

INSTRUCTIONS

1. Fill out an Annual 4-H Project Record Book each year. Your project record should include 4-H activities from the day after last year's youth fair ended through the final day of the current year's youth fair. **Contests, exhibits, etc. you plan to do at this year's Youth Fair may be included in this record book.**
2. Where dates are asked for give the complete date, (Example - 1/7/08 or June 3, 2008) **unless specified differently.**
3. Complete Part 1 as you start your project. Then complete Parts 2-3 and 4 (if applicable) as you work on your project. You may add additional pages if space provided is inadequate. These pages must be attached to this Record Form, following the Career Study. **Project Agreement must be signed at the beginning of your project. The cover should be signed when you complete this book.** For livestock projects, your drug statement must be signed when you complete your record book.
4. For Part 5, your project story should be no more than 2 pages, one side only.
5. For Part 6 - Visual Story: you may add up to, but no more than, 10 pages (one side only) of additional material that will help you to "visually" tell your story.....pictures, photos, drawings, charts, plans, diagrams, etc. Be sure to describe in your captions what you are learning – why you are doing it, etc. for each photo or other item included. For each page quantity of material is not as important as quality.
6. Career/Occupational Study: insert this after the visual story.
7. To complete your Project Record, organize your materials in an 8½” x 11½” folder or binder. **On your binder cover be sure to give your name, name of project and grade level.** It's a good idea to use some type of dividers to separate each section. However, do not use plastic page holders. Assemble these as follows:
 - Annual Project Record, including Animal Production Section (this form), followed by additional pages if you have them.
 - Project Narrative
 - Visual Story - additional supportive materials
 - Career/Occupational Study (if doing it on separate paper)
 - Evaluation Form
8. **Turn this record book in on due date as publicized in your Youth Fair Handbook and/or the County 4-H Newsletter.**
9. This record book is also available on-line for your convenience. <http://alachua.ifas.ufl.edu>

4-H RECORD BOOK SCORECARD

PART	1	PROJECT PLANNING				
	A	Project Agreement	0 or 25 possible points			
	B	Goal	0 – 10 possible points			
PART	2	PROJECT ACOMPLISHMENTS & ACTIVITIES				
	A	Exhibits entered in 4-H fairs	15 points X		=	
	B	Individual Activities and Actions 5 points per activity	0-50 points		=	
	C	Group Project Activities	15 points X		=	
	D	Project Promotions	10 points X		=	
	E	Project Demonstration – club level/homestudy	35 points X		=	
	F	Project Demonstration – county level	50 points X		=	
	G	Project Demonstration – district and above	50 points X		=	
	H	Judging Teams	25 points X teams		=	
	I	Daycamps	50 points X camps		=	
PART	3	CITIZENSHIP: Citizenship Activities	0 – 50 possible points			
PART	4	PROJECT LEADERSHIP (grades 3-5 skip to part 5)				
	A	Goal (grades 6-12)	0 – 10 possible points			
	B	Individual Leadership Activities 5 points per activity	0-50 points			
	C	Group Leadership activities (grades 6 – 12)	15 points X		=	
	D	Primary Leadership activities (grades 9 – 12)	50 points X		=	
PART	5	PROJECT NARRATIVE (max. 2 pages) Describe learning experiences and skills developed. Shows evidence of personal growth.	0 – 20 possible points			
PART	6	VISUAL STORY (max. 10 pages) Helps visually tell what was learned or accomplished.	0 – 20 possible points			
PART	7	PROJECT ACHIEVEMENT PROGRAM (10 pts. Each)	10 points X		=	
PART	8	CAREER STUDY BONUS SECTION	0 – 25 possible points			
			Sub totals for Parts 1 - 8			
PART	9	ANIMAL PRODUCTION RECORD	Dairy Bulls Breeding Market			
	1	Inventory of Supplies 0 – 40 possible points				
	2	Animal Inventory 0 – 25 possible points				
	3	Breeding Record 0 – 15 possible points				X
	4	Production Record 0 – 10 possible points				X
	5	Health Record 0 – 40 possible points				
	6	Miscellaneous Expenses 0 – 25 possible points				
	7	Market Animal Feed Expenses 0 – 40 possible points	X	X	X	
	8	Breeding Stock Feed Expenses 0-25 possible points				X
	9	Rate of Gain 0-10 possible points			X	
	10	Beef Bull Project Animals 0-25 possible points	X		X	X
	11	Record of Progeny 0-10 possible points				X
	12	Lactation Record 0-25 possible points		X	X	X
	13	Drug Statement 0 or 10 points				
	14	Loss/Death (grades 9-12 only) 0 or 10 points				
	15	Project Summary (grades 9-12 only) 0 -20 points				
Part 9 totals:						

PART 2. PROJECT ACCOMPLISHMENTS AND ACTIVITIES

A. Fair Exhibits List exhibits or animals shown in this project in fairs since the end of last years Youth Fair. Give the title for exhibit (don't just put poster, display, pig, etc.) You may include the current Youth Fair.

Exhibit: _____ Fair: _____

Exhibit: _____ Fair: _____

Exhibit: _____ Fair: _____

Exhibit: _____ Fair: _____

Exhibit: _____ Fair: _____

Exhibit: _____ Fair: _____

Exhibit: _____ Fair: _____

Exhibit: _____ Fair: _____

B. Individual Actions and Activities (0 – 50 points)

List individual activities you did in this project to reach your goal. Include titles of books, videos, people you interviewed, etc. The activities do not have to be 4-H sponsored, but must be related to this project.

<u>Month/Year</u>	<u>Title and Description</u>	<u>Where</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Project Group Activities

List the activities you participated. The activities do not have to be 4-H sponsored, but must be related to this project. These include workshops; (hands-on group learning), project meetings, summer camp classes or other classes, field trips or shows you competed in. **If you attended a series or classes or lessons in your project, such as riding lessons, piano lessons, scuba diving lessons, etc. this is considered one activity.** List the item and the inclusive dates. Example – riding lessons; 4/1/08 – 9/9/08. List only the activities since last years Youth Fair. **Do not include regular club meetings as a project activity, unless there was a specific presentation given in your project, (other than a demonstration). This should be evident in your description.** Be as descriptive as you can. Individual activities in which you are not receiving training from others are not to be listed, for example: walked my steer, worked on my record book, etc. **unless it was part of a group activity.** Do not include day camps. For judging teams you may list each class/workshop attended that was on a different topic. List this topic in the description area.

<u>Date</u>	<u>Title/Name of Activity</u>	<u>Brief Description</u>	<u>Where it took place</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. 4-H Project Promotion List the ways you promoted **this project** to other **non 4-H** groups (relatives do not count). Promotions can include presentations given, displays, posters, news articles, etc. that you made or wrote. Just distributing materials someone else has made does not count.

<u>Promotions</u>	<u>Descriptions and Purpose of Promotion</u>	<u>Month/Year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

E. Project Demonstrations/Speeches given to my club or homestudy in this project (do not include relatives)

<u>Date</u>	<u>Title</u>	<u>Date</u>	<u>Title</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

F. Project Demonstrations/Speeches given at County events (Presentations to be given at this years County Events Day can be included here)

<u>Date</u>	<u>Title</u>	<u>Date</u>	<u>Title</u>
_____	_____	_____	_____

G. Project Demonstrations/Speeches given at District, State and National Competition

<u>Date</u>	<u>Title</u>	<u>Date</u>	<u>Event</u>
_____	_____	_____	_____

H. Judging Team – contests competed in (livestock, forestry, horse, hort. ID, etc.)

<u>Date</u>	<u>Title</u>	<u>Date</u>	<u>Title</u>
_____	_____	_____	_____
_____	_____	_____	_____

I. 4-H Day Camps

<u>Month</u>	<u>Day Camp Title</u>
_____	_____
_____	_____

PART 3. PROJECT CITIZENSHIP/COMMUNITY SERVICE

List a citizenship activity **in this project** that you did, or did with your club. Citizenship activities include times you helped others with something related to your project (example: in the pets project you took care of a neighbors pet while they were on vacation, or helped with a beach clean-up in the marine project). Community service is not doing things that would normally be expected of you (example: your chores). Your project should be a minimum of 2 hours.

Citizenship Activity/Title: _____

The goal of your activity: _____

Describe what you did: _____

Where it took place: _____

Do you feel you accomplished your goal? _____ very well _____ pretty well _____ so-so _____ no

PART 4. PROJECT LEADERSHIP (*grades 3-5 skip to part 5*) (*only grades 6-12 complete*)

A. Leadership Goal

(0 – 10 points)

List a **leadership** goal or goals you set for yourself **in this project** this year. It might be specific leadership skills you want to learn to do or achieve in this project. Your goal should be specific, measurable and realistic. You must be able to evaluate if you have achieved your goal. See the Action Plan worksheet at the back of this book for help

B. **Individual actions & activities** (participated in, other learning experiences) (0 – 50 points)

Put group leadership and primary leadership activities in the appropriate section, not here.

<u>Date</u>	<u>Title and Description</u>	<u>Where</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____
e. _____	_____	_____

C. **Group Leadership Activities** (*grades 6 – 12 only*)

<u>Month/Year</u>	<u>Title and Description</u>	<u>Where</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. **Primary Leadership Activities** (*grades 9 – 12 only*)

List meetings, activities and events for which you gave primary leadership. (do not count meetings conducted as president of your club or group). Primary leadership means you organized **and** conducted the activity. Do not include committees you were a member or chairman of, or other activities that were a result of a group effort. If club level; have it signed by your club leader, if county level; have it signed by the agent or adult in charge.

Activity, event or meeting

What I did

Leader Signature

Part 5. PROJECT NARRATIVE

Attach a narrative (maximum of 2 pages), that will illustrate in summary form your outstanding accomplishments in this project and the impact this project has had on your life. How did you benefit from this project. What skills did you learn in this project. What project experiences did you have in which you were part of a group - explain your contributions to the group. Discuss how well you accomplished your goals.

Part 6. VISUAL STORY - Supportive Material

You may add up to, but no more than 10 pages of additional material that will help tell your 4-H Project Story. These may be photos, charts, diagrams, plans (such as a calf pen, etc.). Be descriptive with your captions – tell what is happening in the photo and why it is important. Do the same for each item attached.

Part 7. PROJECT ACHIEVEMENT PROGRAM

Level 1 Level 2 Level 3 Level 4 (✓ level completed)

Include in this section the activities you have completed in your Project Activity Book. Complete the table below. You must have your project leader/helper or club leader sign the appropriate column. If you did not receive a project book and you would like one, contact the Extension Office. All blanks must be completed to receive credit. Do not include your activity book in this record book.

Title of Project Activity Book: _____

Chapter #	Activity or Chapter Title	What You Learned	Month Done	Leader Initials

Chapter #	Activity or Chapter Title	What You Learned	Month Done	Leader Initials

PART 8 CAREER/OCCUPATIONAL STUDY

Grades 3-5 complete 1-6. Grades 6-8 complete 1-8. Grades 9-12 complete 1-12.

Choose a career or occupation you might find in this project and do a study of it. Answer the questions below. You may have to do some research to find this information, or you may want to interview someone in the occupation you have chosen. **If you need more space answer these questions on separate paper and attach to your record book after the Visual Story.**

Name of Career/Occupation Studied:

1. Give a general description of this occupation. What does a person do in this job; who does he/she work with; what is the work environment like; what kind (if any) of public speaking, writing or reading is involved. **(all grades)**
2. What qualifications are needed for this job. If post high school education is needed....how much, type of degree, etc. **(all grades)**
3. List two schools where you could attend to receive training or the necessary degree for this job. **(all grades)**
4. List two other related jobs that you would be qualified for? **(all grades)**
5. What is the starting salary or wage for this occupation? \$_____ per _____ **(all grades)**
6. What is the average number of work hours for this job? Per day: _____ Per week:_____ **(all grades)**
7. What other benefits are there for this job (insurance, profit sharing, etc.)? **(grades 6-12)**
8. What are the physical demands and requirements for a person in this occupation? **(grades 6-12)**
9. What personal traits and interests should a person in this field have? **(grades 9-12)**

PROJECT ANIMAL INVENTORY

Grades 3-5 do columns 1,2,3,4, and 5. Grades 6-8 do columns 1,2,3,4,5, and 6.

Name & Color (All Grades) 1.	ID# or Reg. No. (All Grades) 2.	Breed (All Grades) 3.	Birth Date (All Grades) 4.	Sex (All Grades) 5.	Purchase Price or Value of Animal at beginning. (Grades 6-12) 6.	<u>Kept</u> Value at end of project (Grades 9-12) 7.	Estimated Market Animal Price (Grades 9-12) 8.

Value of Animals Raised

Box 2

Box 3

Value of
Animals Kept

Box 4

Total Income
from
Animals Sold

BREEDING RECORD

Grades 3-5 complete columns 1,2, and 3. Grades 6-12 complete columns 1-6 and all questions.

Female I.D. (all grades) 1.	Sire Name (all grades) 2.	Exposure Date (all grades) 3.	Natural or A.I. (grades 6-12) 4.	Due Date (grades 6-12) 5.	Comments (grades 6-12) 6.

1. State your reasons for sire selection.

2. Give a description of your breeding program.

3. What are the objectives of your breeding program.

PRODUCTION RECORD

Grades 3-5 may skip this section.

For breeding projects only.

Grades 6-8 do columns 1,2,3,4,5,8

Female No. 1.	Male No. 2.	Birthdate 3.	Number of Offspring 4.	Sex (if known) 5.	Birth Weight or Litter Average 6.	Wean Weight or Litter Average 7.	Comments 8.

HEALTH RECORD

(Deworming, vaccinations, antibiotics etc.) If you are treating your entire herd, in the Animal ID column write in herd.

Grades 3-5 complete columns 1,2, 3, and 6 only. Grades 6-8 do columns 1,2,3, and 6 only.

Treatment Date 1.	Animal Name or ID No. If herd give # of animals 2.	Medications Dispensed, Dosage and SQ/IM/Oral 3.	Estimated Weight 4.	Labeled Milk/Meat Withdrawal 5.	Comments, Observations or Other Information 6.

MISCELLANEOUS OPERATING EXPENSES RECORD (OTHER THAN FEED AND COST OF ANIMALS)

Grades 3- 5 complete columns 1,2, and 3. Grades 6-8 complete columns 1,2,3, and 5.

List miscellaneous operating costs other than feed and the cost of animals on this page.

In column 1, record the date of payment or purchase. In column 2, give a description of the item. In column 3, record the number of units purchased. Use the unit by which pricing is normally done, such as pounds, hundred weight (cwt), dozens, tons, etc. and identify which unit is being used. In column 4, record the price per unit of the units used in column 3. Multiply the **Price per Unit** (column 4) by **Quantity** (column 3) to get the cost of each item and record in column 5. (Consider vet. Costs, supplies and equipment, transportation, etc.)

1	2	3	4	5
Date Mo/Day/Yr	Item	Quantity	Price Per Unit	Total Cost
Ex: 6/3/07	Veterinarian Unit	-----	-----	\$30.00
Total Cost – Box 5				\$

RATE OF GAIN (Market Animals Only)

Total columns down to get grand totals.

Grades 3-5 complete columns 1,2,A,B,C,and D.

Grades 6-8 complete columns 1,2,A,B,C,D, and E.

1. Weigh Dates	Description and I.D. # of Animal	2.	Starting Weight A	Interval Weights * B	Total Pounds Gained (B- A) C	Total Days of Feed from initial weigh in. D	Rate of Gain (C÷D)	Total lbs. of Feed Fed (See page 14) E	Feed Conversion (E÷C)	Fed Cost of Gain (feed cost on page 14 ÷ Total Pounds Gained) F.
					(B-A)					
					(B-A)					
					(B-A)					
					(B-A)					
				Final Weight	(B-A)					

* We recommend you weigh your animal several times during the duration of this record.

BEEF BULL PROJECT ANIMALS

IMPORTANT STATISTICS

Grades 3-8 complete rows 1,2,3, and 4

	Bull ID	Bull ID	Bull ID	Bull ID
Birth Weight 1.				
Scrotal Circ. at 6 Months				
205 Day Weight 2.				
Yearling Weight 3.				
Scrotal Circ. at One Year				
Two Year Weight 4.				
Scrotal Circ. at Two Years				

RECORD OF PROGENY

Indicate below all known information of your bull(s)' offspring. Be as complete as possible.

Sire ID	Dam ID	Calf Birthdate	Sex	Calf Birth Weight	Calf 205 Day Weight	Yearling Weight

LACTATION RECORD

Complete this page only if this is a dairy cow or dairy goat project.

Animal Name or Number _____ Registration or Ear Tag Number _____

Breed _____ Date of Birth _____ Freshening Date _____

Month	Average Daily Milk Produced (lbs)	Total Milk Produced	Value of Milk
March			\$
April			\$
May			\$
June			\$
July			\$
August			\$
September			\$
October			\$
November			\$
December			\$
January			\$
February			\$
Totals			\$

Price used to determine the value of milk = \$ _____

(Duplicate this record sheet if you have more than one lactating dairy animal.)

DRUG STATEMENT

This is to acknowledge that I have been advised that the presence of any drug, antibiotic or biological residue in my project animal at slaughter will result in the condemnation of the carcass and forfeiture of all sale proceeds and premiums. I hereby certify that any drug, antibiotic or biological residue which may have been administered by myself, or any other person, was done so in strict compliance with the manufactures label requirements. This should be signed when the record book is complete, at the end of the project.

Signature of Youth Date

Signature of Parent or Guardian Date

LOSS (DEATH/MORTALITY) RECORD *Grades 3-8 may skip this section.*

Date	Description and I.D. of Animal	Estimated Weight	Cause of Loss	Value (\$) Before Death

Total Value
Of Loss

Box 10

PROJECT SUMMARY *Grades 3-8 may skip this section.*

ASSETS

- A. Value of inventory and supplies at end of project, Page 9, Box 1 \$ _____
- B. Value of animals on hand (kept) at end of project year, Page 10, Box 3 + \$ _____
- Total Assets** **\$ _____**

INCOME

- C. Estimated market value of animals - page 10, Box 4 \$ _____

EXPENSES

- A. Value of animals raised or purchased during project year. Page 10, Box 2 \$ _____
- B. Miscellaneous expenses, page 13, Box 5 + \$ _____
- C. Feed costs, page 14 or page 15, Box 7 + \$ _____
- D. Mortality/Loss, page 20, Box 10 + \$ _____
- Total Expenses** **\$ _____**

4-H Livestock Project Evaluation Form

We need your help in providing feedback in the project you just completed.
 For each statement think carefully about your knowledge and skills with livestock before and after participating in the 4-H Livestock Project.
 Then rate your level of skill for items 1-15 both before and after as:
 1 = poor, 2 = fair, 3 = good, 4 = excellent.

Animal Species for this Project: _____

		BEFORE I participated in the 4-H Livestock Project				AFTER participating in the 4-H Livestock Project			
		Circle one number for each statement				Circle one number for each statement			
My Ability to:	Poor	Fair	Good	Excellent	Poor	Fair	Good	Excellent	
1. set goals for myself to achieve	1	2	3	4	1	2	3	4	
2. complete my obligations for finishing what I start	1	2	3	4	1	2	3	4	
3. speak in front of others	1	2	3	4	1	2	3	4	
4. be more organized	1	2	3	4	1	2	3	4	
5. record information accurately	1	2	3	4	1	2	3	4	
6. make decisions	1	2	3	4	1	2	3	4	
7. be more responsible	1	2	3	4	1	2	3	4	
8. list different careers available in animal science	1	2	3	4	1	2	3	4	
9. show animals	1	2	3	4	1	2	3	4	
10. groom animals	1	2	3	4	1	2	3	4	
11. Provide good nutrition for my animals.	1	2	3	4	1	2	3	4	
My Knowledge of:									
11. the types of food to feed my animal	1	2	3	4	1	2	3	4	
12. how much food to feed my animal	1	2	3	4	1	2	3	4	
13. proper weight for my animal	1	2	3	4	1	2	3	4	
14. how to maintain health of my animal	1	2	3	4	1	2	3	4	
15. how animals breed/are bred	1	2	3	4	1	2	3	4	

You may detach and send this form to the Alachua County Extension Office, 4-H dept., or leave attached. If left attached it will be removed before your record book is displayed at the fair. In either case your evaluation will be kept confidential.

This instrument was revised from a tool developed by Texas Cooperative Extension 4-H Youth Development. Substantially revised and adapted for Florida by Lisa A. Guion, Ed. D. Department of Family, Youth and Community Services, IFAS, Florida Cooperative Extension, University of Florida.

Action Plan Worksheet

These 2 pages are for your use only. Do not include them with your record book.

List a goal you set for yourself in this project this year. It might be something you want to learn, to do, or achieve in this project. Your goal should be specific, measurable, and realistic. You must be able to evaluate if you have achieved your goal.

Sample Goal: I want to learn how to trim my goat's hooves properly by fair time.

This is a specific skill; you either learn how to do it by fair time or not (measurable) and this is something you can do physically based on your age and size (realistic).

Write your goal here: _____

To achieve your goal, you need a plan of action. This is a step by step list of what to do, the resources needed and who can help. Write your plan of action below.

1. Information to Gather (What do I need to find out?)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Add more lines if needed.

2. Resources needed (people, publications, material, equipment, etc.)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Add more lines if needed.

3. Steps to take to Achieve Goal

- a. _____ Target Month: _____
- b. _____ Target Month: _____
- c. _____ Target Month: _____
- d. _____ Target Month: _____
- e. _____ Target Month: _____
- f. _____ Target Month: _____
- g. _____ Target Month: _____

Add more lines if needed.

4. Skills I Need to Learn or Improve Upon

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Add more lines if needed.

Use this worksheet when you get ready to fill out your record book. Write your goal in Part 1. In Part 2, list your individual actions, group learning activities, and fair exhibits in the appropriate sections.

The whole idea of having you set a goal,
think about what you need to do to accomplish that goal,
and then actually do it,
is to show you that YOU can do it!
Enjoy the power!

