

## Animal Project Journal



If you take an animal project (dog, horse, market animal, etc.) you must fill out the “Animal Project Journal & Financial Record” (orange forms). Do not leave any of the sections blank. Think of it as an assignment or test. If you left a problem on a test blank, you’d lose points. You must “answer” every “problem.” When you have nothing to report or the section doesn’t pertain to you, either cross it out or write “\$0” or N/A (not applicable, doesn’t apply). **Don’t leave it blank.**

This handout walks through the sections of your project journal and explains what information you should be including.

This Project Record Belongs to:	
Name: <i>Johnny Clover</i>	County: <i>Blaine</i>
Project Name: <i>Market Beef, Lv.2</i>	Years in this Project: <i>2</i>

**NOTE:** The sections in this handout marked with an asterisk (\*) are the sections that are **required** for **ALL** animal projects. Do not cross them out or write “n/a,” as you should have something to report.

**Project Name:** This should be the actual name of the project including the level that you are enrolled in (ex: Market Beef Lv. 2). For example, you would write “**Market Beef Lv. 2,**” NOT “Here’s the Beef” (which is the name of the project book), “Beef” (animal species), or even “Fred” (the name of your animal).

**Years in this Project:** This should be the number of years you have been in this specific project/level. Perhaps you’ve been in Market Beef for 5 years, but this is your 2<sup>nd</sup> year in Lv. 2.

### \* These Are My Project Goals for This Year:

Just like with any project journal, you will need to come up with **Three** project-related goals at the beginning of the year. These goals should be something that will challenge you and help you learn more about your project. It is fine to have award-based goals, but we challenge you to come up with a few goals that aren’t dependent on a judge’s opinion. These goals should be realistic and obtainable. They should also not be something that you are expected to be doing in your project (feeding, taking care of them, etc.) Your goals should NOT be something like “feeding my animal.” However, you might have a goal of “keeping track of my animal’s growth and adjusting his feed to make sure he reaches finished weight.” Check out the **Goal Setting Help Sheet** for more ideas and information about goals.

### \* Did You Meet Your Goals? Why or Why Not? Explain.

This is where, at the end of the year, you should be reflecting on your project goals. You should be reporting on if you meet your goals and explaining what you did to reach those goals; or why you weren’t able to complete your goals. Challenge yourself to write more than just “yes” or “no.”

### \* Project Journal

This is where you will capture what you did throughout the year in your project. This might include picking out your animal, attending LQA, or attending a fitting or showmanship workshop. You can write what you did in one column and what you learned in the other. You may also choose to write straight across the line and put it into more of a “story” format. These are your records, and you need to complete them in a way that works for you and the information you are recording.

## \* Value of Animal(s) Purchased/Owned/Possessed

In this section, you will report any animals you either started the project with, or animals you bought for your project throughout the year. You will fill this out for ALL animal projects. For **market animals**, list both your primary and buddy animal (if you have one) but do so on separate lines. **NOTE:** if you own a **Family Buddy animal**, remember that you are sharing the cost with your family members. For **non-market animals**, it would depend on how you bought your animals. For example, if you bought several chicks for your poultry project, you may choose to list them on one line, and then you would simply indicate how many chicks you bought in the “#” column.

- **Weight-** For market animals and any other animal you bought based on weight, you will include the weight. For an animal such as your dog, simply cross this out.
- **Unit Price-** For animals you bought based on a **price per pound** or a **price per animal** you would include that price here. Example: maybe your market steer was \$1.30/lb. or you bought your 18 chicks for \$3.49 each. If the animal was purchased at a **flat rate**, you could either include that price in the “Unit Price” and again in the “Market Value,” or just in the “Market Value.”
- **Market Value-** This is the **total amount you paid** for that animal or group of animals reported per line.
- **Total Market Value (Total A)-** This is where you total all of the animals you purchased (add up all the amounts in the “Market Value” column and write that total at the bottom.

Look at the examples below that show how various animals might be reported in this section:

Description	#	Purchased from	Weight	Unit Price	Market Value
Chicks	18	North 40	-----	\$3.49	\$62.82
Market Hog	1	Turner Colony	70 lbs.	-----	\$100
Market Steer	1	Schroder Ranch	936	\$1.30/lb.	\$1,216.80

## Value of Animal(s) Owned at the End of Project

In this section, you would report the *estimated value* of any of the animals you still own at the end of the 4-H year (September). If you had a market animal, you shouldn't have anything here. You'll report the sale of your animal in another section.

## \* Feeding Record

Keep track of the amount of feed for your animals in this section. If you fed them various types of feed (corn, barley, hay, etc.) you would report each type of feed per column. If you have a market animal and a buddy animal, be sure you either list their feed separately (one per column) OR if they both basically ate the same amount you could combine the two animals, and just make a note that the total was for TWO animals. **NOTE:** if you own a **Family Buddy animal**, remember that you are sharing the cost with your family members.

## Market Animal Growth Record

This section is ONLY for market animals. If you don't have a market animal, simply draw a line through this section. **NOTE:** this is also the information you need to fill out your stall card at fair. Keeping your records up-to-date will make that process easy.

For market animals, be sure to fill out each section. This information is very useful in assessing how you did in your project to produce a quality market animal. If your animal didn't make weight or if it was overweight, you could use this information to help reassess what changes you might need to make next year. It also captures how much you are spending per pound of weight gained to raise your animal.

# Market Animal Growth Record

Use this chart for Market Animal Projects ONLY.

Name of Animal	Birth Date	Start Date	End Date	Total Days on Feed	Start Weight	End Weight	Total Weight Gain	Average Daily Gain	Feed Cost/LB. Gain
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- **Name of Animal**- If you didn't name your animal, you could just write the species (ex. Hog)
- **Birth Date**- You will want to collect this information when you purchase your animal from the breeder.
- **Start Date**- This is when you took ownership of the animal and started feeding/taking care of it.
- **End Date**- This will most likely be the date of fair weigh-ins (since that's the weight that's used for the "End Weight."
- **Total Days on Feed**- This is how long you feed out your animal.
- **Start Weight**- This is how much your animal weighed when you took ownership of it.
- **End Weight**- This will most likely be the weight of your animal at fair weigh-ins. If you didn't sell your animal at fair, and continued to feed it out, this would be the weight of the animal before you sold your animal.
- **Total Weight Gain**- This is how much weight your animal gained while you were taking care of it. To find this number, you will take the ending weight (the weight during weigh-ins at fair, also called the "sale weight") and subtract the starting weight (the weight of the animal when you took possession of it).
- **Average Daily Gain**- This is how much your animal gained per day, on average, while you were taking care of it. To get this number, you take the total weight gain divided by the total days on feed. When you are picking out your animal, you should be considering how many days you have until fair to get your animal to finished weight. You know the minimum weight your animal must be to sell at fair, and perhaps your target weight you'd like to get your animal to be finished. You should also find out how many pounds a day you could expect your animal species to gain. For example, if market hogs typically gain 1.4-2.0 lbs./day, and you only have 90 days before fair.... You can figure out a minimum weight you'll want for your hog when you buy it.
- **Feed Cost/Lb. Gain**- This breaks down how much it cost you to feed your animal for every pound it gained. To get this number, you will take the total feed cost (Total C from previous page) and divide it by the total pounds gained.

## Health Care Chart

In this section, you report any health-related expenses for your animal, including shots, vet visits, etc. If you didn't have any health-related expenses, draw a line through the section.

## Expenses (other than feed and health care)

In this section, you will report any other costs you had for your project. This might include: halters, feed pans, thank-you in the newspaper, show whip, transportation, etc. You should also include fair fees (excluding your cleaning deposit, since you will get that back if you clean your stalls- so it's not an "expense"). You may choose not to include the "Building Improvement Fee" here since it's one amount for every person who exhibits at the fair, it's not per project.

## Sales Record

In this section, you report anything you sold in your project (i.e. Market animal, wool, etc.). If you have a poultry project and you sell eggs, you could include an overall total of the year here. Perhaps you sold your horse, or maybe your dog had puppies and you sold them. If you didn't sell anything, simply draw a line through this section.

## \* Project Financial Summary

You **MUST** fill this section out for EVERY project regardless if you have any expenses and/or receipts. In this section, don't just write "n/a" or cross the whole section out.

This is where you will input the totals you had from the previous sections.

Fill in all of your **Receipts** (which is the money you received as premiums, from selling an animal, etc., and/or the values of animals you still own). Add those up and record it in "Total Receipts."

Fill out your **Expenses** (which is what you had to pay, such as cost of food, supplies, fair fees, etc.). Add those up and record it in "Total Expenses."

Then to get the Net Income you will take the Total Receipts MINUS the Total Expenses.

Project Financial Summary			
This summary is required for all Market and Non-Market Animal projects and should be completed at the end of the project. Input the totals from the corresponding sections.			
Receipts:		Expenses:	
Value of animals at end of project (Total B)		Value of animal(s) at the beginning of project (Total A)	
Value of animals sold (Total F)	+	Feed Costs (Total C)	+
Prize money received	+	Health Care Costs (Total D)	+
Other	+	Other Expenses (Total E)	+
<b>Total Receipts</b>	<b>=</b>	<b>Total Expenses</b>	<b>=</b>
(Total Receipts - Total Expenses = Net Income)			
			<b>Net Income</b>

## \* Activities Page

If you are using our forms, this should be the last page. This page is not included in the state's forms, so if you use those forms, you must include this page as well. It can be picked up from the Office or downloaded off our website ([www.blaine/msuextension.edu](http://www.blaine/msuextension.edu)). On this page, you report which activities from **your project book** you completed. To complete a project, you must complete 7 of the activities. Taking your animal to the fair does NOT mean you completed the project. Also, not taking your animal to the fair does NOT prevent you from completing the project. Project completion requirements are found in the project books, which you should have ordered at the beginning of the 4-H year and used throughout your project.

**Animal Project Journal & Financial Record**

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**Project Book:** \_\_\_\_\_  
Example: "The Incredible Pig" Series 2

As you complete activities in your project book, indicate them on the lines below. When you have completed your seven activities, have your project leader sign on the bottom line. If you don't have a project leader, you need to have your 4-H club leader sign. The criterion for completing a 4-H project is to complete a minimum of seven activities found in the project book within the 4-H year. There are usually 12 activities required to complete the book (level); therefore, completing the project for the year does not necessarily mean completing the level.

**Activities completed in my project book:**  
Example: Naming the Breed, Pg 6

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

I certify that the above activities have been completed to my satisfaction.

Signature \_\_\_\_\_ Project 4-H Leader \_\_\_\_\_ Date \_\_\_\_\_

## Production Record

This section is for **Breeding Projects ONLY**. If you do not have a breeding project, you don't even have to include this page. Some kids who don't have a breeding project choose to use this page to glue or tape various pictures from their project. This is a great way to include more pictures and make your Record Book more of a "scrapbook." The more pictures you include, the more fun it will be to look back on in years to come.

Production Record for Animal Breeding Project							
Fill this out only if you are taking a breeding project.							
Dam ID	Date Bred	Sire ID	Offspring: Date Born	Number Born M / F	Average Birth Weight	Number Weaned M / F	Number Sold M / F