



My 4-H Dairy Project Record Book



For use by New Jersey 4-H dairy project members

Member name: _____

Birth date: ____/____/____

Address: _____

Grade: _____

Phone #: _____

4-H County: _____

Years in Project: _____

Name of club: _____

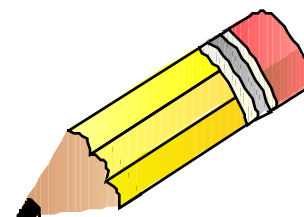
4-H Year: _____

Club leader's name: _____

End-of-year signatures

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

By signing below, I am stating that I have completed this record book myself and, to the best of my knowledge, the information included in it is correct.



4-H member Signature	Date

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

Title	Signature	Date
Parent		
4-H club leader		

Written by
 Carol K. Ward, Somerset County 4-H Agent
 Keith G. Diem, Ph.D., Program Leader in Educational Design
 in cooperation with the New Jersey 4-H Dairy Advisory Council

Based on "My 4-H Record Book," by Keith G. Diem, Ph.D.,
 Program Leader in Educational Design

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Introduction

This project record book has been created specifically for members enrolled in the 4-H Dairy Cattle 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 provide a place to keep important records on your dairy cattle.

What is a 4-H project?

A project is a subject or topic that you learn about in 4-H. In this case, your project is a dairy cow, heifer or calf. You learn about your project by attending club meetings and educational workshops, and working with adult leaders and other 4-H members. You can also learn from field trips and by participating in shows and competitions.

Objectives of the 4-H Dairy Project

3. Gain a sense of responsibility by caring for one or more project animals.
4. Develop oral communication skills by participating in public speaking or judging activities.
5. Develop written communication skills by completing a 4-H Dairy Record Book.
6. Develop skills in cooperation and group decision making by actively participating in club activities and leadership roles.
7. Learn how to properly select, care for, feed and fit a dairy animal for show.
8. Gain knowledge about career opportunities related to the dairy industry.

Why complete a record book?

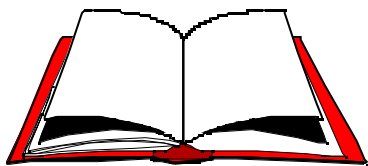
A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

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

- Learn how to organize yourself
- Learn how to set reasonable goals and appreciate what you learn
- Compare your progress and successes from year to year
- 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 county, state, or national 4-H events.

Guidelines for the 4-H Dairy Project Record Book

One record book can be completed for all your dairy project animals. 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.



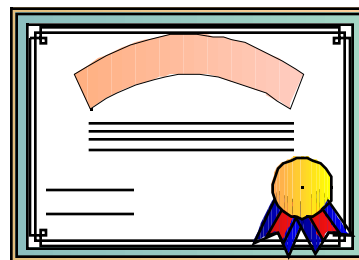
Start your year by setting at least three goals for the year. These goals may be selected from the "Dairy Knowledge and Skills" or "Personal Development Activities." To expand your horizons, each year you should select new skills, or skills you did not accomplish in previous year(s).

The record book has been three-hole punched so that it may be easily kept in a three-ring binder. With each new project year, add your new record book to the binder. It is recommended that you save your record books from previous years in your binder. 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.

Member in good standing requirements

All 4-H members who wish to participate in any State 4-H Event are expected to meet the following standards each year. These are the minimum requirements. Your club or county may have additional requirements.

- 3 Attend at least 70 percent of regular club meetings and/or activities.
- 4 Complete a 4-H project, doing your own work with minimal assistance from parents or others, including being responsible for the physical care and training of the animal(s) to the fullest extent.
- 5 Give a club or county 4-H public presentation.
- 6 Complete a project record book (like this one).



How this record book is organized

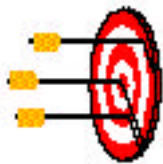


Besides this introduction, this record book is organized into five main sections:

- Starting Out - My goals for the 4-H year - page 5
- Along the Way - Keeping track of what I do - page 8
- Looking Back - What I learned this year - page 15
- Appendix (including project goals & optional forms) - page 20

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 would like to do or learn in 4-H during the upcoming months. Talk to your leader and parents to decide what goals are realistic to try and possible to finish this year. Members should choose a minimum of three goals each year. Choices are listed in the Appendix starting on page 20. Write your choices below. If the items on the list have all been accomplished, develop some of your own. 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)

Taking Inventory

As you start the 4-H year it is time to take an inventory of what you have for your project. You will need to list all the dairy cattle project animals you own or lease at the beginning of the year. You may also wish to do an inventory of all the equipment and supplies you own at the beginning of the year.

Barn Equipment and Supplies Inventory - Start of Project Year (Optional)

List in the appropriate sections all the equipment and supplies you own at the start of the 4-H year. If you own a lot of equipment and supplies, you do not have to record each one, i.e., list 5 water buckets instead of listing each water bucket separately. If the cost is not known, estimate the value. An up-to-date Barn Equipment and Supplies Inventory will be very useful if equipment is lost, destroyed, or stolen! When you purchase new equipment and supplies, list these items in the *(E1) Equipment Expenses* section on page 11.

Item	Year Acquired	Description	Cost (If Purchased)	Value
<i>Example: 5 water buckets</i>	<i>1998</i>	<i>1 gallon water buckets</i>	<i>\$25.00</i>	<i>\$25.00</i>
Total Value of Equipment and Supplies (Add all values of Equipment and Supplies and put this number in box at right.)				

(You may add more copies of this page if necessary.)

Animal Inventory

At the start of each 4-H year, list each animal you will be using as a 4-H dairy project. Include the identification number of that animal, the breed, sex, (use B for bull calves, H for heifer calves and C for cows) birth date, date of purchase and value (may need to estimate this). Throughout the year you may acquire new animals. These animals may be purchased or born from animals you already own. Be sure to add the animals acquired during the year to the list. If you purchased the animal, the cost of the animal should be included under *(E4) Other Expenses* on page 13. Also indicate whether any of the animals were sold or died during the 4-H year. If you sold an animal, record the sale under *(I) Income* on page 14. At the end of the year you will have a complete list of the animals you owned during the year.

Animal name or herd number	Registration number	Breed	Birth date or age	Date of purchase	How animal left herd & date	Sex	Value*	
							Proj. Start	Proj. End
<i>Example: Aaron</i>	<i>Not registered</i>	<i>Holstein</i>	<i>4/18/02</i>	<i>Born in herd</i>	<i>Sold 4/30/02</i>	<i>B</i>	<i>75</i>	<i>150</i>
<i>Example: Elsie</i>	<i>60024777</i>	<i>Jersey</i>	<i>3/14/00</i>	<i>5/1/00</i>	<i>Sold 10/25/00</i>	<i>H</i>	<i>400</i>	<i>500</i>
Total Value of Project Animals (Add value of all animals and put these numbers in boxes at right.)								

* If the animal was a gift or born in your herd, estimate the value.
 * If the animal was given away or traded, estimate the value.

(You may add more copies of this page if necessary.)

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 (page 9)
- Animal care & management log (page 10)
- Project finances (pages 11 - 15)
- Other clubs and projects (page 15)



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:

- Club, county, state and national dairy events, shows, & competitions you attended
- Leadership roles - such as offices held, committees led
- Meetings & clinics you attended
- Community service activities you helped with
- Public Speaking
- Field trips
- County 4-H Fair
- Awards or recognition earned

Examples:

Name of event/activity	Date & Location	What I did	Level (Club, County, State, National)	Award or Recognition Earned?
<i>Example: State 4-H dairy fitting workshop</i>	<i>4/1/2002 Clover County</i>	<i>Learned how to clip a dairy calf</i>	<i>State</i>	<i>None</i>
<i>Example: Visited nursing home with the club</i>	<i>12/15/2002 ABC Nursing Home, Milltown</i>	<i>I demonstrated how to make milk shakes</i>	<i>Club</i>	<i>Received a thank-you letter from the Center Director</i>
<i>Gave a county Presentation</i>	<i>March 15, 2002</i>	<i>I gave a presentation on how to make a rope halter</i>	<i>County</i>	<i>Received a blue ribbon</i>

Name of event/activity	Date & Location	What I did	Level Club, County, State or National	Award or Recognition Earned

(You may add more copies of this page if necessary.)

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. Don't forget to list the following:

- Feeding and watering practices
- Grooming (clipping, trimming hooves)
- Cleaning pens, food and water containers
- Health practices and medicines

What I did with my project animal . . .
Daily
Weekly
Monthly
Yearly

Other Animal Record Keeping

You may want to keep more specific records on your project animals. The following optional forms are located in the Appendix:

3. Keeping Track Of Your Animal's Growth (page 23)
4. Milk Production Record (page 24)
5. Breeding Record (page 24)

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.

Expenses (E)



This section is where you can keep track of what you purchased (equipment and animals), veterinarian costs and medical supplies.

Expenses are divided into four categories (E1, E2, E3, and E4):

3. (E1) Equipment expenses (including hardware for repair of pens)
4. (E2) Feed expenses (When homegrown feeds are used, list feed cost at market value.)
5. (E3) Health/Medical expenses (including veterinary and medicine)
6. (E4) Other expenses (such as purchasing animals, breeding charges, shows, transportation)

(E1) Equipment expenses

Date	Description of expense (include quantities)	Cost (\$)
<i>12/15/99</i>	<i>Example: 1 pitch fork</i>	<i>\$25.00</i>
E1 Total (Add up all expenses from above and put number in box at right)		

(E2) Feed Expenses

Date	Description of expense (include quantities)	Cost (\$)
<i>11/1/01</i>	<i>Example: 50 lbs. Milk replacer</i>	<i>\$8.50</i>
Total Feed Expenses		

(You may add more copies of this page if necessary.)

(E3) Health/Medical expenses (including veterinarian & medicine)

Date	Description of expense (include quantities)	Cost (\$)
<i>3/16/01</i>	<i>Example: Veterinarian visit to treat Elsie (stepped on nail)</i>	<i>\$55.00</i>
Total Health Expenses		

(E4) Other Expenses (such as purchasing animals, breeding charges, shows, transportation)

Date	Description of expense	Cost (\$)
<i>3/16/02</i>	<i>Breeding Fee for Amber</i>	<i>20.00</i>
Total Other Expenses		

Total Expenses (Includes value of equipment and project animals)	
Total Equipment Expenses (E1 page 11)	
Total Feed Expenses(E2 page 12)	
Total Health/Medical Expenses (E3 page 13)	
Total Other Expenses (E4 page 14)	
Total Expenses (Add up all expenses and put number in box at right)	

(I) Income

List any income received from your project this year. Income may include premiums from shows, cows or calves sold at market, and milk (If your animal is in a DHIA herd, ask the Farmer for a copy of the DHIA record for that animal). It is possible that your project had no income. If so, enter "None" under description and "0" under "Total Income."

Date	Description of income (include quantities)	Income (\$)
2000-01	<i>Example: Value of Milk produced from 3 cows</i>	<i>\$3,000</i>
4/30/02	<i>Example: Bull calf sold at Auction</i>	<i>\$150</i>
Total Income		

Total Project Cost or Profit

If your project earned more money than it cost, then your project made a profit. To find out, subtract the total expenses from the total income. If the expenses were more than the income, your project did not make money this year. Do not worry if your project did not make money! Although a business aims to earn a profit, a 4-H project is meant for learning. The important thing to learn is that most activities have costs. Figure out your project cost on the next page.

Total Project Cost or Profit	
Total Income ("I" from page 14)	\$
Total Expenses (from page 14)	\$
Total Project Cost or Profit (Subtract total expenses from total income)	\$

Other clubs and projects

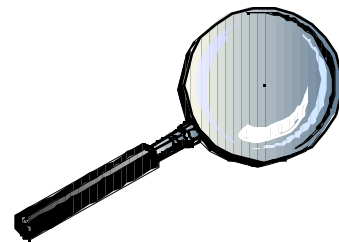
List any other clubs and projects you participated in during the past year.

Club name	Project(s)

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
- 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>

My goals for this year	How well did each goal get met?

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

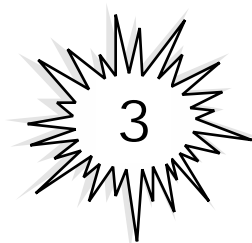
HEALTH (Mastery)

- 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: _____

Feel free to add any other item(s) not listed above, in the space(s) below:

The three most important things I learned



Even if you learned a lot of different things in 4-H, think of 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 example: I learned how to groom my horse, I learned that working with senior citizens is challenging but also fun, I learned to speak in front of my club without being afraid.

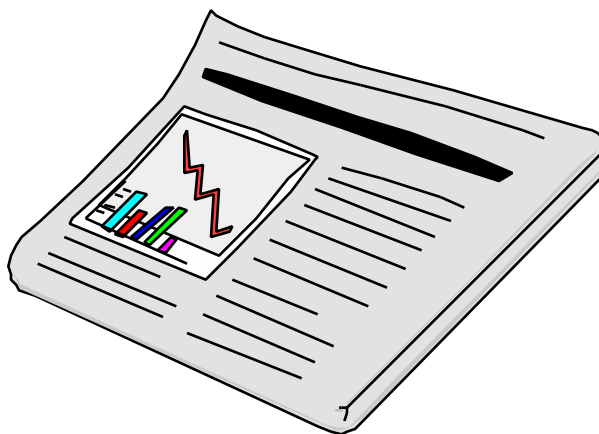
The three most important things I learned in this project during the past year were ...
1.
2.
3.

Telling my story

Keeping in mind the knowledge and skills you said you learned from the items you checked, 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, clippings, or drawings 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 one of the boxes below:

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



(Begin your story on the next page)

My 4-H Story

(Continue 4-H story on next page.)

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

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:

3. Dairy Cattle Knowledge & Skills
4. Personal Development Activities
5. Keeping Track Of Your Animal's Growth
6. Milk Production Record
7. Dairy Breeding Record
8. New Jersey 4-H Dairy Cattle Loan Agreement
9. Pilot Test Form (After you have used the trial version of the record book for a year, please give us your opinion and suggestions at www.nj4h.rutgers.edu/pubs or mail the attached Trial Version Evaluation form.)

Dairy Knowledge & Skills

Each year, members may choose several goals from the Dairy Knowledge and Skills list below. Do not be afraid to challenge yourself!

Item #	Dairy Knowledge or Skill
<i>Note: Goals in shaded boxes come directly from the 4-H CCS dairy project books.</i>	
Beginning Skills (1-3 years in 4-H Dairy Project)	
D-1	Identify six breeds of dairy cattle and their characteristics
D-2	Learn to select an animal for your project
D-3	Learn how to keep a 4-H dairy record book
D-4	Identify at least 15 parts of a dairy cow
D-5	Identify common health problems a dairy animal may have
D-6	Identify equipment needed to raise a calf
D-7	Make a rope halter
D-8	Learn how to judge a class of dairy animals
D-9	Learn the basics of caring for a dairy animal
D-10	Demonstrate one or more dairy cattle fitting techniques
D-11	Train a calf for show
D-12	Show your dairy animal
Intermediate Skills (4-6 years in 4-H Dairy Project)	
D-13	Match dairy products with the Food Pyramid
D-14	Identify criteria for a healthy dairy animal
D-15	Learn to take a cow's pulse, temperature and respiration
D-16	Identify the nutrient requirements for a healthy dairy animal
D-17	Identify and classify feed ingredients
D-18	Select and judge hay

D-19	Learn to read a feed tag
D-20	Learn to give reasons in dairy cattle judging
D-21	Improve your dairy cattle fitting techniques
D-22	Understand the heat cycle of dairy cows
D-23	Demonstrate how to milk a dairy cow
D-24	Demonstrate proper milking procedures
D-25	Learn how to prevent mastitis
D-26	Examine the composition of milk
D-27	Participate in a dairy management contest
D-28	Care for a newborn calf
D-29	Learn to cull animals from a herd
D-30	Learn how to register a purebred dairy animal
D-31	Research common herd health problems
D-32	Identify methods of controlling external and/or internal parasites
D-33	Stock a herd medicine cabinet
D-34	Administer medication to cattle
D-35	Learn how to read DHIA records
D-36	Learn how to tattoo an animal properly
D-37	Learn how to pack a show box
Advanced Skills (7 or more years in 4-H Dairy Project)	
D-38	Demonstrate how to detect pregnancy in cattle
D-39	Identify the nutrient requirements for a healthy dairy cow
D-40	Investigate dairy related careers
D-41	Outline a herd health program or develop a herd health calendar
D-42	Formulate and balance rations for your dairy animals
D-43	Identify the parts of the ruminant digestive system
D-44	Learn how to select a sire for breeding
D-45	Learn how to artificially inseminate a heifer or cow
D-46	Demonstrate how to deliver calves in normal and abnormal conditions
D-47	Learn a cow's reproductive cycle

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 club or project display.
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 dairy 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 dairy.
PD-20	Assist a younger member in preparing a public presentation.
PD-21	Assist a younger member at a dairy show.
PD-22	Participate in a Dairy Quiz Bowl
PD-23	Attend National Dairy Quiz Bowl
PD-24	Attend National 4-H Dairy Conference
PD-25	Compete in the National Dairy Judging Contest

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

Keeping Track Of Your Animal's Growth

A calf or heifer should be fed well enough to grow at a normal pace for its breed. You can find out if your project animal is growing at a normal rate by using a weight tape and the information below. First, use the weight tape to take the heart girth measurement of your animal and record that number in the "Monthly Heart Girth Measurements" table. The tape will provide an estimate of the weight of the animal based on its heart girth. Then you can compare the estimated weight of your animal to the average for its breed on the "Average Weight Chart" below. This chart projects the normal growth for each of the dairy cattle breeds for each month. You might choose to plot your animal's weight on this chart, or on a piece of graph paper.

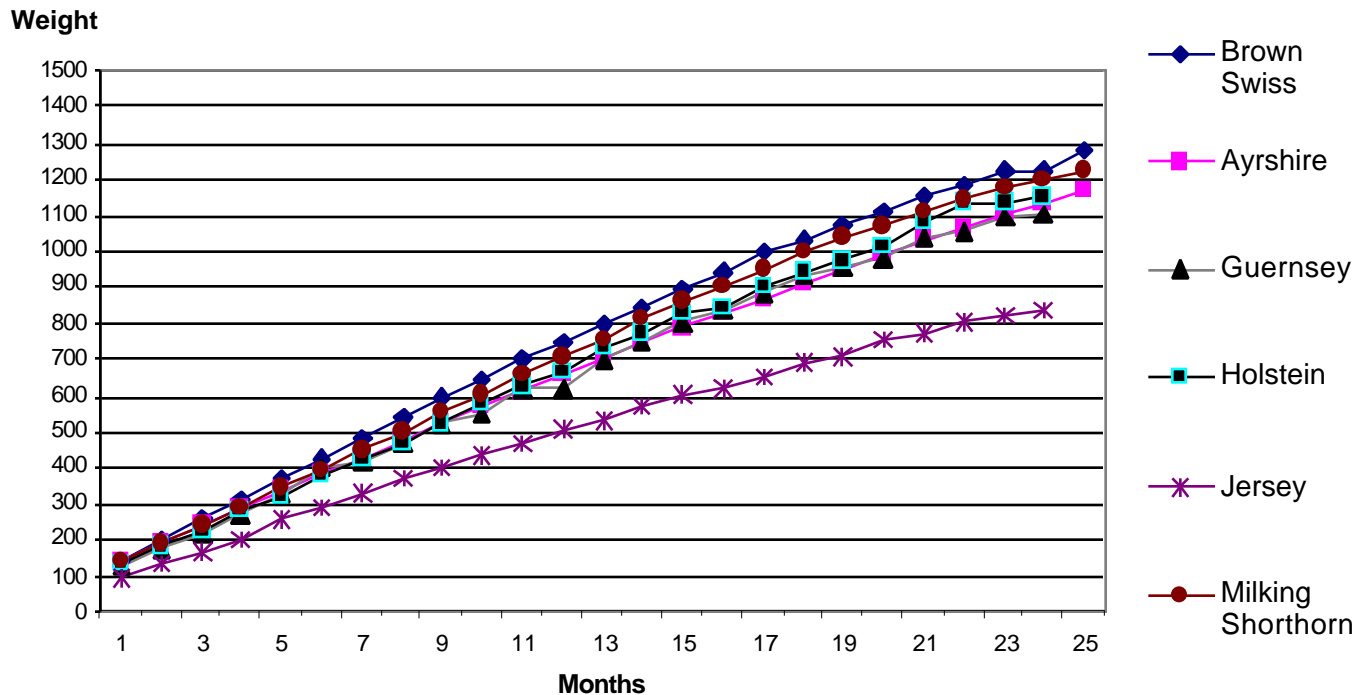
Animal Name _____ Identification _____

Breed _____ Date of Birth _____

Monthly Heart Girth Measurements

Birth	Monthly												Final
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	

Average Weight Chart for Dairy Breeds



Milk Production Record

If you have milking animals, use this form or attach copies of the DHIA records for each milking cow.

Animal Name _____ Registration Number _____

Breed _____ Date of Birth _____ Calving Date _____

Record the average pounds of milk produced for each month. Multiply it by the number of days in that month to get production per month. In the example below, Elsie, a 2 year-old Jersey cow, calves and freshens in March. Make copies of this page for additional animals.

	Record the average pounds of milk produced daily for each month												
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
<i>Example:</i>	0	0	60	55	58	55	50	45	43	40	35	30	
<i>Multiply by # of days in that month</i>	31	28	31	30	31	30	31	31	30	31	30	31	
<i>Monthly total =</i>	0	0	1,860	1,650	1,790	1,650	1,550	1,395	1,290	1,240	1,050	930	14,405
<i>Example: Yearly Total Milk Produced (Add total milk produced for each month and put in box at right.)</i>													
Your numbers													
Multiply by # of days in that month	31	28	31	30	31	30	31	31	30	31	30	31	
Monthly Total =													
Yearly Total Milk Produced (Add total milk produced by your animal for each month and put in box at right.)													

Breeding Record

If you have a heifer that is near breeding age, or a mature cow, you will need to keep records of who you have bred that animal to. This information will be useful to you in knowing when to expect that animal to calve and for completing breed registration papers.

Animal Name	Date of Breeding	Bull name	Due Date

AGREEMENT
NJ 4-H Animal Lease/Borrow Agreement
Between 4-H Member and Legal Owner

Name of 4-H Member: _____
 Address: _____
 Town: _____ State: _____ Zip: _____
 County: _____ Phone: (_____) _____
 Grade: _____ (as of Jan. 1st) email: _____
 4-H Club: _____

I have read the 4-H Animal Lease/Borrow Agreement and will abide by all of the requirements.

_____ Date: _____
 4-H Member Signature

_____ Date: _____
 Parent/Guardian Signature

LEGAL OWNER OF ANIMAL

Name: _____
 Address: _____
 Town: _____ State: _____ Zip: _____
 County: _____ Phone: (_____) _____

I have read the NJ 4-H Animal Lease/Borrow Agreement. I will abide by it and loan the following animal(s) to the 4-H member noted above.

_____ Date: _____
 Legal Owner Signature

Beef Dairy Goat Lamb Sheep Other _____

Animal's Name	ID/Registration #	Ear Tag/Tattoo # (if applicable)	Breed	Date of Birth	Sex

I verify that the 4-H member is a Member in Good Standing.

 Leader's Signature _____ Date

I verify that the 4-H member is a Member in Good Standing.

 County Agent's/Program Associate's Signature _____ Date

Form Must be Received in the 4-H Extension Office by May 1

NJ 4-H Animal Lease/Borrow Program

Objective of the 4-H Animal Lease/Borrow Program

The objective of this program is to allow youth who do not have the resources to raise/own a 4-H animal project the opportunity to have a project animal through leasing or borrowing. The 4-H member will gain first hand experience in the management and showing of 4-H animal projects through the cooperation of local animal owners.

Rules of the Lease/Borrow Agreement

1. To be valid, the agreement must be signed by owner, 4-H member, and a parent/guardian. Upon signature of all parties involved, this Lease/Borrow Agreement is subject to the rules described herein.
2. The term of the lease/loan shall be the date the legal owner signs the form, until the end of the 4-H project year.
3. The project animal and lease/borrow agreements must be registered in the county 4-H Office as of May 1st of the current year.
4. During the term of the agreement, the animal is a 4-H project. The 4-H member must keep a project specific 4-H Record Book and a Diary to document the actual time spent caring for the project animal. Care includes the number of visits and specific work/care performed.
5. The 4-H member must agree to physically care for this animal to the fullest extent possible. A care schedule will be worked out between the owner of the animal and the 4-H member. (The attached 4-H Member & Responsibilities form can be completed.)
6. No animal substitutions may be made between May 1st and the conclusion of the 4-H project year. In the case of death, the Owner and Member may wish to make an agreement on another animal of similar age.
7. The Owner agrees not to sell the animal after signing the agreement and the NJ 4-H project animal show and/or end of project year.
8. At the end of the lease, the Owner and 4-H Member may choose to renew the agreement for another year.
9. All 4-H rules, policies, requirements for specific animal project apply to this project.
10. The land owner, leader, or legal owner must be held harmless by the 4-H Member, friends, family, etc. if any injuries occur unless gross negligence can be attributed to the land owner, leader, or legal owner.

Rules of Specific Project Animal Agreement

BEEF

1. Animals must be under one year of age the first time the 4-H Member leases.
2. A 4-H Member may enter into only one new lease each 4-H project year.

DAIRY

1. The first year an animal is leased by the 4-H Member, it must be a Junior heifer calf, Senior heifer calf, or Junior yearling heifer. It cannot be an animal which was shown the previous year by another individual.
2. To be eligible for the lease/borrow program, a 4-H Member must not currently own (or purchase within current project year) a dairy cow or calf.
3. A 4-H Member may enter into only one new lease each 4-H project year.

LAMB

1. The lamb owner has the right to cancel the lend agreement at any time if the 4-H Member is not caring for the animal properly to where the 4-H Member has caused harm to the health and welfare of the animal.

**NJ 4-H Animal Lease/Borrow Agreement
4-H Member and Owner Responsibilities**

Project Year:

Subject	Owner Responsible	Member Responsible	Comment (i.e. times/week/month)
Routine Care			
Daily Feeding			
Foot Trimming			
Grooming (shearing, clipping)			
De-worming			
Housing of Animal(s)			
Breeding			
Cleaning Facilities			
Exhibition			
Transportation to/from			
Veterinary Inspection			
Expenses			
Feed			
Veterinary (routine)			
Veterinary (exhibition)			
Transportation Costs			
Rental Fee/Animal			
Equipment			
Buckets			
Halters			
Shears/Clippers/Scissors			
Fitting Equipment			
Other			
Product (fleece, milk, offspring, etc.)			
Insurance			

Member Signature

Parent Signature

Owner Signature

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.



4-H Motto

“To Make the Best, Better”

4-H Slogan

“Learning by Doing”

Visit the NJ 4-H web site: www.nj4h.rutgers.edu
(This publication is available for downloading)

For a comprehensive list of our publications visit www.njaes.rutgers.edu