



# A Closer Look at Alaska 4-H Livestock Project Insert

Name of Project \_\_\_\_\_ Years in This Project \_\_\_\_\_

Name of Member \_\_\_\_\_ Years in 4-H \_\_\_\_\_



*We are Alaska 4-H – Your first class at UAF*



## **A Closer Look at Records - Livestock Project Insert**

*A Closer Look at Alaska 4-H - Livestock Project Insert* is a guide to assist 4-H members in completing the *Alaska State 4-H Livestock Project Insert*.

Recordkeeping is a skill necessary throughout life. Good recordkeeping practices can save a person time, money and even stress.

Begin with the *Livestock Project Insert* at the time you start your project work. It's important to write your goals before you commence — what you want to learn, or do in your project. These goals will give you and your 4-H leader an idea of where to start. You should have a *Livestock Project Insert* for each 4-H project completed.

The key to success in recordkeeping is to write down the information in the *Livestock Project Journal* as you go along. Making an entry in your journal may not seem important at the time, but later on it will help you write your 4-H story, will help you count up how much time you spent on a project, and may just help you remember a special time with your livestock project or with your club. Think of your *Livestock Project Journal* as a diary. Diaries are informative and often entertaining to look back at!

Good luck with your 4-H recordkeeping! Remember, if you have questions, you can ask for help from an experienced 4-H'er, a 4-H leader or Cooperative Extension Service 4-H staff.

**Marla Lowder**  
**4-H/Youth Development Extension Agent**

## 4-H LIVESTOCK PROJECT INSERT: Page 1

Use the *Livestock Project Insert* for livestock related projects. Complete page 1 at the beginning of the project.

### Name of Project

For each project you are enrolled in, you will need a separate *Livestock Project Insert*. At the top of each one, write the name of project that insert is for. An example would be: "Finished Beef." If you have another project, an example on a separate insert would be: "Market Turkey."

### Name of Member

Write your name.

### Years in This Project

How many years have you taken this particular project? If it is your first year, put one; second year, two; and so on.

### Years in 4-H

How many years have you been enrolled in 4-H? How many years have you accumulated as a 4-H member? If you took a year or two off, that's OK. Write the number of years accumulated. (This num-

ber should agree with "Year in 4-H" on your 4-H Member Enrollment Form.)

## INSTRUCTIONS: Page 2

General information on record book completion.


## PROJECT COMMITMENT: Page 3

This is where you express your goals for the project. What do you want to do and learn? An example would be: "In my Market Swine Project, I want to learn how to improve my showmanship skills. There are many ways to train a pig to drive forward or turn in the ring. This year I would like to focus on methods to train my pigs to follow the showstick."

Complete this part in the beginning so you will have a direction. Sign and date it.

### This Is What My Parent(s)/Guardian/leader Agreed to Do to Help Me learn:

In this section your parent(s)/guardian will write what they will do to help you achieve your goals for the project. This could include driving you to






## Alaska 4-H

# Livestock Project Insert


AKH-00036

Name of Project \_\_\_\_\_ Years in This Project \_\_\_\_\_

Name of Member \_\_\_\_\_ Years in 4-H \_\_\_\_\_



We are Alaska 4-H – Your first class at UAF



Name of Project \_\_\_\_\_ Years in This Project \_\_\_\_\_

Name of Member \_\_\_\_\_ Years in 4-H \_\_\_\_\_

### Project Commitment

This is what I want to do and learn (include description of animals you plan to have, items you hope to make, skills you want to learn, etc.):

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

This is what my leader agreed to do to help me learn:

---

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

This is what my parent(s)/guardian agreed to do to help me learn:

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Parent(s)/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

project meetings, assisting in learning a skill or helping figure the cost of the project. They will then sign and date it. The purpose of this page is to make you think about what you really want to accomplish in this project, how you will do it and with what kind of help. With it written down and signed, you have made a contract with yourself about what you plan to achieve in this project.

For some of you, your project leader may be your parent(s)/guardian, so this section and the next may be the same. The leader needs to write what he/she is willing to help you do. For example, “I will hold project meetings to teach about raising and showing swine.” The leader needs to sign and date it.

**EXPENSE JOURNAL: Page 4**

The “Supplies Record” is where you will write a description of non-feed supplies purchased. The “Feed Purchase Record” is where you will write a description of feed types and amounts purchased, including mineral supplements. An example would be: the date of purchase, the brand/manufacture’s name with

the description of the feed or supplement (example: Brand Name, Swine Concentrate 40% Protein, 50 lbs.), and the purchase cost. Be sure to total the costs at the bottom of the page.

**ANIMAL WEIGHT RECORD: Page 5**

The purpose of the “Tanana District 4-H/FFA Animal Weight Record” is to help you monitor your project animal(s) health and growth development. Keeping track of weight gain or weight loss will assist you to care for your project animal(s). Examples of why knowing your project animal(s) weight would be helpful are: to determine amounts of feed needed; determine appropriate dosages for vaccinations, medicine, wormers, and parasitic applications; determine if the animal(s) are of a mature size for breeding; determine if the animal(s) rate of gain is on track to reach finished weights appropriate for slaughter; etc.

*NOTE: Use a Separate “Weight Record” Per Project Animal*

Expense Journal		
<b>SUPPLIES RECORD:</b>		
DATE (M/D/Y)	DESCRIPTION OF NON-FEED SUPPLIES PURCHASED	COST
<b>TOTAL</b>		
<b>FEED PURCHASE RECORD:</b>		
DATE (M/D/Y)	DESCRIPTION OF FEED TYPES AND AMOUNTS PURCHASED, INCLUDING MINERAL SUPPLEMENTS	COST
<b>TOTAL</b>		

Animal Weight Record (Use separate sheet per animal)			
Animal Name: _____		ID/Tag # _____	
DATE (M/D/Y)	METHOD USED: WEIGHT TAPE, SCALE TYPE, OTHER	WEIGHT DESCRIPTION: BIRTH, PURCHASE/START, OFFICIAL FAIR, END OF PROJECT, OTHER	WEIGHT

Animal Weight Graph											
Weight											
DATE											

**Date**

Write down the month, day and year of when you weigh your project animal(s).

**Method Used: Weight Tape, Scale Type, Other**

Describe the method used to weigh your project animal(s).

**Weight Description: Birth, Purchase/Start, Official Fair, End of Project, Other**

Write a description to explain why you weighed your project animal. Examples could be: "Project Weight at possession," "Project Weight Check," or "Official 4-H Market Weigh In."

**Weight**

Record the weight and label the unit. Example would be: 35 lbs. or 273 pounds.

**PROJECT ANIMAL VETERINARY RECORD AND PROOF OF VACCINATION: Page 6**

Include a copy of this form for each animal. The purpose of the "Project Animal Veterinary Record" is to help you keep track of any injuries, illnesses,

vaccinations, parasite control, vitamins/minerals, castration, dehorning, medication in feed, etc.

If you did not have anything to record on this form write "not applicable" or "none given" to help explain the blank form.

**NOTE:** If raising a market animal(s), be sure you do not use any drugs or medications that are not cleared for use in meat animal(s) and follow drug withdrawal periods prior to livestock market auctions or slaughter.

**ACTIVITY JOURNAL: Page 7 and 8**

The purpose of the "Activity Journal" is to help you keep track of time spent with your animal; changes in feeding, exercise and training routines; work on animal pens, and other activities related to your animal project. When you complete the project, there will be a record of what you have done. **The key to success in this section is to complete it as you go along.** Additional "Activity Journal" pages may be added if needed.

Animal Species and Breed \_\_\_\_\_ Animal Name: \_\_\_\_\_ ID/Tag # \_\_\_\_\_

**Project Animal Veterinary Records** (Include a copy of these forms for each animal)

If raising a market animal(s), do not use drugs/medications that are not approved for use in meat animal(s). Follow drug/medication withdrawal periods prior to fair/project completion. All animal(s) will be inspected for illness/external parasites before entering barns at the fair. Any animal(s) with illness/external parasites may not remain on the fairgrounds.

DATE (M/D/YY)	DESCRIPTION OF WHAT WAS DONE	PRODUCT	DOSE	COST
TOTAL				

**Animal Proof of Vaccination Record** (Keep original in Record Book - copy for animal delivery day vet check)

If raising a market animal(s), do not use drugs/medications that are not approved for use in meat animal(s). Follow drug/medication withdrawal periods prior to fair/project completion. All animal(s) will be inspected for illness/external parasites before entering barns at the fair. Any animal(s) with illness/external parasites may not remain on the fairgrounds.

DATE (M/D/YY)	VACCINE	PARASITE CONTROL	MEDICATION IN FEED	MANUFACTURER	LOT NO.	EXPIRATION	DOSE	DESCRIPTION/DISEASE(S) PREVENTED	WHO ADMINISTERED	COST
TOTAL										

6

**Activity Journal**

DATE (M/D/YY)	TIME SPENT WITH ANIMAL; CHANGES IN FEEDING, EXERCISE AND TRAINING ROUTINES; WORK ON ANIMAL PENS; ETC.	TIME (MINUTES)
SUBTOTAL		

7

**Date**

Write down the month, day and year of the activity. It is best to do this at regular intervals, such as once a week or at the end of a project meeting.

**Activity Journal Description**

Write a description of what you did that is related to your livestock project. An example would be: "I tagged my steers, gave vaccinations, took photographs, and weighed my steers using the Heart Girth X Heart Girth X Body Length /300 =Pounds measurement method."

**Time**

Record the amount of time you spent on your activity. Examples could be: "I spent 15 minutes feeding and watering my steer," "The project meeting to learn about shearing sheep was 60 minutes," or I worked on my poultry showmanship presentation for 30 minutes." Add the total time at the bottom of the page.

**PROJECT FINANCIAL SUMMARY: Page 9**

The "Project Financial Summary" fits most projects. There will be some projects in which you enroll that may not involve materials, expenses, or income. If you believe this to be the case, write at the top of the page, "Does not apply to this project."

**Beginning Value**

The lines at the top of the page are provided for you to list any materials, animals, and equipment that you had at the start of your project year or carried over from previous years. To complete this section, write the *date* you are making the entries. List and describe things you already have that you use for the project. Indicate with a number *how much/how many*. Next list the *monetary value* of the item(s) in dollars and/ or cents.

**Income/Value**

If you sell any equipment or project items during the course of the time you are involved in the project, record it on the appropriate line. Also include 4-H exhibition show premiums, fair premiums, and other project related earnings.

**NOTE:** Income that is specific to 4-H District events may be listed in the "Other" line.

**Total Income from Project**

Add up all the above lines in the "Income/Value" section and write the amount.

**Costs**

**(Use Livestock Project Insert Records to Help Complete the Costs)**

If you purchase any supplies, equipment or have other expenses related to your project, record them on this line. You may also note this in your "Activity Journal." Examples would be describing time spent to purchase animals or feed.

**Total Cost of Project:**

Add up all the lines in the "Costs" section and write the amount.

**Profit (Subtract Costs from Income)**

The next step is to subtract the costs from the income if the income is greater than the costs.

In this case you will show a profit. Write this amount on the profit line.

Project Financial Summary			
BEGINNING VALUE: Materials, supplies, animals and equipment you had on hand at the start of your project year or carried over from previous years.			
DATE	ITEM	HOW MUCH/ HOW MANY	COST
<b>TOTALS</b>			<b>\$</b>
<b>Income/Value</b>			
	Beginning value	\$	_____
	Sale of animal or product		_____
	Sale of equipment		_____
	Fair and show premiums		_____
	Other		_____
	<b>Total income from project</b>		<b>\$</b> _____
<b>Costs (project journal)</b>			
	Cost of supplies/equipment	\$	_____
	Cost of feed		_____
	Veterinary care/medications		_____
	Initial cost of animal(s)		_____
	_____% Sale fee (if market animal)		_____
	Other		_____
	<b>Total cost of project</b>		<b>\$</b> _____
	<b>Profit (subtract costs from income)</b>		<b>\$</b> _____
	<b>Cost of project (if costs are greater subtract income from costs)</b>		<b>\$</b> _____
	<b>Total time spent on project (project journal)</b>		_____

## Cost of Project (if Costs are Greater Subtract Income from Costs)

If costs are greater than the income, subtract income from costs and write the amount on the line provided.

## Total Time Spent on Project (Use Livestock Project Insert Activity Journal Time Records to Help Complete the Total Time Spent on the Project)

The last piece of information requested on the “Project Financial Summary” is “Total Time Spent on Project (from “Activity Journal”). This information will be come from the “Activity Journal.” The “Project Financial Summary” is dependent on what is recorded in the “Activity Journal,” making both of these important parts of the 4-H *Livestock Project Insert*.

## RATE OF GAIN WORKSHEETS: Pages 10 and 11

Successful Market Livestock Projects include enough information about how much weight is gained, how much feed is consumed, how efficiently feed is used and how much money is spent and earned for you to

judge the success of your project this year and plan improvements for future projects. Use information from your “4-H Livestock Project Insert” to complete your Rate of Gain pages.

**NOTE:** The “Rate of Gain Worksheets” fit most projects. There will be some projects in which you enroll that may not be applicable. If you believe this to be the case, write at the top of the page, “Does not apply to this project.”

### Rate of Gain Worksheets

- C. The amount of feed required for each pound an animal gains can be calculated from weight and feed records.
- FEED CONVERSION (FC) = Total feed (lbs) divided by weight gained (lbs) = Pounds eaten per pound gained (lbs/lb)
- Example:** A goat ate 150 lbs of feed (hay, grain, goat chow, concentrates, milk solids, etc.) during a period of 100 days. It weighed 30 lbs when purchased and it weighed 80 lbs after 100 days.
- Weight gained = 80 lbs - 30 lbs = 50 lbs
- FC = 150 lbs total feed divided by 50 lbs weight gained = 3 lbs of feed consumed per lb gained
- Question:** Do you want your FC to be a big number or a little number? \_\_\_\_\_

Calculate your FC:

\_\_\_\_\_ lbs total feed consumed divided by \_\_\_\_\_ lbs weight gained = \_\_\_\_\_ lbs fed/ lb gained

- D. The amount it costs for each pound gained by an animal can also be calculated from feed and weight records.
- FEED COST PER POUND OF GAIN= Cost of feed divided by weight gained (lbs) = \$/lb
- Example:** A turkey ate two bags of turkey feed, which cost \$25 (\$12.20 per bag). It weighed ¼ lb when obtained and it weighed 25 and ¼ lb at the end of the project.
- Weight gained was 25 lbs.
- Feed Cost= \$25 (total feed cost) divided by 25 lbs (weight gained) = \$1 cost per pound
- Question:** Can you change your feed cost per pound of gain? \_\_\_\_\_
- How?

Calculate your feed cost per pound of gain:

\$ \_\_\_\_\_ feed cost divided by \_\_\_\_\_ lbs weight gained = \$ \_\_\_\_\_/lb

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### Rate of Gain Worksheets

Successful Market Livestock Projects include enough information about how much weight is gained, how much feed is consumed, how efficiently feed is used and how much money is spent and earned for you to judge the success of your project this year and plan improvements for future projects.

- A. The rate at which an animal gains weight can be calculated from your weight records.

AVERAGE DAILY GAIN (ADG) = Weight gained(lbs) divided by # of days fed = Pounds gained per day(lbs/day)

**Example:** A calf weighed 90 lbs when purchased and it weighed 290 lbs after feeding it for 100 days.

Weight gained = 290 lbs - 90 lbs = 200 lbs

ADG = 200 lbs divided by 100 days = 2 lbs/day

**Question:** Is ADG in May the same as ADG in July? \_\_\_\_\_. Can you change your ADG? \_\_\_\_\_

Boxes 1 & 2 are for large livestock. Box 3 is for small livestock (poultry, rabbits, cavyies)

(1) Calculate your animal's ADG from possession \_\_\_\_\_ (date) until weigh-in: \_\_\_\_\_ (date)

\_\_\_\_\_ lbs gained divided by \_\_\_\_\_ days = \_\_\_\_\_ lbs/day

(2) Calculate your animal's ADG from weigh-in \_\_\_\_\_ (date) until fair weigh-in: \_\_\_\_\_ (date)

\_\_\_\_\_ lbs gained divided by \_\_\_\_\_ days = \_\_\_\_\_ lbs/day

(3) Small stock only — Calculate your animal's ADG:

\_\_\_\_\_ weight at fair divided by \_\_\_\_\_ days of age = \_\_\_\_\_ lbs/day

- B. The amount of feed an animal eats per day can be calculated from your feed records.

AVERAGE DAILY FEED INTAKE (ADFI) = Total feed (lbs) divided by # of days fed = pounds consumed per day (lbs/day)

**Example:** A pig ate 550 lbs of feed (including pig chow, grain, concentrates, milk solids, etc.) in a period of 100 days.

ADFI = 550 lbs divided by 100 days = 5.5 lbs of feed consumed per day

**Question:** Why is ADFI different from ADG?

Calculate your animal's ADFI:

\_\_\_\_\_ lbs total feed divided by \_\_\_\_\_ days fed = \_\_\_\_\_ lbs/day

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## PROJECT HIGHLIGHTS: Page 12

“Project Highlights” are to be written when your project is completed. The purpose of the “Project Highlights” is to help you evaluate your growth in the project.

## What Was Learned

The first section tells you to write about what was learned. The instructions direct you to include “at least SIX NEW things learned this year” in your project. What was learned could be knowledge (“I learned how to flip a rabbit on its back for showmanship”). What was learned could also be a skill (“I

learned how to trim goat hooves”). You could also include something you discovered about yourself (“I learned I really like sharing what I know with young children,” “I learned that with practice I am becoming more comfortable talking in front of my 4-H Club”). You may describe feelings, emotions, values.

**Unusual Events, Successes or Problems Solved**

The second section asks you to write about unusual events, successes or problems solved. This is where you would highlight something about your project. An unusual event could be that you went to a live-stock judging class and learned about placing market swine. A success could be you were awarded your first blue ribbon at the fair or you presented your first demonstration at a public presentation event. If you had any problems with your project, you would want to mention them in this section.

**To Do Differently Next Time**

The final section under “Project Highlights” offers you the opportunity to tell about what you will do differently next time. If you had a problem with your project, what will you do to solve it next year if you take the project again? If you had great success with

your project, what will you do to challenge yourself next time? The purpose of this section is to help you evaluate what you’ve done and what you could do to either change or improve in your project work.

**4-H PICTURES: Page 13**

The picture section offers you the opportunity to present photographic documentation of your project work. This page is where you include pictures of your 4-H project, participating in 4-H activities or receiving recognition, or results of your 4-H work. Caption and date each photograph with an explanation of the picture.

<b>Project Highlights</b>
What was learned? Include at least SIX new things learned this year:      
Unusual events, successes or problems solved:      
To do differently next time:      
12

<b>4-H Pictures</b>
Include at least two pictures of you with your 4-H project, participating in 4-H activities or receiving recognition, or results of your 4-H work. Caption each photograph with an explanation of the picture.
13

**After you complete the Alaska 4-H Record Book and one or more Project Inserts, Your Record Book is complete! Congratulations!**



# Alaska 4-H Record Book Scoring Rubric:

Use the following scoring rubric to help fill out the record book. This document will help you to know what is required of you depending on your age to receive a 100% on your record book when scored.

## Alaska 4-H Record Book Scoring Rubric

Youth Name:		Final Score:				
<i>General Records</i>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>Score</b>	<b>Comments</b>
<b>Title Page</b>	<b>0 points</b> Not filled out.	<b>3 points</b> Partially filled out. Some information missing.	<b>7 points</b> Title page completely filled out, but ongoing history is not.	<b>10 points</b> Page completely filled out.		
<b>4-H Leadership</b>	<b>0 points</b>	<b>5 points</b>	<b>10 points</b>	<b>15 points</b>		
<b>Senior</b>	No leadership activities included.	At least 3 leadership activities are listed, but incompletely described.	At least 4 leadership activities are listed and described completely.	5 or more leadership activities are listed and described completely.		
<b>Intermediate</b>	No leadership activities included.	At least 2 leadership activities are listed, but incompletely described.	At least 1 leadership activity is listed and described completely.	More than 2 leadership activities are listed and described completely.		
<b>Junior</b>	No leadership activities included.	At least 1 leadership activity is listed, but incompletely described.	At least 1 leadership activity is listed and described completely.	More than 1 leadership activity is listed and described completely.		
<b>4-H Public Presentations</b>	<b>0 points</b>	<b>5 points</b>	<b>10 points</b>	<b>15 points</b>		
<b>Senior</b>	No public presentation given.	1 Public presentation listed but not fully described or presentation given to an audience of 1-2 people.	At least 1 public presentation fully described and given to an audience of over 5 people.	4 or more public presentations fully described. At least 2 presentations given to an audience of over 5 people.		
<b>Intermediate</b>	No public presentation given.	Public presentation listed but not fully described or presentation given to an audience of 1-2 people.	At least 1 public presentation listed and fully described.	2 or more public presentations fully given to an audience of over 5 people.		
<b>Junior</b>	No public presentation given.	At least 1 public presentation listed and fully described.	At least 1 public presentation listed. Presentation given to an audience of over 5 people.	2 or more public presentations listed and fully described.		
<b>4-H Citizenship/Community Service</b>	<b>0 points</b>	<b>5 points</b>	<b>10 points</b>	<b>15 points</b>		
<b>Senior</b>	No community service listed.	2 community service listed.	4 community service activities listed and fully described.	6 or more community service activities listed and fully described.		
<b>Intermediate</b>	No community service listed.	1 community service listed.	3 community service activities listed and fully described.	4 or more community service activities listed and fully described.		
<b>Junior</b>	No community service listed.	1 community service listed.	2 community service activities listed and fully described.	3 or more community service activities listed and fully described.		

## Alaska 4-H Record Book Scoring Rubric

<i>General Records</i>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>Score</b>	<b>Comments</b>
<b>4-H Events Attended</b>	<b>0 points</b> No events listed.	<b>5 points</b> 1 or 2 events listed.	<b>10 points</b> 3 or 4 events listed with complete descriptions.	<b>15 points</b> 5 or more events listed with complete descriptions.		
	<b>4-H Story</b>	<b>0 points</b>	<b>5 points</b>	<b>10 points</b>	<b>15 points</b>	
<b>Senior</b>	No 4-H story included.	Less than 1 page, doesn't fully describe bullet points on page.	Equivalent to 1 page typewritten, story does not fully describe bullet points on page.	Equivalent to 2 pages typewritten, story fully describes bullet points on page.		
<b>Intermediate</b>	No 4-H story included.	Less than 1/2 page, doesn't fully describe bullet points on page.	Equivalent to 1/2 page typewritten, does not fully describe bullet points on page.	Equivalent to 1 page typewritten, story fully describes bullet points on page.		
<b>Junior</b>	No 4-H story included.	1 sentence story.	2 sentence story.	3 or more sentence story.		
<b>Comment Page</b>	<b>0 points</b>	<b>2 points</b>	<b>3 points</b>	<b>5 points</b>		
	All signatures are missing.	2 signatures are missing.	One signature is missing.	All signatures are present.		
<b>Record Book Neatness/Organization</b>	<b>0 points</b>	<b>3 points</b>	<b>7 points</b>	<b>10 points</b>		
	Incompletely filled out. Information missing. Book sloppy.	Partially filled out. Entries appear to be made by member.	Completely filled out, book is neat, presentable and shows effort.	Completely filled out, neat, presentable and shows effort. Grammar and punctuation are good. Securely bound with binder.		
<b>Bonus Points</b>	<b>0 points</b>	<b>2 points</b>	<b>3 points</b>	<b>5 points</b>		
	No non 4-H activities listed.	1-2 non 4-H activities listed.	3-4 non 4-H activities listed.	5 or more non 4-H activities listed.		
	Senior Ages 15-18; Intermediate Ages 12-14; Junior Ages 8-11			<b>Subtotal</b>		100 possible points
				<b>Bonus</b>		5 possible bonus points
				<b>Total</b>		105 possible total points

A score given in each area can be any points within the range and can even be half points. Example would be for good 4-7 points a 5.5 could be given.



# HEAD



# HEART

# HANDS

## The Motto

To make the best better.

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## The 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,  
my country, and my world.

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## The Slogan

Learn by doing.



# HEALTH

[www.uaf.edu/ces](http://www.uaf.edu/ces) or 1-877-520-5211

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