



MANATEE COUNTY 4-H RECORD BOOK

MARKET LIVESTOCK PROJECT (Beef or Swine)

FOR USE AT THE MANATEE COUNTY FAIR AND AS THE 4-H PROJECT BOOK

Species (Check One):	Beef	Swine	
4-H Age Division (Circle One):	Junior (8-10)	Intermediate (11-13)	Senior (14-18)

Name _____ Age (on September 1, 2023) _____

4-H Club _____ Years in 4-H _____ Years in Project _____

Date You Started this Book _____ Date You Finished this Book _____
Month Day Year Month Day Year

I certify that I have personally been responsible for the care of this/these animal(s), I have personally kept records on this project, and I have personally completed this Record Book.

Youth Member Initials for Fair _____ Final Signature _____ Final Date _____

I (the 4-H member's parent/guardian) certify that my child has personally completed this Record Book, and I have reviewed it for completeness and accuracy of reporting.

Parent/Guardian Initials for Fair _____ Final Signature _____ Final Date _____

I (the 4-H member's Club Leader) certify that this youth is an active member of their 4-H Club. I have reviewed this Record Book for completeness and accuracy of reporting.

4-H Leader Initials for Fair _____ Final Signature _____ Final Date _____

Note: The Manatee County Fair requires that a Care and Feed Record Book (this book) is submitted for any project a youth submits a registration for at the Manatee County Fair. Even if the youth doesn't show at the fair or complete the project, they must still submit a Care and Feed Record Book. If you do not turn in a Care and Feed Record Book to the Fair, you may not participate in the next year's Manatee County Fair.

Purpose

The purpose of the 4-H Market Livestock Project is to:

- Acquire an understanding of market animal production by preparing for, purchasing, caring for, and keeping records on an animal.
- To be able to identify the types and grades of animals and employ efficient methods of marketing.
- Understand the business aspects and economics of purchasing animals, feeds, facilities, and equipment for an animal project.
- Develop integrity, sportsmanship, and cooperation.
- Develop leadership abilities, build character, and assume citizenship responsibilities.

4-H Market Livestock Record Book Guidelines:

It is suggested that a copy of this book be made for use as a work copy. Records can then be transferred into your final copy of the book for submission.

- Your Record Book should start with the **purchase date of your animal or September 1st of the current 4-H year.**
- Section 1 and 2 must be completed at the beginning of your project. Complete the other sections throughout the 4-H year, do not wait until the end of the year to start your book.
- Your Care and Feed Record Book should contain information relating only to your current project animal.
- **Do not use ditto marks anywhere in this book.**
- Always double-check your work, especially your math calculations. Have someone check your Project Essay for spelling and grammar before writing it in your final copy.
- Your Record Book must be handwritten or typed **BY YOU, THE 4-H MEMBER.** Juniors may use pencil or pen (blue or black ink), Intermediates & Seniors must use pen (blue or black ink).
- Your project Essay may be hand written or typed. If it is typed, it must be printed on 8 ½ X 11, single-sided paper, **in a 12-point font, double-spaced, hole punched** and inserted. If you type your essay or write it on a separate sheet of paper **DO NOT TAPE THE STORY TO THE PAGES, USE A HOLE PUNCH AND INSERT THE PAGES.** Write a note on the first page of the essay section to **“SEE ATTACHED”.**
 - Junior members (age 8-10) Essay length is at least one (1) page.
 - Intermediate members (age 11-13) Essay length is at least two (2) pages.
 - Senior members (age 14-18) Essay length is at least three (3) pages.
- All sections must be completed, or an indication must be made that the section does not apply to your project.
- All Signature/Initial lines must be hand signed. Electronic signatures will not be accepted. Pages with an initial line must be initialed by the youth or the work will not be considered for grading by 4-H.

Section I: PROJECT AGREEMENT

Market Animal Project Agreement

(To be completed at the beginning of project)

The youth is responsible for caring for their animal, which will include feeding, basic health care, providing fresh and clean water, providing proper housing, and grooming the animal(s). The youth will use this project as an educational tool to learn skills needed in the livestock industry. This project will also help the youth to accept success and failure as a learning experience. The youth will keep accurate records on their project animal(s).

I accept these responsibilities _____
Member Signature Date

The parent/guardian is responsible for providing financial help, if needed, along with assistance and encouragement while the youth is raising their animal(s).

I accept these responsibilities _____
Signature of Parent/Guardian/Caretaker Date

Drug Statement

I hereby certify that any medication, antibiotic, or biological residue, which may have been administered by myself, or any other person, was done so in strict compliance with the manufacturers' label requirements.

Member's Signature: _____ **Date:** _____

Parent/Guardian's Signature: _____ **Date:** _____

Section II: PROJECT PLANS AND GOALS

(To be completed, signed, and dated at the beginning of project)

What do you plan to learn or accomplish this year?

Choose at least 2 goals that are obtainable and relevant. Examples of project goals might include: learn how to groom my animal, complete my record book to the best of my ability, exhibit my animal at the County Fair and/or other shows, attempt to make a profit on my animals when sold.

Member's Signature: _____ **Date:** _____

What has your leader agreed to help you with this year?

Leader's Signature: _____ **Date:** _____

How will your parent(s)/guardian(s) help you with your project this year?

Parent/Guardian Signature: _____ **Date:** _____

Section III: PROJECT INVENTORY

(Section must be completed by County Fair Check In)

List all equipment and assets you had at the beginning of the project first. After listing existing inventory, you should also list those items you purchased this year that you will keep after the project is finished. Inventory examples include clippers, blowers, chutes, tack, feed pans, etc. DO NOT list expendable items such as bedding or shampoo. ***If you need an additional page*** to complete your inventory, copy this page and write “see next page” at the bottom. Then, put the totals from both pages at the bottom of the second page.

Wear and tear occurs on equipment we use from year to year. These items will depreciate (go down in value) each year we use them. By listing the depreciated value you will have a more accurate value of your inventory at the end of the project. Senior 4-H members are required to calculate depreciation of their inventory.

See Page 28 for a sample with terms, definitions, and instructions for calculating depreciation.

(A) Item Description	(B) Date Acquired	(C) Purchase Cost	(D) Value at Beginning of Project <i>(Seniors Only)</i>	(E) Depreciation (10% of Column C) <i>(Seniors Only)</i>	(F) Value at end of Project (Column D-E) <i>(Seniors Only)</i>
Seniors Only: Total Depreciation (Depreciation is an Expense): Column E Total					
Seniors Only: Value of Project Assets at end of Project: Column F Total					

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Section IV: PROJECT ANIMAL EXPENSE

(Section must be completed by County Fair Check In)

List the information about your animal at the time of purchase. If a weight is not given at the time of purchase, estimate weight. To calculate the Price per Pound of an animal divide the cost by the estimated weight.

Example: \$800.00 ÷ 200 lbs. = \$4.00 per pound

Date	Description (Breed, type, ID# if any)	Paid To	<i>(Circle One)</i> Birth Date or Date Acquired	Weight	Price/ Per Pound	Total Cost

Total Cost of Animal: \$ _____

Section V: SALE DEDUCTION EXPENSES

The Manatee River Fair Association deducts 6% from any add-on's that are processed through the fair. They also deduct 6% from the total sale amount of animals sold at the fair. (Sale check)

This 6% is an expense to you. List the amount deducted from add-on's and from your sale check here. If you had no add-on's, please indicate "Received no Add-on's" on the chart.

If your animal did not make the requirements for admittance to the fair, and/or you sold it privately, please check the box below then enter ZERO for total sale deduction expense.

I sold my animal privately

Description	Paid to	Total Cost
	<i>Manatee River Fair Association</i>	

Total Sale Deduction Expense: \$ _____

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Section VI: NON-FEED EXPENSES

(Section must be up to date at County Fair Check In)

List everything that you bought throughout the project year, except equipment that you will keep at the end of the project year. Items that will be kept should be listed in Project Inventory. Non-feed expenses include entry fees, exhibitor passes, shampoo, veterinary expenses, health papers, bedding, deworming items, hoof trimming, printing of pictures, and postage costs, etc. This does NOT include feed.

List items (such as tools) that can be reused in the future in Project Inventory (Section III, page 5).

Date	Description	Paid to	Total Cost

Total Non-Feed Expenses: \$ _____

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Section VII: FEED EXPENSES

(Section must be up to date at County Fair Check In)

List all feed and supplement expenses on page 8 & 9. Each feed purchase should be listed separately or monthly. Be sure to always include the feed weight. **STEERS** start recording feed/ supplement expenses from the first weigh-in date. This will provide accurate average daily gain information. **SWINE** begin your recording at the purchase of your animal. All hay expenses are to be recorded on page 10.

Date	Description	Paid To	Weight in Pounds (lbs)	Total Cost
Page 8 - Total Weight and Total Cost				

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Section VII: FEED EXPENSES, Continued
(Section must be up to date at County Fair Check In)

List all feed and supplement expenses on page 8 & 9. Each feed purchase should be listed separately or monthly. Be sure to always include the feed weight. All hay expenses are to be recorded on page 10.

Date	Description	Paid To	Weight in Pounds (lbs)	Total Cost
Page 9 - Total Weight and Total Cost				

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Section VIII: HAY EXPENSES

(Section must be up to date at County Fair Check In)

List all hay expenses on this page. Each hay purchase should be listed separately or monthly. (This is hay that is eaten, not straw bedding. Bedding is listed in Section VI: Non-Feed Expenses.

Date	Description	Paid To	Weight in Pounds (lbs)	Total Cost
Page 10 - Total Weight and Total Cost				

Total Pounds of Feed page 8 _____
Total Pounds of Feed page 9 + _____
Total Pounds of Hay page 10 + _____
Total Pounds of Feed & Hay = _____

Total Feed Cost page 8 \$ _____
Total Feed Cost page 9 + \$ _____
Total Hay Cost page 10 + \$ _____
Total Feed & Hay Cost = \$ _____

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Section IX: RATION RECORD

(Section must be up to date at County Fair Check In)

Entries should be made at the beginning of your project and each time you make a change in your animal's ration. For example, if you start your animal on a growing ration and change it to a finishing ration, enter that information. If you change the amount of feed per day, or add a supplement, enter that data also. If you do not make any changes in your ration pattern, indicate "no changes made". List all feed and supplement amounts on this page (list each change separately)

Date	Name of Feed/Supplement	Pounds Fed Per Day	Nutritional Value of Feed		
			Protein %	Fat %	Fiber %

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Section X: WEIGHT RECORD

(Section must be up to date at County Fair Check In)

Keep track of your animal’s weight gains. **Be sure to include the animals beginning weight and final weight at Fair check-in.**

- For Swine, beginning weight is taken when you purchase your animal.
- For Steers, beginning weight is taken at the first Fair weigh in.

The total number of days on feed should start the same date as the “beginning weight”, and it should end on the day you check in at the Fair. ***If you do not have access to scales, use a weight tape.***

** Average Daily Gain can be calculated by taking the pounds gained since the last weighing, divided by the number of days since the last weighing.*

Date	Weight	Pounds gained since last weighing	Number of days since last weighing	Average Daily Gain *
<i>(Beginning Weight)</i>				
<i>(Final Weight)</i>				
Total Gain				
Total Number of Days on Feed				
Final Average Daily Gain: (Final weight – beginning weight) divided by total number of days on feed				

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Section XI: HEALTH AND VETERINARY RECORD

(Section must be up to date at County Fair Check In)

This should include a record of any health-related activities (deworming, vaccination, dehorning, tattooing, hoof trimming or use of veterinarian’s services for any reason such as health certificate). This should include what you used, how much you used, and what you used it for. Fill in all applicable information. Every animal should have at least deworming and vaccination entries. Be sure to record withdrawal times and kind of withdrawal (meat or milk) from the product label.

Date	Description of Activity/Reason for Treatment/Product Used	Dosage	Milk/Meat Withdrawal Time	Date Withdrawal Complete

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Section XII: INCOME – ANIMALS SOLD

(Complete all that you can by County Fair Record Book Check In)

Do not subtract % deducted by the fair here (see Section V, page 6). Your actual sale price will go here. The total price is the weight multiplied by the price per pound.
If you have no income from this project, THEN ENTER ZERO.

CHECK HERE IF YOU DID NOT SELL YOUR PROJECT ANIMAL, OR IF YOU SOLD PRIVATELY OUTSIDE OF THE FAIR

Date	Description (Breed)	Purchased By	Weight	Price Per Pound	Total Price

Section XIII: OTHER INCOME – SHOW PREMIUMS, ADD ONS, SPONSORSHIPS

(Section must be up to date at County Fair Check In)

Other project income should be recorded here, such as each show premium (ribbon money), or other money earned from **this project**. Keep in mind, every animal exhibited at the county fair receives monetary premiums that should be recorded in this section. If you list a sponsorship, write the sponsor's name.

If you have no other income from this project, THEN ENTER ZERO.

Date	Description (Sponsorship/show/contest/placing and/or ribbon)	Total

Total Other Income: \$ _____

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Section XIV: EDUCATIONAL WORKSHOPS/CLINICS/SELF-GUIDED LEARNING

(Section must be up to date at County Fair Check In)

Record any educational workshops, clinics, or seminars you attended related to your project this year. Attending an Ethics Workshop, Showmanship Clinic, or record book workshop could all be recorded here. You may also document any self-guided learning activities you did, such as reading a animal-care book or watching a showmanship tutorial online.

Date	Educational Activities I Did Related to my Project This Year	Time Spent

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Section XV: PROJECT FINANCIAL SUMMARY

(Section must be up to date at County Fair Check In)

This section is to help you recognize the cost involved in caring for and maintaining your animal, and to determine if you made a profit in raising and selling your animal. The primary goal is to be honest about the figures regardless of the financial outcome. Financial outcomes do not reflect the enjoyment and skills you learned from the project experience---these can be priceless and will always profit you in life!

Items with an Asterisk (*) must be completed before the County Fair Record Book Check In.

GAIN		
1*	Beginning Weight (From page 12, Section X)	
2	Final Weight (at Fair check in) (From page 12, Section X)	
3	Total Gain (From page 12, Section X)	
4*	Total Number of Days on Feed (From page 12, Section X)	
5	Final Average Daily Gain (From page 12, Section X) (See page 28 for Explanation #'s 1 & 2)	
FEED		
6*	Total Pounds of Feed & Hay Fed (From page 10 totals)	
7*	Total Feed & Hay Cost (From page 10 totals)	
8	Feed Conversion (pounds of feed fed per pound of gain) (Line 6 ÷ Line 3)	
9	Cost of Gain (cost of feed per pound of gain) (Line 7 ÷ Line 3)	
INCOME		
10	Income - Animal Sold (From page 14, Section XII)	
11	Other Income & Sponsor Income (From page 14, Section XIII)	
12	Estimated Carcass Value (use only if animal was not sold) (See Page 28, #5 for Explanation)	
13	TOTAL INCOME (If animal is sold: Line 10 + Line 11) (If animal was not sold: Line 11 + Line 12)	
EXPENSES		
14*	Total Depreciation (From page 5, Section III) ONLY SENIORS COMPLETE THIS LINE	
15*	Animal Expense (From page 6, Sec. IV)	
16	Sale Deduction Expenses (From page 6, Section V)	
17*	Total Non-Feed Expenses (From page 7, Section VI)	
18*	Total Feed and Hay Expenses (From page 10, Section VIII)	
19*	TOTAL EXPENSES (Line 14+15+16+17+18)	
FINANCIAL SUMMARY		
20	FINAL PROFIT/LOSS (Line 13 – Line 19)	
21*	TOTAL ASSETS (From page 5) ONLY SENIORS COMPLETE THIS LINE	

By initialing this page, I certify that I personally wrote this report, and that the information is correct and true _____

Section XVI: PROJECT PICTURES

(You should have at least 5 pictures by County Fair Check In)

Use a minimum of 8 pictures to tell the story of your market livestock project. Under each picture, write a caption to explain what you are doing and why. Captions should be in complete sentences. Your photos should demonstrate at least 4 (four) different skills that you have learned. The pictures and captions should complement your project essay. Make sure to check your spelling and grammar.

Limit the number of pictures of you just posing with your animal to two (2) pictures. Limit the number of pictures of your project animal(s) without you in the picture demonstrating something to two (2).

DO NOT COVER UP THE DIRECTIONS

DO NOT ADD ADDITIONAL PAGES

Section XVI: PROJECT PICTURES CONTINUED

DO NOT ADD ADDITIONAL PAGES

Section XVI: PROJECT PICTURES CONTINUED

DO NOT ADD ADDITIONAL PAGES

Section XVI: PROJECT PICTURES CONTINUED

DO NOT ADD ADDITIONAL PAGES

Section XVII: PROJECT ESSAY

Create a story of your project from beginning to end. Use your experiences, interesting facts or statistics, and examples to help you develop your story.

In your essay, try to answer the following questions:

- How did you start your project? (if your project animal is new, how/where did you get it, if you are showing an animal you already owned, how long have you had it?)
- How did you care for your animal?
- What new information and skills did you learn?
- What safety practices did you use in your project?
- What problems did you have? Were you able to overcome them? Why or why not?
- What were your accomplishments?
- Did you meet your goals? What plans or goals do you have for next year?
- What improvements could you make next year?
- Who helped you with your project and how did they help you?

Your essay may be handwritten or typed. For full points:

- Junior members (age 8-10) your essay must be at least one (1) page.
- Intermediate members (age 11-13) your essay must be at least two (2) pages.
- Senior members (age 14-18) your essay must be at least three (3) pages.

Your grammar, spelling, and neatness will be evaluated. If you type your essay or write it on a separate paper, ***do not tape the story to the pages, use a hole punch and insert the pages.*** Write a note on this page to “**SEE ATTACHED.**”

Be sure to revisit and finish your essay after the fair and include what happened at the fair.

Section XVII: PROJECT ESSAY

Section XVIII: ADDRESSES AND BUYER LETTERS

(Section must be complete at County Fair Check In)

Please list three (3) people or businesses to whom you sent the letters along with their addresses below. Three is the minimum number of buyer letters you should send. It is always recommended to send more than 3.

ADDRESS # 1

ADDRESS # 2

ADDRESS # 3

Section XVIII: ADDRESSES AND BUYER LETTERS - Continued

(Section must be complete at County Fair Check In)

ATTACH A COPY OF YOUR BUYERS LETTER HERE.

Scoring System

Each section of this Record Book will be scored by the judge based on the completeness and accuracy of that section. You must initial the bottom of each page where there is an initial line in order for that page to be counted in your final score.

For sections you did not complete because they do not apply to your project, you MUST check the box stating that section does not apply to you. If the section does not apply to you, it will not affect your overall score.

Section	Item	Points Possible
Cover	Signatures	2
I	Project Agreement Signatures	2
II	Project Plans and Goals	7
III	Project Inventory	6
IV & V	Project Animal Expense & Sale Deduction Expense	3
VI	Non-Feed-Expenses	6
VII, VIII, IX	Feed Expenses, Hay Expenses & Ration Record	6
X	Weight Record	5
XI	Health and Veterinary Record	6
XII & XIII	Income - Animals Sold & Other Income	3
XIV	Educational Workshops/Clinics/Self-Guided Learning	5
XV	Project Financial Summary	8
XVI	Project Pictures	8
XVII	Project Essay	30
XVIII	Addresses and Buyer Letters	3
	Overall Neatness, Accuracy, Grammar & Spelling	5
	Total Possible Points for Project Record Book	105
Overall 4-H Member Record:		
	All required sections of completed 4-H Member Record Book are tabbed and labeled	5
	Overall 4-H Report <i>(This report is not in this Record Book, it is a part of the Overall Member Record Book graded at the end of the 4-H year for 4-H Awards)</i>	40
	Total Possible Points for Member Record Book <i>(Project Book and Overall 4-H Report)</i>	150

Ribbon Awards

Blue: 90% - 100%

Red: 80 - 89%

White: 79% - 0%

PROJECT TERMS AND EXPLANATIONS
NOTES AND EXAMPLES FOR PROJECT INVENTORY (page 5)

- **Date Acquired** - List the date (mm/dd/yy) you obtained this item. On items older than one year, list only the year.
- **Purchase Cost or Value** - What did this item cost when you first got it? (If you did not purchase this item and it was given to you, what was its value?)
- **Value at Beginning of Project Year** – If you bought the item this 4-H project year, this number would be the same as the “Purchase Cost or Value”. If you had this item last project year, use the “Value at End of Project” from last year’s record book.
- **Depreciation of 10%** - Each year your items will “depreciate” (lose value) by 10% of the original purchase cost. For new items, estimate 10% depreciation even if you have had the item for less than a year (ex: purchased in November of the 4-H year and it is now January).
- **Value at the End of the Project** - This is the value at the beginning of the project year minus the depreciation.

Examples:

Items Description	Date Acquired	Purchase Cost or Value	Value at beginning of project year	Depreciation (10% of purchase cost)	Value at end of project
Rope	Purchased 4 years ago	\$10.00	(Value at end of last year’s project/had already depreciated 10% for 3 years) \$7.00	(\$10 x 0.10) \$1.00	(\$7 - \$1) \$6.00
Comb	Purchased 3 years ago	\$20.00	(Value at end of last year’s project/had already depreciated 10% for 2 years) \$16.00	(\$20 x 0.10) \$2.00	(\$16 - \$2) \$14.00
Brush	Purchased at the beginning of last year’s project	\$5.60	(Value at end of last year’s project/had already depreciated 10% for 1 year) \$5.04	(\$5.60 x 0.10) \$0.56	(\$5.04 - \$0.56) \$4.48
Bucket	Purchased this project year	\$9.10	(No Previous Depreciation) \$9.10	\$0.91	(\$9.10 - \$0.91) \$8.19
Total Depreciation*				\$4.47	
Value of Project Assets					\$32.67

*Depreciation is an expense

NOTES FOR PROJECT SUMMARY (Page 15)

- Total Gain** - Final weight minus beginning weight.
- Final Average Daily Gain (ADG)** - Total Gain divided by the total number of days on feed.
Use number of days from date you purchased your animal to the date of final check-in.
- Conversion - Pounds of Feed fed per pound of gain** - Total pounds of feed fed divided by the total gain.
- Cost of Gain** - Total feed cost divided by total gain.
- Estimated Carcass Value – use this ONLY if animal is not sold**
 Hog - Final live weight multiplied by 64% (60-67% dressing range) = Carcass weight
 Steer - Final live weight multiplied by 63% (average dressing percentage) = Carcass weight
 Carcass weight multiplied by Current Market Value.
 (Current Market Value can be obtained at www.arcadiastockyard.com)



This document, **Manatee County 4-H Market Livestock Record Book**, was compiled by Alexandra Draper, 4-H Extension Agent, University of Florida/IFAS Extension - Manatee County, August 14, 2023.

Adapted from: **4-H Market Livestock Care and Feed Record Book**, Diana L. Smith, Ph.D., Extension 4-H Coordinator, University of Florida/IFAS Extension - Manatee County, July 2019.

Florida 4-H Livestock Market Animal Record Book,
<https://edis.ifas.ufl.edu/publication/4H108>. (Revised July, 2018)

Florida State Fair Youth Livestock General Record Book (Revised August 1, 2003).

4-H Beef Care and Feed Record Book (Claudia Cahill, Author), Manatee County 4-H (Revised July 1998).

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