



CONNECTICUT 4-H RECORD KEEPING



University of
Connecticut
College of Agriculture
and Natural Resources
Cooperative Extension
System

SMALL ANIMAL/PET PROJECT RECORD

Name _____ Years in Project _____ 4-H Program Year _____

Please check what you selected as your project area. Use a separate Record Sheet for each of the project areas listed here.

Gerbil Hamster Mice Cat Caged Birds Reptiles/Amphibians Other

PROJECT GOAL Setting goals and then checking progress on the attainment of those goals is an important part of 4-H. Complete the first two boxes at the beginning of the year. Complete the last two boxes before you turn in your Record Book.

Set a goal related to your project.	
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.	
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?	
For next year . . . How will you change your goal?	

PROJECT ANIMAL INFORMATION This is a record of the animals you are using for your project this year. Make as many copies as you need.

Date Hatched or Born	ID Number	Breed	Sex	Colors	Markings	Value at beginning of year	Value at end of year	Comments
Total value								

EQUIPMENT and SUPPLY INVENTORY

List all the supplies and equipment you used this year.

Inventory at beginning of Project Year				Inventory at end of Project Year			
Item Description (include size)	# of Item	Estimated Value per item	Total Value	Item Description	# of Item	Estimated Value per item	Total Value
Total Beginning Value				Total Ending Value			

TIME SPENT ON PROJECT Record the amount of time you spend with your project during the year.

	Training/Handling	Cage Care	Grooming	Showing				Total Time Per Month	Comments
Oct.									
Nov.									
Dec.									
Jan.									
Feb.									
Mar.									
Apr.									
May									
Jun.									
Jul.									
Aug.									
Sep.									
Total hours									

SMALL ANIMAL FEED SUMMARY Use one sheet per animal

Animal Name/ID _____

Write the type of feed used in column headings **A, G & M.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
		Units fed per day	Cost per unit	Total Cost per day (BxC)	# Days fed	Total Monthly Cost (DxE)		Units fed per day	Cost per unit	Total Cost per day (HxI)	# Days fed	Total Monthly Cost (JxK)		Units fed per day	Cost per unit	Total Cost per day (NxO)	# Days fed	Total Monthly Cost (PxQ)	Total Monthly Cost (F+L+R)	
Oct.																				
Nov.																				
Dec.																				
Jan.																				
Feb.																				
Mar.																				
Apr.																				
May																				
Jun.																				
Jul.																				
Aug.																				
Sept.																				
																			Yearly Totals	

OTHER INCOME & EXPENSES Do not include feed expenses or health expenses.

Income- Use the column headings to describe the sources of income (ex. animals or products sold, inventory sold, etc.)

	Descriptions of Income			Total Monthly Income	Comments
Oct.					
Nov.					
Dec.					
Jan.					
Feb.					
Mar.					
Apr.					
May					
Jun.					
Jul.					
Aug.					
Sep.					
Total Yearly Income					

Expenses- Use the column headings to describe any project expenses not covered on other sheets

	Descriptions of Expenses				Total Monthly Expenses	Comments
Oct.						
Nov.						
Dec.						
Jan.						
Feb.						
Mar.						
Apr.						
May						
Jun.						
Jul.						
Aug.						
Sep.						
Total Yearly Expenses						

FINANCIAL SUMMARY- This summarizes your yearly income & expenses for the entire project.

Income Summary

Item	Amount
Total Competition/Show Income (p7)	
Total Yearly Project Other Income (p 9)	
Total Income	

Expense Summary

Item	Amount
Total Yearly Health Expenses (p 6)	
Total Competition/Show Expenses (p7)	
Total Yearly Feed Expenses (p 8)	
Total Yearly Other Expenses (p 9)	
Total Expenses	

Profit or Loss for Project (total income minus total expenses)	
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YEARLY REVIEW

List new skills you learned this year.

What challenges did you encounter in your project? How did you resolve them?

How will you use what you learned? _____

List at least 2 management decisions you made. How did the decision affect your project? Looking back, would you have made a different decision?

List 2 safety practices that you followed in this project.

Review your financial summary. What did you learn? Would you do anything differently? What advice would you give to another 4-Her in this project?

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

Equal Opportunity Employer and Program Provider

10/1/11