sheet is for one individual animal. Make additional copies if you have more animals in your project.

- Name: does not have to be the registration name. Can be a nickname.
- Date Of Birth: Month and year
- Ear Tag/ Tattoo: use either the tattoo, ear tag, or microchip ID.
- Date Fresh: date your animal came into milk. Month, day, and year.
- Lactation #: how many times your animal has freshened in her life.
- Date Dried Off: date your animal was no longer producing milk. Month, day, and year.
- Total Production: add up all monthly totals to find the total produced for this lactation.
- Pounds of Fat, % Fat, Pounds of Protein, % Protein: Only complete this section if your animal's milk is tested. Record the numbers as indicated from test results. Write "NA" if you do not have information for this section.

**EXAMPLE**

X Goat \_\_\_ Sheep \_\_\_\_\_ Bovine

Name of Animal: Paladium

Date of Birth: 03/09 Ear Tag/Tattoo: ABTS Z1

Date Fresh: Feb 7, 2010 Lactation #:2

Date Dried Off: Oct 15, 2010

	<b>Test Day: AM and PM amounts</b>	<b>Test Day Total</b>	<b>Total for the Month (Test day total X number of days in lactation for the month)</b>	<b>Pounds of Fat</b>	<b>% Fat</b>	<b>Pounds of Protein</b>	<b>% Protein</b>	<b>Comments</b>
<b>Oct</b>	AM: 2 lbs PM: 2 lbs	4 lbs	4 lbs x 15 days = 60lbs	NA	NA	NA	NA	Dried off on 15th
<b>Nov</b>	AM: PM:							
<b>Dec</b>	AM: PM:							
<b>Jan</b>	AM: PM:							

**SUPPLEMENTAL PROJECT RECORD SHEET**

**BREEDING AND PROGENY**

**BREEDING**

This record sheet is for all your project animals (herd, flock, etc.). Make additional copies if you need. Be sure to add the columns for the yearly total in the bottom row.

For Female Bred section:

- Date Bred: Date the animal was bred
- Name: of the female which was bred. Nickname is acceptable.
- Id/Registration Number: tattoo, ear tag, or microchip ID assigned to this animal.

For Service Sire section:

- Name: of the male. Nickname is acceptable.
- Id/Registration Number: tattoo, ear tag, or microchip ID assigned to this animal.
- How Bred?: Artificial Insemination, Natural, or Embryonic Transfer
- Fee: Record cost of the service.

Date Due: Date that your animal should freshen. Month, day, and year.

Date Fresh: Date your animal gave birth. Month, day, and year.

**EXAMPLE**

Female Bred			Service Sire							Comments
Breed	Name	ID/Reg. No.	Breed	Name	ID/Reg. No.	How Bred? AI, Natural, ET	Fee	Date Due	Date Fresh	
<i>Oberhasli</i>	<i>Moeeka</i>	<i>4M W4</i>	<i>Oberhasli</i>	<i>Kelvin</i>	<i>UCD Z334</i>	<i>Natural</i>	<i>\$50</i>	<i>02/12/11</i>	<i>02/13/11</i>	<i>No problems</i>
<i>Alpine</i>	<i>Venezuela</i>	<i>PECK W7</i>	<i>Alpine</i>	<i>Romeo</i>	<i>ROE Z3</i>	<i>Natural</i>	<i>\$35</i>	<i>02/13/11</i>	<i>02/13/11</i>	<i>2 breech, 1 upside down</i>

## PROGENY

This record sheet is for all your project animals (herd, flock, etc.). Make additional copies if you need. Be sure to add the columns for the yearly total in the bottom row.

- Name Of Dam: Name of animal which gave birth.
- Breed: of the dam, as on registration papers. If a mix, provide the breeds as a cross.
- Name Of Offspring: One name/offspring per line.
- Offspring ID or Markings: tattoo, ear tag, or microchip ID assigned to this offspring.
- Sold Date: If you sold this offspring, the date of sale. Month, day, and year.
- Price: the amount you received for the sale of this offspring.

### *EXAMPLE*

<b>Name of Dam</b>	<b>Breed</b>	<b>Date Born</b>	<b>Name of Offspring</b>	<b>Sex</b>	<b>Offspring ID/Markings</b>	<b>Sold Date</b>	<b>Price</b>	<b>Remarks</b>
<i>Paladium</i>	<i>Guernsey X Swiss</i>	<i>00/00</i>	<i>Ayib</i>	<i>M</i>	<i>“heart” on face</i>	<i>00/00</i>	<i>\$55.00</i>	<i>Palm Sunday Auction</i>
<i>Venezuela</i>	<i>Alpine</i>	<i>00/00</i>	<i>Barcelona</i>	<i>F</i>	<i>HS 12 B4</i>			<i>Kept in herd</i>
<i>Venezuela</i>	<i>Alpine</i>	<i>00/00</i>	<i>Kwaito</i>	<i>M</i>	<i>Cou Claire</i>	<i>00/00</i>	<i>\$65.00</i>	<i>Palm Sunday Auction</i>
<i>Venezuela</i>	<i>Alpine</i>	<i>00/00</i>	<i>Bokmakiri</i>	<i>F</i>	<i>Cou Blanc</i>			<i>Died at 2 days old</i>

**SUPPLEMENTAL PROJECT RECORD**  
**GROWTH AND MARKET**

(beef, poultry, meat rabbits, swine, market sheep or goat)

- This sheet should be used by any member whose project is considered a market animal (beef, poultry, meat rabbits, swine, market sheep or goat).
- There are 3 different growth and market supplemental record sheets. Make sure you use the correct one for your species; each sheet lists the species across the top. All are completed the same way.
- Use one sheet for each project animal and be sure to record the animals name and/or ID at the top of the page.
- This sheet records changes in your animal’s size over the course of the project year. It also details your market information for your animal.
- Use the last pages of this record to plot line graphs showing the monthly weight & height gains for your animal.
- Note that the rabbit and poultry growth chart only records weight gains, while beef, swine, market sheep or goat also record weight and height.
- Please note that the second graph just says “Height in Inches”. The part of the body used for measuring varies according to species.

Definition of terms

- *Beginning Weight*- The weight of your animal at the beginning of the project year or on the date you got the animal if after the start of the project year
- *Ending Live Weight*- The weight of your animal at the end of the project year or just before slaughter
- *Hanging Weight*- Weight of the animal as it hangs on the rail prior to butchering
- *Wrapped Weight*- Weight of the finished product from the animal.
- *% of live weight* = Hanging weight/live weight x 100
- *% of hanging weight* = Wrapped weight/hanging weight x 100
- Write “NA” on any section in which you do not have information

**EXAMPLE**

**Animal Name/ID** \_\_\_\_\_

<i>Date Weighed/Measured</i>	<i>Weight</i>	<i>Lbs. gained since last weigh date</i>	<i>Average Daily Weight Gain*</i>	<i>Height</i>	<i>Inches Gained Since Last Date Measured</i>	<i>Comments</i>	
<i>9/1/00</i>	<i>400</i>	<i>0</i>	<i>n/a</i>	<i>36</i>	<i>0</i>		
<i>10/3/00</i>	<i>432</i>	<i>32</i>	<i>1 lb. per day</i>	<i>37.6</i>	<i>1.6</i>		
		<i>Total Weight Gain</i>	<b>770</b>	<i>Overall ADG</i>	<b>2.11</b>	<i>Total Height Gain</i>	<b>12</b>

*\*Average Daily Gain (ADG) is calculated by dividing the Pounds Gained Since Last Weighed/Measured by the #of days in that time period.*

**EXAMPLE**

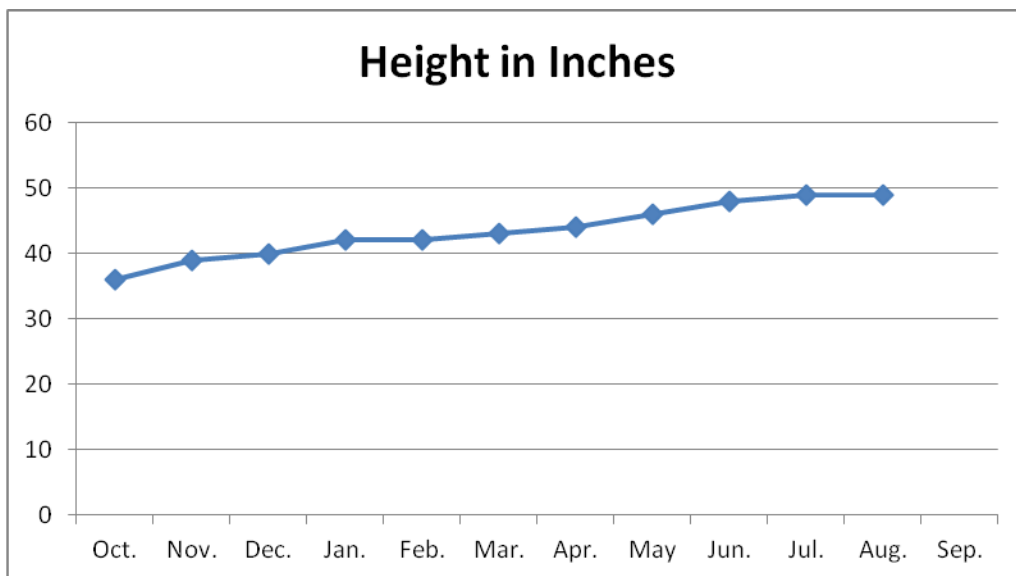
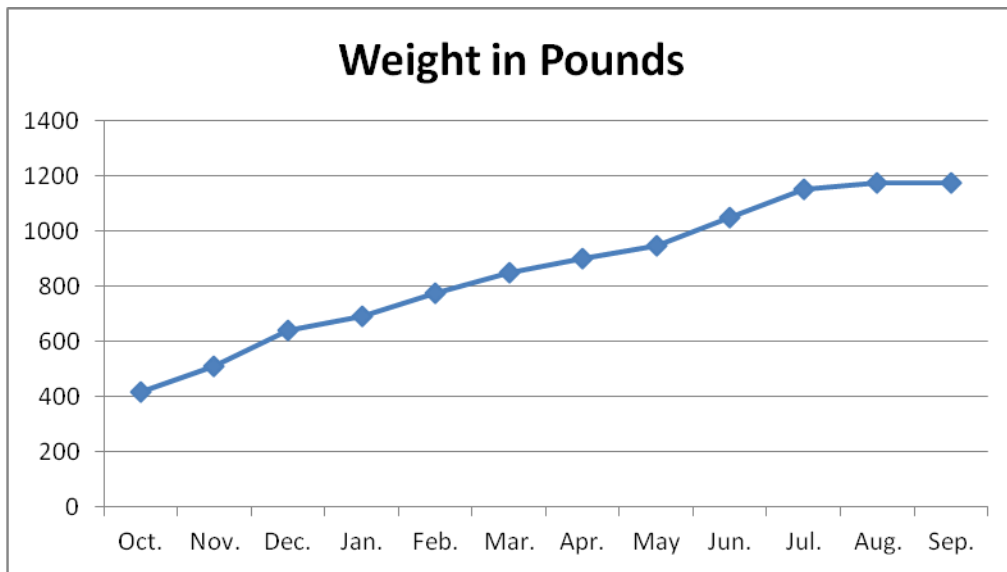
Animal Name/ID \_\_\_\_\_

Beginning Weight: 400 lbs  
Ending Live Weight: 1170 lbs  
Hanging Weight: 632 lbs  
Wrapped Weight: 127 lbs

Date: 00/00  
Date: 00/00  
% of Live Weight: 54%  
% of Hanging Weight: 21%

Describe your efforts in marketing this animal: used for family consumption

Plot a line graph below using the size measurements from your growth chart on the previous page.



**SUPPLEMENTAL PROJECT RECORD SHEET**

**GROWTH**

- Use the Growth Supplemental Record if your project is not intended for market, i.e. rabbits, chickens, and young stock of beef, swine, sheep, llamas, alpacas, equine, dairy or goat.
- There are 4 different growth supplemental record sheets. Make sure you use the correct one for your species. Each sheet lists the species across the top. All are completed the same way.
- Use one sheet for each project animal and be sure to record the animals name and/or ID at the top of the page.
- This sheet records changes in your animal’s size over the course of the project year.
- Use the last pages of this record to plot line graphs showing the monthly weight & height gains for your animal.
- Note that the rabbit and poultry growth chart only records weight gains, while beef, swine, market sheep, goat or dog also record weight and height.
- Please note that the second graph just says “Height in Inches”. The part of the body used for measuring varies according to species.

**EXAMPLE**

**Animal Name/ID** *Millie (goat)*

<i>Date Weighed/ Measured</i>	<i>Weight</i>	<i>Lbs. gained since last weigh date</i>	<i>Average Daily Weight Gain*</i>	<i>Height</i>	<i>Inches Gained Since Last Date Measured</i>	<i>Comments</i>
3/00	8#	0		8 inches	0	
4/00	16#	8	.26	10 inches	2	
5/00	32#	16	.53	12 inches	2	
6/00	45#	13	.42	13 inches	1	
7/00	60#	15	.50	14 inches	1	
8/00	75#	15	.48	15 inches	1	
<b>Total Weight Gain</b>		<b>67</b>	<b>Overall lADG</b>	<b>.44</b>	<b>Total Height Gain</b>	<b>7</b>

*\*Average Daily Gain (ADG) is calculated by dividing the “Pounds Gained Since Last Weighed” by the # of days in that time period.*

**Swine/Goat/Sheep** (Circle the Appropriate Species)  
**Growth Summary-** Use one copy for each project animal

**Animal Name/ID** *Millie (goat)*

*Plot a line graph below using the size measurements from your growth chart on the previous page.*

