



CAN BE ANY PROJECT RECORD

**CONNECTICUT 4-H  
RECORD KEEPING**



**RABBITS and CAVIES PROJECT RECORD**

Name XXX Years in Project XXX 4-H Program Year XXX

Please check what you selected as your project area. Use a separate Record Sheet for each of the project areas listed here.  Rabbits  Guinea Pig

**PROJECT GOAL** Setting goals and then checking progress on the attainment of those goals is an important part of 4-H. Complete the first two boxes at the beginning of the year. Complete the last two boxes before you turn in your Record Book.

Set a goal related to your project.	<u>XXX</u>
How will you reach your goal? This is your action plan to attain your goal. Be specific and list each step needed to reach your goal.	<u>XXX</u>
Did you accomplish your goal? Write about any assistance you received to reach your goal.  If you didn't accomplish your goal- what obstacles prevented you from doing so and what did you try to overcome those obstacles?	
For next year . . . How will you change your goal?	

**DESCRIBE YOUR PROJECT** Summarize your project in a few sentences.

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**PROJECT ACTIVITIES** List *special project* meetings or clinics attended or conducted, such as tours, field trips, etc. that you did in your project this year. Fair exhibits not listed in the Competition/Show Record section should be listed here. Include non 4-H events/activities that relate to your project. Please note in the Activity column if it was a 4-H or non 4-H activity/event.

Date	Activity	What did you do?	What did you learn?	Time spent
	<u>SOMETHING SHOULD BE IN THIS SECTION</u>			

**PROJECT ANIMAL IDENTIFICATION** Record identification information of the animals you are using for your project this year. Make as many copies as you need. **AS MANY AS APPROPRIATE**

	<b>Animal 1</b>	<b>Animal 2</b>	<b>Animal 3</b>	<b>Animal 4</b>	<b>Animal 5</b>	
<b>Registration name of animal</b>	<u>XXX</u>					
<b>Nickname</b>						
<b>ID/Ear tag/ ear notch/ Tattoo number</b>						
<b>Breed</b>						
<b>Birth date or Age</b>						
<b>Registration Number (if registered)</b>						
<b>Date Acquired</b>						
<b>Owner's Name (as on registration paper)</b>						
<b>Breeder's Name (as on registration paper)</b>						
<b>Dam's Full Name</b>						
<b>Sire's Full Name</b>						
<b>Sex</b>						
<b>Color &amp; Markings</b>						
<b>Height/Weight</b>						<b>Totals</b>
<b>Estimated value- beginning of project year</b>						
<b>Estimated value at end of project year</b>						

**EQUIPMENT and SUPPLY INVENTORY**

List all the supplies and equipment you used this year.

Inventory at beginning of Project Year				Inventory at end of Project Year			
Item Description (include size)	# of Item	Estimated Value per item	Total Value	Item Description	# of Item	Estimated Value per item	Total Value
<b>Total Beginning Value</b>				<b>Total Ending Value</b>			

**TIME SPENT ON PROJECT** Record the amount of time you spend with your project during the year.

	<b>Training/Handling</b>	<b>Cage Care</b>	<b>Grooming</b>	<b>Showing</b>				<b>Total Time Per Month</b>	<b>Comments</b>
<b>Oct.</b>									
<b>Nov.</b>									
<b>Dec.</b>									
<b>Jan.</b>									
<b>Feb.</b>									
<b>Mar.</b>									
<b>Apr.</b>									
<b>May</b>									
<b>Jun.</b>									
<b>Jul.</b>									
<b>Aug.</b>									
<b>Sep.</b>									
<b>Total hours</b>									

**HEALTH AND VETERINARY RECORD** Include vet care, illnesses & injuries, etc. Use one chart/animal. Use more sheets if necessary.

Animal Name/ID \_\_\_\_\_

Date	Treatment Given	Given By	Follow Up Care; Booster Due	Cost	Comments
			<b>Total</b>		

Animal Name/ID \_\_\_\_\_

Date	Treatment Given	Given By	Follow Up Care; Booster Due	Cost	Comments
			<b>Total</b>		

Animal Name/ID \_\_\_\_\_

Date	Treatment Given	Given By	Follow Up Care; Booster Due	Cost	Comments
			<b>Total</b>		

**COMPETITION/SHOW RECORD** Record your participation at any shows or fairs you attended with your project animals during the year. Also record basic show expenses (entry fees) and the money awarded for showing (premiums). Copy & attach extra pages if necessary.

**Animal Name/ID** \_\_\_\_\_

<b>Date</b>	<b>Name of Show/Fair</b>	<b>Name of Class</b>	<b>Placings</b>	<b>Entry Fee</b>	<b>Premium (if any)</b>
<b>Total</b>					

**Animal Name/ID** \_\_\_\_\_

<b>Date</b>	<b>Name of Show/Fair</b>	<b>Name of Class</b>	<b>Placings</b>	<b>Entry Fee</b>	<b>Premium (if any)</b>
<b>Total</b>					

**Animal Name/ID** \_\_\_\_\_

<b>Date</b>	<b>Name of Show/Fair</b>	<b>Name of Class</b>	<b>Placings</b>	<b>Entry Fee</b>	<b>Premium (if any)</b>
<b>Total</b>					

**RABBIT/CAVIES FEED SUMMARY**

Animal Name/ID \_\_\_\_\_

Write the type of feed used in column headings A, G, and M. Use one sheet per animal.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
		Units fed per day	Cost per unit	Total Cost per day (BxC)	# Days fed	Monthly Cost (DxE)		Units fed per day	Cost per unit	Total Cost per day (HxI)	# Days fed	Monthly Cost (JxK)		Units fed per day	Cost per unit	Total Cost per day (NxO)	# Days fed	Monthly Cost (PxQ)	Total Monthly Cost (F+L+R)
Oct.																			
Nov.																			
Dec.																			
Jan.																			
Feb.																			
Mar.																			
Apr.																			
May																			
Jun.																			
Jul.																			
Aug.																			
Sept.																			
<b>Yearly Totals</b>																			



**OTHER INCOME & EXPENSES** Do not include feed expenses or health expenses.

*Income-* Use the column headings to describe the sources of income (ex. Animals or products sold, inventory sold, etc.)

	Descriptions of Income			Total Monthly Income	Comments
Oct.					
Nov.					
Dec.					
Jan.					
Feb.					
Mar.					
Apr.					
May					
Jun.					
Jul.					
Aug.					
Sep.					
<b>Total Yearly Income</b>					

*Expenses –* Use the column headings to describe any project expenses not covered on other sheets

	Descriptions of Expenses				Total Monthly Expenses	Comments
Oct.						
Nov.						
Dec.						
Jan.						
Feb.						
Mar.						
Apr.						
May						
Jun.						
Jul.						
Aug.						
Sep.						
<b>Total Yearly Expenses</b>						

**FINANCIAL SUMMARY**- This summarizes your yearly income & expenses for the entire project.

*Income Summary*

Item	Animal 1	Animal 2	Animal 3	Animal 4	Animal 5
Total Competition/Show Income (page 7)					
Total Yearly Project Other Income (page 9)					
Total Yearly Project Income supplemental meat					
Total Yearly Project Income supplemental fiber					
Total Yearly Project Income supplemental growth and market					
Total Yearly Project Income supplemental breeding					
<b>Total Income</b>					

*Expense Summary*

Item	Animal 1	Animal 2	Animal 3	Animal 4	Animal 5
Total Yearly Health Expenses (page 6)					
Total Competition/Show Expenses (page 7)					
Total Yearly Feed Expenses (page 8)					
Total Yearly Project Other Expenses (page 9)					
Total Yearly Project Expenses supplemental meat					
Total Yearly Project Expenses supplemental fiber					
Total Yearly Project Expenses supplemental growth and market					
Total Yearly Project Expenses supplemental breeding					
<b>Total Expenses</b>					
<b>Profit or Loss/Animal</b> (total income/animal minus total expenses/ animal)					

<b>Profit or Loss for Project</b> (total income of all animals minus total expenses of all animals)	
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**YEARLY REVIEW** It's okay IF the 4-Her would like to include up to the fair. This is **NOT** mandatory.

List new skills you learned this year.

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What challenges did you encounter in your project? How did you resolve them?

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How will you use what you learned?

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List at least 2 management decisions you made. How did the decision affect your project? Looking back, would you have made a different decision?

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List 2 safety practices that you followed in this project.

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Review your financial summary. What did you learn? Would you do anything differently? What advice would you give to another 4-Her in this project?

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**Attach one or two selected photographs or news articles. (optional)**

Equal Opportunity Employer and Program Provider

10/1/11