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## HINTS FOR KEEPING GOOD RECORDS

Helpful Hint: keep a calendar and a pen somewhere handy to your animal. Whenever you change the feed, or your animal is treated or vaccinated, you can quickly grab your calendar and mark it down. When it is time to write the information in your record book, the information is handy and accurate.

Read the instructions for each section carefully. Make sure that you know in advance which records you must keep in that section. If you have any questions, ask your leader, he or she is there to help you!

If you don't know feed prices, there are many people you can contact. Your club may decide to set prices at the start of the project year. Consult your parents, Internet web sites, local radio reports, feed companies, your local agriculture specialist, your leader, your neighbor, and so on. Prices will vary during the year.

Be consistent in your units for weight. No matter which type of units you use (kilograms or pounds), use the same units through your entire book.

Keeping records is a good business procedure. A good record book will be important in future projects for your decision-making. Start your record keeping as soon as you have chosen your project. End your record keeping for the project year at Achievement Day.

Keep your records up-to-date! Problems are caused by forgetting to record last month's feeds, or not recording changes in the feeds.

Be accurate in your feed weights so you can accurately reflect the costs of maintaining your project. Round the number to one decimal place, for example - 1.4 kg instead of 1.375.

Identify any purchases or losses of equipment during the project year.

Include all costs, no matter how small. This will give you a true picture of your actual costs.

## Transportation Regulations

When you transport your livestock, the regulations require the livestock to be accompanied by a completed Livestock Manifest. This means that when you transport your livestock from your farm to a clinic or any club activity, the manifest must be completed before the vehicle leaves your property.

## Why do we keep records in 4-H?

- To record information about your animal.
- To record the work you have done.
- To record your club activities.
- To learn the importance of keeping accurate records in any business.
- So you can see the actual costs involved in completing your project. Without records, you cannot accurately tell how much of a gain or loss you have made on your investment.

## What is involved in a good record book?

- **Completeness** - A good record book has all the required information completed.
- **Accuracy** - Your figures and information should be accurate and up-to-date. Be accurate when weighing your feed and your animal.
- **Neatness** - Neatness is important in your record book. We realize that you are working on your record book throughout the year and will do your best to keep your book neat.
- **Personality** - This is your record book. Be original and personal in the information you keep in your book. Add photographs, pictures, newspaper and magazine articles on you, your club, your project type and 4-H. Your record book will be important to you for many years.

This record book is flexible. Put these pages into your binder. You may want to add extra pages if you need more room. Check with your leader whether your club prefers to have additional information in your record book. Make this your personal record book.

## THE CREED OF THE 4-H STOCK KEEPER

### **I will:**

1. Provide comfortable and sufficient shelter for my livestock.
2. Feed my livestock on time each day.
3. Provide animals with clean water at all times.
4. Keep my animals free from parasites.
5. Strive to keep my livestock in good health.
6. Learn as much as possible about the best methods of feeding and caring for livestock.
7. Strive to improve the breeding and quality of my livestock, and of the livestock in my community, from year to year.
8. Be kind to animals.
9. Always be a good sport in competition.
10. Keep an accurate record of my projects.
11. Strive to fulfill the basic requirements of being a 4-H Club Member.

**I have read and agree to abide by this creed.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



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## ABOUT ME

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*My Name:* \_\_\_\_\_

*My Address:* \_\_\_\_\_

*My Phone Number:* \_\_\_\_\_

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## ABOUT MY CLUB

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*Club name* \_\_\_\_\_

*Number of members* \_\_\_\_\_ *My club has been operating for* \_\_\_\_\_ *years*

*4-H district* \_\_\_\_\_

*4-H region* \_\_\_\_\_

**\*Note: if this is your only project add in *Club Activities & Equipment Inventory* pages from the Market Beef Record Book ([www.4h.ab.ca/resources/livestock/beef/MarketBeefRecordBook](http://www.4h.ab.ca/resources/livestock/beef/MarketBeefRecordBook))**

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## ABOUT MY BREEDING PROJECT

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*Name of animal* \_\_\_\_\_

*Date of birth* \_\_\_\_\_

*Purebred or Crossbred* \_\_\_\_\_

*Breed* \_\_\_\_\_

*RFID/CCIA Eartag* \_\_\_\_\_

*4-H Eartag or Registered Tattoo* \_\_\_\_\_

*Dam* \_\_\_\_\_

*Sire* \_\_\_\_\_

*Date purchased* \_\_\_\_\_

*Purchased From* \_\_\_\_\_

*Note: include registration certificate if purebred.*

# HEIFER PROJECT

Your goal with this project for this year \_\_\_\_\_

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Value at the start of the project (A) \_\_\_\_\_

Estimated value at the end of the project year (B) \_\_\_\_\_

*\*Note: Record breeding information on page 37.*

Include a photograph here, taken within the first two months of the project year. Be sure to put a title and date.

*Add more pages to show all of your photographs from throughout the year.*

Photograph taken at the end of the Heifer project year, including title and date

---

## RATE OF GAIN RECORD

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*Initial Weight* \_\_\_\_\_ *Date* \_\_\_\_\_

<b>Month</b>												
<b>Number of Days</b>												
<b>End Weight</b>												
<b>Start Weight</b>												
<b>Weight Gain</b>												
<b>Average Daily Gain (ADG)</b>												

*Final Weight* \_\_\_\_\_ - *Initial Weight* \_\_\_\_\_ = *Gain* \_\_\_\_\_

# RECORD OF FEED EXPENSES

Measured in lbs or kgs (circle one)

Feed Type										
Month	Number of Days	Weight Per Day/ Per Month	\$/Wt Unit	Cost/ Month \$	Weight Per Day/ Per Month	\$/Wt Unit	Cost/ Month \$	Weight Per Day/ Per Month	\$/Wt Unit	Cost/ Month \$
<b>TOTALS</b>	<b>(C)</b>			<b>(D.1)</b>			<b>(D.2)</b>			<b>(D.3)</b>

Total days on feed

(C)





# HEIFER HEALTH RECORD

Include routine practices and treatments, sickness and injury.  
(For example: vaccination, implants, vitamin injections, etc.)

Date	Procedure or Problem	Treatment	Cost \$
November 12	Hoof Trim	My father helped me trim hoof to prevent injury	14.00
<b>Total Cost (F)</b>			

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## RECORD OF MY HEIFER'S PROGRESS

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Month	Comment - How did your project do this month, questions, comments?
	Member
	Leader
	Member
	Leader
	Member
	Leader
	Member
	Leader
	Member
	Leader
	Member
	Leader

Month	Comment - How did your project do this month, questions, comments?
	Member
	Leader
	Member
	Leader
	Member
	Leader
	Member
	Leader
	Member
	Leader
	Member
	Leader



# FINANCIAL SUMMARY

## Heifer Project

**Value of heifer at year end**  
(B, page 6)  
(use sale price or estimated value)

	<b>(B)</b>
--	------------

### Expense Record:

**Purchase price/value at beginning of the year**  
(A, page 6)

**Total Feed Cost**  
(D, page 9)

**Total Other Costs**  
(E, page 10)

**Total Health Costs**  
(F, page 11)

**Annual Depreciation Adjustment**  
(Equipment Inventory, Market Beef Record Book,  
C, page 12)

	+
	+
	+
	+

---

**Total Expenses**

	<b>(G)</b>
--	------------

### Profit/Loss Calculation

Value of heifer at year end (B) - Expenses (G) = Profit(+) or Loss(-)

	-		=	
--	---	--	---	--



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## TWO YEAR OLD COW PROJECT

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Your goal with this project for this year \_\_\_\_\_

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Value at the start of year (B from page 6) \_\_\_\_\_ (H)

Estimated value at the end of the year (I) \_\_\_\_\_

Photograph taken within the first two months of the two year old cow project, including title and date.

*Note: Add more pages for photos throughout the year.*

# RECORD OF FEED EXPENSES

Measured in lbs or kgs (circle one)

Feed Type										
Month	Number of Days	Weight Per Day/ Per Month	\$/Wt Unit	Cost/ Month \$	Weight Per Day/ Per Month	\$/Wt Unit	Cost/ Month \$	Weight Per Day/ Per Month	\$/Wt Unit	Cost/ Month \$
<b>TOTALS</b>	<b>(J)</b>			<b>(K.1)</b>			<b>(K.2)</b>			<b>(K.3)</b>

Total days of feed

(J)









Month	Comment - How did your project do this month, questions, comments?
	Member
	Leader
	Member
	Leader
	Member
	Leader
	Member
	Leader
	Member
	Leader
	Member
	Leader



# FINANCIAL SUMMARY

## Two Year Old Cow Project

**Value of cow at year end**  
(I, page 17)


(I)

**Value of calf at year end**  
(market or sale value)

---

**Total Value of cow/calf unit**

--

(N)

### Expense Record:

**Value at beginning of the year**  
(H, page 17)

--

**Total Feed Cost**  
(K, page 19)

+

--

**Total Other Costs**  
(L, page 20)

+

--

**Total Health Costs**  
(M, page 21)

+

--

**Annual Depreciation Adjustment**  
(Equipment Inventory, Market Beef Record Book,  
C, page 12)

+

--

---

**Total Expenses**

--

(O)

### Profit/Loss Calculation

Value of two year old cow/calf unit at year end (N) - Expenses (O) = Profit(+) or Loss(-)

	-		=	
--	---	--	---	--



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# THREE YEAR OLD COW PROJECT

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*Your goal with this project* \_\_\_\_\_

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*Value at the start of the project (I, from page 17)* \_\_\_\_\_ (P)

*Estimated value at the end of the project year (Q)* \_\_\_\_\_

Photograph taken within the first two months of the three year old project, including title and date.

*Note: Add more pages for photos throughout the year.*

# RECORD OF FEED EXPENSES

Measured in lbs or kgs (circle one)

Feed Type										
Month	Number of Days	Weight Per Day/ Per Month	\$/Wt Unit	Cost/ Month \$	Weight Per Day/ Per Month	\$/Wt Unit	Cost/ Month \$	Weight Per Day/ Per Month	\$/Wt Unit	Cost/ Month \$
<b>TOTALS</b>	<b>(R)</b>			<b>(S.1)</b>			<b>(S.2)</b>			<b>(S.3)</b>

Total days on feed  (R)





## THREE YEAR OLD COW HEALTH RECORD

Include routine practices and treatments, sickness and injury.

Date	Procedure or Problem	Treatment	Cost \$
November 12	Hoof Trim	My father helped me trim hoof to prevent injury	14.00
<b>Total Cow Health Cost</b>			

## CALF HEALTH RECORD

Date	Procedure or Problem	Treatment	Cost \$
<b>Total Calf Health Cost</b>			

Total Cow Health Cost + Total Calf Health Cost  (U)



Month	Comment - How did your project do this month, questions, comments?
	Member
	Leader
	Member
	Leader
	Member
	Leader
	Member
	Leader
	Member
	Leader
	Member
	Leader



# FINANCIAL SUMMARY

## Three Year Old Cow Project

**Value of cow at year end**  
(Q, page 27)


**Value of calf at year end**  
(market or sale value)

**Total Value of cow/calf unit**

	(V)
--	-----

### Expense Record:

**Value at beginning of the year**  
(P, page 27)

**Total Feed Cost**  
(S, page 29)

+

**Total Other Costs**  
(T, page 30)

+

**Total Health Costs**  
(U, page 31)

+

**Annual Depreciation Adjustment**  
(Equipment Inventory, Market Beef Record Book,  
C, page 12)

+

**Total Expenses**

	(W)
--	-----

### Profit/Loss Calculation

Value of three year old cow/calf unit at year end (V) - Expenses (W) = Profit(+) or Loss(-)

	-		=	
--	---	--	---	--



# BREEDING PROGRAM

## Heifer Project

Date Bred (artificial) or first exposed to breeding (natural)	
Date of Conception	
Artificial (A) or Natural (N) breeding	
Age of Heifer	
Sire Used (name/number if known)	
Due Date	
Comments	

## Two Year Old Cow Project

Date Bred (artificial) or first exposed to breeding (natural)	
Date of Conception	
Artificial (A) or Natural (N) breeding	
Sire Used (name/number if known)	
Due Date	
Comments	

## Three Year Old Cow Project

Date Bred (artificial) or first exposed to breeding (natural)	
Date of Conception	
Artificial (A) or Natural (N) breeding	
Sire Used (name/number if known)	
Due Date	
Comments	

## ESTRUS (HEAT) RECORD - HEIFER

Record estrus (heat) cycles on this page. This will help you to calculate when your animal's next estrus will occur. By keeping a record of estrus cycles, you will know when to watch for signs of estrus activity to show that breeding is more likely to be successful.

On the calendar below, keep a record of the following information using the indicated symbols:

**Estrus (E)**      **Standing heat (S)**      **Bred (B)**

**January**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

**March**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**May**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**June**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**July**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**August**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**September**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**October**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# ESTRUS (HEAT) RECORD - TWO YEAR OLD COW

Record estrus (heat) cycles on this page. This will help you to calculate when your animal's next estrus will occur. By keeping a record of estrus cycles, you will know when to watch for signs of estrus activity to show that breeding is more likely to be successful.

On the calendar below, keep a record of the following information using the indicated symbols:

**Estrus (E)**      **Standing heat (S)**      **Bred (B)**

**January**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**February**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

**March**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**May**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**June**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**July**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**August**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**September**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**October**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December**

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## ESTRUS (HEAT) RECORD - THREE YEAR OLD COW

Record estrus (heat) cycles on this page. This will help you to calculate when your animal's next estrus will occur. By keeping a record of estrus cycles, you will know when to watch for signs of estrus activity to show that breeding is more likely to be successful.

On the calendar below, keep a record of the following information using the indicated symbols:

**Estrus (E)**      **Standing heat (S)**      **Bred (B)**

### January

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### February

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

### March

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### April

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### May

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### June

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### July

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### August

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### September

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### October

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### November

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### December

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				





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## MY CLIPPING PAGE

---

Pictures, notes, and clippings pertaining to your Breeding Project and Club. Add more pages as necessary. Include title and date.







# MARKING GUIDE - HEIFER PROJECT

Heifer Record Book – Section A	Date marked (Club to determine one time during year)	Total Marks	Comments
The Creed of the 4-H Stock Keeper (page 3)		/1	
About Me/My Club/My Breeding Project (page 5)		/3	
Heifer Project Information (page 6 and 7)		/4	
Photograph – beginning & year end (page 7)		/4	
Other Costs (page 10)		/2	
Health Record (page 11)		/2	
Story of My Heifer Project (page 14)		/20	
Financial Summary (page 15)		/15	
Breeding Program (page 37)		/3	
Estrus (Heat Record) (page 38)		/3	
Clipping Page and/or Show Record (page 43, 45)		/3	
<b>Total Section A</b>		<b>/60</b>	

Heifer Record Book Section B – Marking Date (# of times determined at club level)	Heifer Rate of Gain Record (page 7)	Record of Feed Expenses (page 8, 9)	Record of Heifer's Progress (page 12,13)	Total Marks	Comments
November 13	1/1	2/3	1/1	4/5	Deduction for math error in grain per day fed
	/1	/3	/1	/5	
	/1	/3	/1	/5	
	/1	/3	/1	/5	
	/1	/3	/1	/5	
	/1	/3	/1	/5	
	/1	/3	/1	/5	
	/1	/3	/1	/5	
	/1	/3	/1	/5	
	/1	/3	/1	/5	
<b>Total Section B</b>				<b>/</b>	

**Heifer Record Book Mark:** Section A \_\_\_\_\_ + Section B \_\_\_\_\_ = \_\_\_\_\_ / \_\_\_\_\_

# MARKING GUIDE - TWO YEAR OLD COW PROJECT

Two Year Old Record Book – Section A	Date marked (Club to determine one time during year)	Total Marks	Comments
Two Year Old Project Information (page 17)		/4	
Photograph – beginning & year end (page 17)		/4	
Other Costs (page 20)		/2	
Health Record (page 21)		/2	
Story of My Two Year Old Cow (page 24)		/20	
Financial Summary (page 25)		/15	
Breeding Program (page 37)		/3	
Estrus (Heat Record) (page 39)		/3	
Offspring Record (page 41)		/5	
Clipping Page and/or Show Record (page 43, 45)		/2	
<b>Total Section A</b>		<b>/60</b>	

Two Year Old Record Book Section B – Marking Date (# of times determined at club level)	Record of Feed Expenses (page 18,19)	Record of Two Year Old's Progress (page 22, 23)	Total Marks	Comments
November 13	2/3	1/1	3/4	Deduction for math error in grain per day fed
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
<b>Total Section B</b>			<b>/</b>	

**Two Year Old Cow Record Book Mark:** Section A \_\_\_ + Section B \_\_\_ = \_\_\_ / \_\_\_

# MARKING GUIDE - THREE YEAR OLD COW PROJECT

Three Year Old Record Book – Section A	Date marked (Club to determine one time during year)	Total Marks	Comments
Three Year Old Project Information (page 27)		/4	
Photograph – beginning & year end (page 27)		/4	
Other Costs (page 30)		/2	
Health Record (page 31)		/2	
Story of My Three Year Old Cow (page 34)		/20	
Financial Summary (page 35)		/15	
Breeding Program (page 37)		/3	
Estrus (Heat Record) (page 40)		/3	
Offspring Record (page 42)		/5	
Clipping Page and/or Show Record (page 43, 45)		/2	
<b>Total Section A</b>		<b>/60</b>	

Three Year Old Record Book Section B – Marking Date (# of times determined at club level)	Record of Feed Expenses (page 28, 29)	Record of Three Year Old Cow's Progress (page 32, 33)	Total Marks	Comments
November 13	2/3	1/1	3/4	Deduction for math error in grain per day fed
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
	/3	/1	/4	
<b>Total Section B</b>			<b>/</b>	

**Three Year Old Cow Record Book Mark:** Section A \_\_\_ + Section B \_\_\_ = \_\_\_ / \_\_\_