

## 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.*

## Published by

### 4-H Branch

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Check out our web site at: <http://www.4h.ab.ca> for an on-line version of this record book  
Email [info@4h.ab.ca](mailto:info@4h.ab.ca) Phone 310-0000 (Toll Free Rite Line) then **780-422-4H4H (4444)**.

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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;
- To 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, and has filled every page with any/all relevant information pertaining to the project matter. Any unused lines on any given page should have a neat line through it, indicating that no other information needs to go there. This also includes labeling the front cover of your record book with your club name, the year, your name and what level you are currently in (Jr., Int., Sr.).
- **Accuracy** - Your figures and information should be accurate and up-to-date. Be accurate when weighing your calf and feed. This also includes keeping the most recent costs of all expenses.
- **Neatness** - Neatness is important to good record keeping as it makes your Record Book easy to read and keeps it organized. Be sure to use the same colour pen throughout.
- **Personality** - As this is *your* record book, be sure to add some of your personality to it. Feel free to be original! Add photographs, newspaper/magazine clippings and articles that are important to you that contain information about your club or 4-H. Be sure to add dates and descriptions to all pictures that you add to your book.

To help keep this Record Book in good shape, put it into a binder, which will allow you to add extra pages if you chose. Check with your club leader whether your club prefers to have additional information included in your book. Make this book yours as this will become a keepsake for many years.

## Additional pages for your record book needed?

On the 4-H Alberta 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.

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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*

*This year I am a (circle one)*      *Junior*      *Intermediate*      *Senior*

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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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*What are your goals this year for you and your project?*

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*What skills are you hoping to learn or learn more about this year?*

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*What are you going to contribute to your club 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 \_\_\_\_\_

Dam Name \_\_\_\_\_ Reg. No. \_\_\_\_\_

Sire Name \_\_\_\_\_ Reg. No. \_\_\_\_\_

**Initial cost or value (A)**

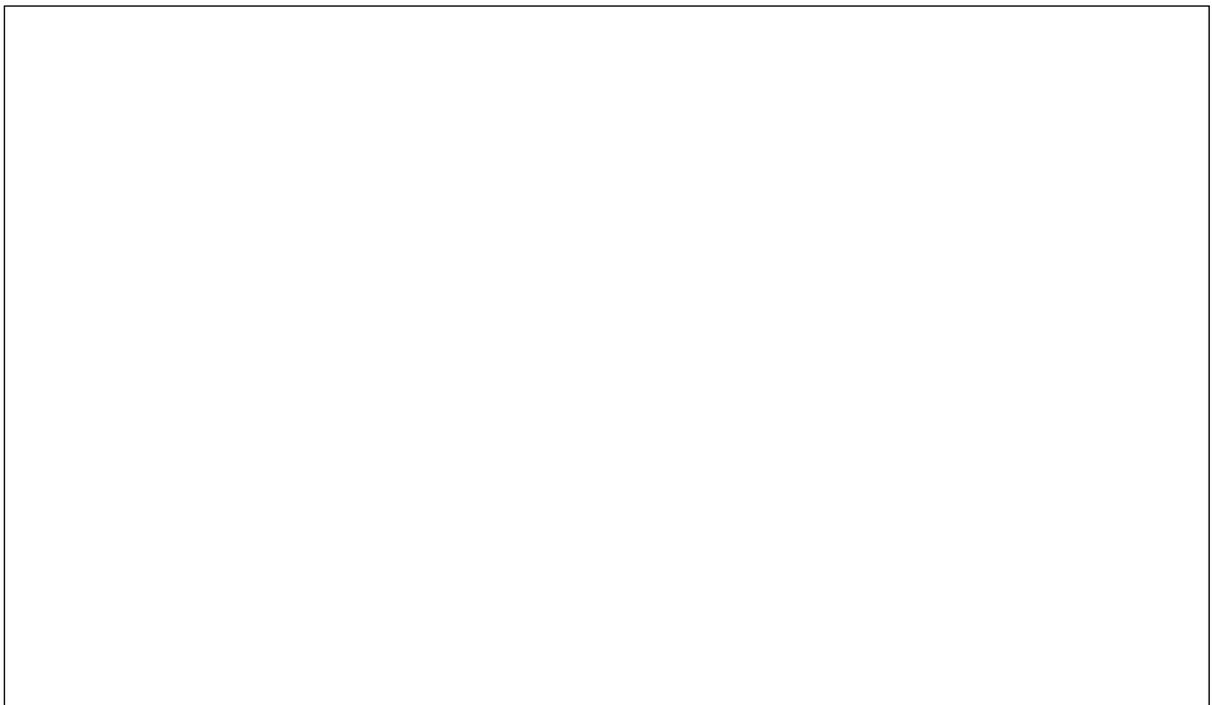
*(Estimated replacement market value. What would your family pay for a similar calf?)*

**Check off which age class your project will be shown in this year:**

- Junior Yearling (March 1 of last year to May 31 of last year)
- Summer Yearling (June 1 of last year to August 31 of last year)
- Senior Calf (September 1 of last year to November 30 of last year)
- Intermediate Calf (December 1 of last year to February 28 of this year)
- Junior Calf (March 1 to May 31 of this year)

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

Date \_\_\_\_\_ Description \_\_\_\_\_



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## YOU BE THE JUDGE: ASSESSING YOUR 4-H PROJECT

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After choosing your project calf for this 4-H year, be sure to take a closer look at your calf's confirmation and answer the questions below:

*What are the three most desirable confirmation traits of your project animal?*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*What are the three least desirable confirmation traits or traits you would like to change?*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*What criteria do you consider when selecting your 4-H project animal?*

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*Why did you select this animal to be your project this year?*

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*What are some things that you can do to help your calf look better on show day?*

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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

– Starting Height

= Growth

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

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

Final Weight

– Starting Weight

= Weight Gain

# DAIRY HEALTH CARE RECORD

## *Calf Examination Chart*

Complete the following medical examination chart for your 4-H project animal.

Calf Identification \_\_\_\_\_

Have these management practices been done?	Yes	No	Comments (i.e. method, date, etc.)
<b>Horns Removed</b>			
<b>Extra Teats Removed</b>			
<b>De-wormed</b>			
<b>Free From Flies and Lice</b>			
<b>Vaccinated</b> (indicate for which disease in comments section)			
<b>Tagged</b>			

## *Calf Health Chart*

The chart below will allow you to track your calf's health and help you calculate total health costs for this 4-H year.  
Examples: de-worming, vaccinations, hoof trimming, vitamin injections, etc.

Date	Procedure/Problem	Treatment	Administered	Cost (\$)
Nov 12	Hoof Trim	Trimmed hooves to prevent injury	Father and myself	\$14.00
<b>Total Health Care Cost (L)</b>				<b>\$</b>



# TRANSPORTATION REGULATIONS

When you transport your livestock, the regulations require that the livestock be accompanied by a completed "Livestock Manifest". This means that when you transport your livestock from the farm to an event, or any club activity, the manifest must be completed before the vehicle leaves the property. For more information on how to fill out the Livestock Manifest, please check out the Resource section of the Alberta 4-H web site

Part A - Purpose of Manifest						
<input type="checkbox"/> Transport Only	<input type="checkbox"/> Transport for Sale by	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Dealer on Behalf of Owner			
Check if Livestock Security Interest Declaration is by Separate Document						<input type="checkbox"/>
Part B - Transportation and Sale Details						
Pen or Lot Number				Date YYYY / MM / DD 2009/01/01		
Owner or Dealer Name (Print Clearly & Press Hard) John Smith						Phone # 403-222-3333
Owner or Dealer Address Box 123 Anywhere, Alberta, T1A 1A1						
On Account Of						
Pay To (If Other Than Owner)			Address			
Transport From Address Somewhere, Alberta					Premises ID	
Transport To Name Alberta Auction Market						
Transport To Address Someplace, Alberta						
Description of Livestock						
Number	Colour	Kind	Brand(s) / Identifier(s)	Loc.	AV	Other Information
4	RWF	Cows	A-A	RR	N	
10	MIX	Calves	NVB		Y	
					Y/N	
					Y/N	
					Y/N	
					Y/N	
					Y/N	
Total	<b>Part C - Parts A and B Certification</b>					
14	I CERTIFY THAT PARTS "A" AND "B" ARE TRUE <input checked="" type="checkbox"/> John Smith of Owner or (if Permitted) Owner's Agent					
Part D - Inspector						
Adj Total	Inspector Signature		Inspector #		Client #	
Inspection Site #		Assur. Fund # Eligible	Check-off # Eligible		Livestock Permit #	
Part E - Transporter						
Transporter's Name (Print) Acme Trucking Company				Trailer # AAA-123		
Transporter's Signature Bob Doe		Phone #		Trucking Charges \$400.00		
Part F - Livestock Security Interest Declaration (If Sale by Owner)						
Name and Address of Holder of Livestock Security Interest In the Livestock Alberta Banking Company 123-4 Street SE Calgary, Alberta T2T 3T3						
I CERTIFY THAT THIS DECLARATION IS TRUE <input checked="" type="checkbox"/> John Smith of Owner						Date 2009/01/01
Part G - Destination						
Date and Time Received 2009/01/01		11:00 AM		Count 14 hd	Placed in Pen # 123	
Received and Counted By: (Print Name) / Signature Sue Taylor SA Taylor					Premises ID ABIIIAYQT	

## SHOW RECORD

Below record what shows you attended with your calf.

Show Date	Show Attended	Class	Placing	Judge

*Did your calf's behaviour change when you took her to a show?*

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*Did you notice an improvement in your calf or your showmanship skills with each show that you attended?*

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*What does your participations in these shows teach you?*

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## ROUTINE OR FIXED COSTS

Includes costs incurred on a regular basis such as pasture, bedding, trucking, insurance, and board.

Item	Description	Average Cost Per Month	Total Amount (\$)
<i>Bedding</i>	<i>Straw for 6 months</i>	<i>\$10.00</i>	<i>\$60.00</i>
<b>Total Fixed Costs (J)</b>			<b>\$</b>

## OCCASIONAL OR VARIABLE COSTS

Refer to costs incurred on a one time or irregular basis. Examples: gas, meals, lodging, show supplies, show shirts, project events and workshops. Cost of new equipment that you will use for more than one year is record in the Equipment Inventory, page 14 and 15. 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	Item Purchased, Expenses or Money Earned	Expense (\$)
<i>April 15</i>	<i>Grooming workshop - gas, entry fee, lunch, cash prize</i>	<i>\$42.00</i>
<b>Total Variable Costs (K)</b>		<b>\$</b>







# 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 (kgs)	Days on Feed	Total Amount (kgs x no. of days on feed)	Cost/unit	Total Cost (Total amount x cost/unit)
<b>Estimated Total Feed Cost (D)</b>					<b>\$</b>

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

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

## Total Estimated Yearly Cost

$$\begin{array}{ccccccccc}
 \boxed{\phantom{00000}} & + & \boxed{\phantom{00000}} & + & \boxed{\phantom{00000}} & + & \boxed{\phantom{00000}} & = & \boxed{\phantom{00000}} \\
 \text{Initial Cost of Animal} & & \text{Estimated Feed} & & \text{Estimated Other} & & \text{Estimated Health} & & \text{Total Budget} \\
 \text{(A)} & & \text{(D)} & & \text{(E)} & & \text{(F)} & & \text{(G)}
 \end{array}$$

# RECORD OF FEED EXPENSES

Start Date of Feed Record \_\_\_\_\_

End Date of Feed Record \_\_\_\_\_

Feed Type									
Month	Day	Kg/Day	Per Month	\$/Kg	Cost Per Month	Kg/Day	Per Month	\$/Kg	Cost Per Month
June	30	2	60	\$0.50		0.5	15	\$0.20	\$3.00
			(H.1)	(L.1)			(H.2)	(L.2)	

## Weight measured in kgs.

Feed Type									
Month	Day	Kg/Day	Per Month	\$/Kg	Cost Per Month	Kg/Day	Per Month	\$/Kg	Cost Per Month
			(H.3)	(L.3)			(H.4)	(L.4)	

### Weight measured in kgs.

Feed Type									
Month	Day	Kg/Day	Per Month	\$/Kg	Cost Per Month	Kg/Day	Per Month	\$/Kg	Cost Per Month
			(H.5)		(I.5)		(H.6)		(L.6)

### Total kgs of Feed

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

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

### Total Cost of Feed

(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).

## RECORD OF ACTIVITIES

In this Section you will keep record of all of your club's activities throughout the 4-H year. This will include club meetings, shows, special events, competitions, etc. Include the full date, as well as events that you did not attend (and note that you were not able to make it). Also, please specify whether the event was held at a club, district, regional or provincial level.

Date	Notes - Topics discussed, highlights, responsibilities, special guests, location, time and other details.
January 10, 2009	<i>Club: Judging Meeting, 10:00 a.m., at the Smith Family Farm, we judged 2 classes and I got one of the classes all correct. The official judge's name was Tom Smith. We had a short meeting after about upcoming events</i>

Date	Notes - Topics discussed, highlights, responsibilities, special guests, location, time and other details.

Date	Notes - Topics discussed, highlights, responsibilities, special guests, location, time and other details.

Date	Notes - Topics discussed, highlights, responsibilities, special guests, location, time and other details.

# FINANCIAL SUMMARY

## Income Record

**Final value of project at end of the 4-H year**  
(or what you would 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 Calculations

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

(O) –  (P) =  (Q)

Did you experience a profit or loss? \_\_\_\_\_

Do you have any suggestions of things you can do differently next year to increase your profit? \_\_\_\_\_

\_\_\_\_\_

*Junior members may continue to the next page; intermediates and senior members, please complete the calculations below.*

## Estimate

Final value of project at end of year  (B)

Estimate of your total yearly costs  (G)

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Estimated profit/loss  (N)

Does your estimate show an overall profit or loss?

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Any explanation as to why you experienced this profit/loss?

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*This bottom section is to be completed by senior members only; intermediate-aged members, please proceed to the next page.*

## 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)**

(N) –  (Q) =  (R)

*(Closer to zero indicates better accuracy, whether positive or negative).*

Was your initial estimate close to your final calculations? Comments

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## STORY OF YOUR PROJECT

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### **Caring for your Project Calf**

*Having a project animal to take care of is a big responsibility. Below, list the duties and chores that you are responsible for in order to ensure proper care is taken, and that your project animal is healthy and content while in your care.*

*Daily I am responsible for . . .*

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*Weekly I am responsible for . . .*

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*Monthly I am responsible for . . .*

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*Annually I am responsible for . . .*

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*Other special duties that I completed that are not listed above are . . .*

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## YOUR CLIPPING PAGE

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This page is for you to add photographs of you and your calf through out this 4-H year.

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## YOUR CLIPPING PAGE

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This page is for you to add photographs of you and your calf through out this 4-H year.

## Suggested Marking Guide for Dairy Record Book

ITEM	Month Score	FIRST MONTH									LAST MONTH	TOTAL
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>												



**4-H Branch  
2013**