

Sanpete County Livestock Record Book

Step-By-Step Instructions

PAGE #1

- Fill out completely.
- Make sure on the age division line, you put what division you were in during last school year, not the show. For example, if you showed as an intermediate because you had completed the 8th grade but are currently a freshman when record books are due, you still select intermediate because that's what year the record book is for.
- SIGNATURES ARE IMPORTANT!!! Record books WILL NOT be accepted without all signatures completed. Work with your leader early to complete the requirements so that they will sign your record book. Once turned in, the extension representative will sign your book.

PAGE #2 for Market and #4 for Dairy – Size and Scope

- Hours Spent – Make sure you count all the hours that you have spent on your project, including trainings, feeding, selection, transporting, and time at the show and sale. You can also include time collecting boost, writing and delivering thank yous.
- Production Summary – Follow the instructions in the table carefully. If you have multiple animals of the same species, you can put multiple numbers on the lines as shown in the example. If you have multiple animals of different species, use an additional size and scope page per species.
- Equipment in Inventory – This is a record of equipment and supplies that are already owned (not that you have purchased this year). This is to show the value of the equipment that you have invested in your project.
- Income – This is a record for all money you have taken in. This includes your sale price, extra boost, and ribbon premium money.
- Expenses – This is a record of all of the expenses for your project. If you already own the animals, list that. If you do work for trade for feed, list that too. Any equipment or supplies that you bought for you project this year, list here.
- Complete your profit or loss section with your totals.
- Dairy will keep track of breeding, etc.

Page #3 and #5

- Knowledge – This should be things that you have learned this year. These are not things that you have learned to DO, rather things that you know now that you didn't know before. If you have studied for the tests, list the things you have learned. This should be appropriate for your age and the years that you have been in the project. After you have been in 4-H for a few years, you should know the parts of the lamb, so think of the things that you have learned. You should have at least 3 or 4 things listed here.
- Skills – These are things that you have learned how to DO (actions). Same as above, this should be age and experience appropriate. Learning how to walk your lamb only works for your first year. But you should be expanding your fitting, showing and health care skills throughout your years. Again, 3 or 4 things should be in this section.

Page #6

- Activities – This is a list of ALL 4-H or FFA Activities that you have attended for the year. Make sure to include weigh-in, club meeting, camps, conferences, shows, service projects, clinics, etc. Remember, you must attend at least 6 activities so, you should have at least 6 items on this section.

- Awards – Make sure you list Market Class placings, Showmanship Classes, Test Awards, etc.
- 4-H Community Service – Serving others is an important part of the program. Make sure you list your service opportunities. If you are an FFA Member, list the service that you have done in your chapter.

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- Leadership – List your leadership roles in your club or chapter.
- Animal Health Record – This should include all vaccines and medication that your animal has had administered. If your animal was vaccinated before you purchased it, ask your producer for the vaccination records.
- Other Activities and Achievements – This is the section for everything else that you have done outside of 4-H or FFA.

Page #6

- My Story – This should be a summary of your project year. This story should show your personality. It should be age appropriate in length. By the time you are a senior, you should fill the whole section.
- Looking Ahead – This is where you set your goals for next year. Think about what you want to accomplish in your project in the coming year.

Misc.

- Make sure you know what date the Record Book is due to the county.
- You now have everything that you need to submit a 4-H Portfolio.