



4-H Poultry Care and Feed Record Book



Circle One:	Junior	Intermediate	Senior
-------------	--------	--------------	--------

Manatee County

Name _____ Age (September 1) _____

Club _____

Years in 4-H _____ Years in Project _____

I hereby certify that I have personally been responsible for the care of this/these animal(s), have personally kept records on this project, and have personally completed this record book.

Member Signature _____ ate _____ Initials for fair _____

I/We, the parents/guardian certify that our son/daughter has completed this record book and I/we have reviewed it for completeness and accuracy of reporting.

Parent/Guardian Signature _____ Date _____ Initials for fair _____

I have reviewed this 4-H record book for completeness and accuracy of reporting.

Organizational Leader Signature _____ Date _____ Initials for fair _____

FOR USE AT THE MANATEE COUNTY FAIR AND AS THE 4-H PROJECT RECORD BOOK

Note: The County Fair rules require that you submit a Care and Feed Record Book to them (check with the Fair Office for due date) if you enter any animal in the County Fair even if you don't show that animal for any reason. If you do not turn in a record book to the Fair, you cannot show ANY animal at next year's County Fair.

Purpose

The purpose of a 4-H poultry project is:

- To acquire an understanding of animal care by preparing for, purchasing, caring for, and keeping records on one or more animals.
- To understand the business aspects and economics of purchasing animals, feeds, facilities, and equipment for an animal project.
- To keep an account of all your activities and accomplishments in one place.
- To develop integrity, sportsmanship, and cooperation.
- To develop leadership abilities, build character, and assume citizenship responsibilities.

4-H Poultry Care and Feed Record Book Guidelines:

It is suggested that a copy of the record book be made for use as a work copy. Records should then be transferred into this book for submission.

- Your record book should start with the **purchase date of your animal or September 1st of the current 4-H year (for ongoing project animals)**.
- Your record book should contain information relating only to your current poultry project animals. If you have more than one project animal you must identify which animal when completing the various sections of this record book.
- Always double-check your math and have someone check your project Story/Essay for spelling and grammar before you write it in the final record book.
- **Your final record book must be hand written by the 4-H'er (Juniors may use pencil or pen, Intermediates & Seniors must use pen, however the Project Story /Essay may be typed (on 8 ½ X 11, single-sided paper, in a 12 point double spaced font, by the 4-H member and attached.**
- Junior members (age 8-10) Recommended Story/Essay length is no less than one page.
- Intermediate members (age 11-13) Recommended Story/Essay length is no less than 2 pages.
- Senior members (age 14-18) Recommended Story/Essay length is no less than 3 pages.

I. PROJECT INVENTORY * (to be completed by Fair Record Book check in)

List all equipment and assets you had at the beginning of the project. After listing existing inventory, you should also list those items you purchased this year. **List items you will keep past the end of this project on this page only** (inventory examples include clippers, feeders, waters, cages, etc.) **DO NOT** list expendable items such as shampoo, etc. **The current year begins with the purchase of your animal or Sept. 1st of the current 4-H year (for ongoing projects). Project ends with either sale/death of animal or when the record book is turned in to 4-H for judging.**

Complete columns pertaining to your age. (Jr., Int., Sr.)

Please refer to Project Terms and Explanation, page 19, for descriptions of each column.

Item Description Jr. Int. & Sr.	Date Acquired Jr. Int. & Sr.	Purchase Cost or Value Jr. Int. & Sr.	Value at beginning of project Sr.	Depreciation (10% of purchase cost, per calendar year) Sr.	Value at end of project Sr.
Total Depreciation (Depreciation is an Expense)					
Value at End/Total Assets					

II. PROJECT ANIMAL INVENTORY * (to be completed by Fair Record Book check in)

List all animals you own at the beginning of the project and add animals you purchased or animals born during the project year. Animals sold should have a \$0 value at end of project for this page.

****Beginning \$ Value:** Value of existing animals at beginning of project OR purchase cost of new animals OR value of animals born.

***\$ Value at end of project:** Your animal's value should increase and is an estimated value.

Stock	Number of birds at beginning of project	**Beginning \$ Value	Number of birds at end of project	*\$ Value at end of project	Indicate if animal sold, kept, died, etc.
Hens					
Pullets					
Males for Breeding					
Birds for Meat Pens (Broilers)					
Chicks under 8 Weeks Old					
Total Number of Birds & Value at Beginning					
Total Number of Birds & Value at End/Value of Animal Assets					

III. NON-FEED EXPENSES * (to be completed by Fair Record Book check in)

List non-feed expenses (everything you spend money on that you will **NOT** have at the end of the project). This should **NOT** include feed. This includes entry fees, entry pass, veterinary expenses, bedding, and other expendable items such as shampoo, printing of pictures, ink etc.

Date	Description	Paid to	Total Cost
	Percentage deducted by fair (for meat pens)	Manatee River Fair	
Total Non-Feed Costs			

IV. FEED EXPENSES * (to be completed by Fair Record Book check in)

List all feed (feed, supplements, treats, etc.) expenses. Each feed purchase including weight should be listed separately.

Date	Description	Paid To	Pounds	Total Cost
Page Total – Pounds of Feed				
Page Total – Feed Cost				

VI. INCOME – ANIMAL(S) SOLD NON MEAT

() Check here if you did not sell any of the poultry related to your project. **If you have no income from this project, THEN ENTER ZERO.**

Date	Description (Breed, ID# if any)	Purchased by	Total Paid

Income from Sale of Animal(s) \$ _____

VII. INCOME - ANIMAL SOLD MEAT PEN * (complete all that you can by Fair Record Book check in)

Do not subtract % deducted by the fair here (see pg. 5 sec. III). **This will be your actual sale price. If you have no income from this project, THEN ENTER ZERO.**

() Check here if you did not sell your project animal.

Date	Description (Breed)	Purchased by	Total Price Per Pen

Income from Sale of Meat pen animals \$ _____

VIII. OTHER INCOME - SHOW PREMIUMS AND RECEIPTS

Other project income should be recorded here, such as each show premium or other money earned. **If you have no other income from this project, THEN ENTER ZERO.**

Date	Description (Show/contest/demonstration/placing and/or ribbon)	Total
	Total Other Income, if none, enter zero	

IX. HEALTH AND VETERINARY RECORD * (to be up to date by Fair Record Book check in)

This should include a record of any health related activities (vitamin supplement, flea control, deworm, vaccinate, or use of veterinarian's services. This should include what you used, how much you used, and what you used it for. Fill in all applicable information. **If your animal was healthy throughout project, please note.**

Date	Animal ID	Reason for Veterinarian Visit or Other Health Related Treatment

X. REMARKS AND INCIDENTS* (to be up to date by Fair Record Book check in)

Include any important events or incidents that occurred pertaining to and during this project such as seminars or field trips you attended, or any other non-health related activity or incident. Be sure to include this type of information in your 4-H project story/essay.

Date	Event, Incident, Type of Activity, etc.

XI. DAILY EGG RECORD* (to be up to date by Fair Record Book check in)

Date	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
01												
02												
03												
04												
05												
06												
07												
08												
09												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
Total # of Eggs												
Total # of Birds												
Avg. # Eggs/Bird												

XII. PROJECT FINANCIAL SUMMARY * (to be up to date by Fair Record Book check in)

The records in this book cover my 4-H Poultry project consisting of _____ birds and _____ Meat Pen.

If your project will continue past the County Fair fill in areas with an * in PENCIL for the fair check in then rewrite in PEN (if you are an Int. or Sr.) before you turn your book in to 4-H for judging.

INCOME		Section Total	Grand Total
1	Income – Animals Sold Non Meat Pen <i>(From page 8, Sec. VI)</i>		
2	Income –Animals Sold Meat Pen <i>(From page 8, Sec. VII)</i>		
3	Other Income – Show Premiums & Receipts <i>(From page 8, Sec. VIII)</i>		
4	TOTAL INCOME <i>(Add Lines 1 + 2 + 3)</i>		
EXPENSES			
5	Total Depreciation <i>(From page 3, Sec. I)</i> * ONLY SENIORS COMPLETE THIS LINE		
6	Animal Expense <i>(From page 4, Sec. II)</i> * MEAT PEN ANIMALS		
7	Total Non-Feed Expenses <i>(From page 5, Sec .III)</i> *		
8	Total Feed Expenses <i>(From page 6 , Sec. IV)</i> *		
9	TOTAL EXPENSES <i>(Add Lines 5 + 6 + 7 + 8)</i> *		
SUMMARY			
10	FINAL PROFIT/LOSS <i>(Subtract Line 9 from Line 4)</i>		
ASSETS			
11	Value of Project Assets <i>(From page 3, Sec. I)</i> * ONLY SENIORS COMPLETE THIS LINE		
12	Value of Animal Assets <i>(From page 4, Sec. II)</i> * NON MEAT PEN ANIMALS		
13	TOTAL ASSETS <i>(Add Lines 11 + 12)</i> ONLY SENIORS COMPLETE THIS LINE		

XIII. PICTURES OF YOUR PROJECT * (you should have approximately half of your pictures by Fair Record Book check in)

Show your project from the beginning to the end along with different skills that you have learned. This should include a **minimum of 8 pictures and a maximum of 10 pictures**. Include a caption with each picture. The captions should tell a story. The pictures and captions should compliment your project story. Explain what you are doing and why you are doing the things shown in the picture. What skills are you demonstrating and why? Spelling and grammar are included in the judge's decision. **Do not cover up the directions.**

Pictures (continued):

DO NOT ADD ADDITIONAL PAGES

Pictures (continued):

DO NOT ADD ADDITIONAL PAGES

XV. BUYER'S LETTERS AND ADDRESSES *(to be up to date for the Fair Record Book check in)

Please attach (staple) a copy of your buyer's letter to this page and list 3 people or businesses to whom you sent the letters along with their addresses below.

ADDRESS # 1

ADDRESS # 2

ADDRESS # 3

PROJECT TERMS AND EXPLANATIONS

NOTES FOR PROJECT INVENTORY (page 3)

- **Project Year** - Based on a calendar year. Current project year is same year as current Fair year.
- **Date Acquired** - List the date (mm/dd/yy) you obtained this item, on items older than one year, list only the year.
- **Purchase Cost or Value** - What did this item cost when you obtained it? (Fair market value)
- **Value at Beginning of Project** - Same as the purchase cost of items bought during the current calendar year. On items from previous years this will be the value from last year's ending inventory (the depreciated value of 10% of the purchase cost per project year).
- **Depreciation of 10%** - This will be 10%, per calendar year, of the original purchase cost for the items you will still have at the end of the project. This includes items you had at the beginning of the project as well as items purchased during the current calendar year. Depreciation is the loss in value of your assets and is an expense.
- **Value at the End of the Project** - This is the value at the beginning of the project minus the depreciation.

Examples:

Items Description	Date Acquired	Purchase Cost or Value	Value at beginning of project	Depreciation (10% of purchase cost, for this calendar year)	Value at end of project
Rope	Purchased 4 years ago	\$7.30	(Depreciated 10% for 3 years) \$5.11	\$0.73	\$4.38
Comb	Purchased 3 years ago	\$19.60	(Depreciated 10% for 2 years) \$15.68	\$1.96	\$13.72
Brush	Purchased Previous Calendar Year	\$5.85	(Depreciated 10% for 1 year) \$5.27	\$0.58	\$4.69
Bucket	Purchased Current Calendar Year	\$9.10	(No Previous Depreciation -purchased current calendar year) \$9.10	\$.91	\$8.19
Total Depreciation*				\$4.18	
Value of Project Assets					\$30.98

*Depreciation is an expense

SCORING SYSTEM

4-H Poultry Care and Feed Record Book

Section	Item	Points Possible
Cover	Signatures	3
I	Project Inventory (page 3)	6
II	Animal Inventory (page 4)	5
III	Non-Feed Expenses (page 5)	6
IV & V	Feed Expenses & Ration Record (pages 6 & 7)	6
VI, VII & VIII	Income – Animal(s) Sold Non Meat Pen, Income –Animal sold Meat Pen & Other Income – Show Premiums & Receipts (page 8)	8
IX & X	Health & Veterinary Record, Remarks & Incidents (page 9)	6
XI	Daily Egg Record (page 10)	4
XII & XV	Project Financial Summary (page 11) Buyer's Letter and Addresses (page 18)	10
XIII	Pictures (pages 12, 13 ,14)	8
XIV	Project Story/Essay (pages 15, 16 & 17)	30
XV	Neatness, Accuracy, Grammar & Spelling	10
	Total Points	100

Ribbon Awards

Blue	90 - 100	pts.
Red	80 -89	pts.
White	79 & 0	pts.



This document, **4-H Poultry Care and Feed Record Book**, was compiled by Diana L. Smith, Ph.D., Extension 4-H Coordinator, University of Florida/IFAS Extension - Manatee County, December 9, 2004, revised September 6, 2012, August 3, 2013, July 2015.

Credits: Author Unknown. (Revised August 1, 2003). **Florida State Fair Youth Livestock General Record Book**. Tampa, FL: Florida State Fair Authority.

Cahill, Claudia. (Revised July 1998). **4-H Poultry Care and Feed Record Book – Manatee County**. Palmetto, FL: Manatee County 4-H

Kalch, L. W. (August 2002). **4H POR02 - 4-H Club Poultry Record Book**. Gainesville, FL: University of Florida/IFAS Extension.

A special thanks to Christa Kirby, Extension Livestock Agent, University of Florida/IFAS Extension - Manatee County, Lori Jorgensen and a team of 4-H volunteers for reviewing this record book. (2012) (2015)