

**EXTENSION**

College of Agriculture,  
Biotechnology & Natural Resources

Produced in cooperation with Carson City, Douglas, Storey, and Washoe Counties.

MOUNT PHOTO OF YOU AND  
YOUR ANIMAL HERE

Name:

Club:

4-H Age:

Project:

4-H Project Year: 1/1/                      4/8/

Year in Project:

County:

The project record book for market animals (Clark County Area 4-H Livestock Records) has been revised for use with Adobe Reader. Our goals were to make the project record more user-friendly by clarifying certain questions/sections, and to improve the format so 4-H'ers (and their parents) wouldn't feel quite so overwhelmed! As you work through your record book this year, make note of areas or questions that don't make sense to you. At the end of the project year we will review any questions and suggestions you may have.

**JUNIOR BOOKS** - The financial pages in the record book (#4, 5, 6, 7 and 8) cover material the junior member may find difficult to understand, but completing these pages to the best of their ability will teach juniors about the over-all scope of their project and prepare them for their future years in 4-H. If the junior wants to enter the Record Keeping Contest, he or she **MUST** complete all of the pages in the record book. Your livestock leader will be happy to help you with any questions you may have.

**SENIOR BOOKS** - A new requirement for senior 4-H members is a Résumé and Buyer's Letter (page 15). Preparing a résumé will help seniors develop skills that will prove invaluable in their future. We have offered guidelines to writing both, but encourage creativity!

Although this revision tries to make the questions in the record book easier to understand and answer, there still may be areas that need further explanation. The following should clear up some misunderstood areas and provide some helpful hints:

The project year for 4-H begins October 1 and ends September 30. \*Remember, your market project begins the day you start feeding your animal, or put money into the project, **NOT** the day you weigh-in.

The definition of a "homegrown" animal varies between species and shows. For clarification on your project's "homegrown" status, refer to the current year's rules governing the show your animal is entered in (ex. Nevada State Fair livestock competition guide.)

On certain pages, you will need to estimate various amounts through the project's ending date in order to complete your records accurately, as your record book is due before the project ends.

Pages 9, 10, 11 and 12 (Animal Health Record, Ration Sheet, Market Animal Production Summary and Weight Chart) need to be completed for each animal in your project. For example, if you have a back-up, you need to complete a set of these pages for both animals. \*If you don't have a back-up, remove the extra sheets from your book.

There are different Record Book keeping requirements for different shows (ex. Nevada State Fair.) Check with your livestock leader if you are unsure of the rules. Remember to update your record book after shows (add ribbon placings, awards, premiums, etc.) and before County Awards if submitting your book for consideration.

Good luck with your record Book!

Livestock Leaders

1. Statement of goals and objectives for the year - (List three (3) things you hope to accomplish.)

A.

B.

C.

2. Source of animals - (How the member will acquire the project, or if owned previously.)

Source of animal (where purchased/date)

Birth date

Breed/color

Sex

Homegrown? Yes

No

3. Feeding program - (What kinds of feeds do you plan on using?)

4. Housing - (Where will you keep your animal?)

5. Financial arrangements - (How are you paying for your project? How will you repay any loans obtained from parents or other sources: for example, with cash or bartering?)

6. How and where do you plan to market and sell your project animals? (Include any back-up animals.) What is your projected market weight and price per lb.?

# LIVESTOCK PROJECT OPERATING BUDGET

To be completed at the end of sale

## Projected Income

Income from sale of market animal

lbs. X expected price/lb.	=	\$
Less sale commission		- \$ _____
Net Proceeds from sale		\$

Breeding income from sale of animals/stud fee \$

Total Projected Income \$

## Projected Operating Expenses

Cost of Animal(s) \$

Feed Cost \$

Veterinary Expenses (including vaccinations and worming) \$

Misc. Disposable Supplies (grooming supplies, bedding etc.) \$

**Total Projected Operating Expenses \$**

## **Projected Profit (Loss)**

Projected Income Minus Projected Operating Expenses

- = \$

Footnote: This is intended to reflect yearly operating expenses. Capital Inventory like pens, housing, feeders, is included in the financial statement.



## INCOME

Record all income from your project: Project the price you expect to get for your animal at auction. Include the value of product or animals kept for home use.

\*\*NOTE: Indicate with an (\*) any estimated figure; for example, ending weight or price per lb.

•Include premiums and cash awards (i.e. rate of gain, futurities, carcass evaluation, jack-pots), livestock or products sold.

The sale commission percent can vary; check with your livestock leader if you have questions.

DATE	ANIMAL OR ITEM SOLD	WEIGHT	PRICE PER POUND OF ITEM	TOTAL PRICE	LESS CCJLA COMMISSION AT 5%	NET PRICE RECEIVED
(G) TOTAL INCOME FROM THIS PROJECT (RECORD ON FINANCIAL SUMMARY PAGE 8, LINE 7)						

### MARKET COMPARISON

CURRENT MARKET PRICE \_\_\_\_\_ /lb.

(available from Commercial Slaughter House, Cooperative Extension office, livestock publications)

CURRENT MARKET VALUE OF THIS ANIMAL:

current market price	lb.
X	
ending weight of animal	

=

or Current Market Value

Compare this to the net price received for your project.

### BREAK EVEN PRICE

total expenses (page 8, line 6)	
÷	
ending weight of animal	
=	

per lb., or Break Even Price

**FINANCIAL SUMMARY**

EXPENSE

- 1. Beginning inventory (page 5, column A) \_\_\_\_\_
- 2. Feed expense (page 6, column C) \_\_\_\_\_
- 3. Veterinary expense (page 6, column D) \_\_\_\_\_
- 4. Animals purchased (page 6, column E) \_\_\_\_\_
- 5. Miscellaneous expense (page 6, column F) \_\_\_\_\_
- 6. TOTAL EXPENSE (add lines 1 through 5) \_\_\_\_\_



INCOME

- 7. Project income (page 7, item G) \_\_\_\_\_
- 8. Ending inventory (page 5, column B) \_\_\_\_\_
- 9. TOTAL INCOME (add lines 7 and 8) \_\_\_\_\_



PROFIT OR LOSS OF PROJECT

- 10. Total income (line 9 above) \_\_\_\_\_
- 11. Total expense (line 6 above) \_\_\_\_\_

Fill in line 12 or line 13 as directed.

12. If line 10 is greater than line 11, the  
NET PROFIT (line 10 minus line 11) = \_\_\_\_\_

13. If line 11 is greater than line 10, the  
NET LOSS (line 11 minus line 10) = \_\_\_\_\_



ANIMAL NAME OR TAG #

\*\*Use a separate sheet for each animal.

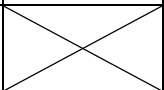
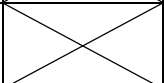
**RATION SHEET**

Indicate ration(s), grains, hays and amounts fed.

If prepared feeds are used, indicate % of protein and the brand name. (If hay/grain pellet, indicate % of grain in pellet.)

Amounts can be entered weekly, monthly or when ration has been changed.

~~~ To determine COST PER LB.: divide feed cost, found on page 6, by lbs. of feed (for example, if the feed cost is \$8.00 a sack and the sack weighs 50 lbs.,  $\$8.00 \div 50 = \$.16$  per lb.)

| DATES                                                       | FEED OR RATION | LBS. PER DAY | # OF DAYS FED | TOTAL LBS. (LBS. x DAYS) | COST PER LB.                                                                          | TOTAL COST (TOT. LBS. X COST PER LB.) |
|-------------------------------------------------------------|----------------|--------------|---------------|--------------------------|---------------------------------------------------------------------------------------|---------------------------------------|
| Example:<br>4/1 - 5/1                                       | Grain          | 3            | 30            | 90                       | .16                                                                                   | \$14.40                               |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
|                                                             |                |              |               |                          |                                                                                       |                                       |
| <b>COLUMN TOTALS</b>                                        |                |              |               |                          |  |                                       |
| Record totals on Market Animal Production Summary - page 11 |                |              |               | (H)                      |  | (I)                                   |

## MARKET ANIMAL WEIGHT RECORD

The project animal's weight should be recorded a minimum of once per month on all market animals. This measures the response to the feeding and management program. Poor gain may be an early warning of health problems (i.e. parasites or disease).

|                    | DATE | WEIGHT | DAYS FROM LAST WT.              | GAIN FROM LAST WT.              | DAILY GAIN<br>(GAIN ÷ DAYS)     |
|--------------------|------|--------|---------------------------------|---------------------------------|---------------------------------|
| Project<br>Start > |      | (M)    | / / / / / / / / / / / / / / / / | / / / / / / / / / / / / / / / / | / / / / / / / / / / / / / / / / |
|                    |      |        |                                 |                                 |                                 |
|                    |      |        |                                 |                                 |                                 |
|                    |      |        |                                 |                                 |                                 |
|                    |      |        |                                 |                                 |                                 |
|                    |      |        |                                 |                                 |                                 |
|                    |      |        |                                 |                                 |                                 |
|                    |      |        |                                 |                                 |                                 |
|                    |      |        |                                 |                                 |                                 |
|                    |      |        |                                 |                                 |                                 |
| Project<br>End >   |      | (N)    | (O)                             | (P)                             | (Q)                             |

### WEIGHT RECORD TOTALS AND VALUES

- (M) = Beginning weight
- (N) = Ending weight
- (O) = Total days on feed (add up column)
- (P) = Total gain (total of column should equal N minus M)
- (Q) = Average daily gain: to calculate, total gain (P) ÷ total days on feed (O) = (Q)

## MARKET ANIMAL PRODUCTION SUMMARY

|                                                                   |      |             |      |
|-------------------------------------------------------------------|------|-------------|------|
| Beginning weight<br>(M):                                          | lbs. | Date:       |      |
| Ending weight (N):                                                | lbs. | Date:       |      |
| Total days to completion (O):                                     |      |             |      |
| TOTAL WEIGHT GAINED (P):                                          |      | lbs. gained |      |
| Average Daily Gain (total lbs. gained ÷ total days on feed(Q):    |      |             | lbs. |
| Total Pounds Fed (page 10, column H)                              |      |             | lbs. |
| Total Feed Cost (page 10, column I)                               |      |             | \$   |
| Feed Cost Per Pound of Gain (total feed cost ÷ total lbs. gained) |      |             | \$   |

|                                                               |                |                     |   |  |
|---------------------------------------------------------------|----------------|---------------------|---|--|
| <b>FEED CONVERSION:</b>                                       | Total lbs. fed | ÷ Total lbs. gained | = |  |
| This is the amount of feed needed to increase weight by 1 lb. |                |                     |   |  |

ANIMAL NAME OR TAG #

\*\*Use a separate sheet for each animal.

## CLARK COUNTY AREA 4-H LIVESTOCK WEIGHT CHART

1. Place a dot on the chart each time you weigh your animal (sheep/swine - weekly, beef - monthly).
2. Record your project animal's weight each week or month. Connect your dots with a line for a growth curve.

| <b>P O U N D S</b>     |              |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
|------------------------|--------------|-------------|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|------|--|
| <b>Lamb</b>            | <b>Goat</b>  |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 140                    |              |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 135                    | <b>Swine</b> |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 130                    | 260          |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 125                    | 250          |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 120                    | 240          |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 115                    | 230          |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 110                    | 220          |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 105                    | 210          |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 100                    | 200          |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 95                     | 190          |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 90                     | 180          | <b>Beef</b> |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 85                     | 170          | 1,350       |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 80                     | 160          | 1,300       |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 75                     | 150          | 1,250       |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 70                     | 140          | 1,200       |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 65                     | 130          | 1,150       |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 60                     | 120          | 1,100       |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 55                     | 110          | 1,050       |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 50                     | 100          | 1,000       |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 45                     | 90           | 950         |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 40                     | 80           | 900         |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 35                     | 70           | 850         |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 30                     | 60           | 800         |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 25                     | 50           | 750         |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 20                     | 40           | 700         |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 15                     | 30           | 650         |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 10                     | 20           | 600         |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| 5                      | 10           | 550         |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| Weeks / Months to show | 18           | 17          | 16 | 15 | 14 | 13 | 12 | 11 | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 | show |  |
| <b>Weight</b>          |              |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |
| <b>Date</b>            |              |             |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |      |  |

## TIME SHEET SUMMARY:

On this chart, record the hours you spend on your project throughout the 4-H year, which begins October 1.

| <b>J<br/>O<br/>B<br/>S</b> | <b>Club meetings/ socials</b> | <b>Field trips/ Education clinics</b> | <b>Committees</b> | <b>Community Service</b> | <b>Feeding</b> | <b>Cleaning Pens</b> | <b>Wash/Shear, Grooming, Fitting</b> | <b>Exercising</b> | <b>Showmanship Practice/Clinics</b> | <b>Weighing</b> | <b>Record keeping</b> | <b>Livestock Shows</b> |
|----------------------------|-------------------------------|---------------------------------------|-------------------|--------------------------|----------------|----------------------|--------------------------------------|-------------------|-------------------------------------|-----------------|-----------------------|------------------------|
| <b>MONTHS</b>              |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| October                    |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| November                   |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| December                   |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| January                    |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| February                   |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| March                      |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| April                      |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| May                        |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| June                       |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| July                       |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| August                     |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| September                  |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |
| <b>SUBTOTAL</b>            |                               |                                       |                   |                          |                |                      |                                      |                   |                                     |                 |                       |                        |

| <b>OTHER JOBS</b> |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>MONTHS</b>     |  |  |  |  |  |  |  |  |  |  |  |  |
| October           |  |  |  |  |  |  |  |  |  |  |  |  |
| November          |  |  |  |  |  |  |  |  |  |  |  |  |
| December          |  |  |  |  |  |  |  |  |  |  |  |  |
| January           |  |  |  |  |  |  |  |  |  |  |  |  |
| February          |  |  |  |  |  |  |  |  |  |  |  |  |
| March             |  |  |  |  |  |  |  |  |  |  |  |  |
| April             |  |  |  |  |  |  |  |  |  |  |  |  |
| May               |  |  |  |  |  |  |  |  |  |  |  |  |
| June              |  |  |  |  |  |  |  |  |  |  |  |  |
| July              |  |  |  |  |  |  |  |  |  |  |  |  |
| August            |  |  |  |  |  |  |  |  |  |  |  |  |
| September         |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>SUBTOTAL</b>   |  |  |  |  |  |  |  |  |  |  |  |  |

### GRAND TOTAL OF HOURS

\* Other can include leadership, conferences, demonstrations, awards ceremonies, etc.

**THIS SECTION TO BE COMPLETED AT END OF PROJECT:**

How did the feeding program (ration and feeding routine) meet the needs of the animal?

Special problems encountered with the project:

Did you complete your objectives? If not, tell in what way:

Future plans:

**4-H ANIMAL PROJECT COMPLETION**

As a member of the \_\_\_\_\_ 4-H club, I certify that I have completed this project.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Member

Parents Comments:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent

.....  
As leader of this club, I hereby certify that the member has completed this project.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Leader

Leader Comments:

## **ADDITIONAL SENIOR REQUIREMENTS**

(Optional for Intermediates and Juniors)

### **RÉSUMÉ**

Your resume should include the following information, in whatever resume format you choose. When answering questions 2, 4, and 5, give the current year's information first, working backward through previous years.

1. Name  
Address  
4-H club affiliation
2. Education (include planned/desired college or trade school and areas of educational interest)
3. Career goals
4. Experience (relative to above stated career goals)
5. Personal: Strengths (leadership, responsibility, organization, etc.) Activities (4-H and other) Awards (4-H and other) Special interests
6. References: list three non-related personal \*references  
Include addresses and telephone numbers

\* As a courtesy, be sure to let the people you list as references know they might be contacted.

### **Buyer's Letter**

The purpose of a buyer's letter is to think about your project as a business. We want you to think about who your audience is for marketing and selling your product. Additionally, you will be educating businesses about the advantages of purchasing a 4-H raised market animal. By contacting these potential buyers, you are establishing a relationship with them that could grow into opportunities for you. As an example, these buyers could offer future opportunities for you, such as employment opportunities, serving as personal references, as well as continuing to return as a buyer. In the end, the purpose of a buyer's letter is for you to contact future buyers and sell your project.

Important Points:

- Introduce yourself
- Introduce your project (your animal, how you raised it, what 4-H club you belong to)
- Invite them to the auction (date, time, and location)
- Ask for them to buy your animal
- Please include your contact details with information on how they can follow up with you
- Let them know that you will be following up with them
- The letter should be no more than one page in length

Other points to consider adding:

- Include a photo of you with your project
- Personalize the letter to the recipient
- Include what you learned from raising the animal
- Include how you plan to use the proceeds from the transaction

Next suggested steps (can be documented in your record book, but not required)

- Consider who would be interested in purchasing your project (past buyers, your family's doctor, dentist, banker, or other businesspeople that your family has a relationship with)
- Mail out buyer's letters at least two months before the sale (try to mail out at least five letters)
- Consider making follow up calls within 2-3 weeks after letters are sent with the intent of setting up meetings to sell projects

\*\*For a sample Buyer's Letter, contact your 4-H Leader or Extension 4-H Office.