

# Northwest 4-H Other Animals Project Book Score Sheet Guidelines and Helpful Hints

Many “Other Animals” 4-H project books vary in their content and design. However, all books are marked using the same score sheets. The purpose of these guidelines and helpful hints is to clarify various sections of the Project Book Score Sheet, and to assist members, leaders, and project book markers in creating and marking record books consistently using the Score Sheet as a reference. Make sure to look over the score sheets carefully to notice the requirements for juniors, intermediates, and seniors in regards to using pencil, pen, and/or computers. When creating these guidelines and tips, we felt the “Table of Contents” was very important to having a record book that was well organized and easy to follow. Using these guidelines and following the ideas and tips will assist members in creating a record book that will hold the practical components of their project records as well as the many memories from their year in 4-H. **Final words:** Remember, this is just a guideline to help members, leaders and record bookmarkers. How “in-depth” a book is, depends on the expectations of each club, the leaders and the members. Please provide feedback on how to make these guidelines and helpful hints even more useful in assisting members. Thank you.

## Marking Guide for Other Animals Project Record Books: Guideline and Helpful Hints

There are a wide variety of Other Animals record books and resource guides available from 4H Alberta and some clubs may even create their own record books to suit their projects, however, to get full credit for your book, remember to make sure these pages are included. Feel free to pull apart, create, or adapt pages to suit your method of organization and personality. Remember to list all these pages on your table of contents.

Pages	What to Include	Hints
<b>Stock Keeper Creed</b> <i>(excluding Vet Science)</i>	If this page is not included in your record book, a fillable .pdf is available on the 4-H Alberta website under resources, look under “beef record book.” User name: alberta 4h Password: clever	
<b>About Me</b>	If this page is not included in your record book, a fillable .pdf is available on the 4-H Alberta website under resources, look under “generic record book” User name: alberta 4h Password: clever or use the generic one included in this package.	
<b>About Club</b>	Club Information, years of operation, executive, member listings. If page is not available see “About Me” section for ideas.	

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Pages	What to Include	Hints
<p><b>About My Project</b>            (Multiple animal projects may be included in one record book if animals are from the same species.            Eg: 1) Canine: one project dog for obedience, one project dog for agility included in same project book. 2) Goats: yearling doeling, buck, breeding project all in same project book.)</p>	<ul style="list-style-type: none"> <li>•describe project</li> <li>•picture from start of year</li> <li>•use kg or lbs for weights and be consistent throughout book</li> </ul>	<ul style="list-style-type: none"> <li>•name of project</li> <li>•date of birth</li> <li>•sex</li> <li>•breed</li> <li>•weight at start of project year</li> <li>•purebred/crossbred</li> <li>•pedigree (if a purebred)</li> </ul> <p>(For market animals: Weigh in date, Achievement date and days on feed)            NOTE: use separate page for each animal</p>
<p><b>Project Planning and/or Goal Setting</b></p>	<ul style="list-style-type: none"> <li>•could be goals for your 4-H year and/or for your project</li> <li>•what you hope to accomplish</li> <li>•what do you want to improve on this year in your project and in your club</li> <li>•what you will contribute to your club</li> </ul>	<ul style="list-style-type: none"> <li>•These goals should reflect the level of member eg. Jr/Int – what they hope to learn and do</li> <li>Sr. – how they will contribute</li> </ul> <p>Feel free to expand on goals</p> <p>See generic page for ideas</p>

Pages	What to Include	Hints
<b>Equipment Inventory</b> (Includes everything except feed)	These are assets which you may carry forward to the next year <ul style="list-style-type: none"> <li>•list previously owned and borrowed items and cost</li> <li>•list newly purchased items and cost</li> <li>•list donated items and potential costs</li> <li>•grooming equipment</li> <li>•also include annual depreciation costs</li> </ul>	<ul style="list-style-type: none"> <li>•if an item is used up during the year (ex. Shampoo) the value at the end of the year is shown as \$0.00.</li> </ul>
<b>Growth Charts</b> <i>(Market Animals only)</i>	Graph showing estimated and actual monthly weight gain progress of market animals. (See beef book for example)	Be sure to label graph, include a legend. Use two different colours to show estimated and actual weight gain.
<b>Rate of Gain</b> <i>(Market Animals only)</i>	Chart showing weight gain or loss. Include starting weight, ending weight, and one entry/month. Also include total days on feed and total weight gain. At the end of the year calculate market animal's average daily gain. (Total weight gain For examples see 4H Alberta Sheep record book.	
<b>Health Records</b> <i>(excluding Vet Science)</i>	Include date, problem, procedure or treatment, and cost of procedure. Also include annual vaccinations, hoof trimming, and breeding records in this section. Keep a total cost of all health procedures for the financial summary page.  NOTE: if animal is healthy all year be sure to note that	

Pages	What to Include	Hints
<b>Feed Costs</b>	These are feed items required specifically for the project which will be used up (consumable items) Include total cost of all feed costs for the financial summary page	HINT: Project leaders may create a cost sheet for commonly used feed items required for projects so prices are consistent for all members in that project.
<b>Financial summary</b>	Summary of all costs incurred by the project during the year. If any animals were sold or prize money received from shows, include an income column also. Show if project year was a profit or loss. See generic summary included in package.	
<b>Record of Project Activities</b>	Chronological listing of each time project group met and activities participated in. Include project meeting dates and activities, in depth detail of what was accomplished or learned	NOTE: Handouts and worksheets included here
<b>Project Evaluation</b>	<ul style="list-style-type: none"> <li>•this is specific to your project and goals</li> <li>•evaluation goals set at the start of the year and progress</li> <li>•include choosing of project, feeding, training, grooming, showing, and selling hilights.</li> <li>•state plans for next year</li> </ul>	
<b>Signed by Leader</b> <u>NOTE:</u> Signed release form must be at the front of project book before it can be viewed by outside judges.	Need some type of confirmation that a leader has reviewed project book and approved it for further competition.	Other ideas: -certificate of book completion signed by leader -leader signs after each project entry

Pages	What to Include	Hints
<b>Story/Summary of my 4-H Year</b>	Includes a story about member's <u>entire</u> 4H year. Should reflect goals set at the start of the year, participation, what was learned. Personal viewpoints about what was enjoyed and hi-lights of the year.	Writing Tips: <ul style="list-style-type: none"> <li>•story captures reader's interest</li> <li>•story has specific details and examples</li> <li>•complete sentences</li> <li>•capitals/end punctuation correct</li> <li>•words spelled correctly</li> <li>•communication is clear</li> </ul>
<b>Photos/Clippings</b>	All articles and photographs should include a date and caption. Articles need to have source and reason why the article is included	Articles can be photocopied. Neatly mount all items.
<b>Project Activities/ Assignments</b> <i>( Vet Science only)</i>	Complete activities and assignments requested by vet. leader and covered in vet. Science resource books level I, II, and III.	

# Northwest 4-H Region Other Animals Record Book Score Sheet

*Revised: March 2014*

Name \_\_\_\_\_ Project \_\_\_\_\_

Club \_\_\_\_\_ District \_\_\_\_\_

Category: Jr \_\_\_\_\_ Int \_\_\_\_\_ Sr \_\_\_\_\_

Competition Level: Club \_\_\_\_\_ District \_\_\_\_\_ Region \_\_\_\_\_

***A project book release form signed by the leader must be included at the front of the book.***

Category	Possible Points	Points Awarded
<u><b>General</b></u> -Cover (durable, suitable) -Title Page (Name, Club, Project, Age Category, Club Year, Membership Year) -4-H Pledge/Grace/Motto	<b>5</b>	
<u><b>Organization</b></u> -Table of Contents -Sections identified -Information Organized in an easy to follow sequence	<b>5</b>	
<u><b>Club/District/Region Information</b></u> -Include agendas, meeting notes, minutes, program plans, etc.	<b>5</b>	
<u><b>Project Records</b></u> (use scoring guide on the back of this page) -Specific requirements for each 4-H project as listed in the manual - <i>Book must be signed by leader where appropriate/required</i>	<b>100</b>	
<u><b>Activities</b></u> -Record of 4-H Activities that tell about member involvement from Club to Provincial events -Ex. Communication (copy of speech/presentation), judging, camps, etc.	<b>5</b>	
<u><b>Neatness and Accuracy</b></u> -Mechanics: spelling, arithmetic, punctuation, legibility -Junior – pencil accepted as minimum; pen, computer, typewritten equally accepted -Intermediate & Senior – ink, computer, typewritten equally accepted; no pencil	<b>5</b>	
<u><b>Originality</b></u>	<b>5</b>	
<b>TOTAL</b>	<b>130</b>	

## Marking Guide for Other Animal Project Record Books

Page(s)	Possible Points	Pts. Awarded
Stock Keeper Creed	1	
About Me	3	
About My Club	4	
About My Project	6	
Project Planning and/or Goal Setting for my 4H Year	7	
Equipment Inventory ( <i>excluding Vet. Sci.</i> )	10	
Growth Charts ( <i>market animal only</i> )( <i>excluding Vet. Sci.</i> )	6	
Rate of Gain ( <i>market animal only</i> )( <i>excluding Vet. Sci.</i> )	2	
Health Records ( <i>excluding Vet. Sci.</i> )	5	
Project Costs ( <i>including Vet. Sci. costs</i> )	15	
Financial Summary	5	
Record of Project Activities	24	
Signed by Leader (Signed release included)	2	
Story/Summary of my 4H Year	10	
Photos/Clippings	6	
Project Evaluation	6	
Project Activities/Assignment(s) ( <i>Vet. Sci only</i> )	35	
<b>TOTAL</b> ( <i>market animal &amp; multi animal projects</i> )	112	
<b>TOTAL</b> ( <i>non-market animal</i> )	104	
<b>TOTAL</b> ( <i>Vet. Science</i> )	123	

Judges Signature: \_\_\_\_\_

Comments: