

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

Record of Vaccinations

Create a page for each horse owned.

Name of Horse: _____

Date	Annual or Booster	Tetanus	EEE	WEE	Influenza	RH	PHF	Other

- Write your horse's name in the space provided.
- Record all vaccinated given.
- Write the date the horse was given their vaccination. Is it an annual shot, or a booster shot?
- 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"

Vaccine Record

ALL HORSES MUST HAVE THEIR OWN LEVELS PAGE

Horse Health Record

Enrolling in an animal project requires you to take responsibility for the health and treatment of your horse. If problems should arise, it is important to have the contact information of your local veterinarian.

Name and Phone Number of Veterinarian:

Record all health care for your horse(s). This includes medications, dewormers, as well as management care such as hoof trimming, teeth floating, etc. Do not leave any column in a row a blank. Record N/A where applicable. Remember to record the cost of health care services and supplies in Health Expense Record.

Date	Horse Name	Reason for Treatment	Treated with; dosage; method of administration	Lot number; expiration date	Person who administered treatment

- Write in the name and number of your veterinarian
- Record all health care administered - fly prevention, hoof trimming, clipping, cleaning pens/feed bins/water tanks, vaccinations, parasite prevention, medication administration, wound care, 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

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?

Expense Record

Record expenses as they occur; list the amount of each expenditure in one of the last four columns of the following table (see descriptions below). These figures should indicate the actual cost to maintain your horse(s) for the entire year. Add extra sheets, if needed.

Feed: Hay, grain, minerals, supplements, pasture, etc.

Health: Veterinary fee.%, medications, farrier costs, etc.

Horse/tack: Purchases of horses, plus new/used tack.

Miscellaneous: Club dues, entry fees, stall fees, hauling charges, trailer rental, riding lessons, etc.

Date	Expense/Purchase Item Description	Feed	Health	Horse/Tack	Misc.

- Record all expenses related to your project that are related to your project
 - Grain, hay, supplements, medicated feed, water
 - Veterinary/Service Fees
 - horse lease fees, show supplies, equipment, tack, board, clinic lessons/fees, entry fees, brand inspections, fuel costs, farm utilities, weigh-in fees, etc.
- Record the item purchased, add the amount under the column of which the expense falls
- Make sure to total all columns and overall expenses at the end.

Expense Record

This page should NEVER be left blank

Income Record

Record income as they occur; list the amount of each income in the last of the three columns of the following table. Add extra sheets, if needed.

Date	Description of Income	Amount

- Record all income related to your project for the year.
 - show premiums from exhibitions.
 - Chores or outside jobs done to earn money to help pay for horse expenses
- When did you receive income? What is the source of your income? How much did you receive?
- Need more room? Add additional pages as needed!

Income Record

DON'T FORGET YOUR TOTAL VALUE

4-H Horse Event & Activity Record

In the space provided below, list any 4-H Horse activity or event in which you participated this year, such as a project meeting, optional focus area activities, a pleasure trail ride, a competitive trail ride, horse shows, clinics (mounted and nonmounted), horse camp, horse bowl/ horse judging, demonstration contest, and other.

*Level: Club (CL), County (C), District (D), State (S), Regional (R), National (N)

Date	Event/Activity	Level*	Significant Accomplishment/ Items Learned

- In chronological order, list all the events you participated in with your horse(s)
- Record the level of the event, and anything you learned/achieved from the event.

Activity Record

Involvement Record

4-H Members must complete a community service activity and give a public presentation on a 4-H topic or to a 4-H audience to complete their project. The 4-H program also provides additional opportunities for leadership. Record "none" or N/A where it applies.

What did you do for your community?	Date, Hours	What was the purpose? Who did you serve?

What was the topic of the speech(es) or demonstration?	Date	Where was it given? What audience was it presented to?

What leadership events did you attend? What leadership roles did you have?	Date	What did you learn?

What other county requirements did you complete?	Date	What did you learn?

- 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, fair, etc.

Answer All Questions

Try to complete at least 1 activity per category

Involvement Records

Story & Pictures

It is highly suggested that you complete the following other requirements in a separate document such as in Microsoft Word and attach pictures on another page. Insert story and pictures before Project Completion.

Project Pictures

Include a minimum of four pictures with a descriptive caption in complete sentences for each are expected. Include pictures that demonstrate the progress of your project throughout the year or a variety of things you did with your 4-H horse project. Additional photos may be added (maximum of eight photos).

4-H Story

Please answer the following questions in complete sentences. The expectation is at least 3-5 complete sentences per question.

1. What was the most valuable thing you learned with your project this year?
2. What was the most challenging part of your project this year?
3. Did you meet or exceed your goals? Explain.
4. What was your biggest accomplishment?
5. Select one of the following skills you learned in 4-H this year, and explain how you improved in that skill because of your involvement with 4-H. You are encouraged to pick a different skill each year to write about.
 - Communication
 - Leadership
 - Problem solving
 - Work ethic
 - Time management
 - Teamwork
 - Critical thinking
 - Decision making
 - Resourcefulness
 - Adaptability

- **Include at least four (4) pictures that show project progress**
 - **More photos may be added as necessary (max of 8)**
- **All photos must have a descriptive caption**
- **Pictures should be added BEFORE Story and Project Completion Page.**
 - **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!

Story & Pictures

It is highly suggested that you complete the following other requirements in a separate document such as in Microsoft Word and attach pictures on another page. Insert story and pictures before Project Completion.

Project Pictures

Include a minimum of four pictures with a descriptive caption in complete sentences for each are expected. Include pictures that demonstrate the progress of your project throughout the year or a variety of things you did with your 4-H horse project. Additional photos may be added (maximum of eight photos).

4-H Story

Please answer the following questions in complete sentences. The expectation is at least 3-5 complete sentences per question.

1. What was the most valuable thing you learned with your project this year?
2. What was the most challenging part of your project this year?
3. Did you meet or exceed your goals? Explain.
4. What was your biggest accomplishment?
5. Select one of the following skills you learned in 4-H this year, and explain how you improved in that skill because of your involvement with 4-H. You are encouraged to pick a different skill each year to write about.
 - Communication
 - Leadership
 - Problem solving
 - Work ethic
 - Time management
 - Teamwork
 - Critical thinking
 - Decision making
 - Resourcefulness
 - Adaptability

- 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
- Each question should be answered in 3-5 sentences.
- The 4-H Story should be added AFTER Pictures and BEFORE the Project Completion Page.
 - 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

Goal Reflection

This page is to be answered at the **END** of the 4-H year.

Goals help you achieve more when you review them each year. Answer the following questions to the best of your ability in complete sentences.

Did you meet your goals this year? Why or why not? (Page 2)

Which "To Do's" did you complete?

What or who helped you complete your goal? What challenges kept you from reaching your goals?

- 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 Reflection

Did you achieve your goals this year?

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

Project Completion

I declare that the information in this book is correct, and all 4-H requirements have been completed to the best of my knowledge.

Member Signature

Date

Parent/Guardian Signature

Date

Leader Signature

Date

- All signatures are required
- Project completion should be dated on the day you finish your project/record book
- This is the LAST page of your record book. AFTER pictures and stories



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
- 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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Questions?