

# Northwest 4-H Other Animals Project Book Score Sheet

## General Guidelines and Helpful Hints

2016/17

Many “Other Animals” 4-H project books vary in their content and design. However, all books are marked using the same score sheets. The purpose of these guidelines and helpful hints is to clarify various sections of the Project Book Score Sheet, and to assist members, leaders, and project book markers in creating and marking record books consistently using the Score Sheet as a reference. Make sure to look over the score sheets carefully to notice the requirements for juniors, intermediates, and seniors in regards to using pencil, pen, and/or computers. When creating these guidelines and tips, we felt the “Table of Contents” was very important to having a record book that was well organized and easy to follow. To help ensure markers can find everything in your book, your Table of Contents should list which items on the score sheet are in each section. Using these guidelines and following the ideas and tips will assist members in creating a record book that will hold the practical components of their project records as well as the many memories from their year in 4-H.

**Final words:** Remember, this is a guideline to help members, leaders and record bookmarkers. How “in-depth” a book is, depends on the expectations of each club, the leaders and the members. Please provide feedback on how to make these guidelines and helpful hints even more useful in assisting members. Thank you.

### Marking Guide for Other Animals Project Record Books: Guideline and Helpful Hints (front page)

Category	What to Include	Hints
<b>General</b>		
Cover/Title Page	Name, Club, <b>District</b> , Project, Age Category, Club Year, Membership Year	<ul style="list-style-type: none"> <li>• Purchase a durable and suitable binder</li> <li>• Outside of binder should clearly identify the project and member</li> <li>• Age Category - Jr, Int, Sr</li> <li>• Club Year – eg. 2013-14</li> <li>• Membership Year - # of years in 4-H (eg. 6<sup>th</sup>)</li> <li>• No 3D or glued on items preferred; a clear ‘insert’ cover is best</li> <li>• Can have a title page inside the binder, the same as the cover</li> </ul>

Category	What to Include	Hints
4-H Pledge, Grace, Motto	Create and add if necessary	<ul style="list-style-type: none"> <li>• Can add your own personality and flair</li> </ul>
<b>Organization</b> <b>*Note:</b> Feel free to pull apart the record book, reorganize, create, add, and photocopy pages so it is easier to follow and meets all the criteria of the marking guides		
Table of Contents (VERY important)	A listing of all sections, pages, and items in the book	<ul style="list-style-type: none"> <li>• Each item on the score sheet should be included</li> <li>• Create your own</li> </ul>
Sections Identified	Tabs/dividers to separate various sections in project book	<ul style="list-style-type: none"> <li>• Ideas for Sections (*Note: these are just possible ideas, but if you choose to use some of them, be sure to include them in your table of contents)             <ul style="list-style-type: none"> <li>- Project records</li> <li>- Member information</li> <li>- Club information</li> <li>- Club communication</li> <li>- Articles/photos</li> <li>- 4-H activities/photos</li> <li>- Achievement day</li> <li>- Newspaper clippings</li> <li>- Judging activities</li> <li>- Club/district/region events</li> <li>- Minutes/agendas/meeting notes</li> <li>- Handouts</li> </ul> </li> </ul>
Information organized in easy to follow sequence	If the table of contents and sections are clear and concise, information will be easy to find and follow for the markers 😊	
<b>Club/District/Region Information</b>	Agendas, minutes, handouts	<ul style="list-style-type: none"> <li>• Be sure to include this in the table of contents (*Note: member's <u>own</u> handwritten notes are important in this section)</li> </ul>
<b>Project Records</b>	Covered in more detail in the next section	
<b>Activities</b>	Record of <b>ALL</b> club activities in chronological order. *Note: These are activities done with the entire club, not the activities done with a specific project group	<ul style="list-style-type: none"> <li>• Even include club activities that members did not attend, with a reason why</li> <li>• If this page is not included in your record book, a pdf is available on the 4-H website in the generic record book, or in the NW Region record book competition information. You can also create your own.</li> </ul>
	Any activities from club to provincial level that member participate in (eg. Parties, camps, district activities, communication activities, etc)	Note: Some of these may be separated into different individual sections (eg. Communication Activities) <ul style="list-style-type: none"> <li>• Be sure it is clearly labeled in your Table of Contents</li> </ul>

Category	What to Include	Hints
<b>Story/Summary of my 4-H Year</b>	Includes a story about member's <b>entire</b> 4-H year. Should reflect goals set at the start of the year, participation, what was learned. Personal viewpoints about what was enjoyed and highlights of the year. Goals and planning for next year are also included here.	Writing Tips: <ul style="list-style-type: none"> <li>•story captures reader's interest</li> <li>•story has specific details and examples</li> <li>•complete sentences</li> <li>•capitals/end punctuation correct</li> <li>•words spelled correctly</li> <li>•communication is clear</li> </ul>
<b>Neatness and Accuracy</b>	This includes legibility, spelling, and math. Note: Follow scoring sheet for use of pencil, pen, computer guidelines	If using plastic protective sleeves, use extra wide dividers so they will stick out and be easy to see.
<b>Originality</b>	Extra additions could include details and embellishments. Consistency of themes and colours is important. This category may be used in the event of a tie in competitions.	Be aware that your book may be transferred (boxed or bagged) multiple times and embellishments on the outside of your binder may come off.

## Marking Guide for Other Animals Project Record Books: Guideline and Helpful Hints (back page)

There are a wide variety of Other Animals record books and resource guides available from 4-H Alberta and some clubs may even create their own record books to suit their projects, however, to get full credit for your book, remember to make sure these pages are included. Feel free to pull apart, create, or adapt pages to suit your method of organization and personality. Remember to list all these pages on your table of contents.

Pages	What to Include	Hints
<b>Stock Keeper Creed</b> <i>(excluding Vet Science)</i>	If this page is not included in your record book, a fillable .pdf is available on the 4-H Alberta website under “Downloads” as part of the “beef record book”, or on the NW region page in the record book competition information.	
<b>About Me</b>	If this page is not included in your record book, a fillable .pdf is available on the 4-H Alberta website under “Downloads”, look under “generic record book”, in the NW region record book competition information, or create your own in consultation with your project leader.	
<b>About My Club</b>	Club Information, years of operation, executive, member listings. If page is not available see “About Me” section for ideas.	
<b>About My Project</b> (Multiple animal projects may be included in one record book if animals are from the same species. Eg: 1) Canine: one project dog for obedience, one project dog for agility included in same project book. 2) Goats: yearling doeling, buck, breeding project all in same project book.)	<ul style="list-style-type: none"> <li>•describe project</li> <li>•picture from start of year</li> <li>•use kg or lbs for weights and be consistent throughout book</li> </ul>	<ul style="list-style-type: none"> <li>•name of project</li> <li>•date of birth</li> <li>•sex</li> <li>•breed</li> <li>•weight at start of project year</li> <li>•purebred/crossbred</li> <li>•pedigree (if a purebred)</li> </ul> (For market animals: Weigh in date, Achievement date and days on feed) NOTE: use separate page for each animal

Pages	What to Include	Hints
<b>Project Planning and/or Goal Setting</b>	<ul style="list-style-type: none"> <li>•could be goals for your 4-H year and/or for your project</li> <li>•what you hope to accomplish</li> <li>•what do you want to improve on this year in your project and in your club</li> <li>•what you will contribute to your club</li> </ul>	<ul style="list-style-type: none"> <li>•These goals should reflect the level of member eg. Jr/Int – what they hope to learn and do</li> <li>Sr. – how they will contribute</li> <li>Feel free to expand on goals</li> <li>See the generic record book on the 4-H website for ideas.</li> </ul>
<b>Equipment Inventory</b> <i>(excluding Vet. Sci.)</i>	<p>These are assets which you may carry forward to the next year (non-consumables)</p> <ul style="list-style-type: none"> <li>•list previously owned and borrowed items and cost</li> <li>•list newly purchased items and cost</li> <li>•list donated items and potential costs</li> <li>•grooming equipment</li> <li>•also include annual depreciation costs</li> </ul>	<ul style="list-style-type: none"> <li>•If an item is used up during the year (ex. Shampoo) the value at the end of the year is shown as \$0.00.</li> </ul>
<b>Growth Charts</b> <i>(Market Animals only - excludes Vet. Sci.)</i>	<p>Graph showing estimated and actual monthly weight gain progress of market animals. (See beef book for example)</p>	<p>Be sure to label graph, include a legend. Use two different colours to show estimated and actual weight gain.</p>
<b>Rate of Gain</b> <i>(Market Animals only – excludes Vet. Sci.)</i>	<p>Chart showing weight gain or loss. Include starting weight, ending weight, and one entry/month. Also include total days on feed and total weight gain. At the end of the year calculate market animal's average daily gain. (For examples see 4-H Alberta Sheep record book, available on the 4-H website.)</p>	
<b>Health Records</b> <i>(excluding Vet Science)</i>	<p>Include date, problem, procedure or treatment, and cost of procedure. Also include annual vaccinations, hoof trimming, and breeding records in this section. Keep a total cost of all health procedures for the financial summary page. NOTE: if animal is healthy all year be sure to note that as well</p>	

Pages	What to Include	Hints
<b>Project Costs</b> <i>(including Vet. Sci.)</i>	These are items required specifically for the project which will be used up (consumable items) such as feed, medications, stethoscope, mileage, etc.	HINT: Project leaders may create a cost sheet for commonly used feed items required for projects so prices are consistent for all members in that project.
<b>Financial summary</b>	Summary of all expenses/costs incurred by the project during the year (total feed, vet bills, etc) and any income you earned (prize money, sale, etc). Show if project year was a profit or loss. A generic summary sheet is available in the NW record book information on the 4-H website.	
<b>Record of Project Meetings, Activities, and Progress</b>	Chronological listing of each time project group met and activities participated in. Include project meeting dates and activities, in depth detail of what was accomplished or learned	NOTE: Handouts and worksheets included here
<b>Signed by Leader</b> NOTE: Signed release form must be at the front of project book before it can be viewed by outside judges.	Need some type of confirmation that a leader has reviewed project book and approved it for further competition.	Other ideas: -certificate of book completion signed by leader -leader signs after each project entry
<b>Photos/Clippings</b>	All articles and photographs should include a date and caption. Articles need to have source and reason why the article is included	Articles can be photocopied. Neatly mount all items.
<b>Project Activities/ Assignments</b> <i>( Vet Science only)</i>	Complete activities and assignments requested by vet. sci. project leader and covered in Vet. Science resource books level I, II, and III.	
<b>Project Evaluation</b>	<ul style="list-style-type: none"> <li>•this is specific to your project and goals</li> <li>•evaluate project goals set at the start of the year and progress</li> <li>•include choosing of project, feeding, training, grooming, showing, and selling highlights.</li> <li>•state plans for next year</li> </ul> (if using a 'mail away' version, please include a photocopy in the book)	

# Northwest 4-H Region Other Animals Record Book Score Sheet

*Revised: March 2016*

Name \_\_\_\_\_ Project \_\_\_\_\_

Club \_\_\_\_\_ District \_\_\_\_\_

Category: Jr \_\_\_\_\_ Int \_\_\_\_\_ Sr \_\_\_\_\_

Competition Level: Club \_\_\_\_\_ District \_\_\_\_\_ Region \_\_\_\_\_

***A project book release form signed by the leader must be included at the front of the book.***

Category	Possible Points	Points Awarded
<u><b>General</b></u> -Cover (durable, suitable) -Title Page (Name, Club, District, Project, Age Category, Club Year, Membership Year) -4-H Pledge/Grace/Motto	5	
<u><b>Organization</b></u> -Table of Contents -Sections identified -Information Organized in an easy to follow sequence	5	
<u><b>Club/District/Region Information</b></u> -Include agendas, meeting notes, minutes, program plans, etc.	5	
<u><b>Project Records</b></u> (use scoring guide on the back of this page) -Specific requirements for each 4-H project as listed in the manual - <i>Book must be signed by leader where appropriate/required</i>	100	
<u><b>Activities</b></u> -Record of 4-H Activities that tell about member involvement from Club to Provincial events -Ex. Communication (copy of speech/presentation), judging, camps, etc.	5	
<u><b>Story/Summary of my 4-H Year</b></u>	10	
<u><b>Neatness and Accuracy</b></u> -Mechanics: spelling, arithmetic, punctuation, legibility -Junior – pencil accepted as minimum; pen, computer, typewritten equally accepted -Intermediate & Senior – ink, computer, typewritten equally accepted; no pencil	5	
<u><b>Originality</b></u>	5	
<b>TOTAL</b>	<b>140</b>	

## Marking Guide for Other Animal Project Record Books

Page(s)	Possible Points	Market & Multi-project Animals	Non-market Animals	Vet. Science
Stock Keeper Creed ( <i>excluding Vet. Sci.</i> )	1			
About Me	3			
About My Club	4			
About My Project	6			
Project Planning and/or Goal Setting for my 4-H Year	7			
Equipment Inventory ( <i>excluding Vet. Sci.</i> )	10			
Growth Charts ( <i>market animal only - excludes Vet. Sci.</i> )	6			
Rate of Gain ( <i>market animal only - excludes Vet. Sci.</i> )	2			
Health Records ( <i>excluding Vet.Sci</i> )	5			
Project Costs ( <i>including Vet. Sci. costs</i> )	15			
Financial Summary	5			
Record of Project Meetings, Activities, and Progress	24			
Signed by Leader (Signed release included)	2			
Photos/Clippings	6			
Project Activities/Assignment(s) ( <i>Vet.Sci only</i> )	35			
Project Evaluation	6			
<b>TOTAL</b> ( <i>market animal &amp; multi animal projects</i> ) out of 102*				
<b>TOTAL</b> ( <i>non-market animal</i> ) out of 94*				
<b>TOTAL</b> ( <i>Vet. Science</i> ) out of 113*				
<b>Total out of 100</b> (to transfer to the opposite side)				

\*Note: All scores must be converted to a mark out of 100 before being transferred to the score sheet on the opposite side of the page (member mark ÷ total possible x 100)

Judges Signature: \_\_\_\_\_

Comments:



# **Ideas and Sample Record Book Pages**

**Other Animals**



## **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 \_\_\_\_\_

# About Me

Member's name \_\_\_\_\_

Mailing address \_\_\_\_\_

Town or city \_\_\_\_\_ Postal code \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

E-mail \_\_\_\_\_

Birthday \_\_\_\_\_ (mm/dd/yyyy)

Parents or guardians names \_\_\_\_\_

This is my \_\_\_\_\_ year in 4-H.

This record book is for the 4-H club year \_\_\_\_\_

My 4-H project this year is Project \_\_\_\_\_

Level \_\_\_\_\_

I joined 4-H this year because \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## My Goals:

I hope to achieve the following through 4-H activities this year \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am going to do the following for my club this year \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

My yearly 4-H diary from last year is filled out. Date \_\_\_\_\_

# About My Club

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

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

4-H district \_\_\_\_\_ 4-H region \_\_\_\_\_

## Club Leader(s)

First name	Last name	Phone number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Club Executive

President	_____	Phone number	_____
Vice President	_____	Phone number	_____
Secretary	_____	Phone number	_____
Treasurer	_____	Phone number	_____
Club Reporter	_____	Phone number	_____
Historian	_____	Phone number	_____

## Others

_____	Phone number	_____
_____	Phone number	_____
_____	Phone number	_____

# About My Project

## Photo

Name of Animal: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Tag number or tattoo: \_\_\_\_\_ Breed: \_\_\_\_\_

Circle one: Male Female Starting weight (kg/lb): \_\_\_\_\_

Date of Purchase: \_\_\_\_\_ Price: \$ \_\_\_\_\_

Weigh (kg/lb) at weigh in: \_\_\_\_\_ Weigh in date: \_\_\_\_\_

Achievement Date: \_\_\_\_\_ Number of Days on feed: \_\_\_\_\_

## Pedigree

Sire: \_\_\_\_\_

Sire: \_\_\_\_\_

Dam: \_\_\_\_\_

My Project: \_\_\_\_\_

Sire: \_\_\_\_\_

Dam: \_\_\_\_\_

Dam: \_\_\_\_\_

# Record of Project Costs

Keep a record of the cost of supplies for your project. You may want to list all the expenses on one page (Sample I). If you are making different items, you may want to record the individual item costs (Sample II). If you sell anything, add an income column.

## **Sample I-** Financial Summary for Year

Date	Supplies and Services Purchased	Cost
	Total Cost of 4-H Project(s) at year end	

## **Sample II-** Expense Summary for a Project Item or Activity

**Project Item or Activity** \_\_\_\_\_

Supplies and Services Purchased	Cost
	Total Cost to make item or complete activity







# Equipment Inventory

Purchase Date	Equipment Item Description	Value	10% Depreciation	Remaining Value
	<b>Total</b>			

Total cost of Depreciated Equipment = Annual Depreciation Adjustment  
 Number of project animals

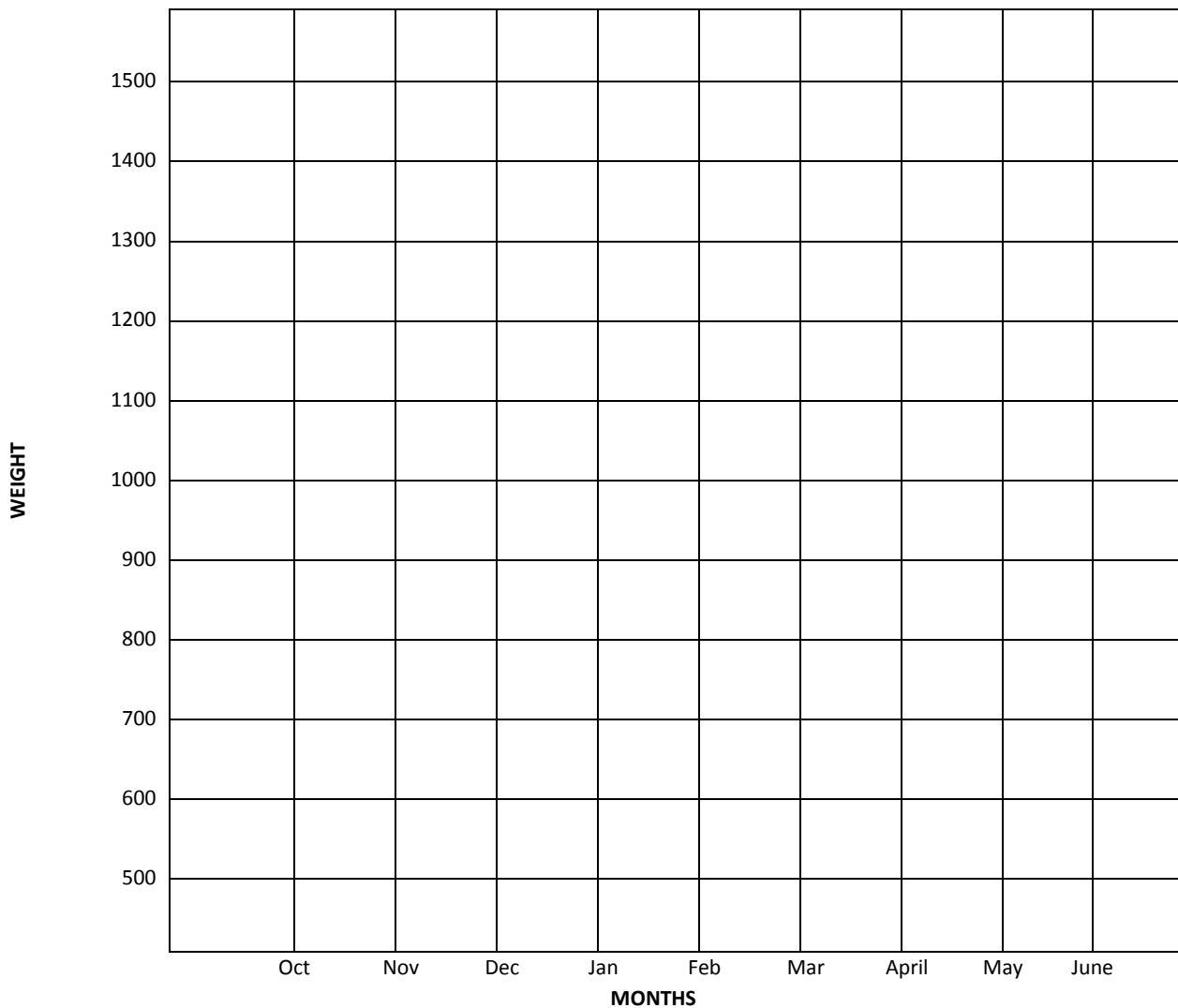
\_\_\_\_\_ =



### RATE OF GAIN – Record in Pounds

Month	Example: October	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
# of Days	31									
Ending Weight	600									
Starting Weight	525									
Weight Gain	$(600-525) = 75$									
ADG (Average Daily Gain)	$(75/31) = 2.42$									

### GROWTH CHART IN POUNDS



1. Mark the initial weight with a dot at the appropriate location (month) on the left-hand side of the table.
2. Mark the estimated final weight (Appendix I) with a dot, corresponding to your final weigh date.
3. Connect these 2 points in **RED** with a straight line.
4. Every month record your steer's weight on the chart, and connect this point with the previous month's weight.

**HINT:** If you want to convert Rate of Gain into Kilograms, multiply weight in pounds by 0.454

Example: 600 lbs X 0.454 kg/lb= 272 kg

# Record of Rate of Gain

Must be at least one entry per month (one page per animal)

Date	Age in Days	Weight (kg/lb)	Rate of Gain (+/-)

(Final weight - initial weight) / Number of days on feed = daily rate of gain

<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>
<hr/>				
<input type="text"/>				

Final weight - initial weight = total weight gain

<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>
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# Feed Records    weight measured in kg/lb

Month	Number of Animals	Number of Days	Type of Feed	Cost/Unit	Weight fed/day	Multiply by cost/unit	Multiply by number of days	Multiply by number of animals	Total Feed Cost/Animal
Add all totals = total feed cost/animal									

## Financial Summary

Initial cost of project(s)

Feed costs

Health costs

Annual Depreciation

---

Total Expenses

---

Animal Sales

Prize money from shows

Other income

---

Total income

<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>
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Income

-

Expenses

=

Profit/Loss

# Record of My Project's Progress Must be at least one entry per month

Month	Comments - how did my project do this month, questions, concerns?
	Member:
	Leader:
	Member:
	Leader:
	Member:
	Leader:
	Member:
	Leader:
	Member:
	Leader:

## PROJECT EVALUATION PAGE QUESTIONS FOR OTHER ANIMALS RECORD BOOK

Possible questions to put on a Project Evaluation Page, depending on the project

ABOUT MY \_\_\_\_\_ PROJECT (GOAT, CANINE, etc)

My greatest success was

The hardest part was

The funniest thing was

What I liked best was

I learned this about myself

What I think I will always remember

So far my best "picture" is.... Because

I learned this about working with others

I learned this about safety

Which techniques and skills did you learn and use for this project?

What did you like best about completing this project?

Are you please with your project? Is there anything you would change if you were able to do this project again?

What are you going to do with your project?

How long did it take for you to finish your project?