Record Book Workshop

Tips and Tricks

ROUTT COUNTY | COLORADO STATE UNIVERSITY EXTENSION

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**

Dog Senior Record

COLORADO STATE UNIVERSITY
EXTENSION

2022-2023

Start Date: _____ ☐ Leader or Agent Initials

End Date: _____ ☐ Leader or Agent Initials

Project:	
Name:	
Animal Name(s):	
Years in this Project: (include current year)	Club:
Birthdate:	County:
Age as of Dec 31 of current year	

PROJECT AGREEMENT
(This should be signed at the beginning of the project.)

I _____ (the 4-H member) will be responsible for the primary care of my animal project. I will keep accurate records throughout the project year and agree to finish this record as part of completing my 4-H small animal project.

Signed _____ (Member) Date _____

I (4-H parent) will be responsible for helping my child in the care of their project. I agree to make this an educational experience and do all I can to teach my child ethical principles of care, treatment, training, and record keeping related to this project.

Signed _____ (Parent/Guardian) Date _____

- Double check that you have the correct Record Book for your age division (Age as of December 31)
- How many years have you participated in this project? (include your current year)
- Clearly list your name, 4-H club, county, birthday, age of December 31.
- First two signatures and dates should be from the start of project year!
  - Continued enrollment - October 1, 2022
  - New enrollment - Date you Enrolled
- Last three signatures and dates should be signed at the end of the project

This is the easiest page to complete!

All sections are required for project completion

Cover Page

Dog's Name_____

DOG PROJECT HUMANE TREATMENT POLICY

I,_____, know that I am responsible for the care and welfare of my 4-H project animals. I promise to care for and train them in a humane and ethical manner.

I know that a healthy animal needs the proper kind and amount of food, water, shelter and health care. I know that it is my responsibility to provide that care.

It is my duty to see that my animals are cared for properly.

I know that training is required to have my project animal perform and respond in an acceptable manner. I understand that cruel or excessively harsh training practices are not to be used in the Colorado 4-H program.

I will be honest and consistent in my care and training of my project animal.

_____Member Signature

Date_____

Project Goals
(To be completed at the first meeting or at the beginning of the year)

Definition of "Project Goals: Things/items to accomplish with your project dog(s).

Definition of "Personal Goals: Things/items you wish to learn about dogs in general.

Definition of "Service Goals: Should include how you use what you learned in this project to help others.

You will be required to fill out "Project "and "Personal" Goals based on your age.

Senior members: You are required to do two (2) Project goals, two (2) personal goals and two (2) service goals that you wish to accomplish by the end of the project year. Each goal will need at least three steps list necessary to reach the goal.

Questions to think of to help you choose your goals for this year.
What can you do to become a better animal owner?
What skills relating to this project do you plan to develop this year?

Project Goals:

- Write your dog's name in upper right hand corner
- Read the policy thoroughly
- Print your name in the first blank
- Sign your name in the second blank
- Write in the date it is completed (should be at the start of the project).

Humane Treatment

It is your responsibility to treat your dog humanely

I know that training is required to have my project animal perform and respond in an acceptable manner. I understand that cruel or excessively harsh training practices are not to be used in the Colorado 4-H program.

I will be honest and consistent in my care and training of my project animal.

_____Member Signature

Date_____

Project Goals
(To be completed at the first meeting or at the beginning of the year)

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Questions to think of to help you choose your goals for this year.
What can you do to become a better animal owner?
What skills relating to this project do you plan to develop this year?

Project Goals:

Goal 1:_____

Three Steps:
1.
2.
3.

2

Junior
- Identify your top two goals that relate to your project at the start of your project
  - What skills relating to the dog project do you plan on developing this year?
- Identify your #1 personal goal for the year.
  - What can you do to become a better animal owner?

Intermediate/Senior
- Set 2 project, 2 personal, and 2 service (senior) goals at the beginning of your project
  - What are three steps you can take to complete these goals?
  - Goals must be SMART in nature
    - "I want to get into Round Robin." vs.
    - "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."

Goals

Identify all your goals at the start of your project!

Use complete sentences to answer all of the questions

Three Steps:
1.
2.
3.

Goal 2: _____
Three Steps:
1.
2.
3.

COLORADO 4-H DOG IDENTIFICATION FORM
(Dog ID Due by May 1ˢᵗ in 4-H Online)

You will need to add each dog into 4-H Online that you have designated in your 4-H dog p
Upload/update a picture of your dog and the dog's shot records. Please contact your Exte
office for questions or help in uploading the pictures and the vaccination records.

Multiple Dog Instructions:

All dogs used in the current 4-H year must be listed in your e-Record. One book can be used for a
dogs (if you have more than one), but each dog will need their own page where it's necessary (Do
Inspection Record, Body Condition Score, Feeding Record, Health Care Record, and Dog Training
Evaluation Log).

3

- All dogs must be uploaded into 4-HOnline by May 1
  - Pictures of dog(s)
  - Dogs Immunization and Vet Records
- Follow instructions carefully to make sure you complete the ID page correctly
- Take Screenshots of your 4-HOnline Animal ID. Submit these records in your book.

Dog IDs

ALL DOGS SHOWN MUST BE IN 4-HONLINE

Important Names & Contact Information

IMPORTANT Names and Contact information

4-H Leader	Phone:
Veterinarian	Phone:
Trainer (Adult Assisting the Member)	Phone:
Local Extension Office	Phone:
Other	Phone:
Other	Phone:

Dog Inspection Record

At the beginning of your 4-H project year, ask your 4-H leader/trainer to help you inspect and evaluate your dog in the areas listed below. Comments made should include what improvements need to happen, if any. Do a second evaluation prior to your county fair and make comments on what improvements have been made in each area.

Points Checked	First Inspection Comments (Improvements needed)	Second Inspection Comments (Improvements needed)
	Date:	Date:
Condition of coat—clean, matted, brittle		
Condition of skin—healthy, dry, irritated		
Condition of eyes—clear, runny, matter		
Condition of ears—clean, dirty, infected		
Body weight—ideal, fat, thin		
Conditions of gums—pale, inflamed, healthy		
Condition of teeth ---clean, tartar, stained		

- List all the names and phone numbers for your:
  - 4-H Club Leader
  - Veterinarian
  - Trainer (4-H Dog Leader)
  - Local Extension Office:
    - Millie Delaney
    - 970-879-0825
  - Any additional names that are important to know for your project.

Don't have a contact number? Ask your leaders, or provide their email!

GENERAL DOG CARE

Care	What I am already doing	What I need to improve
1. Brush my dog's teeth and clean my dog's ears		
2. My dog receives an annual checkup by a veterinarian and vaccines as required		
3. Trim my dog's claws, and brush my dog's coat at least once a month		
4. Provide proper housing and bedding		
5. Provide clean, fresh water at all times		
6. Feed my dog daily or more often as needed		
7. Keep food and water bowls clean		
8. Keep crates, carriers, pens, kennels, and bedding clean		
9. I have read the first section of Chapter 18 of the Dog Resource Handbook		
10. My dog has been spayed or neutered		
11. My dog has an ID on them at all times (tag, tattoo, or microchip)		
12. My dog does not roam free or unsupervised		
13. Clean up after my dog when we walk outside		
14. Do not allow my dog to approach another dog or person without permission		

- At the beginning of the project, ask yourself the following questions.
  - Am I already doing it? Do I need to improve on this task?
- Make sure you periodically check at your dog care list to ensure you are completing everything

General Dog Care
(Int. and Jr.)

DO YOU HAVE MULTIPLE DOGS?

You must include one inspection record per dog!

4-H Leader	Phone:
Veterinarian	Phone:
Trainer (Adult Assisting the Member)	Phone:
Local Extension Office	Phone:
Other	Phone:
Other	Phone:

Dog Inspection Record

At the beginning of your 4-H project year, ask your 4-H leader/trainer to help you inspect and evaluate your dog in the areas listed below. Comments made should include what improvements need to happen, if any. Do a second evaluation prior to your county fair and make comments on what improvements have been made in each area.

Points Checked	First Inspection Comments (Improvements needed) Date:	Second Inspection Comments (Improvements needed) Date:
Condition of coat—clean, matted, brittle		
Condition of skin—healthy, dry, irritated		
Condition of eyes—clear, runny, matter		
Condition of ears—clean, dirty, infected		
Body weight—ideal, fat, thin		
Conditions of gums—pale, inflamed, healthy		
Condition of teeth ---clean, tartar, stained		
Condition of nails—short, long		
Temperament—friendly, shy, aggressive		

- Inspect your dog at the beginning of your project (first dog practice) in the first column.
  - Ask your leader to help you inspect your animal.
  - Are there improvements that need made? Make comments as to what improvements are needed.
- Inspect your dog right before the Routt County Fair in the second column.
  - Did the condition of your animal improve? Make comments as to what you made.

Dog Inspection

DO YOU HAVE MULTIPLE DOGS?

You must include one inspection record per dog!

Body Condition Score

(Sr. Only)

Dog's Name_____

Body Condition Score

A helpful tool to use when assessing the overall health of an animal is body condition scoring. Body condition scoring is used to assign a value, 1-5 based on defined criteria. Evaluation of an animal's body condition involves both visual examination and palpation of the bone structure, especially the ribs, vertebrae and pelvis. Specific criteria for scoring the body condition of the dog is described below.

Body condition scores:

1. Emaciated, poor
2. Under-conditioned, thin
3. Well-conditioned, optimal
4. Over-conditioned, fat
5. Obese, grossly fat

Description of each score:
1. The ribs, vertebrae and pelvic bones are prominent. The abdomen is extremely concave. Muscle loss is apparent.
2. The ribs, lumbar vertebrae and pelvic bones are easily seen. The abdomen is concave.
3. The ribs, lumbar vertebrae and pelvic bones are easily palpable with a slight fat cover. There is an apparent indentation at the abdomen, visible from above and from the side.
4. The ribs and lumbar vertebrae are difficult to palpate. Pelvic bones can be palpated with moderate fat/tissue cover. The abdomen is not indented.
5. The ribs and lumbar vertebrae are extremely difficult or impossible to palpate. The pelvic bones are difficult to palpate. The abdomen is bulging.

What is your dog's score?

What does the score tell you about the health of your dog?

- Write your dog's name in the upper right hand corner.
- Inspect your dog at the beginning of your project (first dog practice) in the first column.
  - Ask your leader to help you inspect and score your animal.
  - What does your dog score? What does the score tell you about the overall health of your dog?

DO YOU HAVE MULTIPLE DOGS?

You must include one body condition score sheet per dog!

Dog's Name_____

FEEDING RECORD

Answers to the following questions should reflect age and knowledge; older members should give more complete and detailed answers.

What do feed your animal?   Please include any nutritional supplements that are being given. (Example: brand name of food and how much)

What is the main ingredient of the food?

Why is this ingredient a good choice for your dog?

How do you know this is a complete and balanced dog food for the maintenance of your dog?

Why is protein a requirement for dogs?

Why is it important to have quality animal based protein verses plant based protein?

Why is fat important in a dog's diet?

List at least three foods that should be avoided when feeding your dog?

What other snacks or treats do give your dog?

Feeding Record

- Write your dog's name in the upper right hand corner.
- Answer all the questions in an age appropriate manner
  - Include the nutrition label from your feed bag to help answer the questions

DO YOU HAVE MULTIPLE DOGS?

You must include one body condition score sheet per dog!

Dog Training Log

- Record your dog's progress in each class they partipate in
- Include all 4-H dog practices, as well as any practice/activity with your dog outside of 4-H
- Record all sessions - look back and track your dogs training progress

DO YOU HAVE MULTIPLE DOGS?

You must include one inspection record per dog!

Dog's Name_____

DOG TRAINING EVALUATION LOG

Record your dog's training level in each class the dog is participating in. List each exercise and evaluate your dog's ability. Also include non-4-H activities you are involved (i.e., herding, tracking etc.). Have an adult leader or parent help you evaluate your dog. Fill one training evaluation log for each dog. Please make sure all classes that you are involved in are listed in this log (ex: obedience, rally, showmanship, etc.).

	Beginning Date:			Ending Date:		
	Need to Learn	Does Ok	Does Great	Need to Learn	Does Ok	Does Great
Example: Sub Novice Heel on Leash		X				X
Figure 8 on leash	X					X

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

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 dog's kennel
- 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

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Contact Us

📞 970-879-0825

✉ rc4h@co.routt.co.us

🌐 http://routt.extension.colostate.edu/4-h/

📍 136 6th Street, Suite 101, Steamboat

Springs, CO 80487