

Record Book Tips

Cover

This is the easiest page in the record book! Complete this page soon after you download your record book.

Double check that you downloaded the correct book for your age. The title will have one of the following age divisions on it. Your age division will be determined by your age as of December 31st.

- Junior: 8 -10 years old
- Intermediate: 11-13 years old
- Senior 14 -18 years old as

Fill in member's name, club, county, birthdate and age on the cover.

Livestock books: Mark your projects with an X in all the appropriate boxes that match your species with the project type (market, breeding, egg, etc.). Also fill out the number of years you have taken this project including the current year (first years will put 1). If you have more than one project, you will have more than one box marked. Make sure to mark all the livestock projects that you have sign up for on 4-H Online.

Sign and date the project agreement. The 4-H year starts October 1st. When sign up for 4-H, you have officially started your project.

2017-2018 Colorado 4-H Junior Livestock Record
 For Use by Members 8-16 Years Old

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

Project Species	Market	Years in Project	Breeding*	Egg*	Years in Project
Beef					
Swine					
Poultry - Chicken					
Poultry - Turkey					
Poultry - Duck					
Poultry - Other					
Other Livestock					
Other					

Name: _____
 4-H Club: _____
 4-H County: _____
 Birth Date: _____
 Age as of December 31: _____

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

Member Signature: _____ Date: _____

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

Parent Signature: _____ Date: _____

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

Refer to the Record Book Guide (click here) for all text and record keeping tips. Contact your local Extension office for a hard copy of the guide.

Junior Livestock 2015-16

4-H Project Record
 Cake Decorating - All Units
 2017-2018

Colorado State Extension

Project: _____ Name: _____
 Unit Number: _____ 4-H Club: _____
 and/or Title: _____ County: _____

Year in this Project: _____
 (Indicate current year)

Age Group (check one):
 Junior (8-10)
 Intermediate (11-13)
 Senior (14-18)

Birthdate: _____
 (mm/dd/yyyy)

Age _____
 (As of December 31, 2017)

Project and exhibit guidelines for each project are listed in the State Fair Exhibit Requirements available on the web at www.colorado4h.org

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

Member's Signature _____ date _____
 Leader's Signature _____ date _____
 Parent/Guardian Signature _____ date _____

Goals

Members are encouraged to develop goals that are focus on life skills and are related to their project. Examples of life skills include decision making, record keeping, working with different types of people, respecting animals and people, using a computer, completing a project successful, responsibility, and work ethic.

Juniors have a list of questions relating to their project. Answer the questions.

Intermediate and Seniors are asked to develop SMART goals and To Do's.

Tips for goal writing:

- Choose goals that fit your interest or plans that you already have for your project.
- Thoughtfully develop your action plan (To Do's) to help you meet your goal.
- Display your goals some where you will see them regularly. Reflect on your progress regularly and check to see if you are completing your To Do's.

SMART GOALS: Don't know how to write a SMART goal?

Follow the worksheet on the next page or answer the following questions for help.

- **Specific:** Is this goal detailed enough so someone who doesn't know the club would understand what the goal is about?
- **Measureable:** How will you know the club has reached this goal? Is there a clear way to measure success?
- **Attainable:** Do you have complete control over accomplishing this goal?
- **Realistic:** Does the club have the resource they need to meet this goal?
- **Timely:** When do you want to have your goal accomplished?

GOALS

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

See Record Book Guide for help on writing SMART goals.

Goal A	
"To Do" Plan	1
	2
Goal B	
"To Do" Plan	1
	2

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

Name & Phone Number of Veterinarian: _____

SMART Goal Worksheet

S	What would you like to accomplish this year? <i>What is your specific goal?</i>	I want to
M	How will you know if you have reached your goal? <i>Make your goal measurable</i>	I will know I have when
A	Is this goal possible? <i>Is your goal achievable or realistic?</i>	I know I can because
R	Do you have everything you need to meet this goal? What do you need to learn? <i>What resources do you need?</i>	I will need help with
T	When will you complete your goal? <i>Make your goal timely?</i>	Date to complete:
How will you work toward your goal? Record To Do's that will help you meet your goal.		1.
		2.

Record Book Tips

Equipment/Supplies

For first year members, the project start is the first day you enroll in 4-H. For returning 4-H members, the project start is October 1st of the 4-H year. The project end date is the end of the 4-H year of September 30th of the 4-H year.

The next page that you can start completing is the Equipment/Supplies page. The page for this will vary depending on the project record book. For example, the livestock record book equipment/supply inventory is page 3 and shooting sports is page 4.

EQUIPMENT/SUPPLIES INVENTORY

At the start of the project year, list all the equipment you own under Item. Then record under BEGINNING how many you have of each item (Quantity) and how much they are currently worth (Value). At the end of your project year, add any new items you own to the Item list. Then record under ENDING how many you now have and how much they are now worth. Record all horses in Animal Inventory or Animal Inventory as that item still has monetary value for your project. Remember if you have used up, sold, or purchased items, your Ending Inventory (Quantity, Value) will be different from your Beginning Inventory.

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

See Record Book Guide for help on calculating depreciation.

Item	Beginning		Ending	
	Date	Value	Date	Value
Ex. Water Tank				
Ex. Western Show Saddle	1	\$30.00	2	\$57.00
Ex. Grass Hay	1	\$150.00	1	\$135.00
	15 small bales	\$180.00	0	\$0.00
TOTAL BEGINNING:			TOTAL ENDING:	

3
Senior Horse 2016-17

4-H Shooting Sports Inventory

Make copies as needed. All members must complete the inventory page as well as the activity log for all disciplines in which you are enrolled. List ALL equipment that you use as part of your shooting sports project. It is not important that you personally own the equipment. It can be given to you or borrowed by you. Do not list ammunition.

Item	Date Purchased	Approximate Value	Model Number	Date sold or traded or returned

This is a great time to list all of the equipment/supplies that you may have had from the previous year. If you are new to 4-H, this is where you can list all the equipment that you may have already for the project you are enrolled in.

For example:

LIVESTOCK	Beginning: 10/1/2018		Ending: 9/30/2019	
Item	Quantity	Value	Quantity	Value
Show Stick	1	10.00		

If you will be borrowing an item, please list the item as follows:

LIVESTOCK	Beginning: 10/1/2018		Ending: 9/30/2019	
Item	Quantity	Value	Quantity	Value
Show Stick (borrowing)	1	10.00		

Animal Inventory

4-H livestock members have an additional inventory page. This page is for recording any animals that they have not purchased for the livestock breeding or market project. 4-H members will find this page on page 4 of the Livestock Record Book. This page can be completed at the beginning of your project. Animals purchased will be recorded on page 6 of the Livestock Record Book.

Record all the animals own in START Animal Inventory. Record the value of your animal under the correct project column (even if you only have one project) and under the Animal Value Column. Remember to label the project columns. If any time during the year you sell one of these animals or one dies, record "sold or died" in the last column for that animal. At the end of your project, record all the animals you still have in END Animal Inventory. Do not leave this page or any section blank. Record "no animals owned" where applicable.

ANIMAL INVENTORY

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

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

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

Animal ID (tag/sex/name)	Project:	Project:	Project:	Project:	Total Animal Value	During the 4-H year, Was this Animal Sold?
Value	Value	Value	Value	Value		
Ex. Dairy Ewe, Jamie	(Mkt Beef) \$0.00	(Brd Beef) \$0.00	(Dairy Goat) \$300.00	(Poultry Egg) \$0.00	\$300.00	--
Ex. Heifer #356	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	Sold
TOTAL START VALUE:						

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

Animal ID (tag/sex/name)	Project:	Project:	Project:	Project:	Total Animal Value
Value	Value	Value	Value	Value	
Ex. Dairy Ewe, Jamie	(Mkt Beef) \$0.00	(Brd Beef) \$0.00	(Dairy Goat) \$350.00	(Poultry Egg) \$0.00	\$350.00
TOTAL END VALUE:					

Record Book Tips

4-H Involvement/Participation

The involvement and participation pages are important for learning more about your project and your community. It is part of the 4-H motto "To Make the Best Better". This page is page 14 in the 4-H Livestock Record Book and page 2 in general projects.

Community Service/Citizenship

Community Service is an important part of any 4-H project. Be sure to include all community service that you do. Community service activities must benefit people who are not related to you. If you receive any sort of compensation for this activity it becomes a job and not a service activity. Compensation includes money, services favors such as reduction in board or other fees. It is important to be very specific about activities and results. Community Service activities should show increasing complexity and growth over the years.

Citizenship is a very important part of your 4-H work. Responsible citizenship is an individual's demonstration of love and devotion in response to duties, rights and privileges as a member of a community or country. It includes loyalty to one's place of residence (city, state, county); the entitlements and privileges of citizenship, including voting, protection, participation in government; obligations of citizenship; and, appreciating and valuing diversity.

Leadership

Leadership is an important part of any 4-H project. You should grow in this area by taking on more complicated leadership roles each year. As you grow you should be taking on more responsibilities such as running your club, becoming a junior leader or taking on leadership roles at the county and state levels in 4-H. Extend your leadership skills to other organizations and groups outside of 4-H. When writing about your leadership experiences, be very specific. It is not enough to say that you are president of your 4-H club. You must say what you did as the president; for example, ran 10 club business meetings, met with leader 6 times to set up yearly program for the club, etc.

In addition, evaluate each activity carefully to determine if it belongs in the leadership section. For example, serving on a committee is not always a leadership experience. Being in a leadership role on a committee would be listed in this section. This would mean that you were in charge of organizing the committee and insuring that the committee worked to accomplish its task. You need to be specific about what you did that enabled the committee to carry out its function.

Learning/Judging

On the Project Record the member must demonstrate that he/she has taken part in learning experiences related to this project and document the skills learned. This can be done through the participation in project meetings, expos, other contests or even learning how to judge your project. A good example would be livestock judging. Another would be being asked to judge a cookie contest for your local hospital. This section also includes where did you exhibit your project.

Demonstrations/ Presentations/Speeches

All members need to complete 1 demonstration or presentation on their project. In a demonstration or presentation, you should show and tell how to do something related to a 4-H project that you are enrolled in. You may also show how to make something or how something works. A good demonstration or presentation has 3 main parts: Introduction, Body and Summary.

INVOLVEMENT RECORDS

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

What did you do for your community? How did you practice citizenship?	Date, Hours	What did you learn?
What did you demonstrate? What speech(es) did you give?	Date	What did you learn?
How were you a leader or helpful to others? What leadership events did you attend?	Date	What did you learn?
Where did you exhibit/show? What judging activity(s) did you do?	Date	What did you learn?

How I Participate in 4-H!

Categories of Participation	Total this Year	Description/Project Title
4-H Projects you are taking this year		
What activities helped you learn the skills for this project? (project meetings, workshops, classes, contests, etc.)		
What Leadership Development experiences did you participate in? (Club, State, County, committee chair, L.L.C., CLC, YouthFest, State Conference, Jr./Teen leader, pledge leader, etc.)		
4-H		
	Date	Hours
Citizenship/Community Service		
		NA
Demonstrations/Presentations/Speeches		NA
		NA

Record Book Tips

Expenses

Livestock and horse projects each have 4 pages of expenses for a member to record. Dog and general projects have one page for members to record expenses. Livestock and Horse have columns for you to record the animal ID or Horse name. These columns will carryover to each page in the same order from the purchase record.

Livestock/Horse

- **Purchase Record (pg. 6)**—This page is for you to record animals you have purchased or leased (horse only) for the project year (October 1—September 30th)
- **Health Expense Record (pg. 8)**—This page is where the member will record veterinary or medical costs. Any veterinary services recorded here should also be reflected on the health record.
- **Feed Expense Record (pg. 9)**—This page is for you to track your feed expenses. Please make sure that you are recording feed purchased in pounds. This will assist you in calculating the amount of feed needed to gain weight for livestock animals. Please record pasture feed by days. Board for horses will be a part of your other expense record.
- **Other Expense Record (pg. 10)**—This page is for you to record and track your expense for show supplies, tack, barn or boarding rent, lessons, entry fees, brand inspections, fuel for transportation, and other non-feed and non-health costs. New equipment purchases will be record here and also included in your equipment inventory page.

ANIMAL PURCHASE RECORD

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

Record "no animals purchased" if you did not buy any animals for your project this 4-H year.		Project:	Project:	Project:	Project:	Total Cost	Did Animal Die?	
Date	Animal ID (tag # or name)	Seller	(H&B Cost)	(H&B Feed)	(Hay Cost)			(Pony Egg)
Ex. 2/15	Steer #245	Mr. Smith	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	No
TOTAL ANIMAL PURCHASE:								

HEALTH EXPENSE RECORD

Record health expenses such as veterinary and health care costs. Remember to include veterinarian/service fees and any items you purchase for care listed on your Health Record (pg. 7). Record supplements and medicated feeds in Feed Expense Record (pg. 9). Label and fill out the project column even if you only have one project. Add more lines/pages as needed.

Record "no expenses" if there were no health expenses this 4-H year.		Project:	Project:	Project:	Project:	Total Cost	
Date	Health Item	Paid To	(H&B Cost)	(H&B Feed)	(Hay Cost)		(Pony Egg)
Ex. 5/15	CDT Vaccine	ABC Vet Clinic	\$60.00	\$20.00	\$0.00	\$80.00	\$100.00
TOTAL HEALTH EXPENSE:							

FEED EXPENSE RECORD

Record all feed, grain, hay, water, and pasture you purchase during this 4-H year. Charge the appropriate amount to the specific project column(s) for which you purchased the feed. Then enter the total amount and cost. Remember to include units. If animal is boarded, feed costs should be calculated separately from board cost and included on this page in order to calculate Average Daily Gain.

OTHER EXPENSE RECORD

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

Record "no expenses" if there were none this 4-H year.		Project:	Project:	Project:	Project:	Total Cost	
Date	Item	Paid To	(H&B Cost)	(H&B Feed)	(Hay Cost)		(Pony Egg)
Ex. 5/15	4 Livestock Panels	RST Ranch Supply	\$0.00	\$0.00	\$70.00	\$0.00	\$70.00
TOTAL OTHER EXPENSE:							

General

Project Expense and Income/Value	
<i>Expenses: Juniors Only. Figure the cost of the specific ingredients and materials use for your final exhibit item or display board. Label the item "Exhibit" or "Board". You can add a more specific name. Intermediates/Seniors. 1. List items purchased this year for your project, such as tools, ingredients, class fees, etc. (More pages can be added if needed).</i>	
Item	Project Expenses
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL \$	\$
<i>Income or Value: Intermediates/Seniors. 1. List practice items you made like cakes, cookies, bags, room decorations—and estimate the value by comparing it to a similar item you could buy. 2. Record the value of your exhibit item by comparing it to a similar item you could buy. Display boards have no value. 3. Record the amount of money you received for any items you sold as income.</i>	
	Income or Value
	\$
	\$
	\$
TOTAL	\$
Return on Investment	
<i>Intermediate and Senior Members. Everyday, we make decisions about where to spend our time and money, and what activities we want to continue. Ask yourself: How did I benefit from the project? What knowledge and skills did I gain from the project? Did I enjoy it? Was it worth the expense? Could I spend money more wisely the next time? Is it worth doing again? Do I want to learn more?</i>	
1. What knowledge and skills did you learn that you can use again?	
2. How could you use your new skills to save money or to make money?	
3. If you made a product to sell, how would you decide a price for your product?	

- **Project Expense (pg. 3)**—This page is for you to record expense for your project for the 4-H year, October 1—September 30th. Junior's will only record the expenses for the ingredients or materials used for the final project that is being exhibited for the County Fair.
- **Dog**
- **Project Expense (pg. 3)**—This page is for you to record expense for your project for the 4-H year, October 1—September 30th. Include items such as food, equipment, vet costs, show expenses, and grooming items. Please be sure to include regular food purchases throughout the year in date order October—September.

Record Book Tips

Story & Pictures

Your story and photos tell the reader more about your project. The story tells more about the 4-H experience. Each record book as a guide to help you compose your story. The story should be written on a separate piece of paper. The story should not be longer than 3 typed pages.

Parts to include in your story:

- About Me
- 4-H Project and Activities
- Leadership and Citizenship
- 4-H's Impact on you

Your photo pages should have a minimum of 4 pictures. Each picture should have a caption about what is happening in the photo. The photos should tell the story from the beginning of your project until completion of fair.



Ben teaching the parts of the muzzleloader rifle as the Teen Muzzleloading



Ben teaching how to load a muzzleloader rifle as the Teen Muzzleloading



Ben demonstrating how to hold a muzzleloader rifle as the Teen Muzzleloading

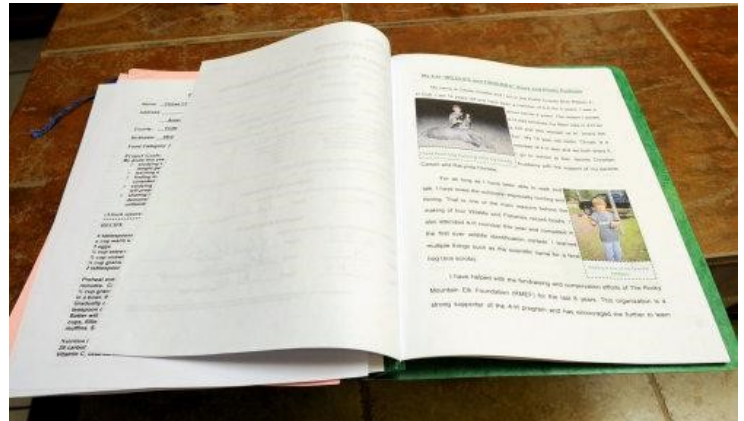
Record Book Tips

Completing your book

There are a few steps to completing your record book. Below is a list that will help you.

Put your pages in order in a small 3-ring binder.

- Use a small binder no larger than 1 inch for your record book
- If your project requires your manual (Vet Science, Leadership, etc.) include it in the binder as well.
- If your records are small you may pick up a 4-H Record Book Cover at the CSU Extension Office for a small fee.
- You can also purchase a small binder that has foldable prongs.



Review that you have completed all information.

- Livestock and Horse Record Books
 - Columns have project title
 - Columns total correctly
 - Rows total correctly
- General Projects
 - Include your manual if required to complete activities for your project.
 - Check your math for expenses and income



Make sure that your leader and parents have signed your record book.



Judging

All general projects will need to have the record book completed and submitted with the project to the judge for judging at the Garfield County Fair 4-H Exhibit Day Judging.

All Livestock, Horse and Dog record books are due for judging on the last Tuesday in August.

You can find guidelines for record book judging on:

- <http://co4h.colostate.edu/program-areas/state-fair-information/judging-guides/>