



ANNUAL 4-H RABBIT 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: _____

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 March 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. 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 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 in these sections:
 - Rabbit Project Record (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 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 ACCOMPLISHMENTS & 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 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	RABBIT CARE PROJECT RECORD		
	1	Inventory/Rabbits	0 – 25 possible points
	2	Inventory/Supplies and Equipment	0 – 35 possible points
	3	Non Feed Expenses	0 – 30 possible points
	4	Feed Expenses	0 – 35 possible points
	5	Health Record	0 – 30 possible points
	6	Receipts	0 – 25 possible points
	7	Financial Statement	0 – 35 possible points
			Sub totals for part 9 only
PART 10	PROJECT EVALUATION FORM (25 points if complete)		0 or 25 possible points
	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
Ribbon Placings: <i>Grades 3-5: Blue 315+, Red 135 to 314, White 75 to 134</i> <i>Grades 6-8: Blue 385+, Red 175 to 384, White 110 to 174</i> <i>Grades 9-12: Blue 421, Red 231 to 420, White 110 to 230</i>			Ribbon Placing
			4-H Record Book Score
			Youth Fair Score

B. INDIVIDUAL ACTIVITIES AND ACTIONS (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>
_____	_____	_____	_____
<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 (0 – 50 points) participated in, other learning experiences that you did to help you reach your leadership goal. Put group leadership and primary leadership activities in the appropriate section, not here.

<u>Date</u>	<u>Title and Description</u>	<u>Where</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 Signature</u>	<u>What I did</u>	<u>Leader</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.

Enter here a record of all purchases (cages, medical supplies, animals, etc.). Record the date, item, quantity and value.

Date	Description	Quantity	Total Value
Totals			(E) \$

4. FEED EXPENSES

Enter here a record of all of your feed purchases. Record the date, item purchased, quantity and value.

Date	Description	Quantity	Total Value
Totals			(F) \$

5. HEALTH RECORD

Indicate what you would do to treat at least 4 of these. Add additional paper if needed.

_____	Coccidiosis	_____
_____	Conjunctivitis	_____
_____	Ear Canker	_____
_____	Enteritis	_____
_____	Fur Block	_____
_____	Snuffles	_____
_____	Malocclusion	_____
_____	Mites	_____
_____	Sore Hocks	_____
_____	Ketosis	_____
_____	Other	_____

6. RECEIPTS

Enter in the below table all rabbits sold. Also enter all other income from the project. If you used any of your rabbit manure include it at market value. Enter the value of any rabbits consumed at market value.

Date	Product	Quantity	Value
Totals			(G) \$

7. FINANCIAL STATEMENT

EXPENSES

Value of animals on hand at beginning (A) \$ _____

Value of Equipment & Supplies at beginning (C) \$ _____

Non Feed Expenses (E) \$ _____

Feed Expenses (F) \$ _____

Total Expenses \$ _____

INCOME

Value of animals at closing (B) \$ _____

Value of supplies at closing (D) \$ _____

Receipts (G) \$ _____

Total Income \$ _____

Closing Balance (Income – Expenses) \$ _____

4-H Rabbit Project Evaluation Form (25 points)

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

	BEFORE I participated in the 4-H Rabbit Project				AFTER participating in the 4-H Rabbit 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 the rabbit industry	1	2	3	4	1	2	3	4
9. show rabbits	1	2	3	4	1	2	3	4
10. groom rabbits	1	2	3	4	1	2	3	4
My Knowledge of:								
11. the types of food to feed my rabbit	1	2	3	4	1	2	3	4
12. how much food to feed my rabbit	1	2	3	4	1	2	3	4
13. proper weight for my rabbit	1	2	3	4	1	2	3	4
14. how to maintain health of my rabbit	1	2	3	4	1	2	3	4
15. how rabbits breed/are bred	1	2	3	4	1	2	3	4
16. how to select a desirable project animal	1	2	3	4	1	2	3	4
17. how to identify the sex of my rabbit	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!

