



CANINE

Leader Guide

4-H
Alberta

www.4h.ab.ca

Alberta
Government



The 4-H Motto

"Learn to Do by Doing"



The 4-H Pledge

I pledge

*My **Head** to clearer thinking,*

*My **Heart** to greater loyalty,*

*My **Hands** to larger service,*

*My **Health** to better living,*

For my club, my community, and my country.

The 4-H Grace

(Tune of Auld Lang Syne)

*We thank thee, Lord, for blessings great
on this, our own fair land.*

*Teach us to serve thee joyfully,
with head, heart, health and hand.*

Acknowledgements

4-H Branch

Alberta Agriculture and Rural Development

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4-H Branch of Alberta Agriculture, Food and Rural Development

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Note to Leaders:

It is recommended that Leaders and Assistant Leaders of the 4-H Canine Project also acquire the Canine Member Guide and the Canine Handling, Achievement Day and Show Guidelines for reference. These can be ordered through your club's general leader or go to the website www.4h.ab.ca and look in the resources link

INTRODUCTION

Welcome to the 4-H Alberta Canine Project!

Congratulations! We are excited that you chose to become a leader or project volunteer for the 4-H Canine project. We hope that you have a great time this year making new friends, taking part in 4-H activities, and teaching young people more about the special bond between human and dog.

With your help and guidance 4-H Canine members will need to complete the following in order to achieve this club year:

- Enroll in one of the projects available and work on the assessments required for that project. You are not required to finish a project in one year, nor are you required to finish a level in a year. Your yearly project qualifies so long as you have been working on the skills and knowledge for the project in which you have enrolled.
- Take part in at least 70% of club activities.
- Do a communication project.
- Complete a record book, and supplement record book for each additional project.
- Take part in your achievement day.
- Have a lot of FUN!!!!!!!!!!

Objectives of the 4-H Alberta Canine Project

The club member will:

1. Gain knowledge in dog rearing, care and training through the experience of owning, caring for and maintaining records for his or her dog.
2. Develop skill, patience and understanding of the handling practices essential in working with dogs.
3. Gain knowledge and an appreciation for dogs and the role they play in the Canadian family and community.
4. Develop skills in leadership, communication, planning, assessment, decision-making, evaluation and time management.

About the Canine Project Material

4-H Alberta Canine Member Manuals Level One, Two and Three

As a leader or project volunteer, you will have the responsibility of pulling the club year together for the benefit of the members in our club. The Alberta Canine Project Manuals have been developed to provide members with both information and activities to help them learn more about their canine project. All new members will begin to complete the information and units covered for Level One. Leaders or evaluators will determine when it is time for a member and his/her project dog to progress to the next level, based on his/her skills and ability to compete. At this time, the member will proceed to work on the information covered in the Level Two units. After completion of all three levels, members will be able to move on to an advanced project that will allow an endless amount of possibilities involving their canine project.

4-H Alberta Canine Record Book

Each year members are expected to complete a record book that will summarize the entire club year. For members with more than one canine project, there is a supplemental record book for the subsequent canine projects.

4-H Alberta Canine Handling, Dog Show and Achievement Day Guidelines

This manual has been developed to offer senior members and leaders a guide that can assist them in organizing a dog show or achievement day that will have consistency with other clubs throughout Alberta.

Other Opportunities in 4-H

The canine project is only a small part of 4-H. There are many fun and exciting activities that are offered at club, district, regional and provincial levels. These activities will provide the members with the opportunity to attend social events, where they can meet other people their age. Clubs are encouraged to invite special guests, plan fun activities, tours and trips. Your district and regional 4-H councils may sponsor workshops, camps and exchanges as well as fun events. At the provincial level, members are encouraged to attend camps, shows and developmental programs. Many scholarships are also available to 4-H members that choose to continue on in education. 4-H can offer each individual, a tremendous life experience. Help promote a good attitude and encourage members to be active and reap the benefits!

PLANNING THE PROJECT YEAR

Being a 4-H leader can be both an enormous and daunting job, but with a little preparation before the club year gets into full swing, you can see that all members, parents, leaders and volunteers have a successful club year.

One simple way to ensure that the material covered throughout the year is targeted to benefit members and cover a variety of different topics is to set up a few easy tables or spreadsheets that contain collected from your members.

Brainstorm a complete list of possible resources in your area that could be used. You may even wish to have the members look over the list and add to it or decide what they would most like to do or accomplish.

Here are a few examples of tables that could be used to help set up a schedule for your club year.

Experience of Member and Dog:

1. This table will help you determine the level of experience that is currently in your club. You can take from this information the following questions:
 - a. Is the club mainly consisting of young and un-experienced members?
 - b. Is there a good balance between experienced and un-experienced members?
 - c. Is the club deficient in young members and how can you encourage new member involvement?
 - d. You may wish to survey the past year members and ask them what the best club activity, speaker or experience they had last year was. (aside from winning a ribbon at the show!) This will allow you to see what worked for them and what was most memorable. If you have a lot of new members this is a good activity to repeat, if you have a great deal of returning members you may wish to use this as a starting point for other activities.

RECORD BOOK: **A GUIDE FOR LEADERS**

Helpful Hints and Marking Guidelines

For members that have more than one project animal they will use the additional project supplement that will allow them to complete all the pages necessary for an additional project without having to repeat the information such as member information that will not change with additional projects. This supplement can be placed in the member's book at the end of the scrapbook section.

Member Information

- Encourage members to place their complete address (including Postal code)
- You may need to help members, particularly young members, fill out the information on this page.

Example:

I am a sixteen-year-old member that has joined the "Mutt Busters" this year. Previously I was a member of the "Bison Buds" since the age of 10.

My age as of January 1st of this year is **fifteen**. (My birthday is July 23 and club is starting in September.)

This is my **first** year in this 4-H Canine.

My total number of years as a 4-H member is six. (When this year is complete)

List the additional projects involved in: **Five years in the Bison Buds club**

Club Information

- You may wish to post this information at the first meeting and then hand out a supplement sheet summarizing the information at the second meeting simply because first time members may be to overwhelmed at the first meeting to know to fill this all out.
- Explain to members that having access to the telephone numbers of club executive and leaders is advantageous when preparing for club activities or getting questions answered.
- Your club may wish to have a Historian or Photographer that will create a picture diary of the club year that can be passed on each year and kept in the club.
- You may wish to establish a phoning committee that is in charge of phoning a list of people prior to the meetings and events to remind members.

Canine Information

- New members may need assistance to determine the breed or most prominent breed of their dog. As a leader, it is essential that you make each member feel as though his or her dog is as special as the next. We all know that you don't have to have papers to be a good companion!
- Share the contact information from the Canadian Kennels supplement, with each member so they can research their breed.
- The club may wish to purchase a disposable camera and take an individual photo of each member and dog team and then have the pictures developed as doubles so that there is a copy of the history or club scrapbook as well as one copy for the member record book.

Record of Training

- This can be used as a quick reference to see that members are training at the appropriate level

Goals

- The Alberta 4-H program offers so much more than just project learning, it is the role of the general leader and parents to encourage members to take advantage of the opportunities that are available to all 4-H members whether that is through public speaking, club involvement, regional and provincial camps, workshops, fun events and activities.
- Assist members to select achievable goals with their dog.
- Use the information that members list as fun things they would like to do during the club year to compile a possible list of club activities. By compiling it onto a general list, a shy member who has a great idea but is scared to bring it forward may discover others are interested in doing the same thing.

Record Keeping

Why bother doing a record book?

Record books are a mandatory part of every 4-H project. The reasons for keeping record books are numerous.

- To record information such as costs, vaccinations, training information etc.
- To record the work that you have done.
- To learn how to keep records because this is an important life skill.
- To keep a record of club activities.
- To record all of the achievements that you and your dog make throughout the year.

Hints for Keeping Good Records

1. Read carefully. If you have questions, be sure to ask your leader he or she is willing to help.
2. Keep your records up-to-date. You may wish to keep a calendar, such as the regional 4-H calendar, and pen handy. You can record everything in one place and when it is time to update your record book all the information is in one place and the date is automatically marked for you.
3. Keeping records is an important business procedure, it allows for better decision-making and informed choices.
4. Be sure to record all purchases or expenses regardless of how small they are. This will allow you to have a more accurate picture of the cost of your project.

What makes a good record book?

Completeness – A good record book has all the required information completed, a great record book is a storyboard for the club year. In other words, someone not familiar with our 4-H year can pick up the book and see the entire club year unfold, from the planning stage, to activities, to your overall feelings and impressions.

Accuracy – All information and calculations should be accurate and up-to-date. Consider setting a special time aside each month to just update the book, if you wait too long after an event the details may not be as clear as if you do it right away.

Neatness – Neatness is very important. However because you are working on this all throughout the year, it may take extra effort to keep it as neat as possible. Here are a few hints to keep your book as neat as possible:

- Put your book in a binder or folder so that the pages are protected and kept together.
- If you are unsure about something, put it in your book in pencil so you can erase it later if it must be changed. Be sure to write it in with permanent ink once you are sure.
- Use only black or blue ink to write with, if you use soft colours it may be difficult for the marker to read.
- When you are to explain or tell a story, it is a good idea to write it on a separate sheet of paper first and then write it in the book after corrections are made.
- Staple or glue extra news clippings, photos, certificates or programs on the sheets so they are presented neatly.

Personality – Allow your unique personality to shine through. Photographs, pictures, newspaper clippings and articles from club to national level will add interest and reflect your involvement in 4-H. Make sure to title and reference all articles and photos. Your record book is an important way for you to document the year, and create a lasting memory for many years.

Suggested Marking Guide for Canine Record Record Book

ITEM	SCORE	FIRST MONTH									LAST MONTH	TOTAL
Member Info	2											
Club Info	3											
Canine Info	5											
Record of Training	5											
Goals	5											
Equipment Inventory	15											
Duties and Calendar	20											
Feeding Records	30											
Health Innoculation Records	15											
Safety	10											
Training/Working	30											
Preventing Bad Behaviour	15											
Show Record	2											
Story of My Dog	3											
Financial Summary	10											
Scrap Book	30											
Total Score	/200	These are only suggested guidelines for marking each club may vary.										/200

Square Colour Guidelines

White – Must be done in these month

Grey – May be done as needed, or anytime during these months

Black – Does not require it to be done during these months

Markers Feedback:

This marking guide is in the back of the member record books.

ACTIVITY: **BINGO**

This is a fun activity to do with your club. It can involve all members, siblings, and parents. The purpose of this activity is to demonstrate to members the importance of recording information right away and not leaving it to memory to do later.

Materials

- Blank Bingo cards (next page) Copy 2 per person
- Pen or pencil per person
- Caller numbers (see page ?) cut out and place in pail etc.

Procedure:

1. Once each participant has been handed out two cards, instruct them to do the following for both cards making each one different from the other:
In the five squares under the letter "B" put down any five numbers from 0 – 9.
In the five squares under the letter "I" put down any five numbers from 10 – 19.
In the five squares under the letter "N" put down any five numbers from 20 – 29.
In the five squares under the letter "G" put down any five numbers from 30 – 39.
In the five squares under the letter "O" put down any five numbers from 40 – 49.
2. When everyone has completed their cards, have participants trade cards with two other people so that they have two totally new cards to work with.
3. With this completed, you are ready to start the game. The number caller will decide what pattern you need to fill on your "bingo" card. For example, all squares on the card is a blackout, or all the squares on the top line and all the squares in the "N" column would be a "T". Designate one card to be the active card and the other card will be used to fill in once "bingo" has been obtained. When the game starts, you will hear the caller say something like "N 23". If you have that number you will fill in the square on the active card. Once the determined pattern has been completed on the active card, participant will raise their hand and yell out "BINGO"!
4. When bingo has been achieved have the participants flip over the active cards and go to the other card and have them try to recall, without discussion, which numbers were called on the last go around.
5. Allow about 5 – 10 minutes to cross out the card. Once the time limit is over go through and see how many were forgotten.

As the facilitator of this activity it is your role to stress the importance of being prepared and recording events, training, feeding, vet visits and other important occurrences as they happen.

HAVE FUN!!

B	I	N	G	O

Equipment Inventory

The purpose of the equipment inventory is to help members identify the tools and equipment needed and used to care for their canine project. If the member is a second year member they can use the equipment inventory from last year to start them off. If the member is a first year member, have them compile a list of the equipment that they have at the start of the year with, and at the end of the year they can determine what the depreciation will be on the equipment.

In the example the depreciation has been figured out at 20%. You can help the new member determine the value of an item if you know that it was purchased three years prior. For example: Feed and Water dishes purchased three years prior for a price of \$24.00.

First year after purchase $24 \times .20 = \$19.20$

Second year after purchase $19.20 \times .20 = \$15.36$

Third year after purchase $15.36 \times .20 = \$12.29$

Therefore those dishes are now starting the project year at a value of \$12.29, they will depreciate by 20% (\$2.46) this year to have a year end value of \$9.83.

Lost or misplaced items that can no longer be accounted for at the end of the year should be marked in the depreciation column as the full amount of the item. Say for example a member attends a show and loses the \$15 dollar brush. In the depreciation column the value will be \$15 not \$3 because the brush no longer has value to the member.

Columns (C) and (E) will need to be tallied at the end of the project year. This will show what the completed year value of the equipment is.

Duties

Members are asked to list the daily, weekly, monthly and annual duties that they must fulfill to ensure their dog is provided the best possible care. As the leader you may wish to assist members with this section by using it as a roll call question at some meeting during the year.

Feeding Records

This section of the record book will challenge members to determine the amount of feed and cost of feed being consumed by their project and determine the quality and value of the feed. The following is a working example of how to determine the cost per day of food consumed.

DATE	FOOD PURCHASED AND SIZE	COST
October 16	Name brand bag 18 Kg (105 g / 250 ml cup) This information available on bag.	\$21.40

How much do you feed per day? 315 grams / day (in grams) (B)

Size of the package (A)	Amount fed per day (B)	Amount of daily feedings per package (C)	Cost per daily feeding (D)
18 kg (18 000 gm)	315 gm /day	57 daily feedings per bag	\$0.38 per day

Where to figure out the information from:

1. Information for Size of package (A) available on container.
2. Amount fed per day (B) recommended on container or weight of amount you currently provide.
3. (A) divided by (B) = (C) *Units must be the same to divide them
4. Cost of food / (C) = (D)
5. Cost of each feeding = (D) / # of times fed per day
6. Projected Cost per year = (D) x 365

Why might this projection not be accurate?

- Age of the dog (growing to maturity or aged),
- Working schedule of the dog that moves it from a maintenance diet to working diet
- Pregnancy
- Lactating
- Etc.

Analyzing Your Feed

Using the information provided on the container of each food type fed to the project animal, compare with recommended standards for the project based on dog age, size and amount of work.

Help the members determine if the feed they are currently using suits the dog that is being fed.

Feeding Problems

What are some possible reasons for your dog to go off his/her food?

- Environmental (heat verses cold), stressful changes, food contamination, change in diet or brand, illness, etc.

Health / Inoculation Records

Someone will need to assist members with completing this exam. You could arrange to have someone come in to a handling practice or make suggestions to members for who could help with this exam.

Record of sickness or injury

Members are encouraged to record all injuries or illnesses that their project animal may have throughout the project year.

Safety

This section will encourage members to look for possible dangers or hazards that might cause harm to their project animal. Examples might be: chemical storage, restricted access to roads, securely covering all holes in the ground due to septic tanks etc.

As a club you may be able to arrange for an open guest speaker to come in and speak to the community about the importance of "how to approach a strange dog". Often your local RCMP can be of good support for talks such as this.



Training / Working

Members are asked to set a list of goals for the project year and approximate dates they wish to accomplish goals by. As the leader, you or an assigned person will be responsible for "testing" the individual and the project animal on each of these goals as they feel ready to attempt them. The accomplishments chart will be filled out as follows:

Date Attempted	Task Demonstrated	Stamp of Approval (Leader)
November 17	Sit on command	Once the goal is accomplished you will mark with a checkmark, stamp, sticker, or whatever you determine. Retest – sit on command
December 1	If the command is not accomplished you can mark it as follows:	

Training and Activity Record

In this section members will record training sessions and activities that they attend or initiate with their project. The manual will offer possible training suggestions for the members to use, however they may find an alternative method that works for them. This will allow the member to record what method they used to train their dog.

Preventing Bad Behaviour

In the chart “Bad Behaviour and Correction”, encourage members to list any bad behaviour their project dog may have. They are then challenged to think of possible reasons this behaviour developed. Next they must research possible training methods they may be able to use to correct this behaviour. Finally they will record the results of using these corrective training methods. This section really can not be filled out all at once as the member will need to do a bit of research and inquiry before deciding on a corrective method to use. The result column should be filled in several days or even weeks after the corrective training has taken place to ensure that the behaviour has diminished.

Show Record of My Project(s)

This space will allow members to fill in any shows that they attend throughout the year as well as the achievement day itself. Some members may need to add in an additional sheet, while others will have only attended the achievement day.

Story of My Dog

Members are to write a short summary or story of what makes their dog special to them. This can be a recount of any event that happened throughout the year, or it can be a summary of what they learned this year. Leave it to the imagination of the members to come up with what they want.

Financial Summary

The purpose of the financial summary is to make members aware of the costs associated with owning and maintaining a dog project.

Scrap Book

The scrap book section is a great way for members to develop a memory book that will contain items such as summary of club activities done throughout the year, news clippings, photographs, memorabilia, copy of registration and anything else the member wants to include. This section of the book is open to creativity and is what stands each member’s experiences apart. If you have a parent or leader that is particularly interested in scrap booking, you may wish to suggest that they have a session with interested members to develop these pages.

Canine Project Evaluation

We have placed the “Canine Project Evaluation” in the record book for members to complete each year as they complete their record book. It is very important for the success of the Canine project that we get these evaluations so we can work to constantly improve the project information and activities. We ask that you as leaders encourage the members to either complete and return to you as the leader, or mail them directly to us at the address stated on the evaluation.

The space provided on the back of the evaluation can be used for members to keep a running evaluation throughout the year. This will make the final evaluation on the front much easier to recall, and will provide us with their first impression of various activities and material that has been, or not been, provided to them.

Marking Guideline for the Canine Project Record Book

This marking guide is designed to provide a suggestion for marking the record books, each club may wish to vary the marking totals or scale.

As the leader, you may need to clarify with your members how to use the colour guide on the suggested marking sheet. This will allow the members the opportunity to know what sections of the records need to be filled out during what time of the year.

Some clubs like to do a mid year check to make sure that books are being completed as needed and kept up to date. This can be done at a meeting in a quick glance, or by having a volunteer look over them at some point during the year and make comments to the members for ways of improvement.



CANINE EQUIPMENT

Roll Call:

What do you consider to be your most useful tool or piece of equipment that you have for your dog?

Housing

The information presented in this section allows the members an opportunity to assess the environment they have their dog housed in.

Food and Water

Remind members the important thing to remember about their dog's food dishes is that they be cleaned regularly and they replace any left over old food with fresh food and an ample supply of good water each day.

Basic Training Equipment

Short Leash

Long Leash

Collars

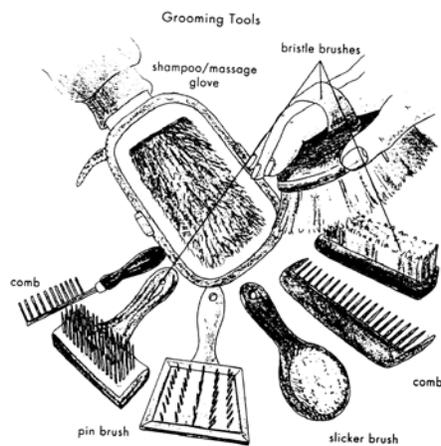
- Everyday
- Chain Check Collar
- Partial Slip Collar
- Pinch or Prong Collar

Grooming Equipment

- Grooming Surface
- Grooming Brushes
- Comb
- Grooming Cloths
- Scissors
- Nail Trimmers
- Non-tear or dog shampoo

Hair Coat Types

- Short or Smooth Coat
- Wire Haired or Rough Coat
- Long, Dense Coat



Long, Silky Coat

Corded Coat

Bathing Your Dog

Shampoo (no tears)

Cream Rinse

Clean, warm water until it runs clear during rinse.

Basic Show Equipment

Crate or x-pen

Matching show collar and lead (as inconspicuous as possible but appropriate for the size of the dog)

Water and food from home (changes can be very stressful/unhealthy)

For Obedience

Crate or x-pen

6 foot leash

Snap or buckle collar

Water and food from home

ACTIVITY: **SHOPPING DOGS!**

Using the information provided and a little bit of research members are asked to come up with an interesting Christmas gift for their dog.

Here is the information they have:

Wow, every month for the past year you have put \$5 away to spend on the perfect Christmas gift for your four-legged friend. The time has come to research what you want to buy. You have a total of \$60.

First brainstorm a few ideas in this space:

Now that you have come up with a few ideas it is time to start price checking for these items. Using the Internet, magazines, catalogues, books or taking a trip to the store find out what the prices are of these various ideas.

Paste a picture or sketch a hand drawing of the item or service that you intend to buy for your dog for Christmas. Explain why you think this is the perfect gift. How much of the \$60 do you have left?

Leader Input:

You may wish to work this activity into the club meeting or activity as every member, regardless of the number of years in the club, can do this activity. It also might be interesting to see what kind of ideas they come up within the club. This might be a good activity to use before the public speaking season rolls around to have members get up and tell the club what they would purchase with their money as short one to two minute presentations.

ACTIVITY: **DESIGNER DOG CHALLENGE**

Designer Dog Challenge

Objective:

Have members work together, think creatively, use logic and have fun.

Materials:

- Lego
- Paper and pencils (Flip chart paper if available)
- Markers
- One miniatures toy dog figurine per group
- 3' of masking tape per team
- Watch to keep track of time

Procedure:

1. Divide the members into groups. Depending on the number of members you have may determine the size and number of groups you have. Find a way to break into groups so that older members are able to assist the younger members.
2. Provide each group with the supplies and explain that they have 20 minutes to come up with and build a design for the perfect new home for their new dog.
3. After the members have had the 20 minutes to work on the project they are asked to make a presentation to the large group.
4. If you would like to you could arrange for a group of parents or leaders to be a panel of judges. These people may even dress up in costume and pretend to be big time celebrity judges just to add another element of fun to the evening. Adults that are not afraid to pretend and have fun are great role models for members.

Other Suggested Meeting Activities

1. This unit material could easily be covered during one of the first meetings of the year. It may be a repeat for return members, but it will allow them to acknowledge any changes their family have made to the dog accommodations and also think of any potential changes they may wish to implement throughout the project year.
2. Invite a guest speaker from a local kennel to come in and discuss how they designed their kennel layout. Or, take a field trip to their place.
3. Organize a few leaders, parents or senior members to assist or do the Designer Dog Challenge that is described above.
4. Invite a guest in to have a live demonstration of various stages of grooming.
5. Have members break into groups and create a video of them doing a "make-over" on a

dog. With pictures before, during and after.

6. As a practice for impromptu speaking, have members select a grooming item from a bag and have them either give an explanation of what it is, or a sales pitch to buy it.
7. Use the Shopping Dogs activity as a short speech that members can get up and make to present how they would spend the \$60.00.

Record Additional Meeting Ideas:

UNIT ONE; BODY WORKS

Roll Call:

Name a dog's body part that starts with the first letter of either your first, middle or last name:

The following is an alphabetical listing of dog parts for answers if members are struggling. Can you think of any for Q, X, Y or Z?

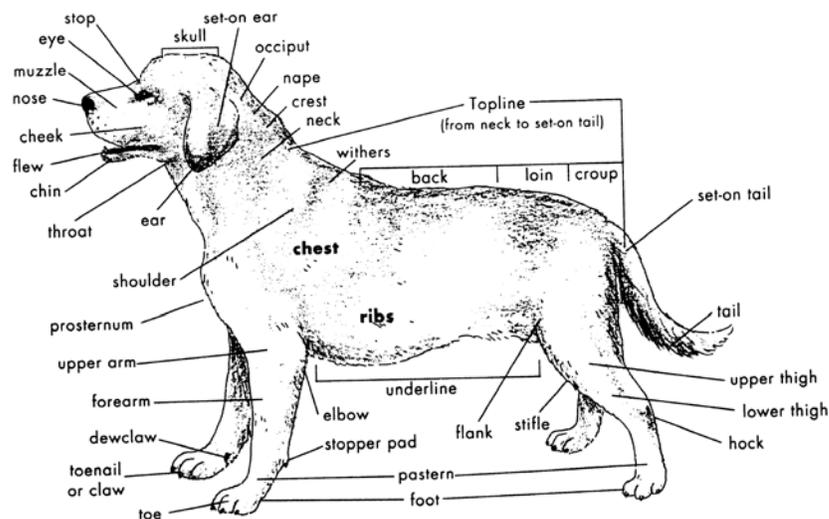
A- Abdomen B- Brisket C- Croup D- Digestive System E- Elbow F- Flews (lips) G- Gut H- Hock I- Intestine J- Jaw K- Kidney L- Loin M- Muzzle N- Neck O- Occiput P- Pad Q- ?? R- Respiratory System S- Shoulder T- Tail U- Ulna V- Veins W- Wither X- ?? Y- ?? Z- ??

Why do we need to know the parts of the dog?

If possible, arrange to have a couple of very different dogs brought in for the session. This will allow for members to physically see the importance of recognizing the difference in body parts of dogs of differing breeds. Discuss a variety of opportunities where it is important to know the parts and basically what they each do.

Parts of the Dog

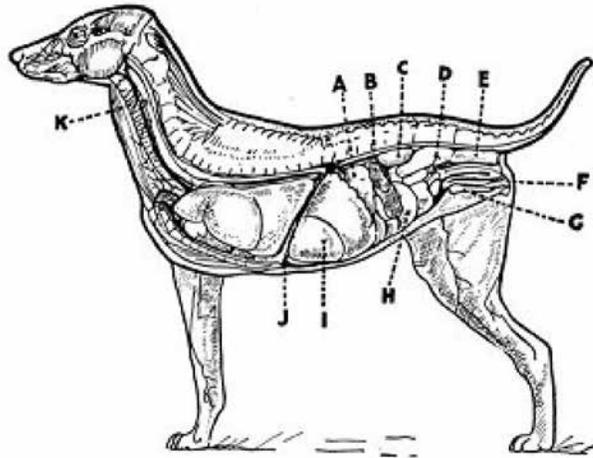
In the level one section, members will read about the basic parts of the head, body and legs of the dog. The members in level two will learn more in depth the bone structure of the skull, ribs, spinal cord and legs. While members are not expected to learn the skeletal system or the head shapes these diagrams have been included in the member guide to act as a reference for members. The level three members will delve into the internal systems.



Parts of a Dog

Terms You Should Know – Level One

- A. Part of Stomach
- B. Spleen
- C. Kidney
- D. Part of Large Intestine
- E. Rectum
- F. Entrance of Vagina
- G. Section of hipbone
- H. Small Intestine
- I. Liver
- J. Diaphragm
- K. Esophagus



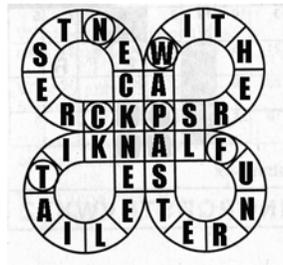
Brisket	The chest or rib cage between and just behind the front legs.
Chops	The lower cheeks.
Confirmation	The structure and form of a dog as defined by its breed standard.
Crop	Refers to the surgical trimming of the dog's ears.
Croup	The area of the back from hipbones to the point where tail joins the body.
Dewclaws	Extra toe and nail set above the normal toes on the inner aspect of the foot. Dewclaws have no value to the dog and some breeds clip them off.
Dewlap	Loose fold of skin under the chin of some dogs.
Dock	To surgically shorten or remove a dog's tail.
Flew	Loose-hanging lips, as in Bulldogs.
Front	Said of the chest and legs of the dog when viewed from the front.
Hock	Joint formed by second thigh and back pastern.
Knee	Foreleg joint between the elbow and foot. Hind-leg joint between tibia and femur.
Loins	The sides between the ribs and hipbones.
Muzzle	The jaws, lips and nose.
Occiput	Bump at the top rear of the skull in most breeds.
Pad	Horny cover of the paw cushion.
Pastern	Part of the foreleg between knee and foot, or between the hock joint and paw of the hind leg.
Stern	The tail.

Stifle	The joint formed by the upper and lower thighs.
Stop	The area between the eyes and between the skull and muzzle.
Wither	Top of shoulder blades at junction of neck.

ACTIVITY: LUCKY CLOVER – LEVEL ONE

Fit the twelve words into the four-leaf clover. All but one word starts or ends in a circle, and may go in either direction. Words may overlap.

Crest
 Flank
 Fun
 Kit
 Knee
 Neck
 Pastern
 Paw
 Tail
 Wither



The word that did not start or end in a circle was **KNEE**.

ACTIVITY: COLOUR IT! – LEVEL 2

Using the colours that are listed in the “Terms You Should Know” for this section, find pictures, clippings or colour in any three of the five in the space below.

Have members look through old magazines, or go to breed websites to find pictures and glue in the book. If no pictures were available have members draw and colour what they think would be representative of the colours.

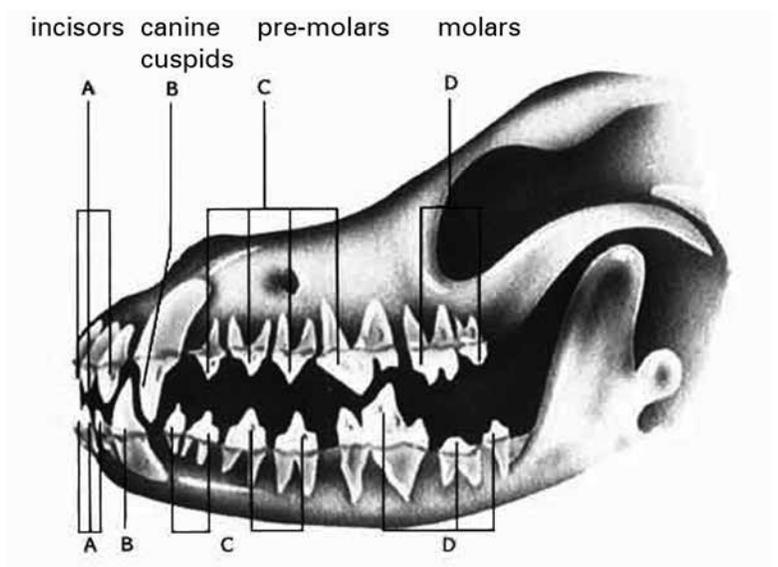
A DOG’S DENTAL DEFINED

Incisors – Usually the first to come in, they are used for nibbling.

Canine (Cuspid) – are used for grabbing and puncturing.

Premolars – You may notice your dog tilting the head to the side and using these teeth when chewing on a rawhide, bone or other chew toy. They are used for tearing.

Molars – are used for crushing bone and grinding food.



Terms You Should Know – Level Two

Angulation	Angle made by bones at a joint as “shoulder angulation” or “hock and stifle angulation”
Beard	Tuft of hair under the jaw or chin.
*Belton	Two colours on one hair, as Orange Belton or Blue Belton in English Setters.
Blaze	Streak of colour between the eyes.
*Brindle	Streaks of colour on a darker ground colour.
Canine Teeth	The four sharp-pointed cutting teeth, sometimes called “tusks”. Upper canines are called the “eyeteeth”.
Clip	The pattern or style of clip placed on a dog, such as a Poodle.
Cur	A mongrel dog of no breed identity.
Feather	Fringe of hair on legs and tail.
*Grizzle	Gray, or salt-and-pepper colours.
Height	The perpendicular measurements of the dog from the ground to the highest point of the shoulder or withers.
Incisors	Front teeth of each jaw between the canines.
Mask	Dark colour on the muzzle, as in Boxers, Great Danes.
*Merle	Gray base colour with darker center, Blue Merle Australian Shepherd.
Plume	Feathering of the tail. Said of Pekingese, Collies.
Pom Pom	Ball of hair left on end of the tail of a Poodle.
*Sable	Black or very dark brown. (Often with a lighter shade at base with black tips.)
Smooth Coat	Short, flat coat.
Stand-off Coat	The outer coat stands straight out from the body.
*Tri-colour	Dogs of three colours; usually black, tan and white.
Walleye	Blue eye as in Blue Merles, Harlequin Danes, and Dalmatians. Sometimes called China eye.

ACTIVITY: AS THE SAYING GOES – LEVEL 2

Insert the letters given below into the empty boxes to form words used in this chapter. The letter you insert may be in any placing of the word. All the letters in each row are not used in forming the word. When the puzzle is completed, read down the center column to discover a saying. In the first row, form MASK by adding an M.

ABDEEFIMNRSST

S	M	O	O	T	M	A	S	K	I	N
B	E	E	F	E	A	T	H	E	R	A
T	O	I	C	A	N	I	N	E	L	L
S	P	L	U	M	S	A	B	L	E	P
H	E	I	G	H	B	L	A	Z	E	Y
T	W	A	L	L	E	Y	E	R	S	T
C	I	N	C	I	S	O	R	S	E	S
B	O	B	E	L	T	O	N	A	I	L
P	O	M	P	O	F	O	O	T	A	N
D	O	G	C	U	R	I	Z	Z	L	E
S	P	Y	B	R	I	N	D	L	E	S
T	R	I	M	M	E	R	L	E	E	L
U	P	S	T	A	N	D	-	O	F	F
O	B	E	A	R	D	E	L	T	O	N

There are a few breeds that have naturally undershot jaws can you name one?

Boxer, Boston Terrier, and Bulldog.

CONTENTS **FOR LEVEL THREE**

Various Systems

As an advanced member of the 4-H Canine project, it is important that you know a bit about the internal organs and various systems that must be kept in good working order so that your dog can have a healthy, long and productive life.

- Muscular system
- Nervous system
- Circulatory system
- Respiratory system
- Digestive system
- Urinary system
- Reproductive system

Terms You Should Know – Level Three

Apple Head	Rounded or domed skull.
Bat Ear	Carried erect, rounded tip.
Close-Coupled	Dog with a short loin and back.
Cow-Hocked	The rear pasterns and paws point outward with the hock joints close to each other.
Dam	The mother of puppies.
Down in Pastern	The pastern is weak, making a pronounced angle between the paw and the front knee.
Fiddle Front	Bowed front legs, with elbows out from body, knees close together, and toes pointing out.
Gait	Method of walking. Used as command, as “gait your dog”.
Haw	Condition when heavy cheeks pull down the lower eyelid to expose the red membrane.
In-breeding	Breeding of closely related animals, such as a mother to son, brother to sister.
Leather	The earflap of hounds and spaniels.
Litter	A group of puppies born to a bitch.
Out at Elbows	Elbows turned out from body.
Prick Ear	Ear carried erect.

Puppy	By usage, any dog under one year old.
Ring Tail	One that curls into a ring at the end.
Rose Ear	Ear which folds back to expose part of the inner ear.
Screw Tail	Kinky, twisted tail.
Shelly	A flat, narrow body and insufficient depth of chest.
Sickle Tail	Tail curved up into sickle fashion.
Sire	The father to a litter of puppies.
Snipy	Narrow, short muzzle insufficient to balance skull.
Spay	Remove the ovaries and uterus surgically.
Splay Foot	A flat foot with toes spread, little cushion, and often with nails growing crooked.
Squirrel Tail	Curving forward over the back.
Straight Shoulder	Poor angulation of shoulder bones.
Sway-back	A concave top line between withers and hips.
Tuck-up	Abdomen drawn up tight to loins.
Tulip Ears	Carried erect with tips falling forward.
Undershot	Under jaw longer than upper, projecting lower teeth beyond upper. The opposite of overshot.

ACTIVITY: CRYPTO – CANINE – LEVEL 3

In this puzzle the answers to the “Clues” and the “Trivia Description” have been disguised by the same simple substitution code. Answer the “clues” and transfer the letters you have decoded to help reveal other “Words” and the “Trivia Description”. When you have completed both parts of the puzzle, the solution to the “Trivia Description” will be spelled out by the new alphabet.

CLUES	WORDS	ANSWER
Close eye quickly	TBOJV	BLINK
Contains digestive juices	DHECIQM	STOMACH
Covers the body	MION	HAIR
Purify blood of toxins	VOLJUJZ	KIDNEY
Give a needle	FIQQOJIHU	VACCINATE
Pump	QONQGBIHU	CIRCULATE
Break food down	LORUDH	DIGEST

Trivia Description

HMOD DZDHUC QEJHIOJD HMU FOHIB ENRIJ

THIS SYSTEM CONTAINS THE VITAL ORGAN

HMIH QEJHNEBD I LER'D ITOBOHZ HE NUIDEJ.

THAT CONTROLS A DOG'S ABILITY TO REASON.

Solution: Nervous System

CLUB ACTIVITY: **BELL RING**

Objective:

The objective of this activity is to provide an opportunity for members to complete an activity with other club members in a fun and interactive way. Members will need to combine the knowledge from this unit with teamwork in order to accomplish this activity. Please note if club is small or limited in numbers this can be done either as individuals or with parents or leaders joining the members.

Materials:

- Stop watch or watch with second hand
- Bell or some sort of signaling device
- Sheet of paper (Answer sheet) and pen or pencil for each group
- Recipe cards with the specific station task written on it
- Materials needed for each of the stations

Procedure:

1. Set up the stations listed below. Members will be placed into groups and then assigned a station to begin at. Groups will be given three or five minutes at each station to complete the necessary task listed on the station card. You can decide on the appropriate length of time you wish to have members at the stations based on age and knowledge level of entire club.
2. One person will be assigned to be the timer. This person will ring the bell, or signal, every three (or five) minutes and groups are then forced to move on to the next station.
3. Once all stations are completed, score the answer sheets as a whole group. Encourage any discussion that may arise.

Stations:

1. Take an 8 x 10 picture of a dog and cut into puzzle pieces and have the group assemble it.
2. List as many body parts as you can think of that dogs and people share in common.
3. List as many of the body parts as you can think of that dogs do not have in common with people.
4. Using a new egg carton per group, have the groups each "construct" a set of teeth. They should be provided with markers, scissors and tape. Each tooth is not necessary, the goal is to list the four sets of teeth being: incisors, canine teeth, premolars and molars.
5. Word unscramble. Have words from the terms you should know scrambled up on a card and have the groups unscramble as many as they can within the time limit.

OTHER SUGGESTED MEETING ACTIVITIES

1. This unit can be taught in conjunction with conformation judging to have members practice the use of proper terminology and reason giving.
2. Invite a guest speaker or a few different dog breeders from the area in to talk about the characteristics of the breed they raise. If you try to find a few different breeders of varying dog breeds you will be able to compare the skeletal differences. (small and large)
3. Plan to do the bell ringer activity listed under the club activity for this unit.
4. Speak to the local vet about any teaching tools they may have available to them, such as posters or models.

Record Additional Meeting Ideas:

UNIT TWO: **CANINE NUTRITION**

Roll Call:

Name a nutrient.

Water, Protein, Fats, Carbohydrates, Vitamins and Minerals

To remember what the nutrients are, try the following memory trick:

- C** ats (Carbohydrates)
F rom (Fats)
M ars (Minerals and Vitamins)
P lay (Protein)
W ater polo (Water)

What is a nutrient?

In this section members are introduced to what nutrients are and why they are important to our dog's growth and development.

The role of each nutrient is outlined for members in the level one section.

Dog Food Content for Level One

The level one information includes:

Types of Dog Food

- a) Dry Dog Food (Kibble)
- b) Moist or Semi-moist
- c) Canned Dog Food – Why should it be fed with dry food?
 - a. Dry food has a higher nutritional content per pound of food so it will decrease the amount that the dog must consume.
 - b. Helps reduce dental problems; the soft food does not scrape the teeth free of plaque.
 - c. Reduce cost per feeding.

Storage of Dog Food

Methods of Feeding

- a) Free-choice feeding
- b) Time-limiting feeding
- c) Food-limited feeding

Evaluation of Body Condition Scoring

ACTIVITY: **SAM SLIM OR FAT FREDDY?**

This activity will provide 4-H members the opportunity to determine the body condition score of their animal and then give them the opportunity to see how their assessment compares to the analysis made by fellow club members and you the leader.

Materials:

- Your DOG!
- Pencil or pen
- Camera (Optional)

Procedure:

Inform the members when you will be doing this activity as a large group so that they can be sure to do this evaluation on their own dog before meeting with the group.

At Home Prior to Club Gathering

1. Standing approximately three meters back from your dog, get down at eye level and take a picture with a camera or draw a sketch of the side profile of your dog. From this view you will want to determine the amount of abdominal tuck your dog has. You may need to have a handler or photographer that will assist you with this.
2. Take a picture or draw a sketch of the top profile of your dog. This angle will allow you to assess the shape of the waistline.
3. Place your hands over the rib cage and determine the ease of finding ribs.
4. Feel the base of the tail. Record observations.
5. Now refer to the table for body score conditioning and determine where you feel your dog fits in.
6. What changes in diet does it suggest for you to do?

At the Club Gathering

1. At the club gathering everyone can evaluate each others dog to see if they are scoring about the same on all.

Approximately Two Weeks Later

1. Reassess your dog following steps one through five.
2. Did this activity require you to make any changes in your dogs diet or feeding schedule, if so what?

You may wish to create a score sheet or have a chalkboard table in which members can record their scores on each of the individual dogs. Discuss with the entire club what determinations have been made.

Reading the Food Labels for Level Two

In this section the members will learn how to read the information that is provided by the pet food manufacturer with regards to their product. This may be helpful to point out to all members of varying levels when completing the feeding section of the Alberta 4-H Canine Record Book.

Principal Display Panel

1. Brand Name – The company name of the food.
2. Identity Statement that describes the contents of the food. (i.e. Beef, Chicken Rice, Lamb etc.).
3. Designator of what class the food is (i.e. Growth, Maintenance, Lite etc.) and the category of dog that should be receiving it (i.e. Puppy, Adult, Senior etc.).
4. Quantity of contents identifies the weight of contents. (i.e. 9 Kg, 18 Kg etc.)

Information Panels

1. General Analysis – You may be interested in getting in a nutritionist, veterinarian or AHT in to talk about the way of comparing different types of food and how a dog owner can research to ensure they get the best food for their dog.
2. Ingredients List
3. Nutritional Guarantee Claim – there is a place for members to record the claim that is printed on the label of the food that they are currently feeding their dog. You may wish to compare these statements. Seek differences and determine as a group if there is a reason for any differences. Assign someone to investigate and report back findings to the club at the next meeting.
4. Feeding Guidelines

Selecting a Dog Food

1. Palatability
2. Digestibility
3. Availability
4. Cost
5. Reputation
6. Special Needs

ACTIVITY: **EVALUATING YOUR DOG FOOD**

Using the dog food score sheets in the Member Guide, members will evaluate their dogs' food.

You may need to assist member with understanding how to read the labels and might even make it a part of a meeting activity to cover using these score sheets. Note that on the "Ingredients" row the wording listed under the fair says "lists meat and bonemeal" this means the list was not specific. For example if it says poultry meal, that would be more specific and could be considered a check in the Good column.

Nutritional Disturbances for Level Three

Special dietary needs and requirements for:

- Kidney Disease
- Gastrointestinal Disease
- Pancreatic Insufficiency
- Diabetes Mellitus
- Obesity
- Need for Low-residue
- Cardiovascular Disturbances
- Stress
- Dermatological Problems



ACTIVITY: **TRICK AND TREAT**

This is a fun activity that can be done as individuals or as a whole club, it could even be done as a fundraiser or gift ideas. Allow the older or advanced level members assist the younger members with this project.

Materials:

- Recipes for all sorts of great dog treats can be found on the Internet!
- Packaging material
- Labeling information
- Your IMAGINATION!

Procedure:

1. Do a bit of research and find a recipe or two that most suit the needs of your dog or other dogs in the club. To select an appropriate recipe you will want to have ingredients that are readily found, you will want to consider the "shelf" life of the treats once made, and you will want to consider the quantity that you wish to make.
2. Gather all the ingredients before you begin and familiarize any one that may be helping you with the recipe.
3. Once you have the treats made you may wish to package them, if you are planning on selling the treats or giving them away as gifts, it is important to make an attractive presentation. This will require some imagination. You could take a piece of cardboard and cut it out in the shape of a bone and use it as a plate to stack the treats on then use gift wrap to contain it. Let your imagination guide you coming up with creative ways to market the treats.
4. Just like on the commercially bought dog food, you can create a label that will list the ingredients. This could be attached as a card or a sticky label. Once again your imagination is the only limit!

UNIT THREE: CANINE HEALTH

Roll Call:

Alternate through the roll call having one member identify a sign of a healthy dog, and the next member identifying the opposite sign in an unhealthy dog.

Content in Level One

What is Healthy?

Describes to members what traits the healthy dog should exhibit.

- Bright, clear eyes
- Eats regularly
- Drinks water provided
- Is Active
- Has a healthy looking and feeling hair coat

What as responsible dog owners needs to be provide for the good health of our dog.

1. A dry clean home.
2. Clean, fresh water.
3. Well balanced diet.
4. Exercise.
5. Lots of LOVE!

Why is Grooming a Part of Good Health?

1. Helps to stimulate and condition your dog's body, skin and coat. Improves circulation.
2. Gives a chance to find fleas, ticks and burrs and masked injuries.
3. Gives a chance to check and maintain nails, teeth and ears.
4. Reduces shedding.
5. Provides bonding time for dog and owner.

What is Normal?

The Vital Signs

The temperature, heart rate and respiration rate of your dog can be taken when the animal is not feeling good and then compare to the normal for that dog as recorded in your Canine Record book.

	Normal Range
Temperature	Rectal Temperature is 38 to 39 degrees Celsius (higher if excited or active)
Pulse	70 – 103 beats/minute while resting (varies with size; know your dogs normal)
Breathing	10 to 30 breaths per minute while resting.
Gums	Should be bright pink or red.
Tongue	Bright pink and clean. (Some breeds do have darker tongues)
Stool	Well formed.
Behaviour	A healthy dog will act lively and alert.

ACTIVITY: **HEALTHY OR NOT...**

Take the time to fill out sheets “Sign of Health in My Dog” and “Sign of Sickness in My Dog”. If you have not already done the Health and Inoculation Record in your record book this is a good time to be sure it is completed properly.

Content in Level Two

Why get Vaccinations and Boosters?

Explains to members the importance of vaccinations and how they can help to protect our dogs from harmful diseases.

Internal Parasites

Signs and symptoms of internal parasites

Common worms

External Parasites

Common Parasites

Dealing with Your Veterinarian

Suggests when you should go to the Veterinarian.

Suggests what to do in the event of a pet emergency.

Have members fill out the vet contact card in case of an emergency to put near the phone.

ACTIVITY: WHO AM I?

The parasites are listed here in order that they are pictured on the left hand side of worksheet.

Lice or Louse

Hookworm

Roundworm

Tick

Flea

Tapeworm

Contents in Level Three

Serious Disease Covered by Vaccinating

In this unit members will learn a little about the diseases that we provide vaccination protection from. The following diseases are what the Alberta 4-H Canine project suggests all members be covered for before exposing your dog to others.

Rabies Dog owners living in the Peace Country and not traveling out of the area may need to consult veterinarian to discuss whether rabies is of concern for them.

Hepatitis

Canine Distemper

Canine Parvovirus

Canine Bordetellosis

Canine Parainfluenza

Canine Leptospirosis

Canine First Aid

Provides members with steps to follow in the event of an emergency, contents of a canine first aid kit and a few situations where first aid and medical attention would be required.

Administering Canine Drugs

Offers members information and questions that should be asked of the veterinarian if member is to continue a medicine regime at home.

Measurement of Medicine & Tips for Administering Medicine

Liquid Form Pill Form

Ear Medication Eye Medication

Safe Storage of Medication

ACTIVITY: "QUOTEFALLS"

The letters in each **vertical** column go into the squares directly below them, but not necessarily in the order they appear. An X in the square indicates the end of a word. When you have placed all the letters in their correct squares, you will be able to read a quotation across the diagram from left to right.

A	D	D	I	C	E	U	F	H	A	D	A	K	E	O	G	E	A	D	C
I	I	E	O	E	O		I	I	N	L	E	N	T	T	M	I	D	I	E
T	N	T		T	O		Y	O	U	V	I	O	U			O	F	K	I
		V		Y	S			S					Y			T	O		
A	D	V	I	C	E	X	I	S	X	L	I	K	E	X	M	E	D	I	C
I	N	E	X	Y	O	U	X	H	A	V	E	X	T	O	X	T	A	K	E
X	I	T	X	T	O	X	F	I	N	D	X	O	U	T	X	I	F	X	I
T	X	D	O	E	S	X	Y	O	U	X	A	N	Y	X	G	O	O	D	X

Talk to a local veterinarian to determine what specific diseases are covered by vaccinations in your area.

SUGGESTED ACTIVITIES FOR MEETINGS

1. Form groups with members of a variety of ages and experience levels. Have several stations set up with handlers at each station that can help to demonstrate to the members the proper techniques that would be used for the various health items covered in this Unit for all levels. For example at station one you might have someone demonstrating how to restrain the dog to administer medications. At station two you might have someone demonstrating Canine first aid, while station three has someone covering the life cycle of a parasite and why we need to eliminate and prevent them from living off our dogs. At station four we could have someone go over how to take temperature, pulse, respiration etc.
2. Have either a senior member or guest speaker come to talk to the club about some of the diseases that vaccinations help to protect against in more depth than covered in unit, level three.
3. Take a tour of a veterinary clinic or humane society shelter. This opportunity may encourage involvement of the members.
4. Develop a “educate the public” seminar on why it is important to de-worm, vaccinate or administer boosters for all dogs every year, or just simply understand what a healthy dog is.

Record Additional Meeting Ideas:

UNIT FOUR: **BASIC TRAINING TIPS & TECHNIQUES**

Roll Call:

When training your dog it is important that all family members use the same rules and commands when communicating with the dog. List a command that you and your family members use:

Contents of Level One

Things to Keep in Mind

In this unit members are introduced to 10 basic things to keep in mind when training their project dog.

Basic Commands

In this level members are given suggestions for teaching their project dog seven basic commands that will help them to move toward accomplishing the skills required for the Novice A obedience exam. The skills are:

- Come
- Sit
- Heel
- Down
- Stay
- Turns
- Stand for Examination

As a club you may have someone that is skilled in dog training that will be working with the members to teach their method for each of these skills. Learning and training is really about finding methods that work for you as an individual so exposing members to more than one method may be the best way for the member to learn techniques that will work for them.

Correcting Bad Behaviour

Assessing why a problem might exist is the first step to correcting bad behaviour. In this level members are asked to determine why bad behaviours might exist, and identifying what bad behaviour is.

ACTIVITY: MYSTERY WORD

There is a five-letter mystery word hidden in the diagram. Can you find it in four minutes or less?

Mystery Word T – R – A – I – N

X	N	Q	N	R	F
L	T	R	O	O	C
C	V	Z	I	A	R
Z	I	N	F	N	C
R	O	O	W	Z	I
N	R	F	R	A	P

CLUES:

My first letter is surrounded by eight consonants. (**T**)

My second letter is in every row. (**R**)

My third letter appears twice in one of the columns. (**A**)

My fourth letter appears three times, always one square to the right of the same letter. (**I**)

My fifth letter occurs four times. (**N**)

There are number of places that members can look for information on training their canine projects. Just a few are:

- 4-H Project Leader
- Library
- Internet
- Veterinarian
- Local Kennel Club
- Pet Store
- Pet Groomer
- Boarding Kennels

Contents for Level Two

Review of the 10 things to consider from Level one.

Basic Commands

In this level members go beyond the basics taught in level one and fine-tune the communication and cooperation with their canine project. Skills learned and practiced in this level are:

- Sit-stay
- Long Sit
- Sit-down
- Long Down
- Off Leash Heeling
- Recall

Correcting Bad Behaviour

This level introduces members to simple training strategies that could be used to correct dogs from doing a few common bad behaviours.

- Chewing
- Digging
- Barking
- Destruction

ACTIVITY: **RESEARCH IT, TRY IT**

Using one of the bad behaviour that the member identified in the level one basic training unit, members will research possible methods that could be used to correct the dog's behaviour.

Behaviour

Write in this space what the bad behaviour is, and why they think the dog does this behaviour.

Training Methods

Try to find at least three methods that might work for them.

Special Adjustments

List any adjustments that might be made to a training method

Outcome

Record the results.

As the leader, you should arrange for a qualified person to assist members with determining appropriate training techniques for individuals and their dogs.

Contents for Level Three

Members are asked to briefly explain how they trained their dogs to do the commands taught in level two as a review.

Basic Commands

- Figure Eight
- Drop on Recall
- Willing retrieve from hand
- Broad jump

ACTIVITY: **CORRECTING BAD BEHAVIOR**

Using the list of behaviours in their book, members are asked to gather other dog owner's ideas for correcting these common problems. Discuss findings with large group.

SUGGESTED MEETING ACTIVITIES

1. Because there are several methods and ways to teach a dog to do a particular command, it is important to stress to members that how they teach the dog is not as important as remaining consistent throughout the training.
 - a. Have everyone in the room untie their shoelaces.
 - b. Give everyone five minutes to try and find other people that tie their laces the same.
 - c. At the end of the five minutes see how many groups you have formed.
 - d. As a large group ask these questions:
 - i. How many different ways are there to tie your shoes?
 - ii. How much variation is there in the ways the shoes are tied?
 - iii. Why are their different ways?
 - iv. How is this comparable to training your dog?

As the leader you will want to teach members that the best way to train your dog is to try different methods and see what works the best for you.

2. Arrange for the members to go and visit the extended care home for senior citizens. This can be a part of your community involvement or just because it will bring a smile.
3. Put on an obedience demonstration for the public. This could be arranged during a local fair, community days, library etc. This could be a good opportunity to introduce potential members to what your club can offer.
4. Senior members could organize a clinic or set of lessons to help and teach younger members with basic commands.
5. Arrange for a dog trainer to come in and work on a skill with the members.
6. Watch a video or create a presentation that can be delivered to the members about training your dog.

Record Additional Meeting Ideas:

INVITING A GUEST SPEAKER

Using guest speakers can be a terrific way of learning new information or reinforcing knowledge that you already have. This sheet is meant to help you get the most out of your guest speaker. The bottom section of this sheet is information that should be shared with the speaker at least two weeks in advance of the scheduled talk.

When selecting a guest speaker you will want to keep in mind that the information presented needs to suit the audience, therefore informing the speakers as to the level of audience is crucial to a successful talk. You will also want to have a speaker that members will relate well to. If the audience is not listening then the information, regardless of how valuable, will be wasted.

Always remember to thank and show your guest speaker the utmost gratitude. People will take the time to volunteer to groups like 4-H but if they don't feel their efforts are acknowledged, it won't take long before they are no longer willing to do it. It is also important that if a speaker is asked to attend a meeting to do that presentation that you allow the speaker to go first, or set a time for the speaker and put the meeting on hold for the speaker. Never make a speaker sit through the meeting and waste their valuable time.

Be sure to assign a person to greeting the speaker when they arrive so that right from the moment they walk in they feel as though the effort is important to you. Also have a member ready to introduce the speaker to the club. A thank you applause, card or small gift can be presented at the end of the presentation.

Information that needs to be included in the note or phone call to your guest speaker is as follows:

1. Name of the Club
2. How many members the club has.
3. What is the age breakdown of the members?
4. What is the experience level of the members?
5. What is the general subject matter that you wish to have the speaker cover?
6. Do you want the speaker to review material already covered in the manual at greater depth or delve into new material? You should provide the speaker with a good indication of what the members already know regarding the subject matter.
7. How long will the speaker have to present? At what time?
8. Does the speaker require any special equipment or space requirements for the presentation?



Thank you for agreeing to come and speak to our 4-H Club.

We would like to share a bit of information with you that may make the preparation for your presentation just a little easier.

Our club name is: _____

We have _____ members, that breakdown into _____ juniors, _____ intermediates and _____ seniors.

Most of the members have been in the club for: 0 – 2 years 3 – 5 years Over 5 years.

We would like you to come and speak to us about _____.

Here is a brief description of what the members should already know about this subject matter:

You will have _____ minutes to present the information and we would like you to start your presentation at _____. Will you require any special equipment or space to do your presentation to the group?

If you have any questions prior to the presentation you can contact:

Name: _____ Phone Number _____

best time is _____

Please provide us with a little information for us to do an introduction for you.

Thank you again, your time is much appreciated!

RESOURCES FOR LEARNING

People

- Alberta 4-H Leader's Conference
- Dog Breeders
- Members of breed association
- Veterinarians
- SPCA Officers / Humane Society
- School and Public librarians
- Teachers
- Pet Store Staff
- Canine Police Unit



Places and Organizations

- Regional 4-H Office
- Breed Associations
- University and other research facilities
- Media Stations (television, radio print)
- Kennel Clubs
- Museums
- Private Industry Pet Suppliers
- Pet Stores
- Farm Supply Stores
- Dog Shows
- Institute for the Blind (CNIB)



Things

- Internet
- Magazines, books, newspapers
- Product brochures
- Package labels
- Advertisements
- Comics and cartoons
- Posters
- Encyclopedias

- Video tapes
- Special use animals (drug-sniffing, pet therapy, canine patrol, hearing or seeing-eye dogs)
- Library pamphlet files
- Catalogues
- Breed brochures
- Cassette tapes

CANINE PROJECT EVALUATION

Your input is a valuable asset to the 4-H program!

As you go through the project year, make your comments and suggestions about the project, manual information and activities. When you have completed this project manual, you can either hand the evaluation into your leader or send it directly to us. We want to hear from you so we can keep improving!!

Canine Project Evaluation
 4-H Branch, Alberta Agriculture, Food and Rural Development
 J.G. O'Donoghue Building
 7000 113 St. NW Room 200
 Edmonton, AB T6H 5T6



Please tell us the following:

Evaluation Date: _____ # of years completed in Canine _____

Rank	Translation of Number Ranking
1	Absolutely...Without a doubt!!!!
2	Of Course...Most of the time!!
3	Average...Only when I had to?!
4	Rarely...But I did?
5	Never...No way.

1. Did you get involved in the club activities? 1 2 3 4 5
2. Do you have a sense of pride in completing your project year? 1 2 3 4 5
3. Do you have a clear set of goals for next years Canine project? 1 2 3 4 5
4. Did you participate in a communication activity this year? 1 2 3 4 5
5. Did you learn the proper techniques for judging projects? 1 2 3 4 5
6. Do you feel confident in the skills that you have gained? 1 2 3 4 5
7. Did you provide a service to your community? What was it? 1 2 3 4 5
8. Do you feel more aware of what 4-H has to offer you? 1 2 3 4 5
9. Did you enjoy the 4-H year? Did you do things outside the club? 1 2 3 4 5
10. Was safety encouraged with all projects and activities? 1 2 3 4 5
11. Did you feel like an active member of the club? 1 2 3 4 5
12. Did you enjoy your 4-H project year? 1 2 3 4 5

