

Record Book Tips

1. Record books should be in a sturdy binder without any loose papers – like a three-ring binder. You can use paper protectors if you would like. Note – the Extension Office has free three ring binders they are giving away for record books.
2. Be sure to read all directions on each page of your record book. This will help answer many of your questions.
3. There is also a Record Book Guide posted on the Colorado 4-H WEBSITE that can help answer additional questions.
4. If you come to a page and you have nothing to enter on this page – be sure to write something stating why you have nothing to record. Never leave a page blank.
5. Record keeping – suggestions
 - a. Calendar to enter all 4-H records
 - b. Old check book – enter all 4-H records
 - c. Notebook
6. **Cover Page** –
 - a. Project Agreement – signature and dates should be from beginning of your project year.
7. **Goals** –
8. **Name and number of Vet** – don't forget to fill this in
9. **Equipment/Supplies** –
 - a. Be sure to include beginning and ending dates. Our 4-H year begins Oct. 1 and ends Sept. 30 -every yer.
 - b. Make sure your total all columns and rows – down and across.
 - c.
10. **Animal Inventory** – (note – there is an animal purchase page as well) – all animals should be listed on Animal Inventory OR Animal Purchase Record. Never list them on both pages.
 - a. Be sure to title each column (Swine #1, Piggy Sue). Be consistent from page to page. If you title the columns with the animals name – do this on every page.
 - b. Only list animals here that you owned at the beginning of your project. For example – for market swine members – you most likely did not own your pigs in October when the 4-H year began. And you probably sold your pigs at fair and do not own them when your project ended in September.
 - c. Make sure to total all columns and rows.
11. **Supplement Pages** –
 - a. Be sure to check if your project requires a supplemental page for record keeping. This includes breeding projects, dairy cow, fiber goats and poultry egg production.
12. **Animal Purchase Record** - all animals should be listed on Animal Inventory OR Animal Purchase Record. Never list them on both pages.
 - a. Be sure to title your columns the same as previous pages.
 - b. Make sure you add all columns and rows.
13. **Health Record** – be sure to read the instructions on this page. It outlines exactly what should be listed here.
 - a. Keep good records so you have all the important information needed on the Health Record page.

- b. This page should never be blank because all animals need health care – fly prevention, nail/hoof trimming, shearing, clipping, cleaning pens/feed buckets/water tanks, etc.
- 14. **Health Expense Record** – all items listed on your Health Record that were an expense should be listed here.
 - a. Be sure to title your columns the same as previous pages.
 - b. Make sure you add all columns and rows.
- 15. **Feed Expense Record** – read instructions on the page to understand what to include on this page and how to enter data for boarded animals.
 - a. REMEMBER TO INCLUDE UNITS.
 - b. Be sure to title your columns the same as previous pages.
 - c. Make sure you add all columns and rows.
 - d. How do you enter hay raised on your family's property?
- 16. **Other Expense Record** – show supplies, equipment, tack, pen and barn rent, lesson fees, entry fees (including enrollment and weigh in fees), fuel for transportation, tagging fees, brand inspections, farm utilities.
 - a. Sale check deductions are entered here.
 - b. Be sure to title your columns the same as previous pages.
 - c. Make sure you add all columns and rows.
- 17. **Income Record** – selling animals, equipment or tack, and from show winnings, barn work, etc.
 - a. The market price is posted at fair and can be found on the Routt Extension WEBSITE
 - b. All market animal members must complete this page.
 - c. Be sure to title your columns the same as previous pages.
 - d. Make sure you add all columns and rows.
- 18. **Financial Summary** – please read all notes on this page to understand how to fill it out.
 - a. Be sure to title your columns the same as previous pages.
 - b. Make sure you add all columns and rows.
 - c. All market animal members must complete this page.
- 19. **Market Animal Performance** – Juniors only need to complete this for one animal per market project. Int. and Sr. members must complete a Market Animal Performance page for each of their market animals.
 - a. Read all the instructions on the page to help you fill out the entire page.
 - b. Be sure to title your columns the same as previous pages.
 - c. Make sure you add all columns and rows.
- 20. **Involvement Records** – This is where good record keeping is important. Look back at your records to complete this page.
 - a. All 4-H members must do a demonstration and community service activity to complete their project and this is where your record this.
 - b. Note – your involvement in these areas can be in 4-H or outside of 4-H.
 - c. Record “none” or N/A where it applies.
 - d. Be sure to include date and times.
- 21. **Story and Pictures** – read the instructions on this page and follow them.
 - a. Your story and pictures should be secured in your record book before the Project Completion page (page 16). They should not be put into pockets or not attached to your binder.

- b. Include a minimum of 4 pictures demonstrating the progress of your project from throughout your 4-H year. (Not all from just at fair – example).
- c. All pictures should have captions.
- d. 4-H Story – read the suggestions and requirements of your 4-H story on the instruction page within your record book.

22. Goal Reflection – Goals help you achieve more when you review them each year. At the END of the year, answer the following questions in COMPLETE SENTENCES. Be specific and thoughtful.

23. Project Completion –

- a. Be sure to include your MQA completion date.
- b. Be sure to get all your signature before turning your book into the Extension Office for judging.
- c. This is the LAST PAGE of your record book – after your story and pictures.