

Record Book Workshop

Tips and Tricks



ROUTT COUNTY
COLORADO STATE UNIVERSITY
EXTENSION

[Find Record Books Here!](#)



Before We Begin

- **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**

2024-2025

Species	Years in Project
Horse	
Miniature Horse	

For use by members ages 8-18.

Please fill out years in project, name, etc. Then print and sign this form at the start of your project. If you are doing Miniature Horse, print the Miniature Horse Supplement and include it with this e-Record after page 4 (Levels Advancement).

Name _____

4-H Age Division (Jr., Int., or Sr.) _____

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 my 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 in his/her efforts 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 decisions affecting the project. I will help where needed by giving guidance and instruction.

- Double check that you have the correct Record Book
- What project are you taking?
- 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
- 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

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

Goals

Identifying goals and how you are going to reach those goals is important to help you become more skilled and knowledgeable about 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, Measurable, Attainable, Realistic and Timely. Record two "To Do" plans that will help you complete your goal. Use complete sentences.

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

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 Horse Identification e-Record

How many horses will you have as your 4-H project horses this year? _____

Please list them:

Horse(s) Registered Name	Horse's Barn Name/Call Name

You will need to print the Horse ID page from 4-H Online for each horse and attach it to your e-record in place of this page. For a neat presentation you can use a clipping tool to take a snapshot of the information in 4-H Online to put onto a document and then do the same for the photographs.

How to Add an Animal ID:

1. Log-in to 4-H Online using your family email.
2. Go to the Member page.
3. Scroll down to list of family members and click on family members and click on "View" next to your name (just like when you were registering).
4. Click on the "Animal" button on the menu at the left of the screen.
5. Choose your animal type: Horse.
6. Click "Add Animal".
7. Fill out the information and add photos.
8. Click on "Save".

- List all your horses names
- Record all necessary information for your horse
- Follow instructions carefully to make sure you complete the ID page correctly
- Print out your Horse ID from 4-H Online for each horse listed

ALL HORSES MUST HAVE AN ID PAGE

Don't forget to print out your Horse ID from 4-H Online

Horse IDs

Levels Advancement Page

The Advancement Levels program is a logical step-by-step guide to teach youth horsemanship and horse care. Safety and proper basics are stressed throughout the Levels program. The skills learned in the beginning levels are reflected in properly mastering the more advanced levels.

Please record the dates of each Levels Advancement in the chart below. Add a page for each horse as the Levels Advancement Program is based on horse/rider combination.

The written tests only need to be completed once so the dates should remain the same regardless of how many horses.

Written Level Tests	Date Completed
Novice (Level 1)	
Limited (Level 2)	
Advanced (Level 3)	
Advanced (Level 4)	

Horse's Name: _____

Level Test	Date Completed	Rater's Name
Novice English (Level 1)		
Novice Western (Level 1)		
Limited English (Level 2)		
Limited Western (Level 2)		
Advanced English (Level 3)		
Advanced Western (Level 3)		
Advanced English (Level 4)		
Advanced Western (Level 4)		

Horse's Name: _____

Competency Tests	Date Completed	Rater's Name
Gymkhana		
Limited Over Fences/Jumping		
Advanced Over Fences/Jumping		
Trail Riding		
Driving		
Roping		
Limited Ranch/Cattle		
Advanced Ranch/Cattle		

- Write your horse's name on the lines provided
- Record the dates you have completed your level for each horse
- Record the Rater's name who administered the testing

ALL HORSES MUST HAVE THEIR OWN LEVELS PAGE

Levels

Equipment/Supplies Inventory

At the start of the project year, list all the equipment you own under Item. At the end of your project year, add any new items you own to the Item list. If an item is given to you at no cost (i.e. donation, gift), still include a value amount in your inventory as that item still has monetary value for your project.

**Items sold should also be reported on your Income Record.

Item	Quantity	Value	Sold Value (If Applicable)**

- List all equipment that you have at the start of your project
 - What is the value of that item?
- List all equipment you have at the end of your project
 - What is the value of that item?
 - Do you still have the item? Did you sell it?
- What is the total value of your equipment at the end of the year?

Equipment & Supplies

Record all Inventory and Supplies at the Beginning and check them at the End of your Project

Did you add any equipment throughout 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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