



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**



- Record all necessary information for your breeding project
- If you have a breeding project, but did not breed your animal this year, fill out all the needed information and write "Did not Breed"
- Must include breeding Animals Name!

Breeding Supplements

Only necessary for breeding projects

Keep supplement pages from year to year for your breeding records!

[Breeding Supplements Here!](#)

ANIMAL PURCHASE RECORD

Record animals you buy during this 4-H year. Record the cost of the animal under the correct project column and under total cost. Remember to label project columns. **If you own an animal at the beginning of the 4-H year, it should be listed in START Animal Inventory (pg. 4) and NOT in Animal Purchase Record.**

Record "no animals purchased" if you did not buy any animals for your project this 4-H year.

Date	Animal ID (tag/sex/name)	Seller	Project: \$	Project: \$	Project: \$	Project: \$
Ex: 2/15	Steer #245	Mr. Smith	(Mkt Beef) \$3,000.00	(Brd Beef) \$0.00	(Dairy Goat) \$0.00	(Poultry Egg) \$0.00
TOTAL ANIMAL PURCHASE:						

- Record all animals you buy DURING the 4-H Year
 - How much did you buy that animal for?
- Animals owned at the start of the 4-H year should be recorded in "Animal Inventory" not "Animal Purchase"
- Animals Sold need to also be reported in "Income Record"
- If you did not purchase any animals, report "No animals purchased"

Animal Purchase

Do not Duplicate Animals!

Animals should be recorded under starting animal inventory and animal purchase. They should be recorded in only one spot

HEALTH RECORD

Enrolling in an animal project requires you to take responsibility for the health and treatment of your animal(s). Record all health care for your animal(s) including medications, immunizations (shots), dewormers, as well as management care such as fly prevention, nail/h hoof trimming, shearing, clipping, cleaning pens, feed tubs, and water tanks, etc. **Also include supplement and medicated feeds (check the feed tag). Remember to record the cost of health care services and supplies in Health Expense Record (pg. 8) and Medicated Feeds in Feed Expenses (pg. 9).** Do not leave any blanks. Record N/A where

Date	Animal ID (tag/sex/name)	Reason for Treatment	Treated With, How Much (dosage), Method of Administration	Lot Number Expiration Date	Person Who Administered Treatment	Withdrawal Time	Date
Ex. 5/1	Pig #122	Bacterial Infection	Aquacillin - 4cc, IM, Neck	Lot:123456 Exp: 2013	Dr. Smith	7 day	
6/12	Pig #122, 123	Dirty Water tank	Baking Soda - 1/2 cup, scrubbed with brush	N/A	Joe Kelly	N/A	
6/7 - 6/30	Pig #122, 123	Pig Grower with medication	Carbadox - 50g/ton, in feed	F#150 07/13	Johnny Whitman	42 day	

- Record all health care administered - fly prevention, nail/h hoof trimming, shearing, clipping, cleaning pens/feed bins/water tanks, vaccinations, parasite prevention, medication administration, 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"

Health Record

This page should NEVER be left blank
All animals need health care

HEALTH EXPENSE RECORD

Record health expenses such as veterinary and health care costs. **Remember to include veterinarian/service fees and any you purchase for care listed on your Health Record (pg. 7). Record supplements and medicated feeds in Feed Expense (pg. 9).** Label and fill out the project column even if you only have one project. Add more lines/pages as needed.

Record "no expenses" if there were no health expenses this 4-H year.

Date	Health Item	Paid To	Project:	Project:	Project:	Project:	Total
			\$	\$	\$	\$	
Ex: 5/15	CDT Vaccine	ABC Vet Clinic	(Mkt Beef) \$60.00	(Brd Beef) \$20.00	(Dairy Goat) \$20.00	(Poultry Egg) \$0.00	
TOTAL HEALTH EXPENSE:							

- Record all expenses related to health care cost
 - Veterinary/Service Fees
 - Items purchased for care listed under "Health Record"
- Do not include supplements and medicated feed, these should be recorded under "Feed Expense Record"

Health Expense Record

This page should NEVER be left blank

All animals need health care and there are expenses to their care

FEED EXPENSE RECORD

Record all feed, grain, hay, water, and pasture you purchase during this 4-H year. Charge the appropriate amount to the specific column(s) for which you purchased the feed. Then enter the total amount and cost. Remember to include units. **If animal is boarded, feed costs should be calculated separately from board cost and included on this page in order to calculate Average Daily Board costs should be recorded in Other Expense Record (pg. 10).** Add more lines/pages as needed.

			Project:		Project:		Project:		Project:	
Date	Item	Paid To	Amt:	\$	Amt:	\$	Amt:	\$	Amt:	\$
Ex: 5/15	Mixed Grain	XYZ Feed	25	(Mkt Beef) \$20.00	25	(Brd Beef) \$20.00	\$0.00	(D Goat) \$0.00	\$0.00	(Pitr) \$0.00
7/10	Pasture	EFG Farm	0	\$0.00	0	\$0.00	30 days	\$50.00	0	\$0.00
TOTAL FEED EXPENSE:										

- Record all expenses related to your animal's feeding
 - Grain, hay, supplements, medicated feed, water
- Record the amount purchased (including units) and the cost
- Pasture should be recorded if you pay to rent pasture
- Board cost should NOT be recorded in "Feed Expense Record" instead record all board cost in "Other Expense Record"

Feed Expense Record

This page should NEVER be left blank
Animals must have food and water to survive!

OTHER EXPENSE RECORD

Record all other expenses such as show supplies, equipment, tack, pen or barn rent, clinic/lesson fees, entry fees, fuel for transportation, tagging fees, brand inspections, farm utilities (except water) and other non-feed, non-health costs. **Label and fill project column even if you only have one project.** Add more lines/pages as needed.

Record "no expenses" if there were none this 4-H year.

Date	Item	Paid To	Project:				Total
			\$	\$	\$	\$	
Ex: 5/15	4 Livestock Panels	RST Ranch Supply	(Mkt Beef) \$0.00	(Brd Beef) \$0.00	(Dairy Goat) \$70.00	(Pltry Egg)	
TOTAL OTHER EXPENSE:							

- Record all expenses related to your project that are not feed or health related
 - show supplies, equipment, tack, board, clinic lessons/fees, entry fees, brand inspections, fuel costs, farm utilities, weigh-in fees, etc.
- Record the item purchased, where you bought it from and the cost

Other Expense Record

This page should NEVER be left blank

All market animals MUST pay a Weigh-In Fee, and fuel to get to fair

MARKET ANIMAL PERFORMANCE

This page is **ONLY** for Market Animal projects (Beef, Goat, Poultry, Rabbit, Sheep, Swine & Turkey)
Record N/A in the Project box if you are not in one of these market projects.

It is important to evaluate your market animal's progress during the project by determining Average Daily Gain (ADG) regularly. This will help you to assess your feeding so you can meet market weights for fair. Add more lines as needed.

Complete a market animal performance page for **EACH MARKET ANIMAL OR GROUP OF ANIMALS FED ALIKE**. Record weights in pounds. Rabbits and poultry weights can be in ounces.

See Record Book Guide for help with Market Animal Performance.

Project:		Animal(s) ID:				
Weigh Date	A) Weight	B) Weight Gained (current A - previous A)	C) Number of Days Since Last Weight	Average Daily Gain (ADG) (B / C)	Amt of Feed for this animal or group	Cost of Feed for this animal or group
Beginning weight, you do not need to fill out the rest of this line						
TOTALS:						
		D) TOTAL WEIGHT GAINED	E) TOTAL DAYS	F) TOTAL FEED		G) TOTAL COST

Average Daily Gain <i>How rapidly did your animal(s) gain weight?</i>	D / E		pounds per day
Feed Efficiency <i>How much feed did your animal(s) need to gain one lb.?</i>	F / D		pounds of feed gained
Feed Cost of Gain <i>How much did feed cost to produce a pound of gain?</i>	G / D		dollars per pound

- Only for Market Animals (beef, goat, poultry, rabbit, sheep, swine, turkeys) - record N/A if you do not have a market project
- Carefully follow all instructions to complete the record
- Record all units for all columns (pounds)
- Double check all calculations!

Market Animal Performance

All Market Animals Need Their Own Page

Weighing your animal throughout your project can help you gauge how your animal is progressing through the year



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



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



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