



JACKSON COUNTY  
COLORADO STATE UNIVERSITY  
EXTENSION

# Livestock Record Book Workshop

Tips and Tricks

[Find Record Books Here!](#)





# 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**



# Junior Livestock Record



For Use by Members 8-10 Years Old

**2021-2022**

Please check all the projects you are in this year and fill out name, etc. Then print and sign this form at the start of your project year.

Project Species	Market	Years in Project	Breeding/Egg Production	Years in Project
Beef				
Poultry - Chicken				
Rabbit				
Sheep				
Swine				
Turkey				
Market (Meat) Goats				

Name \_\_\_\_\_

4-H Club \_\_\_\_\_

4-H County \_\_\_\_\_

Birth Date \_\_\_\_\_

Age as of December 31 \_\_\_\_\_

Project Species	Other Livestock	Years in Project
Dairy Cattle		
Dairy Goats		
Fiber Goats		
Pygmy Goats		
Utility Goats		
Chicken - Show Birds		
Ducks		
Geese		
Pigeons & Game Birds		

### 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

Records must be printed in landscape format. Records may be completed on the computer or neatly handwritten.

- 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 in 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 TWO SMART goals that are Specific, Measureable, Attainable, Realistic and Timely each with two "To Do" items that will help you complete your goal. Use complete sentences.**

Goal A	
"To Do" Plan	1
	2

Goal B	
"To Do" Plan	1
	2

Knowing the contact for your local veterinarian is important for all animal owners in case an animal gets sick or hurt.

Name & Phone Number of Veterinarian:

2

## 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 to 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."
- Fill out the Name and Number of your veterinarian

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

Use complete sentences to answer all of the questions

# Goals







## ANIMAL INVENTORY

At the start of your project, record all the animals own in START Animal Inventory. Record the value of your animal under the correct project column (even if you have one project) and under the Animal Value Column. Remember to label the project columns. **Record any animals you buy in Animal Purchase (pg. 6) and in START Animal Inventory.** If any time during the year you sell one of these animals or one dies, record "sold or died" in the last column for that animal. **Remember to record any animals you sell in Income Record (pg. 11).** At the end of your project, record all the animals you still have in END Animal Inventory. Do not leave blank. Record "no animals 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 your 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?	Project:	Project:	Project:	Project:	Total Animal Value	During the 4-H year Was this Animal Sold? Did this Animal Die?
Animal ID (tag/sex/name)	Value	Value	Value	Value		
Ex. Dairy Ewe, Jamie	(Mkt Beef) \$0.00	(Brd Beef) \$0.00	(Dairy Goat) \$300.00	(Poultry Egg) \$0.00	\$300.00	--
Ex. Heifer #356	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	Sold
<b>TOTAL START VALUE:</b>						

What animals do I own at the END of my project?	Project:	Project:	Project:	Project:	Total Animal Value
Animal ID (tag/sex/name)	Value	Value	Value	Value	
Ex. Dairy Ewe, Jamie	(Mkt Beef) \$0.00	(Brd Beef) \$0.00	(Dairy Goat) \$350.00	(Poultry Egg) \$0.00	\$350.00
<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"





- Record all necessary information for your breeding project
- If you have a breeding project, but did not breed your animal this year, fill out all the needed information and write "Did not Breed"
- Must include breeding Animals Name!

# Breeding Supplements

**Only necessary for breeding projects**

Keep supplement pages from year to year for your breeding records!

[Breeding Supplements Here!](#)



## ANIMAL PURCHASE RECORD

Record animals you buy during this 4-H year. Record the cost of the animal under the correct project column and under total cost. Remember to label project columns. **If you own an animal at the beginning of the 4-H year, it should be listed in START Animal Inventory (pg. 4) and NOT in Animal Purchase Record.**

Record "no animals purchased" if you did not buy any animals for your project this 4-H year.

Date	Animal ID (tag/sex/name)	Seller	Project: \$	Project: \$	Project: \$	Project: \$	Total Cost
Ex: 2/15	Steer #245	Mr. Smith	(Mkt Beef) \$3,000.00	(Brd Beef) \$0.00	(Dairy Goat) \$0.00	(Poultry Egg) \$0.00	\$3,000.00
<b>TOTAL ANIMAL PURCHASE:</b>							

- 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"

# Animal Purchase

### Do not Duplicate Animals!

Animals should be recorded under starting animal inventory or animal purchase. Not in both of them.











## FEED EXPENSE RECORD

Record all feed, grain, hay, water, and pasture you purchase during this 4-H year. Charge the appropriate amount to the specific project column(s) for which you purchased the feed. Then enter the total amount and cost. Remember to include units. **If animal is boarded, feed costs should be calculated separately from board cost and included on this page in order to calculate Average Daily Gain. Board costs should be recorded in Other Expense Record (pg. 10).** Add more lines/pages as needed.

Date	Item	Paid To	Project:		Project:		Project:		Project:		Total Amt.	Total Cost
			Amt:	\$	Amt:	\$	Amt:	\$	Amt:	\$		
Ex: 5/15	Mixed Grain	XYZ Feed	25	(Mkt Beef) \$20.00	25	(Brd Beef) \$20.00	\$0.00	(D Goat) \$0.00	\$0.00	(Pitry Egg) \$0.00	50 lbs	\$40.00
7/10	Pasture	EFG Farm	0	\$0.00	0	\$0.00	30 days	\$50.00	0	\$0.00	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"
- Make sure to put amounts and cost in total columns.

# Feed Expense Record

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



## OTHER EXPENSE RECORD

Record all other expenses such as show supplies, equipment, tack, pen or barn rent, clinic/lesson fees, entry fees, fuel for transportation, tagging fees, brand inspections, farm utilities (except water) and other non-feed, non-health costs. **Label and fill out the project column even if you only have one project.** Add more lines/pages as needed.

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

			Project:	Project:	Project:	Project:	
Date	Item	Paid To	\$	\$	\$	\$	Total Cost
Ex: 5/15	4 Livestock Panels	RST Ranch Supply	(Mkt Beef) \$0.00	(Brd Beef) \$0.00	(Dairy Goat) \$70.00	(Pltry Egg) \$0.00	\$70.00
<b>TOTAL OTHER EXPENSE:</b>							

- Record all expenses related to your project that are not feed or health related
  - 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
- Make sure to put cost in total column

# Other Expense Record

**This page should NEVER be left blank**

All market animals MUST pay a Weigh-In Fee, and fuel to get to fair



## INCOME RECORD

Record all income you earned this 4-H year. Income may be from selling animals, equipment or tack, and from show winnings, barn work, etc. **If an animal is owned at the end of the 4-H year, the animal should be listed in END Animal Inventory (pg. 4).**

Record "no income" below if you did not receive any money this 4-H year.

Date	Item/Animal ID (tag/sex/name)	Income From	Project:	Project:	Project:	Project:	Total Income
			\$	\$	\$	\$	
Ex: 8/15	Fair Premiums	County Fair	(Mkt Beef) \$20.00	(Brd Beef) \$20.00	(Dairy Goat) \$5.00	(Poultry Egg) \$10.00	\$55.00
8/15	Steer #245	County Fair Jr Mkt Sale	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
<b>TOTAL INCOME:</b>							

## COMPARISON OF MARKET VS. FAIR SALE PRICES

Record market projects ONLY to evaluate your project(s) based upon actual market animal prices. **Do not list non-market projects.**

Record N/A if it is a market project but you did not sell a market animal in that project at county fair.

	Project:	Project:	Project:	Project:	Total All Projects
A. How much did you sell your animal for at county fair?					
B. What is the floor-price/market-price per lb. for your project species?					
C. How much does your animal weigh?					
D. What is the market value of your project? (B x C)					
E. What is the difference between the market value of your project and the price received at county fair? (A - D)					

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

### Intermediates & Seniors

- Comparison of Market VS. Fair Sale Price
  - Market price is posted at fair and can be found on Extension Website
  - Record Market Projects ONLY, do NOT complete for breeding projects
  - If you had a market project that did not get sold at fair, report "N/A"

**This page should NEVER be left blank**

Fill out all information correctly and completely

# Income Record



## FINANCIAL SUMMARY

Record your total income and expense for each project and the total for all projects to see if you made or lost money on your projects this year. **Question R should be completed ONLY on Market Projects where an animal was sold at county fair. This part shows how much you would have made/loss in the open market. Record N/A on Question R for projects not sold at county fair.**

	Project:	Project:	Project:	Project:	Total All Projects	Directions
<b>Income</b>						
F.	What is the value of the equipment you still own at the end of the year?					Total End Value (pg. 3)
G.	What is the value of animals you still own at the end of the year?					Total End Value (pg. 4)
H.	How much money did you earn?					Total Income (pg. 11)
I.	What is your total income?					F + G + H
<b>Expenses</b>						
J.	What was the value of the equipment you owned at the start of the year?					Total Start Value (pg. 3)
K.	What was the value of the animals you owned at the start of the year?					Total Start Value (pg. 4)
L.	How much did you spend on animals?					Total Animal Purchase (pg. 6)
M.	How much did you spend on health expenses?					Total Health Expense (pg. 8)
N.	How much did you spend for feed?					Total Feed Expense (pg. 9)
O.	How much did you spend on other expenses?					Total Other Expense (pg. 10)
P.	What are your total expenses?					J+K+L+M+N+O
<b>Profit/Loss</b>						
Q.	What is your overall balance?					I - P
R.	What would your profit/loss be without the county fair price?					Q - E (E from pg. 11)

- 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



## MARKET ANIMAL PERFORMANCE

This page is **ONLY** for Market Animal projects (Beef, Goat, Poultry, Rabbit, Sheep, Swine & Turkey)  
Record N/A in the Project box if you are not in one of these market projects.

It is important to evaluate your market animal's progress during the project by determining Average Daily Gain (ADG) regularly. This will help you to assess your feeding so you can meet market weights for fair. Add more lines as needed.

Complete a market animal performance page for **EACH MARKET ANIMAL OR GROUP OF ANIMALS FED ALIKE**. Record weights in pounds. Rabbits and poultry weights can be in ounces.

See Record Book Guide for help with Market Animal Performance.

Project:		Animal(s) ID:				
Weigh Date	A) Weight	B) Weight Gained (current A - previous A)	C) Number of Days Since Last Weight	Average Daily Gain (ADG) (B / C)	Amt of Feed for this animal or group	Cost of Feed for this animal or group
***Beginning weight, you do not need to fill out the rest of this line***						
<b>TOTALS:</b>						
		<b>D) TOTAL WEIGHT GAINED</b>	<b>E) TOTAL DAYS</b>		<b>F) TOTAL FEED</b>	<b>G) TOTAL COST</b>

Enter the beginning weight (tag-in weight) of your market animal(s) in the first row. Each time you weigh your animal(s), enter this in the next row and determine the ADG. At the end of the year, calculate your overall ADG, Feed Efficiency, and Feed Cost of Gain to help you assess how well your feeding program helped your animal prepare for market. For directions on how to get weights without a scale, click on this link below:

<https://cals.arizona.edu/backyards/sites/cals.arizona.edu/backyards/files/p11-12.pdf>

<b>Average Daily Gain</b> <i>How rapidly did your animal(s) gain weight?</i>	D / E		pounds per day
<b>Feed Efficiency</b> <i>How much feed did your animal(s) need to gain one lb.?</i>	F / D		pounds of feed per pound gained
<b>Feed Cost of Gain</b> <i>How much did feed cost to produce a pound of gain?</i>	G / D		dollars per pound gained

- Only for Market Animals (beef, goat, poultry, rabbit, sheep, swine, turkeys) - record N/A if you do not have a market project
- Carefully follow all instructions to complete the record
- Record all units for all columns (pounds)
- Double check all calculations!

# Market Animal Performance

## All Market Animals Need Their Own Page

Weighing your animal throughout your project can help you gauge how your animal is progressing through the year

## INVOLVEMENT RECORDS

4-H 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(s) 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. 16).

### 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.** 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 Activities

- \* 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

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. 16).

### 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.** Additional photos may be added.

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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).

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- 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!

## Read through the story guide

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

# 4-H Story











# 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 photograph of three chickens standing in a grassy field. On the left is a speckled hen with a white face. In the middle is another speckled hen with a red face. On the right is a rooster with reddish-brown feathers and a red comb. The word "Questions?" is overlaid in large, dark green, bold letters across the center of the image.

# Questions?

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