

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 **BY YOU, THE 4-H MEMEBER.** 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 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.

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 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 Registered/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 Cost	Beginning (\$)		
	End (\$)		

Beginning Horse(s) Value, TOTAL \$ _____ Ending Horse(s) Value, TOTAL \$ _____

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 - Total Weight and Total Cost				

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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				
October				
November				
December				
January				
February				
March				
April				
May				
June				
July				
August				
Yearly Total				

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Section XIV: INCOME – ANIMALS SOLD

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

CHECK HERE IF YOU DID NOT SELL YOUR PROJECT ANIMAL, THEN ENTER ZERO.

Date	Description (Breed, ID# if any)	Purchased By	Age	Total Price

Total Income from Animals Sold: \$ _____

Section XV: SPONSOR INCOME

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

In this section, record any money given to you by sponsors to support your project. You can also record the estimated value of items given to you by sponsors.

Example: If someone buys feed or hay for your animal, or if someone else (a farm or an individual) pays for all expenses. You should be able to ask what it costs per day or month per animal. Multiply the number of days/months by the cost to get a total.

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

Date	Sponsor's Name	Total

Total Other Income: \$ _____

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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 (<i>only seniors complete this line</i>) (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 (<i>only seniors complete this line</i>) (total from Section III, Page 5)		
15	TOTAL ASSETS (<i>only seniors complete this line</i>) (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.

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 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>	145

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).

A special thank you to Christa Kirby, Extension Livestock Agent, University of Florida/IFAS Extension - Manatee County, Lori Jorgensen, Karen Ciemniecki, and a team of 4-H volunteers for their diligent efforts in the revision process (2012)(2015)(2017)(2021)(2022).