

B.C. 4-H Senior Management Project Record Book for Livestock



Ministry of
Agriculture



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The 4-H Motto

“Learn to Do by Doing”



The 4-H Pledge

I pledge

My Head to clearer thinking

My Heart to greater loyalty,

My Hands to larger service,

My Health to better living,

For my club, my community, and my country.

The 4-H Grace

(Tune of Auld Lang Syne)

*We thank thee, Lord, for blessings great
on this, our own fair land.*

*Teach us to serve thee joyfully,
with head, heart, health and hand.*

Senior Management Project Objectives

- To challenge 4-H senior members who have acquired the basic skills of project work to proceed with the more complex task of multiple project management.
- To provide more detailed and thorough records of multiple project management over a 12 month period.
- To retain project animals as a nucleus of a future herd or flock, record the cost of their development into maturity, and to realize a return from their production. (Livestock projects only)

Procedure for approval and marking of Senior Management projects.

- When the member has decided on a senior management project his/her record book along with a written plan (page 5) and including the score card (page 1) must be submitted to the leader for approval. The leader will then send the record book to:

**Youth Development Staff
BC Ministry of Agriculture
1767 Angus Campbell Road
Abbotsford, BC V3G 2M3
Fax: 604-556-3030**

for approval. Ensure that the Leader's name and complete address is filled out as this is where the book will be returned to after approval.

The complete book and the score card will be returned to Youth Development Staff for marking after completion of the project. Any senior management project inquiries should be directed to the same address.

Leader/Project Advisor: Name: _____

Address: _____

Phone: _____

About Your Record Book

This record book is intended for the use of the senior member who has completed at least two years of senior project work. Having thereby acquired the essential skills and experience, you are now ready to proceed with the more complex task of multiple project management.

What is involved in a good record book?

To achieve, the record book must be completed. The book must be accurate, neat, and complete and it should be your book. Be original and personal in the information you keep in your book.

Why do we keep records in 4-H?

- To record information about your project.
- To record the work you have done.
- To learn the importance of keeping accurate records in any business.
- So you can see the actual costs involved. Without records, you cannot accurately tell how much of a gain or loss you have made on your investment.

Hints for Keeping Good Records

1. Read the instructions carefully. Make sure that you know in advance which records you must keep.
2. Keep your records up to date!
3. Do all calculations on scratch paper. When you are sure they are correct, transfer to the record book.
4. Start your records as soon as you have chosen your project. Remember that you are required to keep records for 12 months. Records should include such things as your choice of breeding or market animals, types of feeds required, genetics that are involved in producing either market or breeding animals, training, transportation, health of the project animals, etc.
5. Be accurate and consistent in measurements and weights.
6. Prepared rations should have a feed tag or analysis attached in the record book.
7. Identify all your 4-H animals in the beginning inventory. Identify any purchases or losses you had during the project year. In your final inventory, identify any animals or equipment you have on hand. Remember to depreciate any equipment for your final inventory.
8. Include all costs, no matter how small. This will give you a true picture of the actual value.

Senior Management Projects

A senior management project is a multiple project consisting of several animals of the particular project.

One of the principle objectives of the senior management project is to encourage the member to retain their project animals as a nucleus of a future herd or flock, to record the cost of their development and to realise a return from their production.

A senior management project consists of twelve months of record keeping using this record book as a basis. The specific regulations for each project list the unit number and description of the project. Where the project is only carried for a period shorter than 12 months the member would include two or more projects in the one year, e.g. poultry, rabbits. Projects such as horse and beef, the record keeping would include marketing, feeding, choice of sire or dam, research on the genetics of the animals, etc.

Records are invaluable, not only for day to day decision making, but also for evaluation of management practices and long range planning. Keeping records is good business training. They are basic to success and can make the difference between profit and loss.

Make sure that your records are accurate. Weighing of feed is necessary in order to be able to keep your records correct. Pasture and homegrown feed charges should be discussed with your fellow members, leaders and advisors and set at the prevailing prices for your area. Purchased feed and equipment, etc. should be entered at actual costs.

Please add labelled photos of your project animals to your record book. Make sure that the animal could be identified from the photos.

Approval of Project

Youth Development Staff must approve your senior management project. A written proposal describing your project and accompanied by a senior management score card must be sent to the YDP staff person designated on the scorecard. Send this proposal to be approved early enough in the 4-H year to allow for a four to six week turn around.

Husbandry Inspection of Project

Your project must be inspected three times by your leader or someone designated by him/her over the 12 month period of your project.

Completion of Project

Upon completion of the record book turn it in to your project leader who will certify your work, and, in turn, will forward it to the YDP staff person responsible for senior management projects.

Inventory

An inventory is a simple list of the amount, condition, and value of livestock, equipment, feed and supplies you have on hand at any given time. For the purpose of keeping track of changes during the term of the project, you must have a beginning and a closing inventory.

Your beginning inventory will be a record of everything you had when you started the project. Your closing inventory will list everything you had at the end of the project year –including anything new you acquired. Value each new item at the price you paid for it or at an estimated selling price for your used items (if you were to sell it). Remember that equipment will wear out and need to be replaced so consequently its value at the end of the year will be less than at the beginning. This is called “depreciation”. Allow at least 10 percent depreciation per year on most tools and equipment.

Your closing inventory from your previous 4-H year may be used as your beginning inventory for the new year.

Animal Inventory (make extra copies if you have more than four animals)

Project Animal	Beginning Inventory	Closing Inventory
	Date Started: _____	Date Closed: _____
	Cost or Value	Cost or Value
Totals	\$	\$

Equipment and Feed Inventory

Item	Beginning Inventory				Closing Inventory				
	Date Started: _____				Date Closed: _____				
	A	B	C	AxC	D	E	F	DxF	
	Amount	Condition of Item	Value	Total Value	Amount	Condition of Item	Value	Total Value	
e.g. English saddle	1	New	\$400	\$400	1	Good	\$360	\$360	
Total					Total				

Project Progress

Use Only the Tables that Apply to your Project

Herd Record

	Name of Animal	Tattoo, Brand, etc.	Registration # if Purebred	Age at Start of Project	Date Acquired
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Breeding Projects

Name & Number of Dam & Sire	Date Bred	Date Due	Birth Date	Number Born (Live Births)	
				Male	Female

Rate of Gain Record for Market Animals

If you have more than two animals in your project make copies of this page.

Month												
Starting Weight for _____												
Ending Weight for _____												
Weight Gain												
A.D.G. Avd. Daily Gain												

Month												
Starting Weight for _____												
Ending Weight for _____												
Weight Gain												
A.D.G. Avd. Daily Gain												

Production Records

Milk Production for Dairy Animals

Animal or tag #	Date of Milk Test	# of Days of Record	Total Amount of Milk	Average % B.F	Average % Protein	Price per litre	Total Income

Wool Production for Sheep

Animal or tag #	Date	Grade of Wool	Total Grams of Wool	Price per gram	Total Income

Feed Records

Use one table for each project animal. Make as many copies as necessary.

Month	Oats	Barley	Supplement	Hay	Silage	Prepared Ration	
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
July							
August							
Total Feed							
X \$/Unit							
Total Value	\$	\$	\$	\$	\$	\$	\$
Total Feed Costs (from all the above columns)						\$	_____

Market Animals

Total Gain $\frac{\text{ending weight}}{\text{beginning weight}} - \frac{\text{beginning weight}}{\text{beginning weight}} = \frac{\text{total gain}}{\text{beginning weight}}$

Average Daily Gain $\frac{\text{Total Gain}}{\text{Days on Feed}} = \text{_____} = \text{_____ lb. (kg) /day}$

Feed Conversion $\frac{\text{Total Feed}}{\text{Total Gain}} = \text{_____} = \text{_____}$

Feed Cost per Unit of Gain $\text{Total Costs} = \text{_____} = \$\text{_____} / \text{_____ gain}$

Health Care

Add to or change titles of columns as needed. Include such things as castration, implants, etc.

Date	Immunisation		Veterinary		Other	
<i>example</i> Nov. 4	Fluvac	\$10				
Total		\$		\$		\$
					Total Costs	\$

Miscellaneous Costs

Transportation, show fees, registration fees, labour, rent, etc.

Date	Type of Cost	Amount
		\$
		Total Costs

Income Earned

Add more pages if necessary

Date	Prize Money	Sale of Equipment	Sale of Livestock	Production (milk, wool, etc.)
Totals	\$	\$	\$	\$
				\$
				Total Income

Project Summary

A. Income

1. Closing Inventory:	Project Animal(s)	_____
	Equipment	_____
	Feed	_____
2. Income Earned:		_____
	Grand Total A	_____

B. Expenses

1. Beginning Inventory:	Project Animal(s)	_____
	Equipment	_____
2. Feed Record – total		_____
3. Health Record – total		_____
4. Miscellaneous Costs – total		_____
	Grand Total B	_____

Profit or Loss (Total A – Total B) _____



Checklist for Care and Handling of 4-H Animals

Agriculture and Agri-Food Canada has, in co-operation with the various animal industries, developed a “Recommended Code and Practice for the Care and Handling of Farm Animals”. The code is voluntary and is intended as a realistic guide for the humane treatment of animals. 4-H members are encouraged to treat their animals within the guidelines outlined by the code. If you wish a copy of the code, please contact your local agriculture office.

Below is a basic checklist for you to complete.

My 4-H Animal Was:	YES/NO
• Protected from the weather	
• In a safe place for the animal and myself	
• Free to stand up and lie down comfortably	
• Given clean, dry bedding regularly	
• Given adequate feed regularly	
• Able to drink clean water at all times	
• Given free choice salt and minerals	
• Kept in suitable body condition with proper diet and exercise	
• Checked regularly	
• Handled so that both my animal and myself were safe	
• Treated to prevent health problems (e.g. vaccinations)	
• Treated for any health problems it had	
• Transported in a vehicle that was safe	

Achievement Presentation

Senior management projects do not have to be exhibited at the club's achievement day. What can you do instead?

Explain your project to others by:

- Demonstration
- Speech
- Display
- Newspaper report
- Other

You could do this at a club meeting or field day. Explain briefly, how you told other 4-Her's in your club and district what you learned in your Senior Management project (*Please write this report on a separate piece of paper and include it in your project record book.*)

Important Project Activities

The purpose of this page (*done separately and added*) is to provide a commentary on your project activities. Include all important happenings or changes in plans. Consider the following headings:

- Kinds of rations and changes
- Death losses and causes
- Hauling arrangements
- Births, problems or lack of
- Pasture dates and quality
- Sickesses and treatment
- Castration, docking, debeaking
- Shows and sales

Project Story

On a *separate piece of paper*, write the story of your year's project. Do not review what you have already reported on. Do discuss your successes and mistakes with the project, how you felt about it, what you learned and who helped you. Also include any changes you would make if you were to repeat the project and what are your plans for next year.

Clipping Page

Please include at least one page of pictures of your project throughout the year. Pictures are a great addition to any record book and make it easier for the reader to assimilate the information.

Evaluation

- 1. Inspection of Project** – based on Livestock Inspection Score Card (#140c) and questions related to the project as determined by the leader or designated person.

Date	Score	Comments	Signature of Inspector

- 2. Member's Self Evaluation** – discuss what this project has taught you in terms of self reliance, responsibility, time management, etc.

Date _____ Member's Signature _____

- 3. Leader's Comments** – fill in on the Score Card

I recommend do not recommend that this member receive a Senior Management Certificate in this project.

Date _____ Leader's Signature _____

4. **Marker's Comments** – (Youth Development Program Staff)

I recommend do not recommend that this member receive a Senior Management Certificate in this project.

Date _____ Marker's Signature _____

B.C. 4-H Provincial Council

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Website: www.bc4h.bc.ca

