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## THE CREED OF THE 4-H STOCK KEEPER

### **I will:**

1. Provide comfortable and sufficient quarters 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** \_\_\_\_\_

## 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 an event, or any club activity, the manifest must be completed before the vehicle leaves your property.

## About Your Record Book

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.

## Additional pages for your record book needed?

On the Alberta 4-H web site at [www.4h.ab.ca](http://www.4h.ab.ca) under the heading Resources there are additional blank pages of the most used pages. These pages are available as a PDF and ready for you to download or just print off and use.

## 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 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.

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## ABOUT ME

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

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

*My age on January 1 this year:* \_\_\_\_\_ *This is my* \_\_\_\_\_ *year in 4-H*

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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* \_\_\_\_\_

*Club Leader(s) Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

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## CLUB EXECUTIVE

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*President Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Vice President Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Secretary Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Treasurer Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Press Reporter Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Any Others Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

*Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

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## MORE **ABOUT ME**

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*Why did you join 4-H this year?*

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*What do you hope to accomplish in 4-H this year?*

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*What are your goals with your dairy project in 4-H this year?*

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*What are you going to contribute to your club this year?*

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## ABOUT MY DAIRY PROJECT

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*Name of Calf* \_\_\_\_\_ *Eartag No.* \_\_\_\_\_

*Breed of Calf* \_\_\_\_\_ *Reg. No.* \_\_\_\_\_

*Date of Birth* \_\_\_\_\_

*Project Category* \_\_\_\_\_

*Name of Sire* \_\_\_\_\_ *Reg. No.* \_\_\_\_\_

*Name of Dam* \_\_\_\_\_ *Reg. No.* \_\_\_\_\_

**Initial cost or value (A)**

(Estimated replacement market value. What would your family pay for a similar calf?)

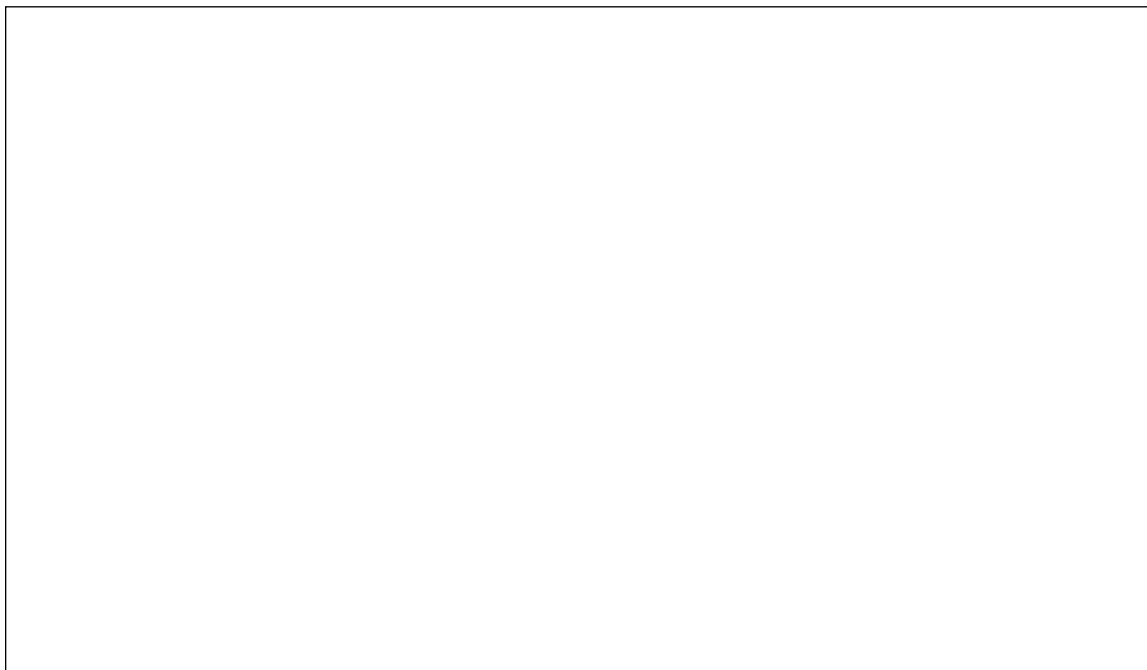
**Photo(s) of project at the beginning of the year.**

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

**Description**

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# DAIRY **PROJECT REGISTRATION**

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Please provide photocopy

# RATE OF GROWTH RECORD

**Instructions:** Fill in the chart below. Then create a line graph of your animals' height growth at year end.

Month	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Ending Height (cm)												
Starting Height (cm)												
Height Gain (cm)												



Final Height  – Initial Height  = Gain





# BUDGETING FOR YOUR YEARLY EXPENSES

The best place to get your estimates is from your previous records or for first time members, your club leader, parents or local producers. Your club may set common prices for your home grown feed.

**(This page to be completed by senior members only).**

ESTIMATED FEED REQUIREMENTS					
Kind	Amount/day (weight)	Days on Feed	Total Amount (Weight x no. of days on feed)	Cost/unit	Total Cost (Total amount x cost/unit)
				Estimated Total Feed Cost	(D)

ESTIMATED OTHER COSTS	
Bedding, Interest, Trucking, Insurance, etc.	Total Cost
<b>Total Estimated Other Costs</b>	<b>(E)</b>

ESTIMATED HEALTH COSTS	
Vaccinations, Implants, Vitamin Injections, etc.	Total Cost
<b>Total Estimated Health Costs</b>	<b>(F)</b>

## Total Estimated Yearly Cost

$$\boxed{\phantom{000}} \text{ (A)} + \boxed{\phantom{000}} \text{ (D)} + \boxed{\phantom{000}} \text{ (E)} + \boxed{\phantom{000}} \text{ (F)} = \boxed{\phantom{000}} \text{ (G)}$$

Initial Cost of Animal      Estimated Feed      Estimated Other      Estimated Health



Start date of feed record \_\_\_\_\_ End date of feed record \_\_\_\_\_

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 \$	Total Monthly Costs \$
100 300	\$0.10	\$30.00	0.05 1.5	\$0.05	\$0.75	0.5 1.5	\$0.05	\$0.75	\$52.50
(H.4)		(I.4)	(H.5)		(I.5)	(H.6)		(I.6)	

**Total Feed Cost**

(I.1) (I.2) (I.3) (I.4) (I.5) (I.6) (I)

$$\boxed{\phantom{000}} + \boxed{\phantom{000}} + \boxed{\phantom{000}} + \boxed{\phantom{000}} + \boxed{\phantom{000}} + \boxed{\phantom{000}} = \boxed{\phantom{000}}$$

For members using more than 6 different types of feeds, please photocopy one of these pages or download from [www.4h.ab.ca](http://www.4h.ab.ca).



## OCCASIONAL OR VARIABLE COSTS

Include costs incurred on a one time or irregular basis.

Examples: Gas, meals, lodging, show supplies, show shirts, project event fees and workshops. Cost of new equipment that you will use for more than one year, is recorded in the Equipment Inventory, page 9 and 10. You assume that material such as show spray or shampoo are used up yearly, so you would record them here as they are considered variable, or one-time costs.

Date	Items Purchased, Expenses or Money Earned	Expense
April 15	Grooming workshop - gas, entry fee, lunch, cash prize	\$ 42.00
<b>Total Variable Costs</b>		<b>(K)</b>





# FINANCIAL SUMMARY

## Income Record

Final value of project at end of year  
(What would your family pay for a similar calf?)

(B)

Other income

+

(M)

**Total project income**

(O)

## Expense Record

Initial cost or value of project

(A)

Depreciation from equipment inventory

+

(C)

Feed costs from feed record

+

(I)

Routine or fixed costs

+

(J)

Occasional or variable costs

+

(K)

Health care costs

+

(L)

**Total project expenses**

(P)

## Profit or Loss Calculation

Total Income (O) – Total Expense (P) = Profit or Loss (Q)

$$\boxed{\phantom{00000}} \text{ (O)} - \boxed{\phantom{00000}} \text{ (P)} = \boxed{\phantom{00000}} \text{ (Q)}$$

Did you experience a profit or loss? Comments

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Junior members proceed to page 20. Intermediate and senior members continue through calculations.

### Estimate

Final value of project at end of year

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

Estimate of your total yearly costs

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

**Estimated profit/loss**

	<b>(N)</b>
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Does your estimate show an overall profit or loss? Comments

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Intermediate members proceed to page 20. Senior members continue through calculations.

### *How close was your estimate?*

For the purpose of this calculation, make both numbers positive.

Estimated Profit or Loss (N) – Actual Profit or Loss (Q) = Accuracy (R)

	<b>(N)</b>	–		<b>(Q)</b>	=		<b>(R)</b>
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*(Closer to zero indicates better accuracy, whether positive or negative).*

Was your initial estimate close to your final calculations? Comments

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## RECORD OF **YOUR CLUB'S ACTIVITIES**

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In this section, keep a record of all the meetings and activities your club has had this year. If you had any special responsibilities, be sure to describe them.

Date	Things discussed, special speakers, activities, responsibilities, location, etc.

## Record of Club Activities (continued)

Date	Things discussed, special speakers, activities, responsibilities, location, etc.

**Record of Club Activities (continued)**

Date	Things discussed, special speakers, activities, responsibilities, location, etc.





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## YOUR **CLIPPING PAGE**

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Paste your notes, pictures, and clippings here. Include information on special club activities and Achievement Day. For example: rallies, tours, camping trips, shows, communication activities, and provincial events.

## Suggested Marking Guide for Dairy Record Book

ITEM	Month	FIRST MONTH										LAST MONTH	TOTAL
	Score												
Stock Keeper Creed	1												
About Me	2												
About My Club	2												
More About Me	5												
About My Dairy Project	5												
Rate of Growth Record	2 pts./ month												
Equipment Inventory	5												
Budgeting Yearly Expenses	10												
Record of Feed Expenses	5 pts./ month												
Fixed Costs	5												
Variable Costs	5												
Health Care Record	5												
Other Income	5												
Financial Summary	10												
Show Record	5												
Record of Club's Activities	2 pts./ month												
Story of Your Project	20												
Your Clipping Page	10												
Neatness	5												
Marker's Discretion	5												
<b>Total</b>													