

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

You are able to purchase a yearly or permanent manifest for transporting horses.

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 under the heading Publications 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.

Your Record Book

Records must be kept on a project animal for **180 days prior to the Achievement Day event**. A member can only have one project animal per project, with the exception being Rodeo. If a member enrolls a horse in more than one project, they must include project goals specific to that project (Project Goals, page 7) and write one story with separate paragraphs for each project (page 39). A record book must be kept on each project animal and only project animals for which a record book has been kept may compete in a 4-H sanctioned event. The only exception would be if the project animal has to be replaced by another animal because of health reasons, and if that replacement has been approved prior to the event.

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!

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.

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.

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.

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

INFORMATION FOR MONTHLY RECORDS

Feed

Feed: Write down each type of feed that you give your horse. For example, Grain, Hay, Salt, Mineral, Supplement. Pasture costs are also recorded here. If you are using your own pasture, then calculate on current local pasture rental rate.

Price per Weight Unit: If hay is valued at \$65 per ton (2000 pounds);

$$\frac{\$65.00/\text{ton}}{2000 \text{ pounds/ton}} = \$0.03/\text{pound}$$

Days on Feed: record the number of days in that month that you fed your project horse each type of feed.

Price per Month: Multiply Price per Weight Unit X Monthly Weight.

Circle lbs or kgs - be consistent with the unit of weight measure.

Weight per Day: Calculate the amount of feed that you gave your horse per day.

Small square bale example: if a small square bale weighs 65 pounds, and your project horse takes 3 days to eat the bale, you would be feeding 65 pounds divided by 3 days or 21.7 pounds of hay per day.

Monthly Weight: Multiply Weight per Day X Days on Feed.

If you **board your horse** and someone else feeds and looks after it, ask them to break down the total cost per month. For example: Board is \$200 per month. Breakdown of the costs: \$70 – hay; \$20 – grain; \$3 – salt; \$7 – minerals; \$30 – electricity; \$20 – bedding; and \$50–labor. Calculate the cost per day and record in your record book. Feed and pasture costs are recorded in the Feed column. Other expenses are recorded under Project Related Costs or Income.

Project Related Costs or Income:

Record the costs of: bedding, equine insurance, yardage, gas, meals, lodging, show supplies, show shirts, project event fees, workshops, 4-H club membership fees, etc. You assume that materials such as show spray or shampoo are used up yearly, so you would record them here.

When you purchase equipment that you will use more than one year, it should be listed here along with the cost, and then included in your 'Equipment Inventory' as well.

Income earned by working with your horse, or cash prizes won (or the value of the prizes won) should be recorded under "Income".

Health Record:

Write down all the observations (things you've noticed) or the procedures that have been done with your horse. Record the treatment and the cost.

Project Activities:

This would include riding lessons, clinics, project related tours, horse related events at district, regional and provincial levels. Include a brief description of the activity.

Member's Comments or Questions:

This is your chance to explain or ask questions to your leader/marker.

Club and Other 4-H Activities:

Record what you do without your horse, and not related to your project at the club, district, regional and provincial level. For example: meetings, Christmas party, public speaking competitions, meeting management, public speaking, multi-judging workshops, fun days, tours, etc. Include a brief description of each activity.

Marker's Comments:

This is for your leader or the marker to make comments about your project and the month completed.

ABOUT ME

My Name: _____ *Phone Number:* _____

My Address: _____

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

ABOUT MY CLUB

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:* _____

CLUB EXECUTIVE

President Name: _____ *Phone:* _____

Vice President Name: _____ *Phone:* _____

Secretary Name: _____ *Phone:* _____

Treasurer Name: _____ *Phone:* _____

Press Reporter Name: _____ *Phone:* _____

Historian Name: _____ *Phone:* _____

Any Others Name: _____ *Phone:* _____

Name: _____ *phone:* _____

ABOUT MY **PROJECT HORSE**

Common name _____ Age _____

Registered name _____

Sex _____ Breed _____ Colour _____ Electronic ID _____

Value of project at beginning of the club year **(A)**

Value of project at the end of the club year **(B)**

(Estimated replacement market value at the start (A) and end (B) of project year)

I have noticed the following particular mannerisms:

Horse Project Photos or Drawings

(front view, both side views, and hind view, all including the horse's whole body)

Horse Project Photos or Drawings (Continued)

Written Description of your Project Horse

Be sure to include: size, colour, breed, sex, age, markings, electronic ID and brands.

Health and Growth Indicator Record

Record at least once each season (fall, winter, spring and summer).

Month:	Height (hands)	Weight (kgs/lbs)	Pulse (/min)	Respiration (/min)	Capillary refill (sec)	Temperature (degrees C)	Body Condition Score (1-9) *

* Information on Body Condition Scoring can be found in the 4-H Horse Reference Manual, pages 106 and 107.

Monthly Record For:**Name:**

Feed (Grains, Hay, Supplements, Pasture)	Days on Feed	Weight per Day kgs/lbs	Monthly Weight kgs/lbs	Price per Weight Unit	Price per Month (\$)
Total (C)					

Project Related Costs or Income

		Income (\$)	Cost (\$)
Date			
Total		(E)	(D)

Health Record

Date	Procedure or Problem	Treatment	Cost (\$)
Total (F)			

Project Activities

Date	

Member's Questions or Comments

Club and Other 4-H Activities

Date	

Marker's Comments

	Mark
	10

Monthly Record For:**Name:**

Feed (Grains, Hay, Supplements, Pasture)	Days on Feed	Weight per Day kgs/lbs	Monthly Weight kgs/lbs	Price per Weight Unit	Price per Month (\$)
Total (C)					

Project Related Costs or Income

		Income (\$)	Cost (\$)
Date			
Total		(E)	(D)

Health Record

Date	Procedure or Problem	Treatment	Cost (\$)
Total (F)			

Project Activities

Date	

Member's Questions or Comments

Club and Other 4-H Activities

Date	

Marker's Comments

	Mark
	10

Monthly Record For:**Name:**

Feed (Grains, Hay, Supplements, Pasture)	Days on Feed	Weight per Day kgs/lbs	Monthly Weight kgs/lbs	Price per Weight Unit	Price per Month (\$)
Total (C)					

Project Related Costs or Income

		Income (\$)	Cost (\$)
Date			
Total		(E)	(D)

Health Record

Date	Procedure or Problem	Treatment	Cost (\$)
Total (F)			