

Arapahoe County Record Book Tips

Cover Page: Make sure you fill it out completely and get all signatures.

Goals: Use complete sentences and SMART goals-your goal must be specific, measurable, attainable, relevant and timely. Come up with realistic "To Do" suggestions that will directly help you accomplish your goals.

Horse ID Certificate: Make sure you attach a picture of YOU AND YOUR HORSE. Unsaddled with a halter.

Animal Inventory: List the ONLY the animals you have on hand on October 1st, and those you will still have on hand on September 30th.

Equipment Inventory: You all have feed buckets, brushes and show equipment. List everything you have on hand or buy that you use in caring for, fitting or showing your animal. *Seniors-you will need to have a beginning inventory (what you have on October 1st, and an ending inventory (what you have on hand September 30th.) Remember that equipment depreciates-so it will loose value between the beginning and the end.*

Animal Purchase: List the animals you have bought after October 1st and before September 30th for your project.

Feed Expense Record: List all the feed for your animals. EVERY animal should be fed mineral and salt, so those expenses should be listed as well. Every time you purchase additional feed, write it in. Horses, beef, sheep and goats should also show expenses for hay.

Other Expense Record: List anything you bought non-feed related for your animal. Shavings bought for county fair should be listed here. If you buy soap to wash your animal, equipment or inventory, or any miscellaneous supply-write it down.

Health Expense Record: This is where you will list the COST for all vaccinations or wormers you give your animal. It also includes the amount you had to pay the vet if you had to pay them. If you have your animals feet trimmed, this would be where you list it.

Health Record: This is where you need to record information necessary for traceability for any and all vaccines, wormers, or other medications (including in feed) along with figuring withdrawal periods for the above.

Income Record: Here you will list ALL money earned in the course of your project. It should include but is not limited to the sale of animals, IREA/Colo Equipment money received for showing, and all premiums you won. Use your fair book to determine how much you are getting in premium money.

Comparison of Market Vs. Fair Sale Prices: This is where you are comparing the difference between what you earned because you sold your animal at county fair versus the industry price you would have received if you had sold your animal at a typical market sale. The sale order has the floor price of your animal listed for you to use.

Market Animal Performance: This is to determine how well your animal gained weight during the feed period. *Seniors-You will need to figure your feed efficiency and feed cost of gain. If you do not have a scale, use the formula from Arizona State to determine your weight along the way.*

Financial Summary: You should carefully transfer the totals from all of your records to determine your profit/loss for your project.

Involvement Record: This is where you need to list all the activities you have participated in for the ENTIRE year that fit the subject. It is not enough to list activities during the time you had your animal, cover the whole year.

Pictures: Make sure you include a minimum of FOUR pictures. You need to be in the majority of them. They should be taken at different stages of your project. Make sure you include a caption to explain what is happening in the picture.

4-H Story: Your story should be a maximum of 3 pages, but a minimum of two pages to fully answer the questions posed. This story should cover your entire year's experience, and should relate back to your project. Grammar and spelling count. This is one of the most significant parts of your record book. Failure to produce a complete story will greatly affect your record book grade.

Required Supplements: Make sure you include the proper breeding pages if you are doing a record book on a breeding animal. The pages should be as completely filled out as possible. Indicate what is going to happen, or what you plan to do if you don't have any other information to include.

Goal Reflection: Take time to truly reflect on what you've done and how successful you were in learning about your project or growing in your skills. Make sure you collect the needed signatures for your project completion.