



Livestock & Horse Record Book Tips

- You can download record books from our website on the projects pages. Visit <http://sanluisvalley.colostate.edu/index.php/4-h/projects> then select your project to find the correct book.
- We highly recommend using the Excel version of the record books if you plan on working on it on the computer and using the PDF if you are planning on printing the book and writing in it by hand. The PDF form has a few formatting errors. Using Excel means you can use formulas to do the math for you. On the Excel Version, each page is a separate tab (you can access all the tabs at the bottom of the page).
- Read the directions at the top of each page to make sure you fill that page out correctly.
- **Never** leave a page entirely blank. If you had no expenses or activities in a certain category mark the first box on the page “N/A”, “none” or whatever is mentioned in the directions.
- Use complete sentences where noted like on the goals and goal reflection pages.
- Make your goals “SMART” (Specific, Measurable, Attainable, Realistic and Timely) – Make sure they are something you can do in the time you have, that you can probably accomplish and that you can tell if you accomplished or not at the end of the year
- Don’t forget to list your vet’s name and phone number – These are easy points for you to get!
- Make sure you include any equipment you own (clippers, buckets, halters, etc) on your inventory sheet (and that you also complete a year-end inventory if you are a senior). Any items you purchase during the year should go on your inventory and should also be added to your Other Expenses sheet.
- Don’t forget to list the project (i.e. Goats, Beef) at the top of the project columns on the expense records.
- Don’t forget to total your columns on the various expense records (sometimes there are two places to do totals on each page – don’t forget one of them).
- Animals should NOT appear in both the Start Animal Inventory and the Animal Purchase Record
 - If you owned the animal already on October 1, 2015, you should include it on the Start Animal Inventory.
 - If you purchased an animal sometime after October 1, don’t list it on the start inventory, but do list it on the animal purchase record.
- Your Health Record should include **all** health care for your animal(s) including medications, immunizations (shots), dewormers, as well as management care such as fly prevention, nail/hoof trimming, shearing, clipping, cleaning pens, feed tubs, and water tanks, etc.
- On your Health Expense Record include the cost of any vet visits, in addition to medications.
- Medicated feeds should be listed in feed expenses instead of Health Expenses

- On Feed Record you need to include all Feed used, even if you got hay or other feed from your own farm. Try to estimate the value of that feed and include the price.
- On the Other Expense Record, don't forget your fair and jackpot entry fees, along with all other expenses such as show supplies, equipment, tack, pen or barn rent, clinic/lesson fees, fuel for transportation, tagging fees, brand inspections, farm utilities (except water) and other non-feed, non-health costs.
- On the 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 (but these aren't required). Record "none" or N/A where it applies. Add more lines as needed. Your community service, leadership, exhibitions and judging can be in or outside of 4-H. Your 4-H demonstration does not need to be for the project you are filling out the record book for, but should be from this past 4-H year.
- **Your numbers might be negative on some of the financial summary boxes.** If you do not sell your animal at the County Fair, you do not need to complete box R and can write n/a in it.
- Don't forget your story and **4** pictures WITH captions. Note there is a typo on the record books, your story should be a **maximum** of 3 pages (not a minimum as stated).
- Don't forget the signatures! You need to sign on the first page with your parent, and you, your parent and your leader need to sign the last page.
- You must include information on when you last took Meat Quality Assurance (even if the last time you took it was not this year).