



4-H Member Record Book Guide

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This Guide is to be used to help you in completing the following 4-H Member Record Books:

- 4-H Member Record Book • Novice (4H-689NP)
- 4-H Member Record Book • Experienced Junior (4H-690NP)
- 4-H Member Record Book • Experienced Senior (4H-691NP)

These record books were designed to be utilized by youth participating in Animal Science projects but can easily be adapted for any project area.

This record book is designed to be a permanent record of the member's 4-H career. This record is formatted to be a continuous document that can be saved on a computer and added to each year in 4-H. This document should be very helpful when applying for awards, 4-H All-Stars and scholarships.

What is a record book?

- Written by the 4-H member
- Used for recording information and experiences related to 4-H work
- Tool to teach life skills

Benefit of completing a 4-H Record Book

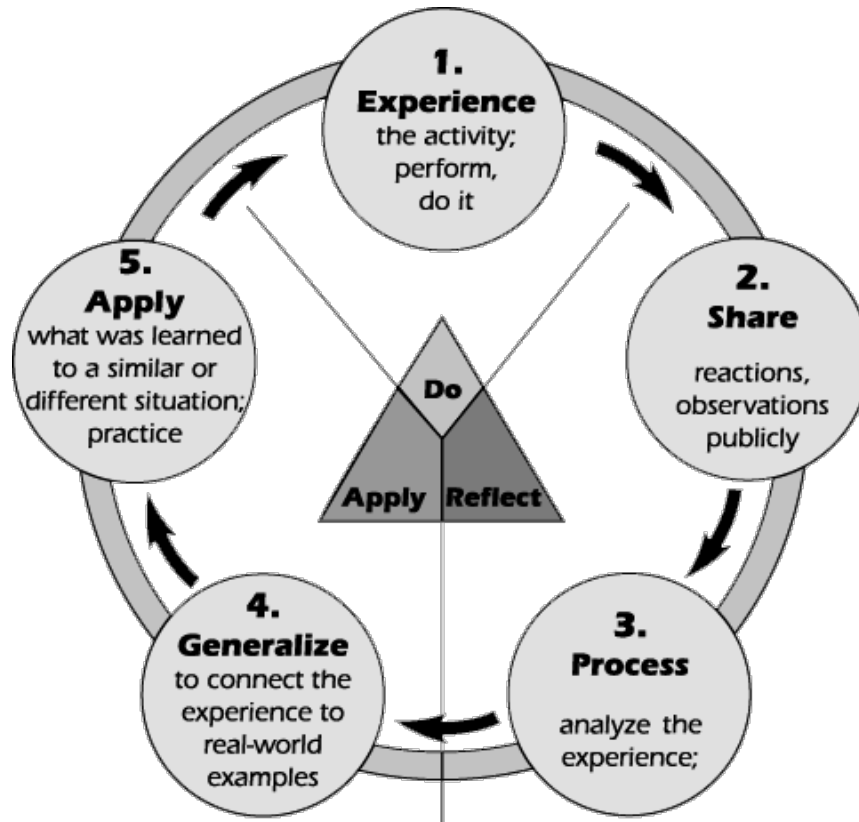
- Allows 4-H members to document their skill development and learning experiences in a written report.
- Allow 4-H members to set goals, measure growth & achievements
- Reflection
- Competency skill building: record keeping, organization, critical thinking
- Recognition Opportunities for youth no matter what the project area

Age Divisions:

- Novice: Youth in their first or second year of participation in an Animal Science Project.
- Experienced Junior: Youth 9-13 years old as of September 30th of the current year AND 3 years or more in an Animal Science Project
- Experienced Senior: Youth 14-19 years old as of September 30th of the current year AND 3 years or more in an Animal Science Project

Sections include:

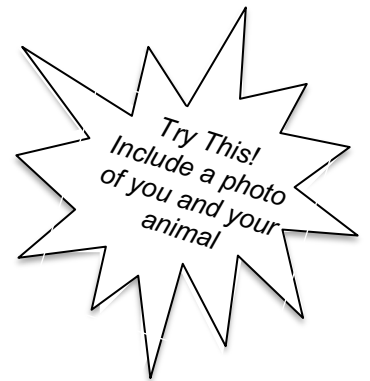
- Section 1: Front Cover (complete a new cover each year)
- Section 2: 4-H Projects (ongoing, continual portion of the record book)
- Section 3: 4-H Participation/Activities/Educational Events (ongoing, continual portion of the record book)
- Section 4: 4-H Awards and Recognition (ongoing, continual portion of the record book)
- Section 5: 4-H Leadership, Citizenship and Community (ongoing, continual portion of the record book)
- Section 6: Non-4-H Activities, Leadership, Citizenship, Community Service and Awards (ongoing, continual portion of the record book)
- Section 7: Your 4-H Story (complete new story each year).
 - Photo page is optional
- Section 8: Production Records, Calculations or Project Knowledge (complete one for each species or project area)
 - Part 1
 - Record/Calculation/Project Knowledge Assignment 1
 - Record/Calculation/Project Knowledge Assignment 2
 - Part 2
 - Profit/Loss Calculations



4-H Experiential Learning Model (University of Tennessee Extension, 2018)

Section 1: Front Cover (complete a new cover each year)

- Complete every blank.
- Write neatly in ink or type. Protect the front cover during the year, keeping the book clean and wrinkle-free. It is the first thing judges will see of your record book.
- The Virginia 4-H year runs from October 1 to September 30, so keep this in mind when listing the project year and when counting your years in 4-H.
- Attach a crisp, clear, color photo of you (preferably doing 4-H work).
- The leader, 4-H member and parent should sign at the end of the project, once the record book is finished




Sections 2-6 are the ongoing, continual portion of the record book. Add to the same record each year; print a final copy and attach with your record book.

Section 2: 4-H Projects *(ongoing, continual portion of the record book)*

A 4-H project is an area of interest that the member spends a significant amount of time and effort on during that year. A project requires that a member sets goals relating to new things they want to learn and new skills they want to gain during the club year.

- List the 4-H year, remembering that the 4-H year runs from October 1 to September 30.
- List all projects enrolled in and completed as a 4-H member.
- Be sure to clearly indicate the name/type of project so that someone unfamiliar with 4-H activities will understand the project. A list of projects to use as a reference can be found at your local Extension Office or

https://ext.vt.edu/content/dam/pubs_ext_vt_edu/388/388-002/388-002-pdf.pdf



If you are enrolled in both the market hog and dairy heifer project be sure to list both!

Section 3: 4-H Participation/Activities/Educational Events *(ongoing, continual portion of the record book)*

This section is for learning experiences in which the member has been a participant and not a teacher.

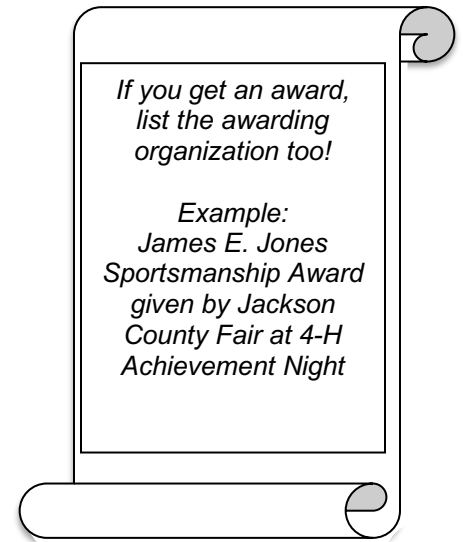
- List the 4-H year, remembering that the 4-H year runs from October 1 to September 30.
- List all participation in 4-H events and activities. List the name/type of activity and the level of participation (club, unit/county, district, state, national). For contests, indicate whether it was an individual or team effort.
 - Examples include, but are not limited to, educational speakers at club meetings, educational workshops/clinics, 4-H share the fun/talent shows, 4-H camps, judging contests, quiz bowls, skill-a-thons, fashion revue, demonstrations, TV or radio presentations, 4-H livestock & horse shows, photography exhibits, etc.
- Be as specific as possible for each listed participation.
- Select the level of participation for that activity or event. Some things happen only at the club level, but some advance to county, district, state or national.
 - For example, if you gave a presentation to your club and then competed at the county and district level, you would mark three boxes.

Section 4: 4-H Awards and Recognition *(ongoing, continual portion of the record book)*

Awards and recognition provide an opportunity for the 4-H member to be recognized for their hard work and dedication to their 4-H project work and club work.

- List the 4-H year, remembering that the 4-H year runs from October 1 to September 30.

- List the most important recognitions received during the year—honors and awards.
 - Examples include, but are not limited to: county project awards/pins, ribbons/awards earned through participation in contests, camp scholarships, participation on a state team, National 4-H Congress, etc.
 - Awards could include ribbons, plaques, trophies, certificates, tangible items (such as embroidered apparel or show supplies), or scholarships. Danish system ribbons (blue award, red award, white award) count, as do grand champion animals, high individuals in contests, perfect attendance for clubs, etc.
 - List honorary awards in the “name of contest or recognition event” box and include the sponsoring organization. Example: James E. Jones Memorial Sportsmanship Award given at Jackson County 4-H Fair
- Note the level of participation for the award – was it at the club, unit (county), district, state or national level? Use a capital I for individual awards and a capital T for team placings.
- 4-H Contests: Only include contests in which you placed and indicate the level of placing or ribbon color. If you participated, but did not win an award, it should be placed in Section 3: 4-H Participation/Activities/Educational Events.



Section 5: 4-H Leadership, Citizenship and Community Service (*ongoing, continual portion of the record book*)

List all 4-H activities participated in that fall under leadership, citizenship or community service. Definitions of each category are found below:

Leadership is defined as using your personal knowledge, skills, and influence to establish relationships with people and help others meet goals. A member should show growth in this area by taking on more complicated leadership roles during their 4-H career.

- List the elected offices held, committee chairmanships and other positions of leadership held.
 - Leadership roles include: being a club officer; teaching others; organizing an activity, event, or meeting; selecting and preparing materials for a meeting; and scheduling presenters for a meeting.
 - Being the chair of a committee and insuring that the committee worked to accomplish its task is leadership. Serving on a committee is citizenship.

Example: You chaired the committee that organized the goat hoof trimming workshop, contacted the instructor, arranged for use of the farm and welcomed participants

Citizenship is defined as an individual's demonstration of love and devotion in response to duties, rights and privileges as a member of a group, community, industry, or country. It includes loyalty to one's place of residence, voting, participation in government, and appreciating diversity. 4-H Citizenship activities help young people to be well-informed citizens who are actively engaged in their communities and the world. Citizenship activities provide members the opportunity to connect to their communities, gain an understanding of their role in civic affairs, and build their decision-making ability.

- List all citizenship activities. Be specific about the activity and the results.
 - 4-H citizenship activities may include: serving on a committee, making a presentation to city or county government, 4-H Day at the State Capitol, teaching/leading the pledge at a meeting or county function, serving as a delegate to State or National 4-H Congress, Citizen Washington Focus, etc..

Example: You represented your club/county 4-H at the local farmers market. You talked to public about raising lamb and promoted consuming lamb products

Community Service is defined as an activity that is performed by a person or a group for the benefit of the community. Community service activities benefit people who are not related to you. If you receive compensation for the activity it becomes a job not a service activity.

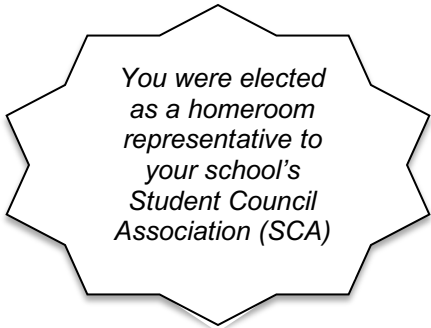
- List all community service activities. Be specific about the activity and the results.
 - Examples include, but are not limited to: visits to a nursing home, trash pick-up in the community, collecting and donating items for those in need, clean-up a local park, etc.

Example: You take your dairy calf and goat to the local nursing home to interact with residents.

Section 6: Non-4-H Activities, Leadership, Citizenship, Community Service and Awards *(ongoing, continual portion of the record book)*

This section allows the member to record their participation in other youth organizations and activities. Examples include, but are not limited to: scouts, church youth group, youth sports, Student Council, FFA, etc..

- List events/activities that you attended or participated outside of 4-H.
- Be as specific as possible.



*You were elected
as a homeroom
representative to
your school's
Student Council
Association (SCA)*

Section 7: 4-H Story, Experiences, Project Reflections *(complete a new page each year)*

This is one of the important parts of your record! It is a chance to really "tell your story". Reflect on your 4-H experiences, and be creative while following the guidelines set forth in the instructions. Focus on all areas of 4-H work, not just one particular project. Make sure that you write in complete sentences, use correct grammar, and avoid misspellings. The story should be conversational; the reader should feel as if he/she is listening to the writer or having a conversation with him/her. The reader should feel your disappointments and share your triumphs through your words

Novice -- Your 4-H Story should include the following:

- What was most enjoyable about this year in 4-H?
- What things did you learn?
- What skills did you gain from participation in 4-H?
- Provide information about who helped you with your project(s) and how they influenced your experience.

The above items are minimum standards; feel free to add additional information

Experienced Junior -- 4-H Experiences should include the following:

- Summarize this year's 4-H projects, activities and events, and tell how you have benefitted from participation.
- Discuss your project experiences, including knowledge and skills gained. What goals did you set and did you achieve your goals?
- Share your leadership and citizenship activities, how you made a difference, and what the impact was of your involvement.

The above items are minimum standards; feel free to add additional information

Experienced Senior -- 4-H Project Reflection should be personalized to your 4-H experiences, but at a minimum include the following:

- Generalize your project experiences, including knowledge and skills gained.

- Discuss how your participation in 4-H activities, citizenship, and leadership helps your club and community.
- Reflect on character traits you gained, strengthened or improved through 4-H.
- Share your future plans and how your 4-H experiences have helped to shape or influence those plans.

The above items are minimum standards; feel free to add additional information

Photos *(This sections is optional)*

- Photos help tell about your 4-H experiences.
- Add only one page of photos related to your 4-H work
- Include Captions explaining the photo.

Section 8: Production Records, Calculations or Project Knowledge *(complete a new pages each year)*

Complete one Section 8 for each species/project area. There are a number of templates and worksheets available at the end of this guide, plus additional resources online and from your local Extension office.

Part 1 - Record/Calculation/Project Knowledge

- Choose two supplemental assignments related to your project.
- You determine the subject matter but the information should be related to your 4-H project work.
- Please refer to Calculations & Worksheets Sections for more detailed information.
Examples:
 - If you enroll in a breeding heifer project and a market goat project, you need to complete two Section 8. One for each species.
 - If you only show market goats, then you only need one Section 8.

Novice Book (4-H – 689NP) - Examples for Record/Calculation/Project Knowledge

- Draw animal and label parts
- Short report (5 - 10 sentences) about a breed of animal
- Pedigree diagram
- Average Daily Gain Calculation (show your work)
- Feed tag with parts labeled
- Feeding record for your animal
- 5 pieces of equipment used with your animal and what they are used for
- Animal Health Care and Treatment plan

**These are a few examples other age appropriate Record/Calculation/Project Knowledge topics are acceptable.*

Experienced Junior (4-H – 690NP) - Examples for Record/Calculation/Project Knowledge

- Short report on a disease that may affect your animal. Include information of cause, symptoms and treatments.
- Drug Label identification: Provide a copy of a label from a medication you gave your animal and label the parts
- List five nutrients your animal needs and how you provided those nutrients
- Draw & Label your animal's digestive system
- Wholesale cuts of meat from your species. Include a labeled image. Not just an image printed from a website
- Market Animal or Breeding Animal production record
- Describe your marketing plan for your project
- ADG with calculations shown (only if you did not use this in a Novice book)
- Feed Conversion Calculation (show your work)
- Feed Cost per Pound of Gain Calculation (show your work)
- Estimated Carcass Weight

**These are a few examples other age appropriate Record/Calculation/Project Knowledge topics are acceptable*

Experienced Senior (4-H – 691NP) - Examples for Record/Calculation/Project Knowledge

- Feeding Economics worksheet
- List and photos of 10 retail cuts from your species and which wholesale cut they come from
- A description of your biosecurity plan for your farm/animal projects
- A description of your farm emergency plan
- EPD's - what are they and how you use them when making breeding decisions with your project animals
- Break-Even Cost Calculation for your project animals (show your work) and discussion on how you fared with your project animal
- Dressing Percentage Calculation - Describe what this is and show the calculation for your animal.
- Marketing plan for your project animals
- Breeding/Reproductive Record for your project animals
- Performance Ratio Calculation (show your work)

**These are a few examples other age appropriate Record/Calculation/Project Knowledge topics are acceptable*

Complete one Section 8 for each species/project area. There are a number of templates and worksheets available at the end of this guide, plus additional resources online and from your local Extension office.

Part 2 - Record/Calculation/Project Knowledge

- Profit/Loss Calculations
 - Select the species for this report.
 - Record the number of animals of that species you have project animals for this year.

- Income
 - Money Received for Animals or Products Sold- any animals or products sold from the animals in this project should be listed here- may include offspring or "culls" as well as products such as milk, wool or eggs.
 - Premiums- Include monetary winnings from any shows you participated in within this project.
 - Scholarships- Include scholarship awards from any shows or events you participated in within this project.
 - Other Income - Include any other income you received within this project, such as donations or service fees you charged to others.
 - Total Income - Add Money Received for Animals or Products Sold, Premiums, Scholarships and Other Income

- Expenses
 - Cost of Animals Purchased- Any animals you purchased during this project should be included here.
 - Feed Cost- All costs associated with feeds should be recorded here. Not only bagged feeds and hay, but also pasture costs, top dressings, homemade feeds and anything else fed to the animals in this project.
 - Vet/Health Cost- All costs associated with the health care of animals in this project such as visits from the Veterinarian, vaccinations, health papers, medications, wormers, syringes, etc.
 - Other Cost- All costs associated with the animals in this project not previously listed such as trucking, bedding, nomination and entry fees, disposable supplies (gloves, lube, AI tubes), semen, service fees paid, etc.

- Profit/Loss
 - Total Expenses- Sum Cost of Animals Purchased, Feed Cost, Vet/Health Cost and Other Cost
 - Net Profit/Loss of Project- Subtract Total Expenses from Total Income. Place in parentheses if figure is negative.
 - Answer questions 1 & 2 related to your Profit/Loss Record.

Production Calculations

Average Daily Gain (ADG) - The average amount of weight an animal has gained each day for a given period of time that the animal has been on feed.

$$\text{ADG} = \text{End Weight} - \text{Beginning Weight} \div \text{Days on Feed}$$

What you need to know:

- Days on Feed - Number of Days the animal has been on feed.
 - For most species the days are calculated from initial weigh-in to final weigh-in (at the fair or livestock market)
- Beginning Weight – The weight of your animal when you started the feeding period. For many this will be the day of weigh-in
- End Weight – The weight of your animal at the end of the feeding period. For many this will be the day of weigh-out at the county fair or livestock market

Example: Market Lamb Project

- 120 lb. end weight
- 75 lb. beginning weight
- 60 days on feed

$$\begin{aligned}\text{ADG} &= (120 - 75) \div 60 \\ \text{ADG} &= 45 \text{ lbs. gained} \div 60 \text{ days on feed} \\ \text{ADG} &= 0.75 \text{ lbs./day}\end{aligned}$$

Feed Conversion (FC) - The amount of feed required for each pound of an animal gains

$$\text{FC} = \text{Total pounds of feed} \div \text{Total Weight gained}$$

What you need to know:

- The total amount of feed your animal ate. (hay, grain goat chow, concentrates, milk solids, etc.)
- How many pounds your animal gained from your start date to your end date.

Example: Market Goat Project

- Goat ate 150 lbs of feed (hay, grain goat chow, concentrates, milk solids, etc.)
- The goat gained 50 lbs while on feed.

$$\begin{aligned}\text{FC} &= 150 \text{ lbs. of feed eaten} \div 50 \text{ lbs. gained} \\ \text{FC} &= 3 \text{ lbs. of feed for each pound gained}\end{aligned}$$

Feed Cost Per Pound of Gain - The amount it costs for each pound gained by an animal

$$\text{Feed Cost per Pound of Gain} = \frac{\text{Total Cost of Feed the animal ate}}{\text{Pounds the animal gained}}$$

What you need to know:

- Amount of feed the animal ate and how much that feed cost
- Pounds the animal gained during the time it was on feed

Example - Swine Project

- Your pig ate 15 bags of feed at \$20.00/bag (\$300.00)
- The pig gained 200 lbs.

$$\text{Feed Cost per Pound of Gain} = \$300 \text{ in feed} \div 200 \text{ lbs. gained} = \$1.50 \text{ per pound of gain}$$

Break-Even Cost – the total amount of money an animal must be sold for to cover all of the costs associated with raising the animal

$$\text{Break Even Cost} = \frac{\text{Total Cost of all Inputs}}{\text{Sale Weight}}$$

What you need to know:

- The total cost of all inputs in raising your project animal. This includes: cost of animal, feed, equipment, vet/health costs, entry fees, hauling, etc....
- Total weight of the animal being sold

Example: Market Lamb Project

- 125 lb. Market Lamb
- Total Cost for project - \$693.00

$$\begin{aligned} \text{Break Even Costs} &= \text{Inputs} \div \text{Weight} \\ \text{Break Even Costs} &= \$693.00 \div 125 \text{ lbs} \\ \text{Break Even Costs} &= \$5.54 \text{ /lb.} \end{aligned}$$

- This is what you must get at the livestock sale or auction barn to break even. If you get more than this a pound you make a profit. If you get less your expenses have exceeded the sale price and you have lost money on the project.

Estimated Carcass Weight (ECW) - How much your animal's carcass is expected to weigh once the animal has been processed.

$$\text{Estimated Carcass Weight} = \text{live weight} \times \text{dressing \% (use average for the species)}$$

What you need to know:

- Live weight of your animal
- Dressing percentage averages
 - Hogs - 70%
 - Steers – 60%
 - Lambs - 50%
 - Goats - 45%

Example: Market Hog

- Live weight of hog - 265 lbs
- Average Dressing Percent for hogs = 70%

$$\begin{aligned} \text{ECW} &= 265 \times 70\% \\ \text{ECW} &= 265 \times .70 \\ \text{ECW} &= 185.50 \text{ lbs.} \end{aligned}$$

Dressing Percentage (%DP) – the proportion of the animal's carcass weight relative to its live weight

$$\% \text{ DP} = (\text{carcass weight} \div \text{live weight}) \times 100$$

What you need to know:

- Carcass weight
- Live weight at slaughter

Example: Steer Project

- Carcass Wt = 750 lbs
- Live Wt = 1230 lbs
- % DP = $(750/1230) \times 100 = 60.975\%$

$$\begin{aligned} \% \text{ DP} &= 750 \text{ lbs.} \div 1230 \text{ lbs.} \\ \% \text{ DP} &= .6097 \times 100 \\ \% \text{ DP} &= 60.97 \end{aligned}$$

Performance Ratio – a measure of how your animal’s performance for a given trait compares to the average performance of the group for that trait. You could do this for ADG (average daily gain) or carcass traits if your farm collects carcass data. Briefly explain what the number means.

$$\text{Ratio} = (\text{individual animal value for trait} \div \text{group average for trait being measured}) \times 100$$

What you need to know:

- Your animal’s performance for a certain trait
- The group average for the trait you are measuring

Example: Beef Project – Average Daily Gain

- Your animal’s ADG value = 2.85 lbs/day
- Group average for ADG = 3.05 lbs/day
- This means your animal performed 6% below the other animals in the group

$$\begin{aligned} \text{Ratio} &= 2.85 \text{ ADG} \div 3.05 \text{ ADG} \\ \text{Ratio} &= .9344 \times 100 \\ \text{Ratio} &= 93.44 \end{aligned}$$

Project Planning Worksheet

This should be done at the beginning of your project

Set three goals related to your project work.

1. This year I want to learn.
2. This year I want to achieve.
3. Something new I will try this year.

What factors will you consider when selecting your project (breed, age, price, muscling, etc...)

Where will you get your project? Reason for selecting that farm or breeder?

How much do you expect to spend on your project this year?

How will you pay for your project and related expenses?

Feed Records and Expenses Worksheet

Keeping good feed records is important. A good practice is to enter your feed expenses when you buy feed. A good way to keep track of feed use is to put a calendar in the barn and write down the amount and the kind of feed used each day. At the end of the month, total each kind of feed used and its cost and record the information below. Home-raised/mixed feeds should be valued at market price (what it could be sold for)

Date Purchased	Amount Purchased	Type of Feed	Cost
Example: May 15	50 lbs.	Goat Chow	\$19.96
	Total Lbs.		Total Cost

Feeding Economics Worksheet

Complete a column for each animal.

If animals were fed together complete column for that group of animals

	Animal ID	Animal ID	Animal ID	Animal ID
	<i>Example: Market Goats (Tag #3, Tag #4)</i>			
Total Pounds of Grain Consumed	250 lbs			
Total Pounds of Hay Consumed	50 lbs.			
Total Pounds of Supplements Consumed	50 lbs.			
Total Pounds of Feed Consumed	365 lbs.			
Total Cost of Grain Consumed	\$223.25			
Total Cost of Hay Consumed	\$9.00			
Total Cost of Supplements Consumed	\$65.00			
Total Feed Cost for Animal(s)	\$297.25			
Total Cost for all Project Animals				

Animal Health Care Record and Treatment Record

Record any expenses incurred for health care of the project animal(s).
Include regular preventive actions as well as treatments for disease.

- Dewormers
- Vitamin Injections
- Vaccines
- Hoof Care
- Antibiotics (over the counter and prescription)
- General Health Care/Treatment Medications (mange, lice, etc...)
- Health Paper to participate in shows.

Date	Description	Cost \$
<i>Example: June 14</i>	<i>Dewormed show heifer. Heifer weight – 550 lbs. Dosage = 25 ml (Cost = \$0.14/ml)</i>	<i>\$3.50</i>
Total Health Care Expenses		

Health Treatment Record

Deworming
Antibiotic Treatments

Vaccinations
Mange/Lice Treatments

Vitamin Injections
Other Health Treatments

Animal ID	Date	Condition Being Treated	Treatment Administered	Withdrawal Time (On Label)	Treatment Cost
			Product Used: Dose:		
			Product Used: Dose:		
			Product Used: Dose:		
			Product Used: Dose:		
			Product Used: Dose:		
			Product Used: Dose:		
			Product Used: Dose:		
			Product Used: Dose:		
Total Cost of Treatments					\$

Suggestions for Proper Administration of Animal Drugs

- Properly restrain the animal before giving injections
- Give medications according to label instructions. Subcutaneous (Sub-Q) injection go under the skin in the neck. Intramuscular (IM) injections go in the neck muscle . If given an opotion ALWAYS choose Sub-Q.
- Use sterilized syringes and needles. DO NOT transfer needles back and forth from animal to

Market Project Inventory Record

Use one chart for all animals. Copy additional pages as needed.

Beginning Animal Inventory						Closing Animal Inventory				
Identification of the Animal			Date Obtained			Beginning Information		Kept	Sold	
Animal ID	Description (breed, color, etc...)	Sex	Raised (Born)	Purchased	Starting Weight	Animal Value or Purchase Price	Value at End of Project	Final Weight	Total Selling Price	

** Call your local Livestock Market or visit the VDACS Market News Website
<http://www.vdacs.virginia.gov/livestock/index.shtml> to find market value of your project. **

Market Animal Production Record

***record data for all market project animals**

Live Animal Data							
Animal ID #	A Ending Weight	B Beginning Weight	C Total Pounds Gained (A-B = C)	D Total Days on Feed	E Average Daily Gain (C ÷ D)	Total Pounds of Feed the animal ate	Feed Efficiency (Conversion) (E ÷ C)

Carcass Data							
** Please complete this section if your animal's carcass was evaluated. Fill in areas where you received data**							
Animal ID #	Carcass Weight	Quality Grade	Backfat (inches)	Rib-eye Area (REA) (square inches)	Yield Grade	Percent Retail Product	Carcass Value

Average Daily Gain—This is the average amount of weight your steer will put on each day. It is calculated by taking the current weight—beginning weight and divide by the number of days the animal has been on feed.

Feed Efficiency—The measure of how well an animal converts the nutrients in the feed they eat into muscle, fat or milk

Breeding Project Inventory Record

Use one chart for all animals. Copy additional pages as needed

Animal ID (Name or #)	Registration # and/or Tattoo	Description (breed, color, marking, etc...)	Birth date of Animal	Ownership Information	Animal Value or Purchase Price
				<input type="checkbox"/> Raised on the Farm <input type="checkbox"/> Purchased _____ (purchase date) <input type="checkbox"/> Leased _____ (lease date)	
				<input type="checkbox"/> Raised on the Farm <input type="checkbox"/> Purchased _____ (purchase date) <input type="checkbox"/> Leased _____ (lease date)	
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				<input type="checkbox"/> Raised on the Farm <input type="checkbox"/> Purchased _____ (purchase date) <input type="checkbox"/> Leased _____ (lease date)	

Breeding Animal Production Record				
	Record 1	Record 2	Record 3	Record 4
Animal ID	<i>Sally Mae Tag 23</i>			
Date(s) Bred	<i>Sept 7</i>			
Method used Natural Service or AI	<i>AI</i>			
Sire ID	<i>VT Full Charge 21545464</i>			
Birthdate of Offspring	<i>Feb 10</i>			
Number of Offspring	<i>2</i>			
Birth Status Live or Dead	<i>Live</i>			
Sex of Offspring	<i>1 -Male 1- Female</i>			
Sold or Kept	<i>Male = Sold Female = Kept</i>			
Income from offspring sold	<i>\$225.00</i>			

Other type of Production Records you could create

- Milk or Egg Production Record
- Embryo Transfer Record

Farm Emergency Plan	
Emergency Numbers	
Fire	Emergency number: 911 Local number:
Ambulance	Emergency number: 911 Local number:
Local Police	Emergency number: 911 Local number:
Animal Control	
Local Emergency Management Coordinator	
State Police	
Poison Control	
Business Contacts	
Veterinarian	
Electric Company	
Gas Company	
Phone Company	
Department of Transportation	
Agrisupply Dealer	
Equipment Dealer	
Other Information:	

Farm Emergency Contact Information	
Farm Information	Name of Farm: Physical (911) Address: Directions to Farm:
Primary Contact	Name: Phone: Cell Phone: Address:
Owner Contact (If different from Primary Contact)	Name: Phone: Cell Phone: Address:
Alternate Contact	Name: Phone: Cell Phone: Address:

Farm Biosecurity Plan

What you can do to prevent disease from spreading at your location and to protect your animals

_____ BIOSECURITY PLAN (insert your name)

_____ Year

1. What are possible diseases that your animal may come into contact with?

Examples: Blackleg, Brucellosis, BSE, BVD, Enterotoxaemia, Flies, Foot Rot, Lice, Liver Fluke, Trichomoniasis, Ringworm, Warts, Other?

2. What is the critical control point or monitoring location for that possible disease?

Examples: Feed bunk/pan, water tank, fence line, barn, squeeze/clip chute, manure pile, pasture, vehicles, equipment box, other?

3. What is the corrective action needed to stop or prevent the spread of the potential disease?

Examples: Vaccinations, isolating new animals, quarantining sick animals, using disinfectants, cleaning equipment, wear clean clothing, feed proper and clean feed, cleaning feed storage area, clean water, other?

4. What records should you keep to implement your biosecurity plan (attach records to this plan)?

Examples: vaccinations given, date equipment was cleaned, etc.