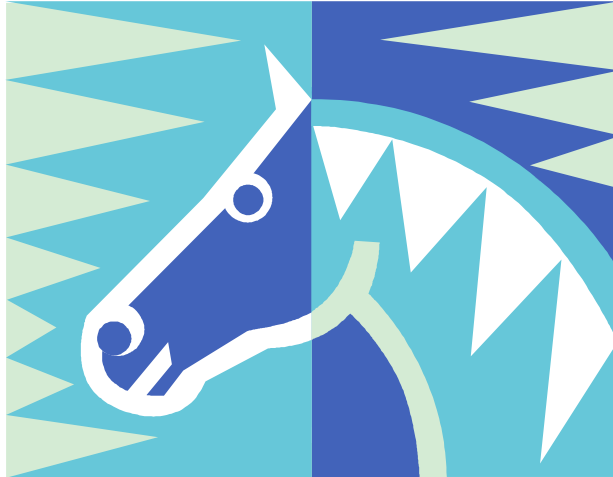


Hanover County 4-H Horse Management Record Book

2012-2013



Member name _____

Birth date _____ Years in 4-H _____

Club _____ Leader _____

Member Statement: I hereby certify that I have personally kept records on this project and have personally completed this project book.

Member signature _____ Date _____

Record Approval: The 4-H member has completed this record book to a satisfactory level.

Parent/Guardian signature _____ Date _____

Leader Signature _____ Date _____

Instructions for using this Record Book:

The project year runs from October 1 to September 30.

This book is designed to be a place where you keep records on your project. Read through the book carefully to familiarize yourself with what kind of information you will need to include. It is important that you do your own work, but ask your 4-H leader, Extension Agent, parents, senior club members, or other 4-H volunteers for help if you do not understand something or have questions.

Where possible, examples have been provided to show you what kind of information or answer is sought. If you lease or board your project animal, you will have to obtain certain information from the barn owner or stable manager. If you have declared more than one project horse, you will have to add extra sections to provide information on each horse declared and the information that pertains to each specific horse.

Complete the essential information at the start of the project year (goals, horse information, beginning inventory). You should have your leader review your goals with you. You must both initial and date the bottom of the Project Planning page.

You should include at least one photograph of you with your project animal. You can insert a photo of your horse (or you and your horse) where the blue horse head graphic is on the first page.

Record information as it occurs. There are several tables that contain information which should be recorded on a monthly basis. Consider setting aside specific times that you will work on your project book. Keeping the information current is much easier than trying to remember what you did weeks or months ago and trying to play catch-up.

If you choose to maintain your project book on your computer, make sure that you choose a font that is easy to read and use only one color (blue or black) for the text. If you are completing your book by hand, be sure you write neatly and legibly, use only one color of ink (blue or black), and no excessive white out or eraser marks.

Maintain your project book in a 3-ring binder or folder. If you use a three ring binder, sheet protectors can be very useful. They help keep your pages clean and smudge free and they make it easy to insert or remove pages as necessary. On the county level, you may include additional pages of material such as club meeting agendas, presentation information, show programs, photographs, and additional records which provide support and documentation of your entire 4-H year and project experience. *If you plan on turning your project book for competition at the state level, you must limit yourself to no more than two pages of photos.*

The very last thing you should complete is "Your 4-H Story". Take time to reflect on the past year. Then write a story about your experience. Think about yourself from the beginning of the project year to the end. How have you changed or grown? Think about your activities, challenges, and accomplishments. What sticks out in your heart or mind? Project stories must be at least 10 sentences in length but could be considerably longer depending on your personal experience.

Finally, review your project book one last time and remember:

- Math counts.
- Layout counts.
- Spelling counts.
- Grammar counts.
- Legibility counts.
- Readability counts.
- Organization counts.
- Completeness counts.

Project Planning

Goals/Objectives

What are your goals and objectives for this coming 4-H year? You should set at least 3 personal goals and 1 (or more) club goal. *(The club leader should review these goals and date and initial at the start of the project year.)*

Personal Goals:

Think about what you hope learn this year, what you hope to accomplish this year, what new activities you might like to try, how you might improve your performance and relationship with your project animal.

1. _____

2. _____

3. _____

Club Goal(s):

Think about what you as an individual can do to make your club better - how you can help new members, how you can assist your leaders and parents, how you can better serve your community.

Member initials _____ Date _____

Leader initials _____ Date _____

*This is a **planning** page – you may or may not meet these goals. There will an opportunity to further explore and discuss the goals set forth above at year-end as you complete your project book and complete your project story.*

Animal Care and Management

An animal project requires regular care and management. In the chart below, please describe what is done, how often, and who is responsible for providing the care needed to maintain your project. Examples to think about include the following:

- Feeding, watering, and turnout practices
- Grooming (cleaning, clipping, trimming, foot care, etc.)
- Health practices and medicines
- General Management (cleaning living area and feed pans, halter breaking, training, etc.)

Tell us about your project (check all that apply)

I own my project I lease my project I board my project I borrow my project

Daily – things done once or more every day

Example: fed, gave water

Tasks done by 4-H Member	Tasks done by others (who?)

Weekly – things done at least once per week

Example: cleaned feed and water container, replaced bedding

Tasks done by 4-H Member	Tasks done by others (who?)

Monthly – things monthly (approximately)

Example: hoof trim, shoes, de-worming

Tasks done by 4-H Member	Tasks done by others (who?)

Yearly – things one time or occasionally throughout the year

Example: vaccinations, float teeth, mane pull

Tasks done by 4-H Member	Tasks done by others (who?)

Nutrition and Feeding

Please list the type of feed, hay, and supplement(s) given. Explain the purpose for any supplements used.

Type feed/additive/hay/supplement	Amount	Frequency	Function
Total			

Horses are considered to be an Easy Keeper (gains weight easily), Average Keeper, or Hard Keeper (hard to keep weight on) depending on the level nutrition required to maintain a healthy weight. How would you describe your project? _____

What type of forage does your horse eat? *Examples: pasture, hay, alfalfa cubes, other type*

Describe the type of pasture your horse is on, if your horse has access to pasture.

How to calculate Cost of Feeds

This worksheet provides you with formulas to calculate how much you spend on feed. This information is needed to complete the Horse Feeding Record that follows. *(If you lease or board your project, please work with your stable owner to determine these values.)*

Grain Expense

Cost of a bag of grain \$ _____ ÷ _____ lbs. per bag = \$ _____ per lb.

Amount fed: _____ lbs. per day x _____ days (in month) = _____ lbs. fed per month

Monthly cost of grain: \$ _____ x _____ lbs. = \$ _____
(cost per lb) x (total lbs) = (monthly cost of grain)

Hay Expense

Cost of a bale of hay \$ _____ ÷ _____ lbs. per bale = \$ _____ per lb.

Amount fed: _____ lbs. per day x _____ days (in month) = _____ lbs. fed per month

Monthly cost of hay: \$ _____ x _____ lbs. = \$ _____
(cost per lb) x (total lbs) = (monthly cost of hay)

Supplement Expense *(Note: if you feed more than one type of supplement, you will need to complete the calculation for each type and add them all together to calculate total monthly cost)*

Cost of a supplement \$ _____ ÷ _____ oz. in container = \$ _____ per oz.

Amount fed: _____ oz. per day x _____ days (in month) = _____ oz. fed per month

Monthly cost of supplement: \$ _____ x _____ oz. = \$ _____
(cost per oz) x (total oz) = (monthly cost of supplement)

Horse Feeding Record

Your project's nutrition needs may vary throughout the year. You may decrease hay fed during the summer because your horse has access to pasture. You may increase the hay fed during winter months when pasture is not available. You may increase/decrease grain quantity depending on your project's work load or condition. Try to take these changes into account as you calculate the monthly cost of feeding your horse.

Month	Grain	Cost	Hay	Cost	Supplement	Cost	Monthly Total
<i>Ex.</i>	<i>Sweet feed</i>		<i>Orchard grass</i>		<i>biotin</i>		
OCT.							
NOV.							
DEC.							
JAN.							
FEB.							
MAR.							
APR.							
MAY							
JUNE							
JULY							
AUG.							
SEP.							
	Total	\$		Total	\$		Total

Feed Expense Summary

Calculate the total amount spent on feed during the year. Leave blank any that do not apply. Complete the pie chart below to figure out the percentage of total feed cost spent on each part of your project animal's diet.

Total Cost of Grain \$

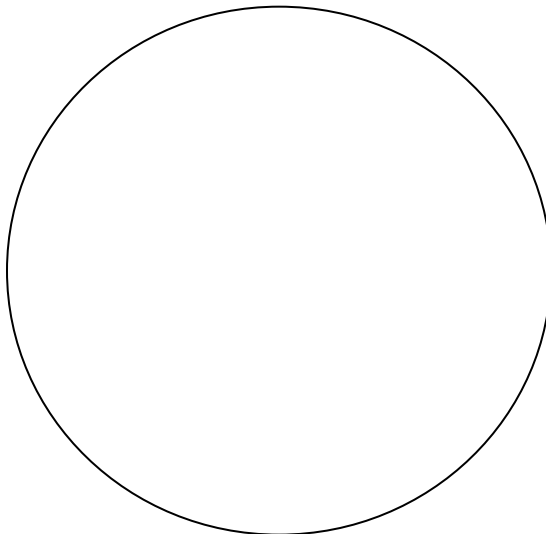
Total Cost of Hay \$

Total Cost of Supplement(s) \$

Total Feed Cost \$

Key to Chart

_____ % Grain Cost _____ % Hay Cost _____ % Supplement(s) cost



Feed Tag Information

Please include a tag or label from the feed being used for the project. If a homemade mix is used, please describe the mix. Using the information provided on the tag, answer the following questions as best you can.

What production level is this feed designed for? (Ex. – maintenance, performance, etc.)

What is the crude protein level of this feed?

What is the crude fiber level of this feed?

What is the main ingredient in this feed? (Hint – If the answer is not clear, it's probably the first ingredient listed.)

The TDN (Total Digestible Nutrients) level of a feed indicates energy value. Please calculate the TDN level of this feed using the formula below.

Formula = $\{84 - (1.5 \times \% \text{ crude fiber})\} = \text{_____} \% \text{ TDN}$

Example $\{84 - (1.5 \times 15)\} = 61.5 \% \text{ TDN}$

Attach label here (use separate page if necessary)

Health Care Record

Vaccination Record

Date	Vaccination type	Service provider	Cost
Total Vaccination Expense			

Deworming Record

Date	Brand/dose and how you gave it	Service provider	Cost
Total Deworming Expense			

Vet Check/Treatment Record

Date	Diagnosis/Treatment	Service provider	Cost
Total Vet/Treatment Expense			

This chart is where you list things like dental exam/tooth float, colic, injury treatment, etc. **including the Coggins test**. You should include a copy of the current Coggins test for your project animal. Make sure that the name(s) on the Coggins test match the name you use in this project book as well as show entries, association registrations, camp registrations, etc. to prevent confusion about the identity of your project.

Riding/Training Log

Riding & Training by 4-H Member

Month	Description	Total Days	Total Hours
<i>Ex.</i>	<i>4 hrs lessons, 10 hrs free ride practice over fences, 2 hr trail ride</i>	15	16
OCT.			
NOV.			
DEC.			
JAN.			
FEB.			
MAR.			
APR.			
MAY			
JUNE			
JULY			
AUG.			
SEP.			
Total number of Days/Hours			

Riding & Training by others

Month	Description	Total Days	Total Hours
<i>Ex.</i>	<i>Ridden in lessons by other students</i>	12	12
OCT.			
NOV.			
DEC.			
JAN.			
FEB.			
MAR.			
APR.			
MAY			
JUNE			
JULY			
AUG.			
SEP.			
Total number of Days/Hours			

Horse Project Financial Summary

Income	Amount
Income from sale of animals	
Income from premiums, awards, prizes won	
Other income (sale of tack & equipment)	
Total Income	\$

Expenses	Amount
<p>Many youth select projects as a hobby or for fun, but all projects will incur expenses. Please use this section to list all expenses related to participating with your project animal. If you board or lease, DO NOT include expenses such as Nutrition, Bedding, Health Care, or Farrier unless you pay for them because they are not included in the fees you pay under your contract.</p>	
Board/leasing fees	
Inventory/Equipment Expense (from calculation p. 3)	
Supplies Purchased Expense	
Nutrition/Feeding Expense	
Bedding Expense	
Health Care Expense (vaccines, deworming, vet checks/treatment)	
Farrier Expense	
Miscellaneous Expense	
Lesson/Training Expense	
Horse Show Expense	
Total Expenses	\$
Financial Summary (Total Income – Total Expenses)	\$

Fair Market Value

Every project has a value, even those which are leased or borrowed. Please work with the owner or the breeder to determine the value of this project even if it is not owned by you.

Value of Project	
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Give a brief statement of your project horse(s) and whether the value increased or decreased as a direct result of your efforts. Why?

Record Book Score Sheet

(4-H members: Leave this page blank. The person judging your book will complete the score card.)

Member name _____

Club name _____

Points Possible	Scoring Criteria	Points Awarded
10	Neatness (legible writing, black/blue ink, no white out, or obvious erasure marks, fonts easy to read)	
10	Completeness (all sections completed, signatures, items in correct sections, material organized)	
10	Accuracy (no math errors, factual statements, dates, grammar, spelling)	
35	Project Work (goals set, evidence of work with project horse throughout the year by member, record completed by member)	
15	4-H Participation (meetings, clinics, leadership roles, camps, contests, educational experiences, club support)	
20	Project story (well-written, reflective of experience, reflection on goals)	
	Extra Credit	
100	Total Points Earned	

Scoring: 90-100 Blue, 80-89 Red, 79 or below White

Additional comments by Judge on the back



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