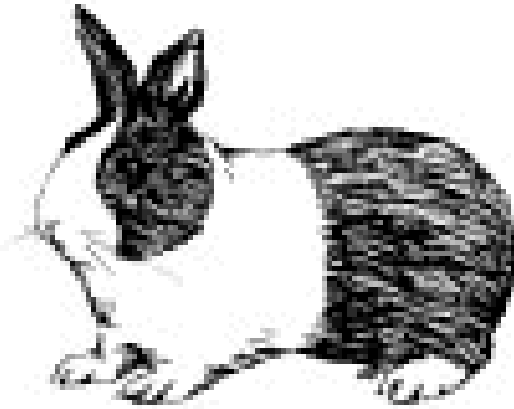




Virginia 4-H Rabbit Project



Senior Record Book (for youth ages 14- 19)

Name _____ Date of Birth _____ Age _____

Physical Address _____

Mailing Address (if different) _____

What county/city 4-H program are you enrolled in with this project _____

4-H Club _____ Years in 4-H (including this year) _____

Date Project Started _____ Date Project Completed: _____

Member Statement:

I hereby certify that I have personally kept records on this project and have personally completed this record book.

4-H Member's Signature _____ Date: _____

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

Parent/Guardian Signature: _____

4-H Leader's Signature: _____

Instructions for Using this Record Book

This record is designed to be the place for you to keep records on your animal projects. Read through the book carefully and complete all sections requested (for example, project planning, feed and health care purchases, supplies and tools, results from shows, and a financial summary). Do not leave any sections blank unless they do not relate to your project animal. It is important that you do your own work, but ask your 4-H leader, Extension Agent, parents, or other 4-H volunteers for help when you do not understand something.

This project record book is for record-keeping only. Information about how to raise these animals can be found in various 4-H Project Guides. Copies of project guides may be obtained from your local Virginia Cooperative Extension office.

1. Read through this book and familiarize yourself with the kinds of records you will need and where information should be recorded. Discuss the book with your parent and/or 4-H leader.
2. Complete essential information when you first start your project, such as the cover page and the project planning page. Share your goals with your 4-H leader.
3. Keep your records up to date. Record information as it occurs. Consider setting aside specific times during the project when you will work on your record book.
4. Write neatly and legibly. Use only one color ink.
5. Include at least one photograph of you with your project animal, but do not include more than two pages of photos. Additional clippings should be displayed in a scrapbook, not this record book.
6. Maintain your book in a 3-ring notebook/binder or folder.
7. Write a project story that captures what happened during your project. Discuss your goals, your activities, your challenges, and your accomplishments. Project stories must be at least five sentences; more experienced 4-H members' stories should be more in depth.

Revised 2007 by: Kelly Mallory, Extension Agent, 4-H Youth; Kaci Coppedge, Extension Agent, 4-H Youth; Cyndi Estienne, Extension Agent, 4-H Youth; Mary Elizabeth Williams, Extension Agent, 4-H Youth; Jocelyn Dailey, Extension Agent, 4-H Youth; Leslie Prillaman, Extension Agent, 4-H Youth; Bertha Durbin, 4-H Volunteer; Sandra Turner, 4-H Volunteer; Mark Walberg, Extension Animal Science Specialist, Virginia Tech; Celeste Crisman, Extension Equine Specialist, Virginia Tech; David Winston, Extension Dairy Specialist, Virginia Tech.

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Project Planning

1. What breed or type of project will you select and why?

2. Where will you get your project ? Reasons for selecting that breeder, farm, or business?

3. What factors will you consider when selecting your project (breed, age, etc..)?

4. How much do you expect to spend on your project?

Cost of Animal \$ _____

Cost of Feed \$ _____

Cost of Supplies \$ _____

Other Costs \$ _____

Expected Total Expenses \$ _____

After completion, show this page to your 4-H leader for approval.

Leaders Signature: _____ Date: _____

Rabbit Inventory Record

Use one chart for all project rabbits and their offspring. Add pages if necessary

Rabbit Information		Beginning Rabbit Inventory			Closing Rabbit Inventory	
Identification of Rabbit	Rabbit Information	If Raised include date born	If Purchased include date obtained	Purchase Price or Value	Sold or Kept	Value at End of Project (if not sold)
Name and Tattoo #	Description (breed, color, variety...)	Sex				
Ex. Peter Rabbit BK52	Holland Lop	Buck	5/15/04	\$15.00	Kept	\$20.00
Total Amount Spent to Purchase Animals				\$	Total Value of Animals	
				\$	\$	

Animal Care and Management

Your project requires regular care and management. List the things necessary to take care of your project animal(s).

Include the following:

- Feeding and watering practices
- Grooming (clipping, toenail trimming, etc....)
- Health practices and medicines
- General Management (cleaning living area and feed pans, etc...)
-

Daily—Things done every day
<i>Example: fed animal , gave fresh water, spent time with animal</i>
Weekly—Things done once or twice a week
<i>Example: Clean cages, feed and water containers; Change bedding</i>
Monthly—Things done once a month
<i>Example: Trim nails</i>
Yearly—Things done one time or occasionally throughout the year
<i>Example: Replace cage flooring; Make repairs to hutch or barn</i>

Equipment and Supply Inventory

At the beginning of the 4-H year, take an inventory of what equipment and supplies are on hand. If the cost is not known, estimate the replacement value. Add new equipment or supplies you purchase to the list. If equipment is shared between 4-H members, divide the cost between members. (Example: 1 set of clippers shared between 3 members $\$21.00/3 = \7.00 each)

Beginning Inventory - Equipment on hand at beginning of the project year
 Remember that these are not "new" items. Wear and tear occurs on equipment we use again from year to year. These items will depreciate (go down in value). Please take this into account when putting a dollar value on your inventory items.

Amount & Kind	Beginning Value	End Value
<i>Ex: 3 used feed bowl</i>	<i>\$12.00</i>	<i>\$6.00</i>

New Inventory - Equipment and supplies purchased during the project year
 Wear and tear occurs on equipment as we use it. New items will depreciate (go down in value). Please take this into account when putting a dollar value on your inventory items.

Amount & Kind	Beginning Value	End Value
<i>Ex: new rabbit cage</i>	<i>\$80</i>	<i>\$40</i>
Total Inventory Value	\$	\$

\$	-	\$	=	\$	Equipment Expenses
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Worksheet - How to Calculate Monthly Cost of Feeds

This worksheet provides you with the formula and practice on calculating how much you spend per month on feed. This information is needed to complete page 10. If you feel comfortable with this calculation you do not need to complete this page just move on to page 10.

Grain

Cost of a bag of grain: \$ _____ / _____ lbs in the bag = \$ _____ per lb

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

Monthly cost of grain: \$ _____ X _____ lbs = _____
(Cost per lb grain) (Total amount fed) (Monthly Cost of Grain)

Hay or Fiber Source

Cost of hay or fiber : \$ _____ / _____ lbs per bale/bag = \$ _____ per lb

Total amount fed per month: _____ lbs

Monthly cost of hay: \$ _____ X _____ lbs = _____
(Cost per lb of hay) (Total amount fed) (Monthly Cost of Hay)

Supplements

Cost of a jar of supplement: \$ _____ / _____ oz in container = \$ _____ per oz

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

Monthly cost of supplements: \$ _____ X _____ oz = _____
(Cost per oz) (Total amount fed) (Monthly cost of Supplement)

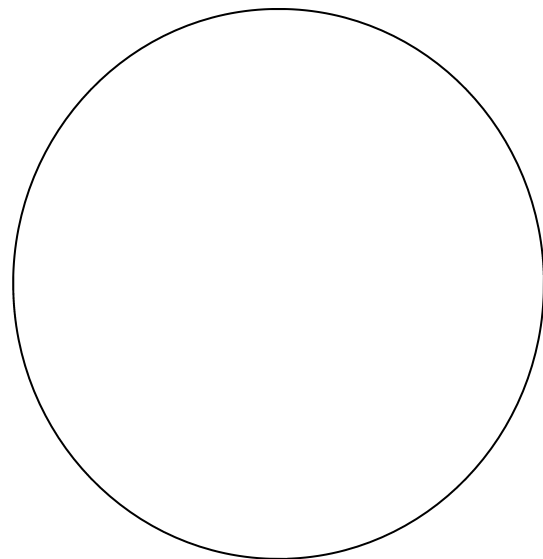
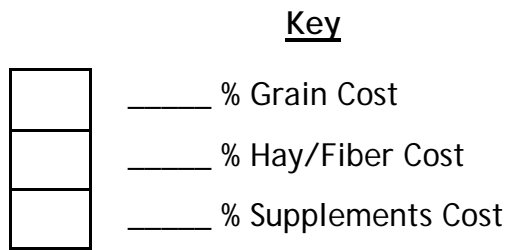
Feed Tag Information

Please use a separate page to attach one tag or label from a feed being used.
If an home-made mix is used please describe the mix.

1. What production level is this feed designed for?
(*Ex. maintenance, growing etc....*)
2. What is the Crude Protein level of this feed?
3. What is the main ingredient in this feed?
(Hint: if the answer is not clear, it's probably the first ingredient listed.)
4. Which ingredient do you feel is most important when choosing a feed? Explain why.

Feed Expense Summary

Calculate the total amount spent of feed. Leave any blank that do not apply. Complete the pie chart below to figure out the percentages of total feed cost spent on each part of the animals diet.



Rabbit Health Record

Name & Number	Breed	Sex	Age	Illness or Symptoms	Treatment	Date Treated	Cost of Treatment	Recovered from Illness or Successful Treatment (Yes or No)
Total Health Care Expenses \$								

Rabbit Death Record

Name & Number	Breed	Sex	Age	Date of Death	Cause

Rabbit Show Expense Record

Date of Show	Name of Show	Location	Number Rabbits Entered	Cost per Entry	Total Entry Fees
Ex. 7/16/05	MCF Rabbit Show	Madison, VA	5	\$1.00	\$5.00
Total Cost of Show Entries for the Year					\$

Project Financial Summary

One goal of the sheep flock project is to teach budgeting, marketing and money management skills. The following chart will help you evaluate the financial status of your project.

<u>Income</u>	
A. Value of Animals Owned p 5	\$
B . Income from Breeding Fees p 13	\$
C. Show Premiums Won pg 14	\$
D. Miscellaneous Income (if any) pg 16	\$
Total Income = Add (A+ B+ C+ D)	
\$	
<u>Expenses</u>	
<ul style="list-style-type: none"> • 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 this project animal 	
1. Purchased Animals pg 5	\$
2. Equipment Expenses pg 7	\$
3. Feed Expenses pg 8	\$
4. Health Expenses pg 11	\$
5. Breeding Expenses p 12	\$
6. Miscellaneous Expenses pg 13	\$
7. Show Expenses p15	\$
Total Expenses = Add (1 + 2 + 3 + 4 +5+ 6+ 7)	
\$	
Financial Summary (Total Income - Total Expenses)	Profit/Loss (circle one)

Questions

1. Was the cost of keeping your project what you expected?

2. What will you do differently next year ?

Note: You may photocopy pages 18-19 and add to other project books if you have more than one project type.

4-H Activities

Number of club meetings held: _____ Number you attended _____

What 4-H committees did you serve on?

Did you hold an officer position in your 4-H Club? Yes No

If Yes, which one ?

- President Vice President Secretary Treasurer
 Reporter Chaplain Other _____

What other 4-H leadership roles did you hold this year? (camp counselor, teen leader, etc...)

What other 4-H clubs did you belong to and/or what other projects did you complete?

4-H Activities

(community service, workshops, camps, Share-the-Fun, county contests, judging teams, etc....)

Activity	Date	Location	Placing or Comments

Activities other than 4-H

What other clubs or groups did you belong to this year? (school, church, community, etc...)

List any activities you participated in for scouts, sports groups, church, community service, etc. that were not affiliated with 4-H.

Activity	Date	Comments

What leadership roles did you fulfill outside of 4-H? (school, church, community, etc...)

Note: You may photocopy pages 18-19 and add to other project books if you have more than one project type.

4-H Story

The motto of 4-H is "learn by doing". Each year we learn something new by participating in a 4-H project. Please write a story that explains:

- *What you have learned*
- *New skills you have gained over this past year in 4-H*
- *What goals you accomplished. If you accomplished your goals, how did you do so?*

Other Examples that you may consider writing about include: Something that happened that was funny, sad or exciting, Challenges you faced and how you overcame them, Who helped you with your project and how they contributed, Things you are most proud of. Feel free to relate your 4-H experience to other parts of your life (school, home, family, friends, etc..). Stories must be at least five sentences.



Project Photos



**** Please limit yourself to a maximum of two photo pages. ****
Additional memorabilia should be displayed in a scrapbook or 4-H portfolio.

**Optional—Record Book Scorecard*

4-H Members: Leave this page blank.

The person judging your book will complete the score card.

<u>Points Possible</u>	<u>Scoring Criteria</u>	<u>Points Awarded by Judge</u>
10	Neatness (legible writing, one color ink, well-organized)	_____
15	Completeness (all pages and sections, complete thoughts and ideas)	_____
5	Signatures obtained on front cover (member, parent, leader)	_____
10	Accuracy (no math errors, factual statements made)	_____
20	Project Work (goals set, evidence of work throughout the year, goals accomplished, book completed by 4-H member, not an adult)	_____
10	4-H Participation (meetings, clinics, workshops, camps, contests, educational experiences)	_____
20	Project Story (well-written, original, creative, complete thoughts, grammar, mechanics)	_____
10	Photos, clippings, etc. (include at least one photo, not more than 2 pages)	_____
100	Total Points Earned by 4-H'er	_____

Scoring: 90-100 Blue, 75-89 Red, 74 or below White

Judges' Comments: