

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**

Senior Horse Record



For Use by Members 14-18 Years Old

2022-2023

Please fill out years in project, name, etc. Then print and sign this form at the start of your project.

Species	Years in Project	Name
Horse		4-H Club
		4-H County
		Birth Date
		Age as of December 31

PROJECT AGREEMENT

To be signed at the beginning of your 4-H project year.

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

Member Signature _____ Date _____

As a parent or supporter, I realize that animal projects require a considerable amount of expense and labor. I will support this youth project and allow him/her to learn as much as possible from the experience. The youth is expected to be responsible for labor, care, and management of the project. I will help where needed by giving guidance and instruction.

Parent Signature _____ Date _____

Record must be printed in landscape format. Records may be completed on the computer or neatly hand-written.

- Double check that you have the correct Record Book for your age division (Age as of December 31)
- 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
- Signatures and dates should be from the start of project year!
 - Continued enrollment - October 1
 - 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 **ONE SMART** goal that is **Specific, Measureable, Attainable, Realistic and Timely.** Record how you plan to help you complete your goal. Use complete sentences.

Goal A	
"To Do" Plan	1
	2
Goal B	
"To Do" Plan	1
	2

2

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."

Identify all your goals at the start of your project!

Use complete sentences to answer all of the questions

Goals

Colorado 4-H Horse Identification e-Record Supplement

TANT—You must complete one of the two options for Horse identification. If you use the first option, you must fill out one page, and attach required photos for each horse identified in 4HOnline. If you are using the second option (print option), you must have one print out for each horse identified in 4HOnline.

#1

Name	Registered Name	Animal Birthdate
Grade Horse)	Animal Gender	Coat Color and Markings
(In Hands High)	Tattoo or Microchip ID	Premise I.D.# (for location of horse)
Ownership (Circle ONE) Individual Family Leased	Name of Lessor (If Leased)	Lease Provided (Circle ONE) Yes or No

White Markings of your horse

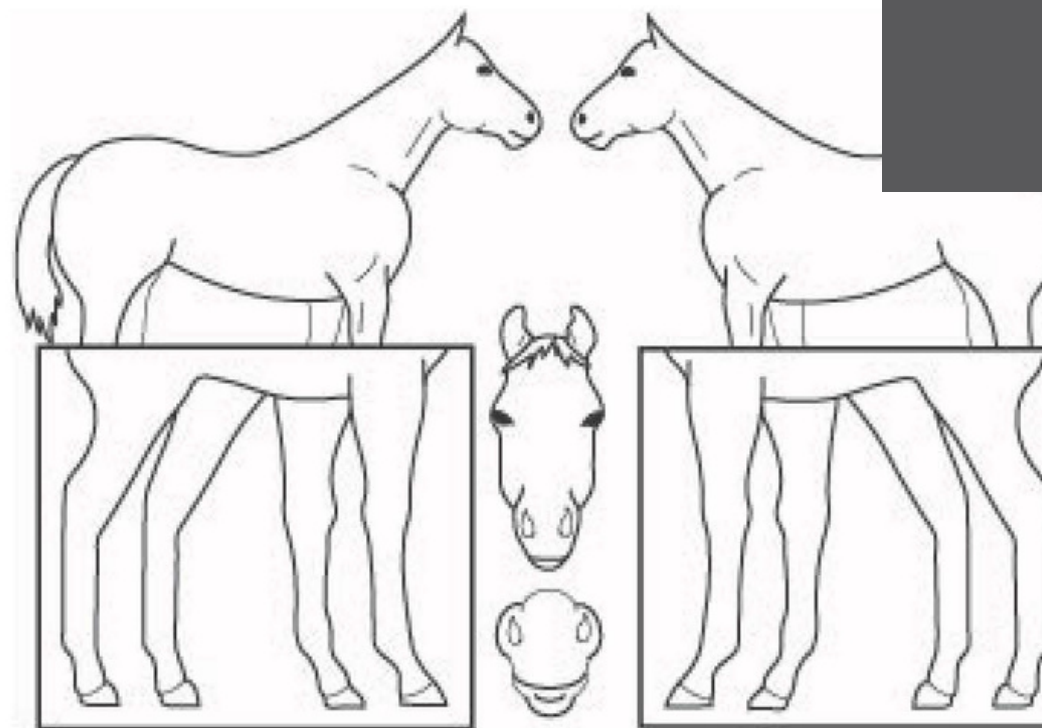
Outline all white markings of the horse with solid lines

White markings of the head and legs must be on the drawing

Views of the horse must be included and three views

Side
Front Side

markings AND photos must be attached for each horse when using this
Print photos and attach to e-



4

- Fill out 1 page per horse
- Record all necessary information for your horse
- Follow instructions carefully to make sure you complete the ID page correctly

ALL HORSES MUST HAVE AN ID PAGE

Either print out, or fill out the page by hand for each horse!

Horse IDs



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



970-879-0825



rc4h@co.routt.co.us



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



136 6th Street, Suite 101, Steamboat
Springs, CO 80487

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