

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**

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

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.

Involvement Records

Answer All Questions

Try to complete at least 1 activity per category



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

*Colorado State University Extension, U.S. Department of Agriculture and Colorado counties cooperating.
Extension programs are available to all without discrimination.*