

# Horse Record Book Workshop



Tips and Tricks

[Find Record Books Here!](#)



JACKSON COUNTY  
COLORADO STATE UNIVERSITY  
EXTENSION



# Before We Begin

- **Keep columns consistent**
- **Add more pages as needed**
- **All dates should be in chronological order**
- **Read directions completely and carefully**
- **Never leave a page blank**
  - **write something explaining why you have nothing to record**

# Senior Horse Record



For Use by Members 14-18 Years Old

**2022-2023**

Please fill out years in project, name, etc. Then print and sign this form at the start of your project.

Species	Years in Project
Horse	

Name \_\_\_\_\_  
4-H Club \_\_\_\_\_  
4-H County \_\_\_\_\_  
Birth Date \_\_\_\_\_  
Age as of December 31 \_\_\_\_\_

### PROJECT AGREEMENT

To be signed at the beginning of your 4-H project year.

I will be responsible for feed, care, and management of my animals. I will keep good records and finish my record book to complete my project. I will be responsible for management decisions concerning the health, welfare, profitability, and product quality of my project.

\_\_\_\_\_  
Member Signature Date

As a parent or supporter, I realize that animal projects require a considerable amount of expense and labor. I will support this youth in his/her efforts and allow him/her to learn as much as possible from the experience. The youth is expected to be responsible for labor, care, and management decisions affecting the project. I will help where needed by giving guidance and instruction.

\_\_\_\_\_  
Parent Signature Date

Record must be printed in landscape format. Records may be completed on the computer or neatly hand-written

- Double check that you have the correct Record Book for your age division (Age as of December 31)
- What project are you taking?
- How many years have you participated in that project? (include your current year)
- Clearly list your name, 4-H club, county, birthday, age of December 31
- Signatures and dates should be from the start of project year!
  - Continued enrollment - October 1
  - New enrollment - Date you Enrolled

**This is the easiest page to complete!**

All sections are required for project completion

# Cover Page

## GOALS

Identifying goals and how you are going to reach those goals is important to help you become more skilled and knowledgeable about your project and other parts of your life. Goals may be personal or specific to your project. Ask yourself, "What do I want to accomplish this year?" Record **ONE SMART** goal that is **Specific, Measureable, Attainable, Realistic and Timely.** Record two "To Do" that help you complete your goal. Use complete sentences.

Goal A	
"To Do" Plan	1
	2
Goal B	
"To Do" Plan	1
	2

2

Seni

### Junior

- Answer all Project Plan Questions
- Identify your #1 goal at the start of your project
  - What can you do to achieve this goal?
- Write the name and number of your veterinarian
- Who can you go for help with your projects?

### Intermediate/Senior

- Set 2 goals at the beginning of your project
  - How will you obtain your goals that you set at the beginning of the project
  - Goals must be SMART in nature
    - "I want to get into Round Robin."
    - "I want to learn more about my animal's anatomy to answer the judge correctly in showmanship to be the top of my division to qualify for Round Robin Showmanship."

**Identify all your goals at the start of your project!**

Use complete sentences to answer all of the questions

# Goals

EQUIPMENT/SUPPLIES INVENTORY

At the start of the project year, list all the equipment you own under Item. Then record under BEGINNING how many you have of each item (Quantity) and how much they are currently worth (Value). At the end of your project year, add any new items you own to the Item list. Then record under ENDING how many you now have and how much they are now worth. Record all horses in Animal Inventory or Animal Purchase as appropriate (pg. 5 - 6). If an item is given to you at no cost (i.e. donation, gift), still include a value amount in your inventory as that item still has monetary value for your project. Remember if you have used up, sold, or purchased items, your Ending Inventory (Quantity, Value) will be different from your Beginning Inventory.

Record a Beginning and Ending date. For first year members, the project START is the first day you enroll in 4-H. For returning members, the project START is the last day of last year's Record Book or October 1. The project END is the date you turn in your Record Book or Sept 30.

Table with columns: Item, Beginning (Date, Quantity, Value), Ending (Date, Quantity, Value). Includes rows for Ex. Water Tank, Ex. Western Show Saddle, Ex. Grass Hay, and TOTAL BEGINNING/ENDING.

Junior

- List all items that you have at the start of your project.
Throughout your project, add in any equipment/supplies you acquire
Do NOT include animals

Intermediate/Senior

- List all equipment that you have at the start of your project (October 1) under "Beginning"
What is the value of that item?
list all equipment you have at the end of your project (September 30) "Ending"
What is the value of that item?
Do you still have the item?

Equipment & Supplies

Record all Inventory and Supplies at the Beginning and End of your Project

Ending values of inventory should decrease by 10% every year

# Colorado 4-H Horse Identification e-Record Supplement

**IMPORTANT** –You must complete one of the two options for Horse identification. If you use the first option, you must fill out one sheet per horse, and attach required photos for each horse identified in 4HOnline. If you are using the second option (print option), you must have one print out for each horse identified in 4HOnline.

**Section #1**

Animal Name	Registered Name	Animal Birthdate
Breed (or Grade Horse)	Animal Gender	Coat Color and Markings
Height (In Hands High)	Tattoo or Microchip ID	Premise I.D.# (for location of horse)
Ownership (Circle ONE) Individual    Family    Leased	Name of Lessor (If Leased)	Lease Provided (Circle ONE) Yes or No

**Draw in the White Markings of your horse**

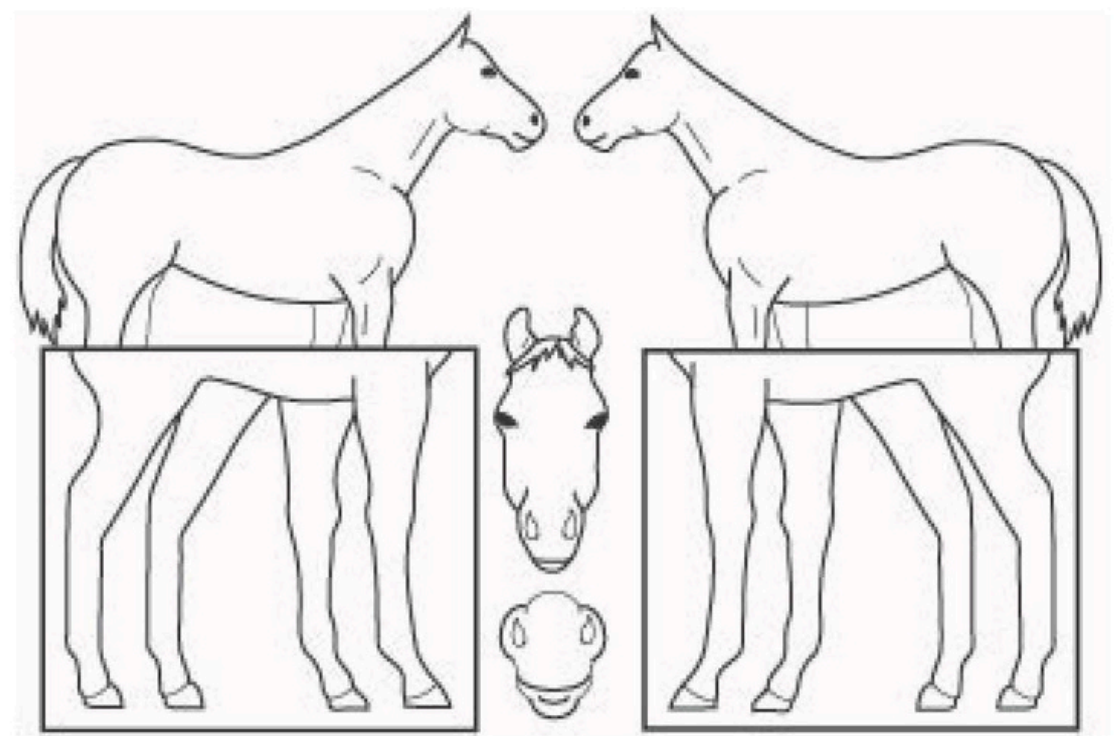
Outline all white markings of the horse with solid lines

All white markings of the head and legs must be on the drawing

Features of the horse must be included and show three views

Head  
Left Side  
Right Side

Drawn markings AND photos must be submitted for each horse when using this option. Print photos and attach to e-record.



4

- Fill out 1 page per horse
- Record all necessary information for your horse
- Follow instructions carefully to make sure you complete the ID page correctly

**ALL HORSES MUST HAVE AN ID PAGE**

Either print out, or fill out the page by hand for each horse!

# Horse IDs

## ANIMAL INVENTORY

At the start of your project, record the horses you own in START Animal Inventory and give them each a value. Remember to label the horse columns with your horses' name. Then record this value under the correct horse column even if you only have one horse. **Record any horses you buy in Animal Purchase Record (pg. 6) and NOT in START Animal Inventory.** If any time during the year you sell a horse or one dies, record "sold or died" in the last column for that horse. **Remember to also record any horses you sell in Income Record (pg. 6).** At the end of your project, record all the horses you still have in END Animal Inventory and give them each a value. Do not leave blank. Record "no horses owned" where applicable. Add more lines/pages as needed.

For first year members, the project **START** is the first day you enroll in 4-H. For returning members, the project **START** is the last day of last year's Record Book or October 1. The project **END** is the date you turn in your Record Book or Sept 30.

What animals do I own at the START of my project?				
Horse:	Horse:	Horse:		
Animal Name	Value	Value	Value	Total Animal Value
Ex. Jamie	(Jamie) \$3,000.00	(Frank) \$0.00	(Misty) \$0.00	\$3,000.00
<b>TOTAL START VALUE</b>				

What animals do I own at the END of my project?				
Horse:	Horse:	Horse:		
Animal Name	Value	Value	Value	Total Animal Value
Ex. Jamie	\$3,500.00	\$0.00	\$0.00	\$3,500.00
Ex. Frank	\$0.00	\$2,000.00	\$0.00	\$2,000.00
<b>TOTAL END VALUE</b>				

- List all animals you have at the start of your project (October 1) under "START".
  - What is the value of that animal?
- List all the animals you have at the end of your project (September 30) under "END"
  - Did any animals die? Did any get sold?
  - What is the value of that animal? Did their value increase?
- Animals bought are recorded in "Animal Purchase", not "Animal Inventory"
- Animals Sold need to also be reported in "Income Record"
- Record "N/A" or "No animals owned" where applicable

# Animal Inventory

**DO NOT LEAVE THIS PAGE BLANK**

If you do not have any animals, report "No animals Owned"

## ANIMAL PURCHASE RECORD

Record all horses you buy or lease during the year. If you lease a horse, put "lease" in the Total Cost column and include the fee in Other Expense Record (pg. 10). If you own a horse at the beginning of the 4-H year, it should be recorded in START Animal Inventory (pg. 5) and NOT in Animal Purchase Record.

Write "no horses purchased" if you did not buy or lease a horse this 4-H year.

Date	Animal Name	Seller/Lessor	Horse: \$	Horse: \$	Horse: \$	Total Cost
4/15	Frank	Mr. Smith	(Jamie) 0.00	(Frank) \$2,000.00	(Misty) 0.00	\$2,000.00
8/15	Misty	Ms. Barth	N/A	N/A	Lease	Lease
TOTAL ANIMAL PURCHASE:						

## INCOME RECORD

Record all income you earned this year. Income may be from selling horses, equipment or tack, and from show winnings, barn work, etc. If a horse is owned at the end of the 4-H year, that horse should be listed in END Animal Inventory (pg. 5) and NOT in Income Record. Add more lines/pages as needed.

Write "no income" if you did not make any money this 4-H year.

Date	Item/Animal ID	Income From	Horse: \$	Horse: \$	Horse: \$	Total Income
4/2	Clean 20 Horse Stalls	Sunset Farm	\$50.00	\$50.00	\$0.00	\$100.00
8/15	Fair Premiums	County Fair Horse Show	\$20.00	\$20.00	\$0.00	\$40.00
TOTAL INCOME:						

## ANIMAL PURCHASE

- Record all animals you buy DURING the 4-H Year
  - How much did you buy that animal for?
- Animals owned at the start of the 4-H year should be recorded in "Animal Inventory" not "Animal Purchase"
- Animals Sold need to also be reported in "Income Record"
- If you did not purchase any animals, report "No animals purchased"

## INCOME

- Record all income received during the 4-H Year
- animal sales, equipment/tack sales, show premiums, barn work, etc.

# Animal Purchase

## Do not Duplicate Animals!

Animals should not be recorded under starting animal inventory and animal purchase. They should be recorded in only one spot



## HEALTH RECORD

Enrolling in an animal project requires you to take responsibility for the health and treatment of your horse. If problems should arise, it is important to have the contact information of your local veterinarian.

Name & Phone Number of Veterinarian:

Record all health care for your horse(s). This includes medications, immunizations (shots), dewormers, as well as management care such as hoof trimming, teeth floating, fly prevention, clipping, cleaning pens, etc. **Also include supplements you feed your horse. Do not leave any blanks. Record N/A where applicable. Remember to record the cost of health care services and supplies in Health Expense Record (pg. 8).**

Date	Animal Name	Reason for Treatment	Treated With, How Much (dosage), Method of Administration	Lot Number, Expiration Date	Person Who Administered Treatment
Ex. 5/17	Frank	Parasite prevention	Safe Guard Wormer - amount for 1,200 lb. horse, Oral Paste	Lot:123456 Exp: 2015	Dr. Smith
Ex. 7/1	Jamie	Scheduled six week hoof care	Trim and Shoe - shoe size 0 with pads, left more heel	N/A	Sam Mark

- Record all health care administered - fly prevention, hoof trimming, clipping, cleaning pens/feed bins/water tanks, vaccinations, parasite prevention, medication administration, wound care, etc.
- Fill out all columns for each treatment - no column should be left blank. If the column doesn't pertain to the treatment, record "N/A"

# Health Record

**This page should NEVER be left blank**

All animals need health care

## HEALTH EXPENSE RECORD

Record health expenses such as veterinary/medical costs. Remember to include veterinarian/service fees and any items you purchase on your Health Record (pg. 7). Record supplements in Feed Expense Record (pg. 9). Label and fill out the horse column even if you only have one horse. Add more lines/pages as needed.

Record "no expenses" if there were no health expenses this 4-H year.

			Horse:	Horse:	Horse:	
Date	Health Item	Paid To	\$	\$	\$	Total Cost
Ex: 3/15	4-Way Vaccine	ABC Vet Clinic	(Jamie) \$60.00	(Frank) \$20.00	(Misty) \$20.00	\$100.00
TOTAL HEALTH EXPENSE:						

- Record all expenses related to health care cost
  - Veterinary/Service Fees
  - Items purchased for care listed under "Health Record"
- Do not include supplements and medicated feed, these should be recorded under "Feed Expense Record"

# Health Expense Record

**This page should NEVER be left blank**  
 All animals need health care and there are expenses to their care

## FEED EXPENSE RECORD

Record all feed, grain, hay, water and pasture rent you purchase during this 4-H year. Charge the appropriate amount to the specific horse column(s) for which you purchased the feed. Then record the total amount and cost. Remember to include units (Example: lbs of feed in amt. column). Label and fill out the horse column even if you only have one horse. **If the animal is boarded, feed costs should be calculated separately from boarding/lease cost and included on this page. Record board/lease costs in Other Expense Record (pg. 10). Keep in chronological order.** Add more lines/pages as needed. Total each page and then have a final total on last page.

Date	Item	Paid To	Horse:		Horse:		Horse:		Total Amount	Total Cost
			Amt.	\$	Amt.	\$	Amt.	\$		
Ex: 2/15	Sweet Feed	XYZ Feed	25 lbs	(Jamie) \$20.00	25 lbs	(Frank) \$20.00	0	(Misty) \$0.00	50 lbs	\$40.00
7/10	Pasture	EFG Farm	0	\$0.00	0	\$0.00	30 days	\$50.00	30 days	\$50.00
<b>TOTAL FEED EXPENSE:</b>										

- Record all expenses related to your animal's feeding
  - Grain, hay, supplements, medicated feed, water
- Record the amount purchased (including units) and the cost
- Pasture should be recorded if you pay to rent pasture
- Board cost should NOT be recorded in "Feed Expense Record" instead record all board cost in "Other Expense Record"

# Feed Expense Record

**This page should NEVER be left blank**  
Animals must have food and water to survive!

## OTHER EXPENSE RECORD

Enter all other expenses such as show supplies, equipment, tack, stall or barn rent, riding lessons, entry fees, brand inspections, gas for car or truck, farm utilities (except water), etc. **Record horse lease fees here.** Label and fill out the horse column even if you only have one horse. Add more lines/pages as needed.

Record "no expenses" if there were none this 4-H year.

Date	Item	Paid To	Horse: \$	Horse: \$	Horse: \$	Total Cost
Ex: 5/15	One Water Tank	RST Ranch Supply	(Jamie) \$10.00	(Frank) \$10.00	(Misty) \$10.00	\$30.00
<b>TOTAL OTHER EXPENSE:</b>						

- Record all expenses related to your project that are not feed or health related
  - horse lease fees, show supplies, equipment, tack, board, clinic lessons/fees, entry fees, brand inspections, fuel costs, farm utilities, weigh-in fees, etc.
- Record the item purchased, where you bought it from and the cost

# Other Expense Record

**This page should NEVER be left blank**

All members must record their enrollment fees, fuel fees, etc.

## FINANCIAL SUMMARY

Record your total income and expense for each project and the total of all projects to see if you made or lost money on your projects this year. Directions are given to the right of the columns.

	Horse:	Horse:	Horse:	Total All Horses	Directions
<b>Income</b>					
A. What is the value of the equipment you still own at the end of the year?					Total End Value (pg. 3)
B. What is the value of the horse(s) you still own at the end of the year?					Total End Value (pg. 5)
C. How much money did you earn?					Total Income (pg. 6)
D. What is your total income?					A + B + C
<b>Expenses</b>					
E. What was the value of the equipment you owned at the start of the year?					Total Start Value (pg. 3)
F. What was the value of the horse(s) you owned at the start of the year?					Total Start Value (pg. 5)
G. How much did you spend on purchasing horses?					Total Animal Purchase (pg. 6)
H. How much did you spend on health expenses?					Total Health Expense (pg. 8)
I. How much did you spend for feed?					Total Feed Expense (pg. 9)
J. How much did you spend on other expenses?					Total Other Expense (pg. 10)
K. What are your total expenses?					E+F+G+H+I+J
<b>Profit/Loss</b>					
L. What is your overall profit/loss?					D - K

- Compare your expenses to your income at the end of your project
- Read the directions carefully to make sure that you are completing the record as needed!
- If you do not have market animals that sold at the fair, record N/A on R (Int/Sr ONLY)

# Financial Summary

## Double Check ALL Calculations

If one calculation is wrong, it can mess up your entire report

## INVOLVEMENT RECORD

Members must complete a community service activity and a demonstration in order to complete their project. The 4-H program also provides additional opportunities for leadership, exhibition, and judging. Record your involvement in these areas which may be within or outside of 4-H. Record "none" or N/A where it applies. Add more lines as needed.

What did you do for your community? How did you practice citizenship?	Date, Hours	What did you learn?
What did you demonstrate? What speech(es) did you give?	Date	What did you learn?
How were you a leader or helpful to others? What leadership events did you attend?	Date	What did you learn?
Where did you exhibit/show? What judging activity(s) did you do?	Date	What did you learn?

- In order to complete your project, all members must complete Community Service and a demonstration
- Record all involvement from the 4-H Year (can be from outside 4-H)
  - leadership events, shows/exhibitions, judging, Fair,

# Involvement Records

## Answer All Questions

Try to complete at least 1 activity per category

## STORY AND PICTURES

It is suggested that you complete the following other requirements in a separate document such as in Microsoft Word and attach pictures on another page. Insert story and pictures before Project Completion (pg. 14).

### Project Pictures

Include a minimum of four pictures with a descriptive caption for each are expected. Include pictures that demonstrate the progress of your project throughout the year or a variety of things you did with your 4-H horse project. Additional photos may be added.

### 4-H Story

Tell us about your 4-H experience in a story. The following may be used as a guide to help you in compose a story related to your project(s).

#### About Me

- \* Tell how old you are and when you joined 4-H
- \* Tell why you joined 4-H
- \* Share about your interests or hobbies
- \* Tell about future and career plans

#### 4-H Project and Activates

- \* Describe your projects. Tell how they were successful or challenging
- \* Explain your goals and which ones you reached
- \* Share what you would do differently if you were to try it again
- \* Describe what skills have you learned this year
- \* Tell how your projects have grown in size and scope?
- \* Explain how you have arranged for financing (if needed)
- \* Tell about any adults or other 4-H members that were especially helpful to you. Share how they were helpful.

#### Leadership and Citizenship

- \* Share what leadership and citizenship mean to you
- Tell how 4-H has helped you become a better leader and citizen.
- \* Describe what types of citizenship or leadership projects have you been involved in
- \* Tell how you have contributed to 4-H, your community & your school
- \* Describe the most important offices you have held and the committee assignments you have accepted.
- \* Share what you have learned from working with other 4-H'ers as a junior or teen leader

#### 4-H's Impact on You

- \* Tell how your 4-H participation changed how you feel about yourself
- \* Tell how your participation influenced your school and career goals
- \* Describe what being a 4-H member means to you

Story may be typed or hand-written with 1 inch margins. Handwritten stories should be written on lined, white notebook paper and be legible. Typed stories should be on plain, white paper and no smaller than 12-point font. **Limit your story to a maximum of three (3) pages. Remember that good grammar, correct spelling, and complete sentences are important.**

- Include at least four (4) pictures that show project progress
  - More photos may be added as necessary
- All photos must have a descriptive caption
- Pictures should be added **BEFORE** Story and Project Completion Page.
  - Photos should **NOT** be placed in pockets or attached to the binder, they need to be in the actual record book!

# Project Pictures

## Take Progress Photos of Your Projects

By taking pictures you can see how your animals change and grow over time!

## STORY AND PICTURES

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- \* Describe what being a 4-H member means to you

Story may be typed or hand-written with 1 inch margins. Handwritten stories should be written on lined, white notebook paper and be legible. Typed stories should be on plain, white paper and no smaller than 12-point font. **Limit your story to a maximum of three (3) pages. Remember that good grammar, correct spelling, and complete sentences are important.**

- Use 12 point font or larger and 1" wide margins when completing your story
- If hand written, write neatly to complete your story
- 4-H Story should be constructed using proper grammar
- Demonstrate project understanding, growth, goal reflections, etc. when completing your story
- Limit your story to 3 pages
- The 4-H Story should be added **AFTER** Pictures and **BEFORE** the Project Completion Page.
  - 4-H Stories should **NOT** be placed in pockets or attached to the binder, they need to be in the actual record book!

# 4-H Story

## Read through the story guide

Can you answer all the questions provided when completing your story?



## GOAL REFLECTION

Goals help you achieve more when you review them each year. At the END of the year, answer the following questions in complete sentences.

Did you meet your goal this year (pg. 2)? Why or why not?	
Which 'To Do's did you complete?	
What helped you complete your goal? What challenges kept you from reaching your goals?	

## PROJECT COMPLETION

I declare that the information in this book is correct and all 4-H requirements have been completed to the best of my knowledge.

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Include this as the last page of your Record Book, after your story and pictures.

- At the end of your project, review the goals you set at the beginning. You are able to achieve more when you review your goals each year!
- Use complete sentences when answering the goal reflection questions

# Goal Reflection

### Did you achieve your goals this year?

How can you revise your strategy to achieve the goal in the next year?

## GOAL REFLECTION

Goals help you achieve more when you review them each year. At the END of the year, answer the following questions in complete sentences.

Did you meet your goal this year (pg. 2)? Why or why not?	
Which 'To Do's did you complete?	
What helped you complete your goal? What challenges kept you from reaching your goals?	

## PROJECT COMPLETION

I declare that the information in this book is correct and all 4-H requirements have been completed to the best of my knowledge.

Member Signature \_\_\_\_\_ Date \_\_\_\_\_

Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Include this as the last page of your Record Book, after your story and pictures.

- All signatures are required
- Project completion should be dated on the day you finish your project/record book
- This is the LAST page of your record book. AFTER pictures and stories

# Project Completion

**ALL SIGNATURES ARE REQUIRED TO  
COMPLETE THIS RECORD BOOK!**



# Closing Thoughts

- Don't wait for the last minute to complete your record book
- Set-Up a time with your 4-H Leaders in ADVANCE to get their signatures when needed
- Keep track of all your expenses throughout the 4-H Year
- If you need help with your record book, reach out for some help!
  - Older members, club leaders, Extension Office
- Record books can contain multiple livestock species

Need some help with Record Books?

## ■ Record Keeping Tips!

- Calendar to enter all 4-H Records
- Old Check Book to enter all 4-H Expenses
- Notebook by animal's pen
- Pocket to keep all receipts in
- Enter in all records as they come up
- Set aside 2 hours/week to work on your record book

## ■ Important Notes!

- Record books must be completed in order to participate in the project the following year
  - in order to complete the project, you must have a score of 70% or higher
- All pages must be securely attached to the binder to avoid missing pages

# Contact Us



970-723-4298



[lacey.paeglow@colostate.edu](mailto:lacey.paeglow@colostate.edu)



<http://jackson.extension.colostate.edu/4-h-e-records/>



312 5th Street Walden, CO 80480

A close-up photograph of three horses in a field. The horse in the center is grey with a white blaze on its face. The horse on the left is brown with a white blaze. The horse on the right is brown. The background is a bright, overcast sky and a green field.

# Questions?

Created by Millie Delaney- Routt County 4-H Livestock Coordinator