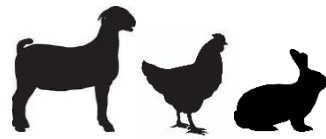




Clare County 4-H Small Animal Record Book



Guidelines:

- Only one record book required for each project/species area.
- Records start with the possession of animals and end at Fair week check in.
- Assemble book in the following order (current year first):
 1. Title Page (this page)
 2. Project Information Page
 3. Monthly Feed Record
 4. Project Expenses
 5. Project Photographs
 6. Marketing Plan and Sale Reflection (Only animals being sold)
 7. Judge's Comments
- Judged by 4-H age categories: 8-11, 12-15, 16-19
- Must be submitted to the MSU Extension Building for judging by 12:00pm (noon) on Tuesday of Fair week.
- Winners will be announced Fair week, however, awards will be presented during the 4-H Fall Awards Ceremony.
- Note: Each year keep the pages from this record book in a binder as this is a progressive project record book and should illustrate the knowledge you have gained over the years in your project area. Record Books can be picked up from the MSU Extension Office after judging takes place.
- Please write clearly using blue or black ink OR fill out record book using a computer.
- Youth can add additional pages and or information to this record as they see fit.

Youth's Name: _____

Club Name: _____

Project Leader's Name: _____

Project (Select only one): ___ Goat ___ Poultry ___ Rabbit ___ Cavy

Year Project was Completed: _____ Is this your first year in this project? ___ Yes ___ No

Youth's 4-H Age (as of January 1): _____

Youth's Signature: _____

I, the 4-H youth member, acknowledge that I have completed this record book to the best of my ability and find it to be complete.

Parent/Guardian's Signature: _____

I, the parent/guardian, certify that my child has completed this project and completed this record book and will comply with all guidelines. I give permission for this record book to be displayed to the public and will ensure that all content is appropriate.

Project Information Page

Name(s) or Description of Project: _____

Breed(s): _____

Identification of Animal(s) (Ear tag/Tattoo): _____

Birth Date or Estimate: _____ Date of beginning of Ownership: _____

My project was: ___ Born on my farm ___ Purchased ___ Other (Explain) _____

Number of days on feed (possession to Fair Check In): _____

What factors did you consider when selecting your project(s) (breed, age, price, disposition, etc.): _____

What type of housing did you provide for your project?: _____

Explain one goal that you had for this project this year: _____

Explain one challenge you faced with your project this year: _____

What did you learn by completing this project this year?: _____

What management strategies did you use this year to improve the health and well-being of your project?: _____

How have you helped others to be successful in this project area this year?: _____



Monthly Feed Record

Enter Feed Types* ⇒	Grain/Mixes/Silage		Concentrates		Minerals		Hay		Monthly lbs.	Total Cost
	lbs.	cost	lbs.	cost	lbs.	cost	lbs.	cost		
SEPT										\$
OCT										\$
NOV										\$
DEC										\$
JAN										\$
FEB										\$
MARCH										\$
APRIL										\$
MAY										\$
JUNE										\$
JULY										\$
TOTALS		\$		\$		\$		\$		\$

NOTE: RECORD FEED AS IT IS FED TO YOUR ANIMAL.

- *Type of feed should be expressed in pounds and include grains, supplements, mixes, hay, silage, etc.

_____ Number of animals reflected on this chart.

 **TOTAL LBS. FEED**
 **TOTAL FEED COST**

Project Expenses

- Start with the possession of your animal(s) and end with the check-in of Fair week.
- Calculate for the total number of animals reflected in this record.
- Miscellaneous items could be show registration fees, Fair fees, tags, trucking/transportation, etc.
- Youth may want to include copies of receipts or other documentation on the Project Photographs page to fully reflect the expenses.

Expense Categories	Purchase Price	Feed (from Feed Record page)	Veterinary Charges	Medication/ Insecticides	Bedding	Equipment	Housing rent/ Leasing fees	Grooming fees	Advertising/ Marketing	Buyer Recognition/Gifts	Miscellaneous (specify below)	Total Expenses
												\$

Please provide any details towards expenses that you were not able to include on the expense table that would help better explain your expenses. (List of expenses for each category such as equipment or miscellaneous items bought.): _____

Explain how you may consider decreasing expenses for this project in future years: _____

Due to the judging of Record Books taking place before the Fair auction takes place, youth are not able to show their final profit or loss, however, for future reference, they are encourage to do so in the Sale Reflection section after getting their book back after judging takes place.

Project Photographs

- Include photos of youth and all animals reflected in this record.
- Market projects require beginning and end photos. Breeding projects require a minimum of one photo.
- Include dates of photos.
- Youth may add additional documentation of project here such as feed slips, receipts, etc.
- Add additional pages as needed.

Marketing Plan & Sale Reflection

*This page only required for animals being sold.

Marketing Plan

List three (3) potential buyers you plan to approach this year:

1. _____
2. _____
3. _____

Explain what your communication plan is when approaching your buyers: _____

Sale Reflection

*This section only encouraged for animals being sold.

- Due to the sale of animal projects taking place after the deadline to turn Record Books in, youth cannot complete this section until after the sale takes place. Youth are encouraged to complete this section after getting their record book back after judging takes place.
- Calculating the profit or loss will allow youth to see how much money they made or lost with their project.
- Projects sold as a pen should be reflected as one (1) Animal ID.

Animal ID: _____ Selling Price: \$ _____

Buyer(s): _____

Animal ID: _____ Selling Price: \$ _____

Buyer(s): _____

Animal ID: _____ Selling Price: \$ _____

Buyer(s): _____

Animal ID: _____ Selling Price: \$ _____

Buyer(s): _____

Calculating Income

- Add selling prices together from above to calculate total income for this project area.

Total Income: \$ _____

Calculating Profit or Loss

\$ _____ - \$ _____ = \$ _____

Total Income added from above – Total Expenses from Project Expense page = Profit or Loss

Judge's Comments

This section is reserved for the judge's comments to provide feedback.

The youth did the following areas well: _____

The youth could improve on the following areas: _____

Additional Comments: _____

Placing: _____