



ROUTT COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

Record Book Workshop

Tips and Tricks

[Find Record Books Here!](#)



Before We Begin

- **Keep columns consistent**
- **Add more pages as needed**
- **All dates should be in chronological order**
- **Read directions completely and carefully**
- **Never leave a page blank**
 - **write something explaining why you have nothing to record**

Junior Livestock Record



For Use by Members 8-10 Years Old

2021-2022

Please check all the projects you are in this year and fill out name, etc. Then print and sign the record book.

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

Name _____

4-H Club _____

4-H County _____

Birth Date _____

Age as of December 31 _____

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

PROJECT AGREEMENT

To be signed at the beginning of your project.

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

Member Signature _____

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

Parent Signature _____

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

- Double check that you have the correct Record Book for your age division (Age as of December 31, 2021)
- What project are you taking?
- How many years have you participated in that project? (include your current year)
- Clearly list your name, 4-H club, county, birthday, age of December 31, 2021
- Signatures and dates should be from the start of project year!
 - Continued enrollment - October 1, 2021
 - New enrollment - Date you Enrolled

This is the easiest page to complete!

All sections are required for project completion

Cover Page

GOALS

Identifying goals and how you are going to reach those goals is important to help you become more skilled and know 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 that will help you complete your goal.** Use complete sentences.

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.

Name & Phone Number of Veterinarian:

Junior

- Answer all Project Plan Questions
- Identify your #1 goal at the start of your project
 - What can you do to achieve this goal?
- Write the name and number of your veterinarian
- Who can you go for help with your projects?

Intermediate/Senior

- Set 2 goals at the beginning of your project
 - How will you obtain your goals that you set at the beginning of the project
 - Goals must be SMART in nature
 - "I want to get into Round Robin."
 - "I want to learn more about my animal's anatomy to answer the judge correctly in showmanship to be the top of my division to qualify for Round Robin Showmanship."
- Fill out the Name and Number of your veterinarian

Identify all your goals at the start of your project!

Use complete sentences to answer all of the questions

Goals

ANIMAL INVENTORY

At the start of your project, record all the animals own in START Animal Inventory. Record the value of your animal under the correct project (have one project) and under the Animal Value Column. Remember to label the project columns. **Record any animals you buy in Animal 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 **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. 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 first day of your 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?	Project:	Project:	Project:	Project:	Total Animal Value
Animal ID (tag/sex/name)	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
TOTAL START VALUE:					

What animals do I own at the END of my project?	Project:	Project:	Project:	Project:	Total Animal Value
Animal ID (tag/sex/name)	Value	Value	Value	Value	
Ex. Dairy Ewe, Jamie	(Mkt Beef) \$0.00	(Brd Beef) \$0.00	(Dairy Goat) \$350.00	(Poultry Egg) \$0.00	\$350.00
TOTAL END VALUE:					

- List all animals you have at the start of your project (October 1, 2021) under "START".
 - What is the value of that animal?
- List all the animals you have at the end of your project (September 30, 2022) under "END"
 - Did any animals die? Did any get sold?
 - What is the value of that animal? Did their value increase?
- Animals bought are recorded in "Animal Purchase", not "Animal Inventory"
- Animals Sold need to also be reported in "Income Record"
- Record "N/A" or "No animals owned" where applicable

Animal Inventory

DO NOT LEAVE THIS PAGE BLANK

If you do not have any animals, report "No animals Owned"



- Record all necessary information for your breeding project
- If you have a breeding project, but did not breed your animal this year, fill out all the needed information and write "Did not Breed"
- Must include breeding Animals Name!

Breeding Supplements

Only necessary for breeding projects

Keep supplement pages from year to year for your breeding records!

[Breeding Supplements Here!](#)

ANIMAL PURCHASE RECORD

Record animals you buy during this 4-H year. Record the cost of the animal under the correct project column and cost. Remember to label project columns. **If you own an animal at the beginning of the 4-H year, it should be 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:
Date	Animal ID (tag/sex/name)	Seller	\$	\$	\$	\$
Ex: 2/15	Steer #245	Mr. Smith	(Mkt Beef) \$3,000.00	(Brd Beef) \$0.00	(Dairy Goat) \$0.00	(Poultry Egg) \$0.00
TOTAL ANIMAL PURCHASE:						

- Record all animals you buy DURING the 4-H Year
 - How much did you buy that animal for?
- Animals owned at the start of the 4-H year should be recorded in "Animal Inventory" not "Animal Purchase"
- Animals Sold need to also be reported in "Income Record"
- If you did not purchase any animals, report "No animals purchased"

Animal Purchase

Do not Duplicate Animals!

Animals should be recorded under starting animal inventory and animal purchase. They should be recorded in only one spot

HEALTH RECORD

Enrolling in an animal project requires you to take responsibility for the health and treatment of your animal(s). Record all health care for your animal(s) including medications, immunizations (shots), dewormers, as well as management care such as fly prevention, nail/h hoof trimming, shearing, clipping, cleaning pens, feed tubs, and water tanks, etc. **Also include supplement and medicated feeds (check the feed tag). Remember to record the cost of health care services and supplies in Health Expense Record (pg. 8) and Medicated Feeds in Feed Expenses (pg. 9).** Do not leave any blanks. Record N/A where

Date	Animal ID (tag/sex/name)	Reason for Treatment	Treated With, How Much (dosage), Method of Administration	Lot Number Expiration Date	Person Who Administered Treatment	Withdrawal Time	Date
Ex. 5/1	Pig #122	Bacterial Infection	Aquacillin - 4cc, IM, Neck	Lot:123456 Exp: 2013	Dr. Smith	7 days	
6/12	Pig #122, 123	Dirty Water tank	Baking Soda - 1/2 cup, scrubbed with brush	N/A	Joe Kelly	N/A	
6/7 - 6/30	Pig #122, 123	Pig Grower with medication	Carbadox - 50g/ton, in feed	F#150 07/13	Johnny Whitman	42 days	

- Record all health care administered - fly prevention, nail/h hoof trimming, shearing, clipping, cleaning pens/feed bins/water tanks, vaccinations, parasite prevention, medication administration, etc.
- Fill out all columns for each treatment - no column should be left blank. If the column doesn't pertain to the treatment, record "N/A"

Health Record

This page should NEVER be left blank
All animals need health care

HEALTH EXPENSE RECORD

Record health expenses such as veterinary and health care costs. **Remember to include veterinarian/service fees and any you purchase for care listed on your Health Record (pg. 7). Record supplements and medicated feeds in Feed Expenses (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.

Date	Health Item	Paid To	Project:	Project:	Project:	Project:
			\$	\$	\$	\$
Ex: 5/15	CDT Vaccine	ABC Vet Clinic	(Mkt Beef) \$60.00	(Brd Beef) \$20.00	(Dairy Goat) \$20.00	(P...)
TOTAL HEALTH EXPENSE:						

- Record all expenses related to health care cost
 - Veterinary/Service Fees
 - Items purchased for care listed under "Health Record"
- Do not include supplements and medicated feed, these should be recorded under "Feed Expense Record"

Health Expense Record

This page should NEVER be left blank

All animals need health care and there are expenses to their care

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 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 Board costs should be recorded in Other Expense Record (pg. 10).** Add more lines/pages as needed.

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

- Record all expenses related to your animal's feeding
 - Grain, hay, supplements, medicated feed, water
- Record the amount purchased (including units) and the cost
- Pasture should be recorded if you pay to rent pasture
- Board cost should NOT be recorded in "Feed Expense Record" instead record all board cost in "Other Expense Record"

Feed Expense Record

This page should NEVER be left blank
Animals must have food and water to survive!

INCOME RECORD

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

Record "no income" below if you did not receive any money this 4-H year.

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

COMPARISON OF MARKET VS. FAIR SALE PRICES

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

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

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

- Record all income received during the 4-H Year
 - animal sales, equipment/tack sales, show premiums, barn work, etc.
- Intermediates & Seniors
 - Comparison of Market VS. Fair Sale Price
 - Market price is posted at fair and can be found on Extension Website
 - Record Market Projects ONLY, do NOT complete for breeding projects
 - If you had a market project that did not get sold at fair, report "N/A"

Income Record

This page should NEVER be left blank

Fill out all information correctly and completely

FINANCIAL SUMMARY

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

	Project:	Project:	Project:	Project:	Total All Projects	Direction
Income						
What is the value of the equipment you still own at the end of the year?						Total End Value (pg. 3)
What is the value of animals you still own at the end of the year?						Total End Value
How much money did you earn?						
What is your total income?						
Expenses						
What was the value of the equipment you owned at the start of the year?						
What was the value of the animals you owned at the start of the year?						
How much did you spend on animals?						
How much did you spend on health expenses?						
How much did you spend for feed?						
How much did you spend on other expenses?						Total Other Expense (pg. 3)
What are your total expenses?						J+K+L+M+N
Profit/Loss						
What is your overall balance?						I - P
What would your profit/loss be without the county fair price?						Q - E (E from pg. 3)

- Compare your expenses to your income at the end of your project
- Read the directions carefully to make sure that you are completing the record as needed!
- If you do not have market animals that sold at the fair, record N/A on R (Int/Sr ONLY)

Financial Summary

Double Check ALL Calculations

If one calculation is wrong, it can mess up your entire report

MARKET ANIMAL PERFORMANCE

This page is **ONLY** for Market Animal projects (Beef, Goat, Poultry, Rabbit, Sheep, Swine & Turkey)
Record N/A in the Project box if you are not in one of these market projects.

It is important to evaluate your market animal's progress during the project by determining Average Daily Gain (ADG) regularly. This will help you to assess your feeding so you can meet market weights for fair. Add more lines as needed.

Complete a market animal performance page for **EACH MARKET ANIMAL OR GROUP OF ANIMALS FED ALIKE**. Record weights in pounds. Rabbits and poultry weights can be in ounces.

See Record Book Guide for help with Market Animal Performance.

Project:		Animal(s) ID:				
Weigh Date	A) Weight	B) Weight Gained (current A - previous A)	C) Number of Days Since Last Weight	Average Daily Gain (ADG) (B / C)	Amt of Feed for this animal or group	Cost of Feed for this animal or group
Beginning weight, you do not need to fill out the rest of this line						
TOTALS:						
		D) TOTAL WEIGHT GAINED	E) TOTAL DAYS	F) TOTAL FEED		G) TOTAL COST

Average Daily Gain <i>How rapidly did your animal(s) gain weight?</i>	D / E		pounds per day
Feed Efficiency <i>How much feed did your animal(s) need to gain one lb.?</i>	F / D		pounds of feed gained
Feed Cost of Gain <i>How much did feed cost to produce a pound of gain?</i>	G / D		dollars per pound

- Only for Market Animals (beef, goat, poultry, rabbit, sheep, swine, turkeys) - record N/A if you do not have a market project
- Carefully follow all instructions to complete the record
- Record all units for all columns (pounds)
- Double check all calculations!

Market Animal Performance

All Market Animals Need Their Own Page

Weighing your animal throughout your project can help you gauge how your animal is progressing through the year

INVOLVEMENT RECORDS

4-H Members must complete a community service activity and a demonstration in order to complete their project. The 4-H program provides additional opportunities for leadership, exhibition, and judging. **Record your involvement in these areas which may 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(s) 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?

- In order to complete your project, all members must complete Community Service and a demonstration
- Record all involvement from the 4-H Year (can be from outside 4-H)
 - leadership events, shows/exhibitions, judging, Fair,

Involvement Records

Answer All Questions

Try to complete at least 1 activity per category

STORY AND PICTURES

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

Project Pictures

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

4-H Story

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

About Me

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

4-H Project and Activities

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

Leadership and Citizenship

- * Share what leadership and citizenship mean to you
- * Tell how 4-H has helped you become a better leader
- * Describe what types of citizenship or leadership you have been involved in
- * Tell how you have contributed to 4-H, your community, or the world
- * Describe the most important offices you have held or committee assignments you have accepted.
- * Share what you have learned from working with a junior or teen leader

4-H's Impact on You

- * Tell how your 4-H participation changed how you feel about yourself
- * Tell how your participation influenced your school and career
- * Describe what being a 4-H member means to you

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

- Include at least four (4) pictures that show project progress
 - More photos may be added as necessary
- All photos must have a descriptive caption
- Pictures should be added **BEFORE** Story and Project Completion Page.
 - Photos should **NOT** be placed in pockets or attached to the binder, they need to be in the actual record book!

Project Pictures

Take Progress Photos of Your Projects

By taking pictures you can see how your animals change and grow over time!

STORY AND PICTURES

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

Project Pictures

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

4-H Story

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

About Me

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

4-H Project and Activities

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

Leadership and Citizenship

- * Share what leadership and citizenship mean to you
- * Tell how 4-H has helped you become a better leader
- * Describe what types of citizenship or leadership you have been involved in
- * Tell how you have contributed to 4-H, your community, or the world
- * Describe the most important offices you have held or committee assignments you have accepted.
- * Share what you have learned from working with a junior or teen leader

4-H's Impact on You

- * Tell how your 4-H participation changed how you view the world
- * Tell how your participation influenced your school or community
- * Describe what being a 4-H member means to you

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

- Use 12 point font or larger and 1" wide margins when completing your story
- If hand written, write neatly to complete your story
- 4-H Story should be constructed using proper grammar
- Demonstrate project understanding, growth, goal reflections, etc. when completing your story
- Limit your story to 3 pages
- The 4-H Story should be added **AFTER** Pictures and **BEFORE** the Project Completion Page.
 - 4-H Stories should **NOT** be placed in pockets or attached to the binder, they need to be in the actual record book!

Read through the story guide

Can you answer all the questions provided when completing your story?

4-H Story

GOAL REFLECTION

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

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

PROJECT COMPLETION

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

Last Meat Quality Assurance training attended:

_____ Date _____ Location

Member Signature _____ Date _____

Leader Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

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

- At the end of your project, review the goals you set at the beginning. You are able to achieve more when you review your goals each year!
- Use complete sentences when answering the goal reflection questions

Goal Reflection

Did you achieve your goals this year?

How can you revise your strategy to achieve the goal in the next year?

GOAL REFLECTION

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

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

PROJECT COMPLETION

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

Last Meat Quality Assurance training attended:

Date Location

Member Signature Date

Leader Signature Date

Parent/Guardian Signature Date

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

- When did you last attend a Meat Quality Assurance Training?
- All signatures are required
- Project completion should be dated on the day you finish your project/record book
- This is the LAST page of your record book. AFTER pictures and stories

Project Completion

**ALL SIGNATURES ARE REQUIRED TO
COMPLETE THIS RECORD BOOK!**



Closing Thoughts

- Don't wait for the last minute to complete your record book
- Set-Up a time with your 4-H Leaders in ADVANCE to get their signatures when needed
- Keep track of all your expenses throughout the 4-H Year
- If you need help with your record book, reach out for some help!
 - Older members, club leaders, Extension Office
- Record books can contain multiple livestock species

Need some help with Record Books?

■ Record Keeping Tips!

- Calendar to enter all 4-H Records
- Old Check Book to enter all 4-H Expenses
- Notebook by animal's pen
- Pocket to keep all receipts in
- Enter in all records as they come up
- Set aside 2 hours/week to work on your record book

■ Important Notes!

- Record books must be completed in order to participate in the project the following year
 - in order to complete the project, you must have a score of 70% or higher
- All pages must be securely attached to the binder to avoid missing pages



Contact Us



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Questions?