



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)
- 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 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) under "START".
 - What is the value of that animal?
- List all the animals you have at the end of your project (September 30) 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"



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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