#2FM0265

INSTRUCTIONS

This form may be completed on your computer, using Adobe Acrobat Reader. If you don’t have the latest version of Adobe Acrobat, you can download it for free at <http://get.adobe.com/reader> If you do not wish to complete this form on your computer, you may print the pages you need, and write on the form.

ONLY PAGES 2 THROUGH 11 OF THIS DOCUMENT ARE YOUR RECORD FORM The remaining pages are extra pages that you *may* need to record additional information. This instruction page is not part of your record book and can be removed.

Your photo can be inserted directly into the form. Due to the limitations of Adobe, the image needs to be in a .pdf format, and will be resized to fit the space provided. Alternatively, If you don’t have software to convert your image to a .pdf file, you may print your photo separately, and attach it to the page after you print it.

If you need additional space for any of the sections of the form, check the box at the end of that section, and add additional information on the appropriate page at the end of the form. Be sure to transfer subtotals to the appropriate section at the beginning of your record book. If you still require additional space, make a copy of this file and complete the appropriate section, saving that particular page to print when you compile your record book.

At the end of the year, when it is time to print out your record form, use your printer properties to print only the additional pages you completed. For example, use the format 2-11, 15 to print pages 2 through 11 (record form) and 15 (additional page).

Revised January 2016



4-H Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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|  | My Photo |
| This Record Belongs to |  |
| County |  |
| Project Name |  |
| Years in the Project |  |
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| These are my project goals for this year.*Briefly describe your project goals for the coming year. Use only the space provided. Use your tab key to move to the next line.* |
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| Did you reach your project goals?*Briefly describe what happened throughout the year as you attempted to reach your goals. Use your tab key to move to the next line.* |
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| Record ALL the activities you do in this 4-H project as you do them.*Include things such as: project meetings, workshops, field trips, work, trainings, shows, concerts, learning experiences… anything related to your project.* |
| WHEN YOU DID IT… WHAT YOU DID… WHAT YOU LEARNED! |
| *Date* | *What You Did* | *What Your Learned* |
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More activities are listed at the end of this record form.

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| Value of Animal(s) Purchased/Owned/Possessed*Enter the value of animal(s) that you owned prior to beginning this project year or that you purchased or were given for this project.* |
| *Date* | *Description* | *Number* | *Purchased From/ Owned By* | *Weight* | *Unit Price* | *Market Value* |
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| Subtotal (this page) | $0.00 |
| Subtotal (combined from additional pages) |  |
| Total Market Value (TOTAL A) | $0.00 |

More animals owned at the BEGINNING of project are listed at the end of this record form.

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| Value of Animal(s) Owned at End of Project*Enter the value of animal(s) that you owned at the end of this project year.* |
| *Date* | *Description* | *Number* | *Weight* | *Estimate Value/ Price* |
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| Subtotal (this page) | $0.00 |
| Subtotal (combined from additional pages) |  |
| Total Estimated Value (TOTAL B) |  |

More animals owned at END of project are listed at the end of this record form.



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| Feeding Record*Write the kind of feed at the top of the columns. Use the units (pounds, cwt, tons) that are most convenient for you, however be consistent. Also record how much the feed for each month costs. Use the chart to keep track of feed for all animals in this project.* |
| Animal |  |  |  |  |
| Kind of Feed |  |  |  |  |
| Month | *Amount* | *Price* | *Amount* | *Price* | *Amount* | *Price* | *Amount* | *Price* |
| October |  |  |  |  |  |  |  |  |
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| September |  |  |  |  |  |  |  |  |
| Totals |  | $0.00 |  | $0.00 |  | $0.00 |  | $0.00 |
| Price/Unit |  |  |  |  |
| Subtotal (this page) | $0.00 |
| Subtotal (combined from additional pages) |  |
| Total Feed Cost (TOTAL C) |  |
| Comments*Record notes or other comments you have regarding this feeding record. Use the tab key to move to next line.* |
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More feeding records are listed at the end of this record form.

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| Market Animal Growth Record*Use this chart for Market Animal Projects ONLY.* |
| *Name of Animal* | *Birth Date* | *Date Project Started* | *Start Weight* | *Date Project Ended* | *End Weight* | *Total Weight Gain* | *Total Days on Feed* | *Average Daily Gain* | *Feed Cost Per LB. Gain* |
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| *Total Weight Gain = Ending Weight MINUS Starting Weight Average Daily Gain = Total Weight Gain DIVIDED BY Days on Feed* |

More market animal growth records are listed at the end of this record form.

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| Expenses other than feed*.**Record any other expenses such as taxes, marketing, transportation cost, show expenses, insurance etc.* |
| *Item and Description* | *Cost* |
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| Subtotal (combined from additional pages) |  |
| Other Expenses Total (TOTAL E) |  |

More expenses are listed at the end of this record form.

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| Health Care Chart |
| *Date* | *Reason for Treatment* | *How Administered* | *# of Animals* | *Size of Dose* | *Cost Per Animal* | *Total Cost* |
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| Subtotal (this page) | $0.00 |
| Subtotal (combined from additional pages) |  |
| Total Health Care Cost (TOTAL F) |  |

More healthy care records are listed at the end of this record form.

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| Sales Record*Record the sale of your animal(s) or sale of goods from the animal (includes wool, etc.)* |
| *Animal Sold* | *#* | *Date* | *Place Sold* | *Sale Weight* | *Selling Price* | *Total Sale* |
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| Subtotal (this page) | $0.00 |
| Subtotal (combined from additional pages) |  |
| Sales Total (TOTAL D) |  |

More sales records are listed at the end of this record form.

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| Production Record for Animal Breeding Project*Fill this out only if you are taking a breeding project, otherwise you may delete this page.* |
| *Dam ID* | *Date Bred* | *Sire ID* | *Date Offspring Born* | *Number Born Male Female* | *Average Birth Weight* | *Number Weaned Male Female* | *Number Sold Male Female* |
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More breeding records are listed at the end of this record form.

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| Project Summary |
| Receipts | Expenses |
| Value of animals at end of projectTOTAL B |  | Value of animal(s) at the beginning of projectTOTAL A |  |
| Value of animals soldTOTAL D |  | Feed CostsTOTAL C |  |
| Prize money received |  | Health Care CostsTOTAL F |  |
|  |  | Other ExpensesTOTAL E |  |
| Total Receipts |  | Total Expenses |  |
|  | Net Income: Total Receipts minus Total Expenses |  |

Comments

*Record notes or other comments you have about this project.*

I have evaluated my records and believe that they are accurate, complete and verify that this represents my own work.

I have reviewed this record book.

4-H Club Member Date

4-H Club Leader Date

The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension Service prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital and family status.



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| Record ALL the activities you do in this 4-H project as you do them. (Continued)*Use this page as needed if you need extra room, otherwise delete it from your record.* |
| WHEN YOU DID IT… WHAT YOU DID… WHAT YOU LEARNED! |
| *Date* | *What You Did* | *What Your Learned* |
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| Value of Animal(s) Purchased/Owned/Possessed (Continued)*Use this page as needed if you need extra room, otherwise delete it from your record. Transfer subtotal to previous page.* |
| *Date* | *Description* | *Number* | *Purchased From/ Owned By* | *Weight* | *Unit Price* | *Market Value* |
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| Subtotal Market Value (this page) | $0.00 |

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| Value of Animal(s) Owned at End of Project (Continued)*Use this page as needed if you need extra room, otherwise delete it from your record. Transfer subtotal to previous page.* |
| *Date* | *Description* | *Number* | *Weight* | *Estimate Value/Price* |
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| Subtotal Estimated Value (this page) | $0.00 |

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| Feeding Record (Continued)*Use this page as needed if you need extra room, otherwise delete it from your record. Transfer subtotal to previous page.* |
| Animal |  |  |  |  |
| Kind of Feed |  |  |  |  |
| Month | *Amount* | *Price* | *Amount* | *Price* | *Amount* | *Price* | *Amount* | *Price* |
| October |  |  |  |  |  |  |  |  |
| November |  |  |  |  |  |  |  |  |
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| Totals |  | $0.00 |  | $0.00 |  | $0.00 |  | $0.00 |
| Price/Unit |  |  |  |  |
| Subtotal Feed Cost (this page) | $0.00 |
| Comments*Record notes or other comments you have regarding this feeding record. Use the tab key to move to next line.* |
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| Market Animal Growth Record (Continued)*Use this page as needed if you need extra room, otherwise delete it from your record.* |
| *Name of Animal* | *Birth Date* | *Date Project Started* | *Start Weight* | *Date Project Ended* | *End Weight* | *Total Weight Gain* | *Total Days on Feed* | *Average Daily Gain* | *Feed Cost Per LB. Gain* |
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| *Total Weight Gain = Ending Weight MINUS Starting Weight Average Daily Gain = Total Weight Gain DIVIDED BY Days on Feed* |

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| Expenses other than feed (Continued)*Use this page as needed if you need extra room, otherwise delete it from your record. Transfer subtotal to previous page.* |
| *Item and Description* | *Cost* |
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| Other Expenses Subtotal (this page) | $0.00 |

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| Health Care Chart (Continued)*Use this page as needed if you need extra room, otherwise delete it from your record. Transfer subtotal to previous page.* |
| *Date* | *Reason for Treatment* | *How Administered* | *# of Animals* | *Size of Dose* | *Cost Per Animal* | *Total Cost* |
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| Subtotal Health Care Cost (this page) | $0.00 |

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| Sales Record (Continued)*Use this page as needed if you need extra room, otherwise delete it from your record. Transfer subtotal to previous page.* |
| *Animal Sold* | *#* | *Date* | *Place Sold* | *Sale Weight* | *Selling Price* | *Total Sale* |
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| Sales Subtotal (this page) | $0.00 |

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| Production Record for Animal Breeding Project (Continued)*Use this page as needed if you need extra room, otherwise delete it from your record.* |
| *Dam ID* | *Date Bred* | *Sire ID* | *Date Offspring Born* | *Number Born Male Female* | *Average Birth Weight* | *Number Weaned Male Female* | *Number Sold Male Female* |
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