



ANNUAL 4-H POULTRY RECORD BOOK

Grades 3-5 ___ Grades 6-8 ___ Grades 9-12 ___

Name: _____ Club: _____

Address: _____
Street or Box # City Zip

Name of Parent/Guardian: _____

Birthdate: ___ / ___ / ___ Age (as of Sept. 1) ___ Grade in School: ___
Day Month Year

Number of years enrolled in 4-H (including this year): _____

Number of years enrolled in this project (including this year): _____

To be signed at end of project year.

This is a true record of my 4-H project. I certify I have personally kept records and completed this record book:

Member's Signature: _____ Date: _____

APPROVAL: Parent or Guardian Signature: _____ Date: _____

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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 - 1/7/06 or March 3, 2007) 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. Your Project Agreement must be signed at the beginning of the project. The cover and the drug statement should be signed when you complete this record.
4. For Part 5, your project narrative 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 quality is more important than quantity.
6. Career/Occupational Study. Insert this after the visual story.
7. To complete your Project Record, organize your materials in an 8½” by 11” folder or binder. **On the binder cover please put 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 in these sections:
 - Annual Project Record (this form) followed by additional pages if you have them.
 - Project Narrative
 - Visual Story – additional supportive materials
 - Evaluation Form
8. **Turn this record book in on due date as publicized in your Youth Fair Handbook or the County 4-H Newsletter.**
9. This record 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 act.	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 act.	0 – 50 possible 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	POULTRY PRODUCTION RECORD		
	A	Inventory	0 – 25 possible points
	B	Non Feed Expenses	0 – 15 possible points
	C	Feed Expenses and Ration	0 – 35 possible points
	D	My Poultry Ration	0 – 15 possible points
	E	Poultry Diseases	0 – 30 possible points
	F	Receipts/Income	0 – 20 possible points
	G	Financial Statement	0 – 25 possible points
			Sub totals for part 9 only
PART 10	PROJECT EVALUATION FORM (25 points if complete)		0 or 25
	RECORD KEEPING SKILLS Neatness and appearance (Select one score) Poor: hard to read 0 – 2 points/Average: readable 3 – 5 points/Very good: neat & readable 6 -7 points/Outstanding: Shows pride & creativity 8 – 10 points		Neatness & appearance 0 – 10 possible points
	Assembled in correct order		0 OR 10 points
	Cover page is complete – including signatures		0 OR 25 points
			Sub-total Record Keeping Skills
			Sub total 4-H Record Book Score
RIBBON PLACINGS: Grades 3-5: Blue 315+, Red 135 to 314, White 75 to 134 Grades 6-8: Blue 385+, Red 175 to 384, White 110 to 174 Grades 9-12: Blue 421, Red 231 to 420, White 110 to 230			Ribbon Placing
Total points for Sections 5, 6, 9, 10 and Record Keeping Skills			Youth Fair Score

PART 1. 4-H PROJECT PLANNING

- A. **PROJECT AGREEMENT** (0 or 25 points)
(To be completed **when you begin this project**)

I agree to be responsible for my project. I understand my parent(s) or others can help me, but that completing my project and this record book is my responsibility.

DATE

SIGNATURE OF 4-H MEMBER

We (I) will be responsible for providing help if needed, along with assistance and encouragement while our (my) child is working on this project.

DATE

SIGNATURE OF PARENT OR GUARDIAN

- B. **GOAL** (0 – 10 points)

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. See the action plan worksheet at the back of this book for help.

Do you feel you accomplished your goal? _____very well _____pretty well_____so-so_____no

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: _____

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>
_____	_____	_____	_____
<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.

<u>Activity, event or meeting</u>	<u>What I did</u>	<u>Leader Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 garden or woodworking). 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 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.
2. What qualifications are needed for this job. If post high school education is needed, how much, type of degree, etc.
3. List two schools where you could attend to receive training or the necessary degree for this job.
4. List two other related jobs you would be qualified for.
5. What is the starting salary or wage for this occupation? \$_____per_____.
6. What is the average number of work hours for this job? Per day:_____ Per week:_____.
7. What other benefits are there for this job (insurance, profit sharing, etc.)?
8. What are the physical demands and requirements for a person in this occupation?
9. What personal traits and interests should a person in this field have?
10. What licenses or certifications are needed to practice in this field?
11. List the things you most like about this occupation.
12. List the things you least like about this occupation.

PART 9. POULTRY PRODUCTION RECORD

A. INVENTORY

Beginning and closing inventory of birds, supplies and equipment. Closing record should be the date of the Youth Fair.

BIRDS and EQUIPMENT	Beginning of Record		Close of Record	
	Number	Total Value	Number	Total Value
Hens		\$		\$
Pullets		\$		\$
Males for Breeding		\$		\$
Broilers		\$		\$
Chicks under 8 weeks old		\$		\$
Other:		\$		\$
Total Value (Birds)		(T) \$		(X) \$
Houses/Coops		\$		\$
Feeders		\$		\$
Waterers		\$		\$
Other:		\$		\$
Other:		\$		\$
Total Value (Equipment)		(U) \$		(Y) \$

B. NON FEED EXPENSES

Enter here a record of all cash and non cash expenses for poultry other than for feed. Record the date, a description and quantity. Include all items purchased or given to you and also list these in your closing inventory above. Include all non-cash expenses at their estimated value.

DATE	DESCRIPTION	QUANTITY	COST	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		TOTAL	(V) \$	

C. FEED EXPENSES

Enter here a record of all cash expenses for poultry feed. Record the date, a description and quantity. Even if the feed was given to you list it below at its estimated value.

DATE	DESCRIPTION	QUANTITY	COST	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		TOTAL	(W)\$	

D. MY POULTRY RATION

Type of Poultry: _____ # of birds: _____

Ingredients in the feed: _____

Amount fed per day _____ lbs. % Protein: _____

E. HEALTH RECORD

Create a list of three major diseases of poultry, and then complete the following table.

F. POULTRY DISEASES					
Disease	Type of Bird Affected	Cause	Signs of Illness	Treatment	Prevention

F. RECEIPTS/INCOME

Enter here a record of all cash receipts from poultry including prize/premium money. Record the date, the products and quantity sold. Also enter all eggs, poultry, and manure etc., used or given away and their market value.

DATE	PRODUCT	QUANTITY	VALUE
			(Z)\$

G. FINANCIAL STATEMENT (To be completed at close of record)

Expenses

Value of birds on hand at beginning
 Value of equipment on hand at beginning
 Total of Non Feed Expenses
 Total Cost of Feed

Value (T) Page 13 \$ _____
 Value (U) Page 13 \$ _____
 Value (V) Page 14 \$ _____
 Value (W) Page 14 \$ _____

TOTAL EXPENSES: \$ _____

Receipts

Value of birds on hand at close
 Value of equipment on hand at close
 Receipts for poultry, eggs, manure, etc. sold or used

Value (X) Page 13 \$ _____
 Value (Y) Page 13 \$ _____
 Value (Z) Page 16 \$ _____

TOTAL RECEIPTS: \$ _____

TOTAL RECEIPTS: \$ _____

MINUS TOTAL EXPENSES: \$ _____ =

CLOSING BALANCE: \$ _____

NOTE: A negative number means your project cost more than its financial value/receipts. Also, make sure you have accurately reported in Part H Receipts/Income, and put accurate market values for all project poultry products you used at your home or you gave away.

We need your help in providing feedback in the project you just completed. For each statement think carefully about your knowledge and skills with poultry before and after participating in the 4-H poultry project. Then rate your skill for items 1-17 both before and after as:
1=poor, 2=fair, 3=good, 4=excellent

My ability to:	BEFORE I participated in the 4-H Poultry Project				AFTER participating in the 4-H Poultry Project			
	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 the poultry industry	1	2	3	4	1	2	3	4
9. Show poultry	1	2	3	4	1	2	3	4
10. Groom poultry	1	2	3	4	1	2	3	4
My knowledge of:	Poor	Fair	Good	Excellent	Poor	Fair	Good	Excellent
11. The types of food to feed my birds	1	2	3	4	1	2	3	4
12. How much food to feed my birds	1	2	3	4	1	2	3	4
13. Proper weight for my birds	1	2	3	4	1	2	3	4
14. How to maintain health of my birds	1	2	3	4	1	2	3	4
15. How birds breed/are bred	1	2	3	4	1	2	3	4
16. The digestive system of birds	1	2	3	4	1	2	3	4
17. How to identify the sex of my birds	1	2	3	4	1	2	3	4

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!

