



4-H Poultry Care and Feed Book



Circle One:	Junior	Intermediate	Senior
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Manatee County

Name _____ Age (September 1) _____

Club _____

Years in 4-H _____ Years in Project _____

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

Member Signature _____ Final Date _____ Initials for fair _____

I, the parent/guardian certify that my child has completed this Care and Feed Book, and I have reviewed it for completeness and accuracy of reporting.

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

I have reviewed this 4-H Care and Feed Book for completeness and accuracy of reporting.

Organizational Leader Signature _____ Final Date _____ Initials for fair _____

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

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 a 4-H Poultry Project is:

- To acquire an understanding of animal care by preparing for, purchasing, caring for, and keeping records on one or more animals.
- To understand the business aspects and economics of purchasing animals, feeds, facilities, and equipment for an animal project.
- To keep an account of all your activities and accomplishments in one place.
- To develop integrity, sportsmanship, and cooperation.
- To develop leadership abilities, build character, and assume citizenship responsibilities.

4-H Poultry Care and Feed Book Guidelines:

It is suggested that a copy of the Care and Feed Book be made for use as a work copy. Records should then be transferred into this book for submission.

- Your Care and Feed Book should start with the **purchase date of your animal or September 1st of the current 4-H year (for ongoing project animals)**.
- Your Care and Feed Book should contain information relating only to your current poultry project animals. If you have more than one project animal, you must identify which animal you are referring to when completing the various sections of this record book. **Do not use ditto marks anywhere in this book.**
- Always double-check your math and have someone check your Project Essay for spelling and grammar before you write it in the final Care and Feed Book.
- **Your final Care and Feed Book must be hand written 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), however the Project Essay may be typed (on 8 ½ X 11, single-sided paper, in a 12-point font, double-spaced, by the 4-H member) 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”**.**
- **Do not submit your Overall Story to the fair** with this book. **This story should ONLY be included in your 4-H Record Book that is submitted to 4-H for judging.** For more information, see the “How To of Putting Your 4-H Member Record Book Together”.
 - 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.

I. Project Plans and Goals (Write answers in complete sentences)

These areas are to be filled in, signed, and dated at the beginning of the project for full points.

What would you like to learn or accomplish this year? (Goals)

Member Signature: _____ Date: _____

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

Leader Signature: _____ Date: _____

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

Parent/Guardian Signature: _____ Date: _____

II. PROJECT INVENTORY * (must be completed by Fair Book check in)

First, list all equipment and assets you had at the beginning of the project. After listing existing inventory, list the items you purchased this year. **List items you will keep past the end of this project on this page only** (inventory examples include wash tubs, clippers, feeders, waterers, cages/coop etc.) **DO NOT** list expendable items such as shampoo, etc. **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.**

Complete columns pertaining to your age. (Jr., Int., Sr.)

Please refer to Project Terms and Explanation, page 23, for descriptions of each column.

Item Description Jr. Int. & Sr. complete this section	Date Acquired Jr. Int. & Sr. complete this section	Purchase Cost or Value Jr. Int. & Sr. complete this section	Value at beginning of current project year Seniors only	Depreciation (10% of purchase cost) Seniors Only	Value at end of project Seniors Only
Total Depreciation (Depreciation is an Expense)					
Value at End/Total Assets					

III. PROJECT ANIMAL INVENTORY * (must be completed by Fair Record Book check in date)

List all animals you own at the beginning of the project and add animals you purchased or animals hatched during the project year. Animals sold should have a \$0 value at end of project for this page.

**** Beginning \$ Value:** Value of existing animals at the beginning of the project, OR purchase cost of new animals, OR value of animals born.

Stock	Number of birds at beginning of project	Beginning \$ Value	Number of birds at end of project	Indicate if animal sold, kept, died, etc.
Hens				
Pullets				
Males for Breeding				
Birds for Meat Pens (Broilers)				
Birds for Layer Pens				
Chicks under 8 Weeks Old				
Total Number of Birds & Total Value at Beginning of Project				
Total Number of Birds at End of Project				

IV. NON-FEED EXPENSES * (must be completed by Fair Care and Feed Book check in)

List (non-feed expenses) everything that you spent money on that you will **NOT** have at the end of the project, or that you could run out of. **This should NOT include feed.** This includes entry fees, exhibitor entry pass, veterinary expenses, bedding, and other expendable items such as shampoo, flea/mite treatment, printing of pictures, ink, deworming medication, etc. **Items that can be reused in the future (such as tools) should be listed on the Project Inventory page (page 4) only.**

Date	Description	Paid to	Total Cost
Total Non-Feed Costs			

V. SALE DEDUCTIONS EXPENSE (MEAT/LAYER PENS ONLY)

CHECK HERE IF YOU DID NOT ENTER A MEAT or LAYER PEN PROJECT (enter ZERO for total and skip to next section)

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(s) did not make the requirements for admittance to the fair, and you sold it privately, please put an (X) in the space below.

I SOLD MY ANIMAL(S) PRIVATELY

Description	Paid to	Total Cost
Total Sale Deduction Expenses		

VI. FEED EXPENSES * (must be completed by Fair Care and Feed Book check in)

List all feed (feed, supplements, treats, etc.) expenses. Each feed purchase should be listed separately or monthly. Be sure to always include the feed weight.

Date	Description	Paid To	Pounds	Total Cost
Page Total – Pounds of Feed				
Page Total – Feed Cost				

VII. RATION RECORD * (must be completed by Fair Care and Feed Book check in)

Entries should be made at the beginning of your project and any time you make a change in your animal's ration. For example, if you start your animal on a starter ration and change it to a laying ration, enter that information. If you change the amount of feed per day or add a supplement, enter that data also. **Everyone should have at least one ration record entry. Please be sure to identify the animal.** If you do not make any changes in your ration pattern, indicate "no changes made".

Meat Pen animals Identification would be – MP

Layer Pen animals Identification would be -LP

List all feed and supplement amounts on this page (list each change separately).

Date	Animal ID	Product Information Company & Feed Name, Nutrient Content	Amount Fed Pounds or cups/Day

VIII. INCOME – ANIMAL(S) SOLD NON MEAT/LAYER PEN

Check here if you did not sell any of the non-meat/layer poultry related to your project. **Then enter ZERO for income.**

Date	Description (Breed, ID# if any)	Purchased by	Total Paid

Income from Sale of Animal(s) \$ _____

IX. INCOME - ANIMAL SOLD MEAT PEN

CHECK HERE IF YOU DID NOT SELL YOUR MEAT PEN PROJECT. Then enter ZERO for income.

Do not subtract % deducted by the fair here (see pg. 7 sec. V). **Your actual sale price will go here.**

Date	Description (Breed)	Purchased by	Total price per pen

Income from Sale of Meat Pen Animals \$ _____

X. INCOME - ANIMAL SOLD LAYER PEN

CHECK HERE IF YOU DID NOT SELL YOUR LAYER PEN PROJECT. Then enter ZERO for income.

Do not subtract % deducted by the fair here (see pg. 7 sec. V). **Your actual sale price will go here.**

Date	Description (Breed)	Purchased by	Total Price Per Pen

Income from Sale of Layer Pen Animals \$ _____

XI. OTHER INCOME - SHOW PREMIUMS

Other project income should be recorded here, such as each show premium (**ribbon money**) or other money earned. Keep in mind, every animal exhibited at the county fair receives monetary premiums that should be recorded in this section. Be sure to identify the animal. **If you have no other income from this project, THEN ENTER ZERO.**

Date	Description (Show/contest/demonstration/placing and/or ribbon)	Total
	Total Other Income	

XIII. DAILY EGG RECORD* (must be up-to-date by Fair Care and Feed Book check in)

Date	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
01												
02												
03												
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26												
27												
28												
29												
30												
31												
Total # of Eggs												
Total # of Birds												
Avg. # Eggs/Bird												

XIV. PROJECT FINANCIAL SUMMARY * (must be up to date by Fair Care and Feed Book check in)

If your project will continue past the County Fair, fill in the areas with an * in PENCIL for the fair check in, then rewrite it in PEN (if you are an Int. or Sr.) before you turn your book in to 4-H for judging.

INCOME		Section Total	Grand Total
1	Income – Animals Sold Non Meat Pen <i>(page 9, Sec. VIII)</i>		
2	Income –Animals Sold MEAT PEN <i>(page 10, Sec. IX)</i>		
	Income –Animals Sold LAYER PEN <i>(page 10, Sec. X)</i>		
3	Other Income – Show Premiums & Receipts <i>(page 10, Sec. XI)</i>		
4	TOTAL INCOME <i>(Add Lines 1 + 2 + 3)</i>		
EXPENSES			
5 *	Total Depreciation <i>(page 4, Sec. II)</i> ONLY SENIORS COMPLETE THIS LINE		
6 *	Animal Expense <i>(page 5, Sec. III)</i>		
7 *	Total Non-Feed Expenses <i>(page 6, Sec IV)</i>		
8	Total Sale Deduction Expenses <i>(page 7, Sec. V)</i>		
9 *	Total Feed Expenses <i>(page 8, Sec. VI)</i>		
10 *	TOTAL EXPENSES <i>(Add Lines 5 + 6 + 7 + 8+9)</i>		
SUMMARY			
11	FINAL PROFIT/LOSS <i>(Subtract line 10 from line 4)</i>		
ASSETS			
12 *	Value of Project Assets <i>(page 4, Sec. II)</i> ONLY SENIORS COMPLETE THIS LINE		
13 *	Value of Animal Assets <i>(page 5, Sec. III)</i> NON MEAT PEN ANIMALS		
14	TOTAL ASSETS <i>(Add Lines 11 + 12)</i> ONLY SENIORS COMPLETE THIS LINE		

XV. PICTURES OF YOUR PROJECT * (You should have at least half of your pictures by the Fair Care and Feed Book check in date)

Show your project from the beginning to the end along with different skills that you have learned. This should include a **minimum of 8 pictures**. Include a caption with each picture. Captions should be in complete sentences. The pictures and captions should complement your project essay. Explain what you are doing and why you are doing the things shown in the picture. What skills are you demonstrating and why? **Limit the number of pictures of you just posing with your animal(s) to (2) pictures. Limit the number of pictures of your project animal(s) without you in the picture demonstrating something to 2.** Spelling and grammar are included in the judge's decision.

Do not cover up the directions.

DO NOT ADD ADDITIONAL PAGES

Pictures (continued):

DO NOT ADD ADDITIONAL PAGES

Pictures (continued):

DO NOT ADD ADDITIONAL PAGES

XVIII. MEAT PEN/ LAYER PEN ONLY- ADDRESSES AND BUYERS LETTERS

***(must be up-to-date for the Fair Care and Feed Book check in)**

CHECK HERE IF YOU DID NOT ENTER A MEAT or LAYER PEN PROJECT

Please list 3 people or businesses to which you sent Buyers Letters to along with their addresses below.

ADDRESS # 1

ADDRESS # 2

ADDRESS # 3

XVIII. Continued ATTACH A COPY OF YOUR BUYERS LETTER HERE for Meat Pen & Layer Pen projects. * (must be up-to-date for the Fair Care and Feed Book check in)

PROJECT TERMS AND EXPLANATIONS

NOTES AND EXAMPLES FOR PROJECT INVENTORY (page 4)

- **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
Wash Tub	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
Cage	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
Feeder	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
Nail Clippers	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

SCORING SYSTEM
4-H Poultry Care and Feed Book

Section	Item	Points Possible
Title page & Summary page	All information completed	5
Properly Tabbed	All required sections of completed 4-H Member Record Book are tabbed and labeled	5
Care & Feed Cover Sheet	All information and signatures	5
I	Plans and Goals (Answered in complete sentences, signed, and dated at beginning of project) (page 3)	10
II	Project Inventory (page 4)	10
II	Animal Inventory (Non-Meat pen & Meat Pen & Layer Pen) (page 5)	8
III	Non-Feed Expenses (page 6)	8
IV	Sale Deductions Expense (page 7)	6
V & VI	Feed Expenses & Ration Record (pages 8 & 9)	6
VIII, IX, X & XI	Income – Animal(s) Sold Non Meat Pen (page 9) Income-Animals sold Meat Pen & Layer pen (page 10) Other Income – Show Premiums (page 10)	4
XII	Health & Veterinary Record (page 11)	8
XIII	Daily Egg Record (page 12)	4
XIV	Project Financial Summary (page 13)	10
XV	Pictures (pages 14-16)	10
XVI	Project Highlights (page 17)	6
XVII	Project Essay (pages 18-20)	40
XVIII	Addresses and Buyers Letter (page 21 & 22)	4
Overall Story	Overall Story (This story is not found in this book. It is part of the finished 4-H Member Record Book)	45
	Neatness, Accuracy, Grammar & Spelling	6
	Total Points	200

Ribbon Awards

Blue	90% - 100%
Red	80% – 89%
White	79% - 0%

NOTES



This document, **4-H Poultry Care and Feed Record Book**, was compiled by Diana L. Smith, Ph.D., Extension 4-H Coordinator, University of Florida/IFAS Extension - Manatee County, December 9, 2004, revised September 6, 2012, August 3, 2013, July 2015, July 2019.

Revised by Alexandra Draper, 4-H Youth Development Extension Agent, University of Florida/IFAS Extension - Manatee County, August 2022.

Credits: Author Unknown. (Revised August 1, 2003). **Florida State Fair Youth Livestock General Record Book**. Tampa, FL: Florida State Fair Authority.

Cahill, Claudia. (Revised July 1998). **4-H Poultry Care and Feed Record Book – Manatee County**. Palmetto, FL: Manatee County 4-H

Kalch, L. W. (August 2002). **4H POR02 - 4-H Club Poultry Record Book**. Gainesville, FL: University of Florida/IFAS Extension.

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