



## 4-H Beef Project Record Book



**TRIAL  
VERSION**

*For use by New Jersey 4-H beef project members*

Member name: \_\_\_\_\_ Birth date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone #: \_\_\_\_\_

4-H County: \_\_\_\_\_ Years in Project: \_\_\_\_\_

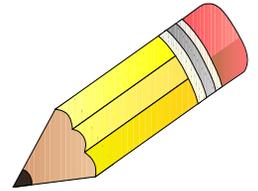
Name of club: \_\_\_\_\_ 4-H Year: \_\_\_\_\_

Club leader's name: \_\_\_\_\_

# End-of-Year Signatures

At the end of the 4-H year, when your record book is complete, your club leader will ask to see this record book.

By signing below, I am stating that I am familiar with this work and, to the best of my knowledge; the information included in this record book is complete.



Title	Signature	Date
4-H Member		
Parent/Guardian		
4-H Club Leader		

**Written by:**

Annette Devitt, Salem County 4-H Agent

**Based on:**

My 4-H Record Book by Keith Diem

*April 2011*

©

Visit the NJ 4-H Website [www.nj4h.rutgers.edu](http://www.nj4h.rutgers.edu)

# Introduction

This project record book has been created especially for members enrolled in the 4-H beef project. Keeping a record book is an important part of the project. It will help you set goals for the project year, record your accomplishments and help guide your efforts to keep important records on your beef animal(s).

## What is a 4-H project?

A project is a subject or topic that you learn about in 4-H. More important, a project is something you do, which results from knowledge and skills you learned in the project. In this case, your project is a beef animal. You learn about your project from attending club meetings and educational workshops, and working with adult leaders and other 4-H members. You can also learn from field trips and camps, by participating in shows and competitions, as well as through your family and self-study.

## Why complete a record book?

A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

## Keeping a 4-H record book will help you...

- Learn how to organize yourself
- Learn how to set reasonable goals for yourself
- Appreciate what you've learned this year from the goals you reached
- Recognize what things you learned in your 4-H project
- Explain what you've learned
- Keep track of costs of your project
- Gather information needed to apply for awards and scholarships
- Complete applications and resumes for jobs and college
- Meet requirements to participate in some county, state, or national 4-H events

## Member in good standing requirements

In general, all 4-H members are expected to meet the following standards each year. These are the minimum requirements. Your club may have additional requirements.

- Attend at least 70 percent of regular club meetings and/or activities.
- Complete a 4-H project doing one's own work with minimal assistance from parents or others.
- Give a club or county 4-H public presentation.
- Complete this project record book and necessary supplements.

## Guidelines for the 4-H Beef Project Record Book

You start your record book at the beginning of the 4-H year and keep all your expenses and receipts during the year. It is important to keep your record book up-to-date monthly. Keep your book neat and complete.

Start your year by setting at least three goals for the year. These goals may include "Beef Knowledge and Skills" or "Personal Development Activities." To expand your horizons, each year in the project, try to accomplish new skills, or skills you did not accomplish in previous year(s).

It is recommended that you save your record books from previous years. That way, you can easily compare your progress and achievements throughout the years. It will also help you when you apply for awards, jobs, college, etc.

## How this record book is organized

Besides this introduction, this record book is organized into these main sections:

- **Starting Out**—My goals for the 4-H year /Taking inventory
- **Along the Way**—Keeping track of what I do
- **Looking Back**— What I learned this year
- **Thinking Ahead**—My goals for next year
- **Appendix**— (including project goals and project supplement sheets)

# Starting Out

## My goals for the 4-H year

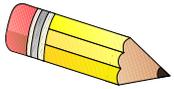
The beginning of the 4-H year is a good time to begin thinking about what you'd like to do or learn in 4-H during the upcoming months. List some of your goals for the year and what plan you have to accomplish your goals. Talk to your leader and parents to decide what goals are realistic to try and possible to finish this year.

During each year in the 4-H beef project, members should choose a minimum of three goals to pursue. Choices are listed in the Appendix. Write your choices below. Don't be afraid to challenge yourself! Of course, you may aim to reach more goals. For now, write your goals below and your plan for reaching each goal. If the items on the list have all been accomplished, develop some of your own. You may also choose special ones not listed. Be sure to get the needed signatures on the next page.

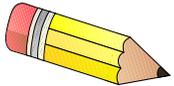
My goals for this year	What I need to do to reach this goal
<i>Example: I will learn how to give a public presentation.</i>	<i>Attend county public presentation workshop. Have my leader and parents help me pick a topic that will be good for me. Practice my presentation. Give the presentation at a club meeting.</i>

### Signatures for goal setting

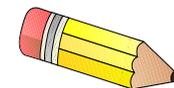
I will work toward the above goals I have set for myself for the upcoming 4-H year to the best of my ability:

 \_\_\_\_\_ (Member signature) \_\_\_\_\_ (Date)

I will support my son's/daughter's goals for the upcoming 4-H year:

 \_\_\_\_\_ (Parent signature) \_\_\_\_\_ (Date)

I will help support this member's goals for the upcoming 4-H year:

 \_\_\_\_\_ (4-H Leader signature) \_\_\_\_\_ (Date)

### Herd Record – Beef Inventory

For the Beef project, you will need to keep track of animals in your herd. This includes animals you own or lease at the beginning of the year and any animals you acquire during the year. For each animal, list its name, ear tag number or registration number (if registered), birth date, sex (the usual abbreviations are S=steer, H=heifer, C=cow), breed, sire, dam, date acquired, how the animal left the herd and date, and value at the start and end of the project year (this may be the purchase price or appraised value). If you have a large herd, you do not have to record each animal. However, you should record all animals that are “project animals” or that you enter in any show.

Animal's Name or Ear Tag # or Regist. #	Birth Date	Sex	Breed	Sire	Date Acquired	How animal left herd & date	Value	
							Project start or when acquired	Project end or when left herd
<i>Example: Mr. Meat</i>	<i>2/4/10</i>	<i>S</i>	<i>Hereford</i>	<i>Sire: #12</i>	<i>4/5/10</i>	<i>sold 8/6/11</i>	<i>\$500.00</i>	<i>\$1100.00</i>
				<b>Dam: #245</b>				
				<b>Sire:</b>				
				<b>Dam:</b>				
				<b>Sire:</b>				
				<b>Dam:</b>				
				<b>Sire:</b>				
				<b>Dam:</b>				
<b>Total Value of Animals</b> (Add all values of animals and put these numbers in boxes at right.)								

# Along the Way

## Keeping track of what I do

For this section, it is best to write down what you have done shortly after completing it so you won't forget important events and activities. This section includes the following parts:

- What I did in this project this year
- Project finances
- Other clubs and projects

## What I did in this project this year

The following page is where you can list what you did in this 4-H project. Don't forget to include these types of 4-H events and activities you might have done this year:

- Events participated in
- Leadership roles - such as offices held, committees led
- Shows & competitions (be sure to list identification of the item entered, the class entered, and the number in the class)
- Special meetings & clinics
- Community service
- Public Speaking
- Field trips
- County 4-H Fair
- Awards or recognition earned

Name of event/activity	Date & Location	What I did	Level (Club, County, State, National)	Award or Recognition Earned?
<i>Example: Invitational Beef Show</i>	<i>8/1/2011 Somewhere, New Jersey</i>	<i>Entered 2 beef steers</i>	<i>County</i>	<i>1 Excellent (2<sup>nd</sup> place in class) &amp; 1 Very Good (4<sup>th</sup> place in class. 3<sup>rd</sup> in Beginner Showmanship</i>
<i>Example: Visited nursing home with the club</i>	<i>12/15/11 ABC Nursing Home, Milltown</i>	<i>Brought small gifts for residents and sang songs.</i>	<i>Club</i>	<i>Received a thank you letter from the Center Director</i>



### Animal Care & Management

Because your project is a living creature, it requires regular care and management. Here is the place to explain what you regularly do for or with your animal on a daily, weekly, monthly, and yearly basis. Be as specific as possible.

Do not forget to list the following:

- Feeding and watering practices
- Exercising
- Grooming (brushing, check health)
- Clean and disinfect food/water containers
- Manure removal

What I do for/with my project animal(s) . . .
<b>Daily</b>
<b>Weekly</b>
<b>Monthly</b>
<b>Yearly</b>



**Project Finances**

It is likely that you spent money on your 4-H project this year. This section will help you add up what it cost to complete your project.

**(E) Expenses**

This section is where you can keep track of what you purchased and the other materials, supplies, and equipment you purchased or used for your project and what it cost to use. Feel free to add more copies of these pages if necessary.

Expenses are divided into four categories (E 1, 2, 3, 4):

- Feed expenses (Remember the cost of feed = number of pounds of feed x price per pound. Also, when home-grown feeds are used, list feed cost at market value.)
- Equipment expenses (including hardware for repair of pens)
- Other expenses (such as breeding charges, shows, transportation)
- Health/Medical expenses (including veterinary and medicine)

**(E1) Feed Expenses**

Date	Description of expense (include quantities)	Cost (\$)
<b>E1 Total</b>	(Add up all expenses from above and put number in box at right)	

**(E2) Equipment expenses**

Date	Description of expense (include quantities)	Cost (\$)
12/15/10	<i>Example: halter</i>	\$11.95
<b>E2 Total</b>	(Add up all expenses from above and put number in box at right)	

**(E3) Other Expenses (such as shows and transportation)**

Date	Description of expense (include quantities)	Cost (\$)
7/26/2011	<i>Example: Gloucester County 4-H Show entry fees</i>	\$4.00
<b>E3 Total</b>	(Add up all expenses from above and put number in box at right)	

**(E4) Health/Medical expenses (including veterinarian & medicine)**

<b>Date</b>	<b>Description of expense</b>	<b>Cost (\$)</b>
3/16/2011	<i>Example: Wormer</i>	\$10.95
<b>E4 Total</b>	(Add up all expenses from above and put number in box at right)	

**(I) Income**

List any income received from your project this year. For instance, this could include sales of any project-related items or cash prizes from contests or exhibitions. Income may also include live animals sold. It is quite likely your project had no income. If so, enter "None" under description and "0" under "Total Income."

<b>Date</b>	<b>Description of income (include quantities)</b>	<b>Income (\$)</b>
8/6/2011	<i>Example: Sold 1 beef steer</i>	\$1100.00
<b>Total Income</b>	(Add up all income from above and put number in box at right)	





**Total Project Cost or Profit**

If your project earned more than it cost, then your project made a profit. In other words, if your income minus your expenses is a positive (+) number, your project "made" money.

If income minus expenses is a negative (-) number, you spent more on your project than you earned from it. This amount is the total cost of your project. But don't worry if your project did not make a profit! Although a business aims to earn a profit, a 4-H project is meant for learning. The important point to learn is that most activities have costs. Therefore, you must be careful to spend money wisely.

<b>Total Expenses (Includes value of equipment and project animals)</b>	
Total Feed Expenses ( <b>E1</b> page 9)	\$
Total Equipment Expenses ( <b>E2</b> page 10)	\$
Total Other Expenses ( <b>E3</b> page 10)	\$
Total Health/Medical Expenses ( <b>E4</b> page 11)	\$
<b>Total Expenses</b> (Add up all expenses and put number in box at right)	\$

<b>Total Project Cost or Profit</b>	
Total Income ( <b>I</b> page 11)	\$
Total Expenses (from above)	\$
<b>Total Project Cost or Profit</b> (Subtract total expenses from total income)	\$

**Other clubs and projects**

List any other clubs and projects you participated in during the past year.

<b>Club name</b>	<b>Project(s)</b>

# Looking Back

## What I learned this year

This section is to be completed at the end of the 4-H year. It is meant to help you look back on all that you learned during the past year. This section includes the following parts:

- My goals completed
- A summary of knowledge and skills I gained
- The three most important things I learned
- Telling my story



## My goals completed

Look back on the goals you set for yourself at the beginning of the year. How well did you meet those goals? Use the space below to tell how well you did in reaching your goals. If you added new goals during the year, also included them below.

My goals for this year	How well did each goal get met?
<i>Example: I will learn how to give a public presentation.</i>	<i>I attended county public presentation workshop. I had to change my topic three times. I should have practiced my presentation more before I gave it at the club meeting. I will start planning and practicing earlier next year!</i>

### Knowledge and Skills I Gained

There are many things to learn in 4-H. Check each item below that you learned or improved in 4-H during the past year.

#### *I learned or improved my ability to...*

##### **HEAD (Independence)**

- try something new
- set goals for myself
- plan a project
- keep myself organized
- keep track of finances
- keep records of my work
- gain knowledge of my project
- get more information about something I am interested in
- use resources wisely
- participate in a business meeting
- run a business meeting
- make wise choices and decisions
- solve problems
- learn from my mistakes
- understand that it's ok to change my mind if I need to
- pay attention to instructions

##### **HEART (Belonging)**

- speak confidently in front of a group
- give a public presentation
- share my feelings or point of view
- make myself understood without bullying or being loud
- listen to other people
- respect someone else's feelings
- resolve differences of opinion
- appreciate my cultural heritage
- accept people who are different from me
- get along with other kids
- make others feel welcome
- stand up for others
- make new friends
- appreciate the importance of friendships in my life

**My grade in school:** \_\_\_\_\_

**Number of years in 4-H** \_\_\_\_\_

##### **HANDS (Generosity)**

- work with others
- work within a group
- work within a committee
- work with adults
- get past differences to reach a goal
- help others succeed
- make something with my hands
- explore a career interest
- follow directions
- lead others
- find ways to make a positive contribution to society
- understand the importance of community service
- see that my efforts can make a difference
- take the initiative to start something on my own

##### **HEALTH (Mastery)**

- understand my strengths and weaknesses
- finish something I started
- be proud of my accomplishments
- accept change
- see that my character can effect a situation
- take responsibility for my own words and actions
- deal with winning and losing gracefully
- be careful and practice safety
- appreciate the importance of good health
- stay healthy
- feel good about myself

**Other:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The three most important things I learned**

Even if you learned a lot of different things in 4-H, think about what was the most important for you. Then, list the three most important things you learned in this project during the past year in the boxes below. For instance, I learned how to show my steer, I learned that working with senior citizens is challenging but also fun, I learned to speak in front of my club without being afraid.

<b>The three most important things I learned in this project during the past year were . . .</b>
1.
2.
3.

**Telling my story**

Keeping in mind the knowledge and skills you said you learned from the items you checked above, write a story that explains what you gained this past year in 4-H. Use specific examples that are unique to you whenever possible. Feel free to relate what you learned in 4-H to school, family, or other activities in your life. Use extra pages if needed. Attach photos or clippings on additional pages of this book if it helps tell your story better. Don't forget to label them with captions if you do.

4-H is proud of what 4-H members learn and sometimes likes to use excerpts (parts) of stories 4-H'ers write in 4-H publicity. If you do not want your information shared, please let us know by checking the boxes below:

- Do not use my story for any 4-H publicity.
- If you use my story, do not credit my name.



# My 4-H Story

(Continue 4-H story on next page.)

(Continue 4-H story below or attach additional pages if necessary.)

## Thinking Ahead



### My goals for next year

Now is a good time to begin thinking about what you'd like to do or learn in 4-H next year. List some of your goals for next year and what plan you have to accomplish your goals.

My goal for next year	What I need to do to reach this goal

*Feel free to attach additional pages to this record book if needed.*

# Appendix

The Appendix contains the following parts:

- Beef Knowledge & Skills
- Personal Development Activities

## Beef Knowledge & Skills

During each year, members may choose several beef knowledge and skill goals. Do not be afraid to challenge yourself!



Item #	Beef Knowledge or Skill
<b>Beginning Skills</b>	
R-1	Recognize beef breeds.
R-2	Identify beef body parts.
R-3	Judge beef and present oral reasons.
R-4	Learn to halter break a calf.
R-5	Learn to fit a steer.
R-6	Show beef cattle.
R-7	Recognize characteristics of a healthy animal.
R-8	Learn feed ingredients needed for proper beef nutrition.
R-9	Identify and describe beef meat cuts.
R-10	Understand grades of beef
R-11	Discover beef by-products.
<b>Intermediate Skills</b>	
R-12	Evaluate the leg structure of beef animal.
R-13	Judge market steers.
R-14	Understand a beef animal's digestive system.
R-15	Choose feed ingredients for cattle.
R-16	Understand cattle behavior.

R-17	Learn to nose print a beef animal.
R-18	Identify the common cattle parasites.
R-19	Identify ethical and non-ethical behaviors in the beef project.
R-20	Determine the amount of red meat in a carcass of a beef animal.
R-21	Calculate the yield grade for a beef animal.
R-22	Determine the correct live animal price and carcass value.
R-23	Judge a class of retail beef cuts and present a set of reasons.
<b>Advanced Skills</b>	
R-24	Determine frame score of a calf.
R-25	Use performance data to decide on a bull to recommend.
R-26	Determine characteristics of quality forage.
R-27	Select feed ingredients and calculate a ration for a beef animal.
R-28	Develop a feed tag.
R-29	Interview people in five agricultural careers.
R-30	Learn to identify common cattle diseases.
R-31	Identify the parts of the beef reproductive systems.
R-32	Understand the estrous cycle of the beef cow.
R-33	Demonstrate how to detect pregnancy in cattle.
R-34	Deliver a calf.

If the above skills have all been accomplished, develop some of your own. You may also choose any special skill not listed above.

## Personal Development Activities

During each year, members may also choose several personal development goals. Do not be afraid to challenge yourself!

Item #	Personal Development Activity
PD-1	Participate in a community service project (such as a food drive, community clean-up, etc.).
PD-2	Participate in a community pride project (such as a parade or community day).
PD-3	Help prepare a display or booth relating to your project.
PD-4	Serve as a member of a club committee
PD-5	Attend 4-H Camp.
PD-6	Participate in your county fair.
PD-7	Assist at a 4-H show.
PD-8	Serve as a host for a 4-H meeting, making everyone welcome.
PD-9	Provide refreshments for a club meeting.
PD-10	Help plan a fun activity for your club.
PD-11	Help with club/county 4-H fund raisers.
PD-12	Write a newspaper story for your club about an event you have participated in.
PD-13	Serve as a chairperson of a club committee.
PD-14	Arrange for a speaker to talk to your club.
PD-15	Make arrangements for your club to go on a field trip.
PD-16	Attend Citizenship Washington Focus (CWF)
PD-17	Attend National 4-H Youth Congress.
PD-18	Attend National 4-H Conference.
PD-19	Explore careers in Agriculture.
PD-20	Assist a younger member in preparing a public presentation.
PD-21	Assist a younger member at a show.

If the above activities have all been accomplished, develop some of your own. You may also choose any special activities not listed above.

## 4-H Record Book Trial Version Evaluation for 4-H Club Members

After using this trial version of the 4-H project record book for a year, please tell us what you think of it. Fill out this form and give it to the group leader or mail it to the address on the reverse. (There is a specific evaluation form for 4-H Club leaders to use.) Thank you for your help!

Record Book Title: My 4-H Beef Record Book (4H )

County: \_\_\_\_\_ Years in Project: \_\_\_\_\_ Grade: \_\_\_\_\_

Today's Date: \_\_\_\_\_

1. Was it easy to understand and fill out? (Circle One) Yes      No

Comment: \_\_\_\_\_

2. Was it organized in a sensible way? (Circle One) Yes      No

Comment: \_\_\_\_\_

3. Did it help you to learn to set reasonable goals for yourself? (Circle One) Yes      No

Comment: \_\_\_\_\_

4. Did it help you learn how to organize yourself? (Circle One) Yes      No

Comment: \_\_\_\_\_

5. Did it help you to keep track of the cost of your project?? (Circle One) Yes      No

Comment: \_\_\_\_\_

6. Did it help you to explain what you learned in your 4-H project?? (Circle One) Yes      No

Comment: \_\_\_\_\_

7. Did it help you appreciate what you've learned this year, based on the goals you reached? (Circle One) Yes      No

Comment: \_\_\_\_\_

8. Did it help you gather information that might be needed to apply for awards and scholarships or to complete applications for jobs or college? (Circle One) Yes      No

Comment: \_\_\_\_\_

9. Overall how would you rate this record book? (Circle One)

Poor                  Fair                  Good                  Very Good                  Excellent

10. **On the reverse**, please share any other comments or ideas you have to improve the final version of this record book.

10a. What was most useful about this record book?

10b. Here are my comments or ideas to improve the final version of this record book:

My Name (optional) \_\_\_\_\_

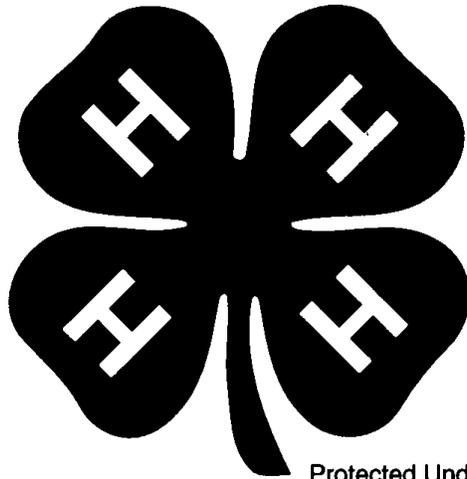
Mail your completed form to:

Annette Devitt, Salem County 4-H Agent  
RCE of Salem County  
51 Cheney Rd., Suite 1  
Woodstown, NJ 08098

## The 4-H Pledge

I PLEDGE . . .

. . . my HEAD to clearer thinking,  
. . . my HEART to greater loyalty,  
. . . my HANDS to larger service,  
. . . and my HEALTH to better living,  
for my club, my community,  
my country, and my world.



Protected Under  
18 U.S.C. 707

### 4-H Motto

“To Make the Best, Better”

### 4-H Slogan

“Learning by Doing”