





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

4-H Age Division (Circle One):	Junior (8-10)	Intermediate	e (11-13)
Seniors must use the	State 4-H Senio	r Horse Projec	et Record Book
Name		Age (or	n September 1, 2023)
4-H Club	Ye	ars in 4-H	Years in Project
Date You Started this Book	Da	te You Finishe	d this Book
	Day Year		Month Day Year
I certify that I have personally been responsible on this project, and I have personally compared to the compa			l(s), I have personally kept records
Youth Member Initials for Fair	Final Signature		Final Date
I (the 4-H member's parent/guardian) cert reviewed it for completeness and accuracy	• •	s personally comp	leted this Record Book, and I have
Parent/Guardian Initials for Fair	_ Final Signature		Final Date
I (the 4-H member's Club Leader) certify this Record Book for completeness and ac	•	active member of	their 4-H Club. I have reviewed
4-H Leader Initials for Fair Fine	al 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 Horse Project is to:

- To acquire an understanding of horsemanship and 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.
- Develop integrity, sportsmanship, and cooperation.
- Develop leadership abilities, build character, and assume citizenship responsibilities.

4-H Horse 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 <u>BY YOU, THE 4-H MEMEBER.</u> 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 <u>DO NOT TAPE THE STORY TO THE PAGES</u>, 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

Horse 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 animal 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 f encouragement while the youth is ra	or providing financial help, if needed, ising their animal(s).	along with assi	stance and
I accept these responsibilities			
	Signature of Parent/Guardian/Careta	ıker	Date
Drug Statement			
	antibiotic, or biological residue, which person, was done so in strict complia	•	n
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?

	noose at least 2 goals that are obtainable and relevant. Examples of project goals might include: arn how to groom my animal, complete my record book to the best of my ability, exhibit my animal the County Fair and/or other shows.				
Member's Signature:	Date:				
What has your leader agreed to help you wit	h 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 tack, grooming equipment, blankets, buckets, 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	(E) Depreciation (10% of Column C)	(F) Value at end of Project (Column D-E)
			(Seniors Only)	(Seniors Only)	(Seniors Only)
			•		,
Total Depreciation (Depre	Seniors Only: Total Depreciation (Depreciation is an Expense): Column E Total				
Seniors Only: Value of Project Assets a	t end of Projec	t: Column F To	tal		

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

Section IV: PROJECT HORSE INVENTORY

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

List as much information about your project horses(s) as you can. If information is not available, write N/A. If you have more than two project horses, make a copy of this page to add additional records for your other project animals.

*If you own the horse, the "value" is the realistic amount the horse would sell for at the beginning and then at the end of the project.

*If you lease the horse, the beginning cost is the total amount that will be paid for the lease during the length of the project. The ending cost would be zero.

For example, Cost of lease = Lease cost per month × # of months in project = amount to enter for "Beginning"

		Horse 1		Horse 2
Horse's Regis	tered/Show Name			
	Barn Name			
	Sex			
	Age			
	Height (in hands)			
	Breed			
	Registration #			
	Color			
	Tattoo/Brand			
	Leg Markings			
	Head Markings			
	Weight			
	Own or Lease?			
*Horse Value or Lease	Beginning (\$)			
Cost	End (\$)			
			·	
Beginr	ning Horse(s) Value,	TOTAL \$ End	ling Horse(s) Value, T	OTAL \$
Dy initialine th	nia naga I aartifu that	I norganally wrote this record	and that the informatio	n is correct and true
by irillialing th	ns page, i cerniy mat	I personally wrote this report,	anu เทลเ เทษ เทเบททิลแบ	n is conect and true

Section V: 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, coggins, deworming items, boarding, printing of pictures, and postage costs, etc. This does NOT include feed. If you need an additional page, you may copy this one.

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 VI: 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. All hay expenses are to be recorded on page 10.

*If feed or hay expenses are included in boarding fee, list the weight but not the costs, and write "included in board" under "total cost" at the bottom.

Date	Description	Paid To	Weight in Pounds (lbs)	Cost
Page 8 - Tota	l 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 VI: 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.

*If feed or hay expenses are included in boarding fee, list the weight but not the costs, and write "included in board" under "total cost" at the bottom.

Date	Description	Paid To	Weight in Pounds (lbs)	Total Cost
Page 9 - Total V	Veight 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: 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
age 10 - Total	Weight and Total Cost			

Total Pounds of Feed page 9	+	_	
Total Pounds of Hay page 10	+	_	
Total Pounds of Feed & Hay	=	_	
Total Fe	ed Cost page 8	\$	
Total Fe	ed Cost page 9	+ \$	
Total Ha	y Cost page 10	+\$	

Total Pounds of Feed page 8

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

Total Feed & Hay Cost

Section VIII: 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. If you change the type of feed (including change in brand or change in type from adult to senior, etc.), the amount of feed per day, or add a supplement, enter that data. 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).

				Nutriti	f Feed	
Date	Animal ID	Name of Feed/Supplement	Amount Fed Per Day	Protein %	Fat %	Fiber %

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

Section IX: 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 (vaccinations, deworming, farrier services, or use of veterinarian's services for any reason). This should include what you used, how much you used, and what you used it for. Be sure to identify the animal being treated. Fill in all applicable information. You may add additional copies of this page if needed for additional horses or additional records.

If your animal was healthy throughout the project, or was not due for vaccinations during the 4-H year, please note that.

Horse's Name: Veterinarian Name:

Description of activity & who						
Date	Description of activity & who administered	Product used	Dosage			

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

Section IX: HEALTH AND VETERINARY RECORD, Continued

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

This should include a record of any health-related activities (vaccinations, deworming, farrier services, or use of veterinarian's services for any reason). This should include what you used, how much you used, and what you used it for. Be sure to identify the animal being treated. Fill in all applicable information. You may add additional copies of this page if needed for additional horses or additional records.

If your animal was healthy throughout the project, or was not due for vaccinations during the 4-H year, please note that.

Horse's Name: Veterinarian Name:

Description of activity & who						
Date	Description of activity & who administered	Product used	Dosage			

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

Section X: WORK RECORD

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

List the monthly amount of time spent training, grooming, and exercising animal(s).

	Number of hours spent on riding, training, lessons	Number of hours spent grooming, feeding, providing general care	Number of hours spent on stable/pasture upkeep, cleaning, tack care, repair	Monthly Total
September			tack care, repair	
October				
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				
Yearly Total				

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

Section XIV: INCOME - ANIMALS SOLD

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

Date	Description (Breed, ID# if any)	Purchased By	Age	Total Pric
this section		to date at County Fair Check	(In)	
ecord the es xample: If s ays for all e	n, record any money given to you stimated value of items given to you comeone buys feed or hay for you xpenses. You should be able to a find days/months by the cost to get	ur animal, or if someone else ask what it costs per day or i	ır project. You e (a farm or aı	n individual)
ecord the es example: If s ays for all e ne number o	stimated value of items given to y comeone buys feed or hay for you xpenses. You should be able to a	ou by sponsors. ur animal, or if someone else ask what it costs per day or i a total.	ır project. You e (a farm or aı	n individual)
cord the es xample: If s ays for all e e number o	stimated value of items given to y comeone buys feed or hay for you xpenses. You should be able to a of days/months by the cost to get o sponsor income from this proje	ou by sponsors. ur animal, or if someone else ask what it costs per day or i a total.	ır project. You e (a farm or aı	n individual)
cord the es xample: If s ays for all e e number o you have n	stimated value of items given to y comeone buys feed or hay for you xpenses. You should be able to a of days/months by the cost to get o sponsor income from this proje	ou by sponsors. ur animal, or if someone else ask what it costs per day or i a total. ect, THEN ENTER ZERO.	ır project. You e (a farm or aı	n individual) imal. Multipl
ecord the es example: If s ays for all e ne number o you have n	stimated value of items given to y comeone buys feed or hay for you xpenses. You should be able to a of days/months by the cost to get o sponsor income from this proje	ou by sponsors. ur animal, or if someone else ask what it costs per day or i a total. ect, THEN ENTER ZERO.	ır project. You e (a farm or aı	n individual) imal. Multiply
ecord the es example: If s ays for all e e number o you have n	stimated value of items given to y comeone buys feed or hay for you xpenses. You should be able to a of days/months by the cost to get o sponsor income from this proje	ou by sponsors. ur animal, or if someone else ask what it costs per day or i a total. ect, THEN ENTER ZERO.	ır project. You e (a farm or aı	n individual) imal. Multipl

Section XVI: OTHER INCOME - SHOW PREMIUMS, ETC.

(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), income you earned from leasing your 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 have no other income from this project, THEN ENTER ZERO.

Date	Description (Show/contest/placing and/or ribbon)	Total
		_1

	Total Other Income: \$	
By initialing this page, I certify that	I personally wrote this report, and that the information is correct and true	

Section XVII: 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 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 XVIII: 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!

If your project will continue past the County Fair, fill in the areas with a * in PENCIL for Fair check-in based on what you have done in your project so far. At the end of your project, rewrite your final totals in PEN before you turn your book in to 4-H for judging. Juniors may write their final totals in pencil.

Row	Income	Section Total	Grand Total
1	INCOME – ANIMALS SOLD		
	(total from Section XIV, Page 15)		
2	SPONSOR INCOME		
	(total from Section XV, Page 15)		
3	OTHER INCOME		
	(total from Section XVI, Page 16)		
4	TOTAL INCOME		
	(Row 1 + Row 2 + Row 3)		
	Expenses		
5 *	TOTAL DEPRECIATION (only seniors complete this line)		
	(total from Section III, Page 5)		
6 *	TOTAL NON FEED EXPENSES		
	(total from Section V, Page 7)		
7 *	TOTAL FEED & HAY EXPENSES		
	(total cost from Section VII, Page 10)		
8 *	TOTAL EXPENSES		
	(Row 5 + Row 6 + Row 7)		
	Change in Animal Inventory		
9	VALUE AT END		
	(total from Section IV, Page 6)		
10 *	VALUE AT BEGINNING		
	(total from Section IV, Page 6)		
11	NET CHANGE IN VALUE OF ANIMAL INVENTORY		
	(Row 9 - Row 10) ** This may be a negative number		
	Financial Summary		
12	FINAL PROFIT/LOSS		
	(Row 4 – Row 8 + Row 11)		
13	VALUE OF ANIMAL ASSETS		
	(value of animals at end from Section IV, Page 6)		
14	VALUE OF PROJECT ASSETS (only seniors complete		
	this line) (total from Section III, Page 5)		
15	TOTAL ASSETS (only seniors complete this line)		
	(Row 13 + Row 14)		

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Section XIX: 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 horse 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 XIX: PROJECT PICTURES CONTINUED

DO NOT ADD ADDITIONAL PAGES

Section XIX: PROJECT PICTURES CONTINUED

DO NOT ADD ADDITIONAL PAGES

Section XIX: PROJECT PICTURES CONTINUED

DO NOT ADD ADDITIONAL PAGES

Section XX: 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 XX: PROJECT ESSAY

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Section XX: PROJECT ESSAY

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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, 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	5
IV	Project Horse Inventory	6
V	Non-Feed-Expenses	4
VI & VII	Feed & Hay Expenses	5
VIII	Ration Record	2
IX	Health and Veterinary Record	5
X	Work Record	3
XIV, XV, XVI	Income - Animals Sold, Sponsor Income & Other Income	3
XVII	Educational Workshops/Clinics/Self-Guided Learning	5
XVIII	Project Financial Summary	8
XIX	Project Pictures	8
XX	Project Essay	30
	Overall Neatness, Accuracy, Grammar & Spelling	5
	Total Possible Points for Project Record Book	100
Overall 4-H Me	ember Record:	
	All required sections of completed 4-H Member Record Book are tabbed and labeled	5
	Overall 4-H Report	40
	(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)	
	Total Possible Points for Member Record Book	145
	(Project Book and Overall 4-H Report)	

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



This document, **Manatee County 4-H Horse Record Book**, was compiled by Alexandra Draper, 4-H Extension Agent, University of Florida/IFAS Extension - Manatee County, August 22, 2023.

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

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

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