Record Book Workshop



Tips and Tricks

<u>Find Record Books Here!</u>



Before We Begin

- Add more pages as
- All dates should be in
- Read directions

- Keep columns consistent
 - needed
 - chronological order
 - completely and carefully
- Never leave a page blank
 - write something explaining why you have nothing to record

Dog's Name

HEALTH CARE RECORD

Your dog's health is maintained by regular exercise, good nutrition, care and grooming. Your veterinarian can give vaccinations to prevent disease and can help with sickness, accidents or special problems. Your dog should have the locally required vaccinations, and any other required vaccinations for participating in shows. If no vet visits, please write N/A on the form. Be sure all vet costs are recorded on the "Expense Report" section. Copy of the Rabies Certificate from vet's office must be attached.

Health Care Report: (record all vet visits, accidents, sickness, treatments, grooming, and heartworm prevention) these costs should be reported under expenses

Date	Reason for health report	Description of treatment or name of medication		

Health Care Record

- Write your dog's name in the upper right hand corner.
- Record all health care administered vet visits, accidents, sickness, treatments, grooming, heartworm prevention, vaccinations, medications, etc.
 - treatment, record "N/A"
- All dogs have required vaccinations in order to be in 4-H, make sure your dog has these, especially RABIES!
- Need more room? Add additional pages as needed!

DO YOU HAVE MULTIPLE DOGS?

- Fill out all columns for each treatment no column
 - should be left blank. If the column doesn't pertain to the

You must include one body condition score sheet per dog!

Supplies & Equipment

DON'T FORGET YOUR TOTAL VALUE

- toothbrush, etc.
- beginning of the year.

S	UP	PL	IES	&	EQ	UIP	ME	NT

List items (for example: Crate(s), leads, collars, brushes, food and water bowls, toothbrush, etc.) you currently have on hand related to your project on the first day of project. Start with supplies on hand and add any equipment/supplies you obtain throughout the year.

	Description and number of item/s	How Many?	Replacement Value
Example:	brush	2	\$50

• Record all supplies that you use in your project at the • Crate, leads, collars, brushes, food bowls, water bowls,

• What is their value? How many do you have? • As you continue through the year, add any equipment/supplies you obtain throughout the year. • Need more room? Add additional pages as needed!

EXPENSE RECORD

Record all expenses related to your animal project for the year. Include items such as food, equipment, vet costs, show expenses, grooming items etc. Seniors may do their expenses in any financially based computer program (i.e., QuickBooks, Quicken or Excel) and the report printed must have a grand total. Be sure to have regular food purchases throughout the year, and list chronologically. List a minimum of two expenses.

Date	Description of item	Number of Items	Amount	
xample:	50 lbs. dog food	1 bag	\$XX.XX	

Expense Record

- that item?

• Record all expenses related to your project for the year. food, equipment, veterinary visits, show expenses, grooming items, grooming appointments, etc. • When did you purchase? What item did you purchase? How many did you purchase? What is the total amount of

• Need more room? Add additional pages as needed!

DON'T FORGET YOUR TOTAL VALUE

INCOME

Record all income that is earned by member and used in the care of or equipment needed for their project dog (s). Include any show/award premiums at local County Dog Show. Write: "No Income" if there were no earnings. List chores or outside jobs done to earn money to help pay for all dog related expenses. List amount earned per chore or job.

Date	Describe income source or chores	Amount	

- show premiums from exhibitions.
- Record all income related to your project for the year.

DON'T FORGET YOUR TOTAL VALUE

Income Record

- Chores or outside jobs done to earn money to help pay for dog expenses
- When did you receive income? What is the source of your income? How much did you receive?
- Need more room? Add additional pages as needed!

JUDGED DOG EVENT LOG

List all show or exhibition activities including non-4-H events that you and your dog participated in. Examples include shows, fun matches, AKC events.

Date (mm/dd/yy)	Dog(s) Name	Event (fun show, fair, etc.)	Class Name	Score	Placing
				_	
				_	

Event Log

- your dog(s).
 - kennel clubs etc).

DO YOU SHOW THIS YEAR?

County Fairs, Local Shows, Kennel Shows, Breed Shows, Expos and Practice shows should all be recorded

• Record all shows or exhibitons you participated in with

• Record any 4-H or non-4-H related shows or exhibitions (jackpots, county fair, learning expos, breed shows,

• When did you participate in the show? What dog did you show? What was the event name? What classes did you show in? What was your score and placings?

• Need more room? Add additional pages as needed!

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			• Re	ecord your d
Figure 8 on leash	X				X			in	
								• In	clude all 4-H
								pr	actice/activi
								• Re	ecord all sess
									aining progr
							-		
							-		
							-		
							-		

Dog Training Log

DO YOU HAVE MULTIPLE DOGS?

You must include one inspection record per dog!

progress in each class they partipate

og practices, as well as any with your dog outside of 4-H ns - look <u>back and track your dog</u>s



Closing Thoughts

- book
- get their signatures when needed
- Year
- some help!

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

• Don't wait for the last minute to complete your record

• Set-Up a time with your 4-H Leaders in ADVANCE to

• Keep track of all your expenses throughout the 4-H

• If you need help with your record book, reach out for

• Older members, club leaders, Extension Office

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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Colorado State University Extension, U.S. Department of Agriculture and Colorado counties cooperating. Extension programs are available to all without discrimination.