

Record Book Workshop



ROUTT COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

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**

Dog Senior Record



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.

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."

Identify all your goals at the start of your project!

Use complete sentences to answer all of the questions

Goals

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 Ext
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).

- 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 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.

Important Names & Contact Information

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)	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		
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.

DO YOU HAVE MULTIPLE DOGS?

You must include one inspection record per dog!

Dog Inspection

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?

Body Condition Score

(Sr. Only)

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?

- 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!

Feeding 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

- 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.
 - 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"
- 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!

Health Care Record

DO YOU HAVE MULTIPLE DOGS?

You must include one body condition score sheet per dog!

Activity Log/Learning Experiences

Categories of Participation	Total This Year	Description/Project Title
What 4-H Projects are you 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/district/state/officer, committee chair, LDC, CLC, YouthFest, State Conference, Jr./Teen leader, pledge leader, etc.)		

- 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,

4-H	Date	Hours	Activity	Location
Citizenship/Community Service				
Demonstrations/Presentations/		N/A		
		N/A		

Involvement Records

Answer All Questions

Try to complete at least 1 activity per category



Goal Evaluation

Goals help you to achieve more when you review them each year. At the End of the year, answer the following questions.

Project Goal # 1

Did you accomplish this goal?

What did you learn or what was the most difficult aspect about completing the goal? Give one or two examples.

If you did accomplish your goal, how will it help you in the future?

If you did not, what can you do differently to accomplish this?

Project Goal #2

Did you accomplish this goal?

What did you learn or what was the most difficult aspect about completing the goal? Give one or two examples.

If you did accomplish your goal, how will it help you in the future?

If you did not, what can you do differently to accomplish this?

Personal and/or Service Goal #1

Did you accomplish this goal?

What did you learn or what was the most difficult aspect about completing the goal? Give one or two examples.

If you did accomplish your goal, how will it help you in the future?

If you did not, what can you do differently to accomplish this?

Personal and/or Service Goal #2

Did you accomplish this goal?

What did you learn or what was the most difficult aspect about completing the goal? Give one or two examples.

If you did accomplish your goal, how will it help you in the future?

If you did not, what can you do differently to accomplish this?

- 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 Evaluation

Did you achieve your goals this year?

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

Photographs from your 4-H Project

A minimum of four pictures with a descriptive caption for each are expected. A maximum of two separate sheets of paper. **LIMIT PHOTOS TO THE DOG PROJECT OR ACTIVITIES ONLY.**

- 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
 - 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!

4-H Story

Length and Format Guidelines

You can type or hand-write your story. If you hand-write the story, use pencil or ink on lined white notebook paper. The majority of your story must be about your dog project.

Length of Story: minimum of 1 page.

If a computer is used to write the story, use plain white paper with 12-point font.

Leave at least 1-inch margins, so the story can be read if inserted into a report cover.

Story can be single or double-spaced as long as it does not exceed two pages.

Younger members may want to double-space their story, so you can see what you are writing.

Be sure to use proper grammar and sentence structure.

Edit your story when finished. You can use spell check.

Have someone else read your story.

Please answer the following questions to help write your story:

Why did you choose this project?

Did you learn what you had hoped to learn?

Did anyone help you and how did they help you?

What did you like the best about your project?

What would you do differently if you were to do it again?

What is your favorite thing about being a 4-H member?

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- 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
 - 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

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 _____

*I declare that the information in this book is correct, and all 4-H requirements have been completed, to the best of my knowledge. ***(This should be signed at the end of the project.)****

Member's Signature _____ date _____

Leader's Signature _____ date _____

Parent's Signature _____ date _____

Records may be completed on the computer or neatly hand-written.

- Located at the **BOTTOM** of the first page
- All signatures are required
- Project completion should be dated on the day you finish your project/record book

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

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



Contact Us



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<http://routt.extension.colostate.edu/4-h/>



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Questions?

