MANATEE COUNTY 4-H RECORD BOOK
POULTRY PROJECT

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

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 Poultry Project is to:
- Acquire an understanding of animal care by preparing for, purchasing, caring for, and keeping records on one or more animals.
- Understand the business aspects and economics of purchasing animals, feeds, facilities, and equipment for an animal project.
- 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 Poultry 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 (for ongoing project animals)**.

- 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 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 book.

- **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

Poultry Project Agreement
(To be completed at the beginning of project)

The youth is responsible for caring for the birds, which will include feeding, basic health care, providing fresh and clean water, providing a proper pen or housing, washing, and exhibiting 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 _____
<div align="center">Member Signature   Date</div>

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 _____
<div align="center">Signature of Parent/Guardian/Caretaker   Date</div>

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.

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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 wash tubs, clippers, feeders, waterers, cages/coop, etc. DO NOT list expendable items such as bedding. ***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 26 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 *(Seniors Only)*	(E) Depreciation (10% of Column C) *(Seniors Only)*	(F) Value at end of Project (Column D-E) *(Seniors Only)*
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 INVENTORY
(Section must be completed by County Fair Check In)

List all of the animals you own at the beginning of the project and add any animals you acquire or are hatched during the project year. Animals sold during the year should also be recorded under **INCOME- Animals Sold.** *Animals sold should have a $0.00 Value at End of Project for this page.*

*Beginning Value is the value of an animal at the beginning of the project. This could be the purchase cost for animals, or the value of any animals gifted to you, or the value at hatching of any animals born during your project.

Stock	Breed/ Variety	Number of birds at beginning of project	Beginning Value	Number of birds at end of project	Value at End of Project	Status (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 & Total Value at End of Project						

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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 pass, veterinary expenses, bedding, mite treatment, and other expendable items such as printing of pictures, ink etc. This does NOT include feed.

Items that can be reused in the future (such as tools) should be listed on the Project Inventory page (page 5), not this page.

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

List all feed (feed, supplements, treats, etc.) that you are feeding your animals along with their nutritional content. Then list your feed expenses in the second table. Each feed purchase should be listed separately or monthly. Be sure to always include the feed weight. For Meat pen or layer pen animals use the Animal ID **"MP"** or **"LP"**.

Animal ID	Name of Feed	Type of Feed	Amount Per Day	Nutritional Value of Feed		
				Protein %	Fat %	Fiber %

Date	Description	Paid To	Weight in Pounds (lbs)	Total Cost
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: 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 (clipping nails or beaks, bathing, vitamin supplement, mite treatment, deworming, vaccinations, or use of a veterinarian's services). This should include what you used, how much you used, and what you used it for. Fill in all applicable information. **Meat Pen animal ID – MP, Layer pen animal ID - LP**

Date	Animal ID	Description of Activity	Product Used/Dosage	Egg or Meat Withdrawal time

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

Section VIII: DAILY EGG RECORD
(Section must be up to date at County Fair Check In)

Date	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
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21												
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26												
27												
28												
29												
30												
31												
(a)Total # of Eggs for the Month												
(b)Total # of Birds												
Avg Eggs/Bird (a ÷ b)												

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

Section IX: INCOME – ANIMALS SOLD
(Section must be up to date at County Fair Check In)

Meat-Pen Animals

☐ **CHECK HERE IF YOU DID NOT SELL ANY MEAT PEN BIRDS. Then enter ZERO for income.**

Do not subtract % deducted by the fair here (see next section). Your actual sale price will go here. If you have no income from this project, THEN ENTER ZERO.

Date	Description (Breed)	Purchased By	Total Price Per Pen

Income from Sale of Meat Pen Animals: $ _____

Layer-Pen Animals

☐ **CHECK HERE IF YOU DID NOT SELL ANY LAYER PEN BIRDS. Then enter ZERO for income.**

Do not subtract % deducted by the fair here (see next section). Your actual sale price will go here. If you have no income from this project, THEN ENTER ZERO.

Date	Description (Breed)	Purchased By	Total Price Per Pen

Income from Sale of Layer Pen Animals: $ _____

Non Meat/Layer-Pen Animals

☐ **CHECK HERE IF YOU DID NOT SELL ANY OF THE NON- MEAT OR NON-LAYER POULTRY RELATED TO YOUR PROJECT. Then enter ZERO for income.**

Date	Description (Breed, ID# if any)	Adult or Kitten	Sex	Purchased by	Total Paid

Income from Sale of Non Meat/Layer-Pen Animals: $ _____

Total Income from Sale of Animals: $ _____

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

Section X: OTHER INCOME
(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. 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/demonstration/placing and/or ribbon)	Total

Total Other Income: $ _____

Section XI: SALE DEDUCTION EXPENSES (For Meat/Layer Pen Entries Only)

☐ **CHECK HERE IF YOU DID NOT SELL ANY MEAT/LAYER PEN ANIMALS.**
Then enter ZERO for total sale deduction expense and skip to the 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 did not make the requirements for admittance to the fair, and/or you sold it privately, please check the box below.

I sold my animal(s) privately_____.

Description	Paid to	Total Cost
	Manatee River Fair Association	

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 XII: 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 poultry-care book or watching a poultry showmanship tutorial online.

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

Section XIII: SHOW RECORDS
(Section must be up to date at County Fair Check In)

Record here the information about the show(s) that you attended and how you or your poultry placed in each show. Be sure to record the Fair here after the Fair is over.

☐ **CHECK HERE IF YOU DID NOT SHOW YOUR POULTRY THIS YEAR**

Date	Show/Class	Animal ID	Awards/Placing	Explain Any Disqualifications

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

Section XIV: 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 animals.

If the animal(s) in your 4-H project are hobby/companion animals and family pets, you are not expected to show a profit on your project. If you participate in the Meat or Layer Pen project you may show a profit.

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 IX, Page 11)		
2	OTHER INCOME (total from Section X, Page 12)		
3	TOTAL INCOME (Row 1 + Row 2)		
	Expenses		
4 *	TOTAL DEPRECIATION (*only seniors complete this line*) (total from Section III, Page 5)		
5 *	TOTAL NON FEED EXPENSES (total from Section V, Page 7)		
6 *	TOTAL FEED EXPENSES (total cost from Section VI, Page 8)		
	SALE DEDUCTION EXPENSES (total expenses from Section XI, Page 12)		
7	TOTAL EXPENSES (Row 4 + Row 5 + Row 6)		
	Change in Animal Inventory		
8	VALUE AT END (total from Section IV, Page 6)		
9 *	VALUE AT BEGINNING (total from Section IV, Page 6)		
10	NET CHANGE IN VALUE OF ANIMAL INVENTORY (Row 8 - Row 9) ** This may be a negative number		
11	FINAL PROFIT/LOSS (Row 3 – Row 7 + Row 10)		

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

Section XV: 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 poultry 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 (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 XV: PROJECT PICTURES CONTINUED

DO NOT ADD ADDITIONAL PAGES

Section XV: PROJECT PICTURES CONTINUED

DO NOT ADD ADDITIONAL PAGES

Section XV: PROJECT PICTURES CONTINUED

DO NOT ADD ADDITIONAL PAGES

Section XVI: 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 XVI: PROJECT ESSAY

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Section XVI: PROJECT ESSAY

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Section XVI: PROJECT ESSAY

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Section XVII: ADDRESSES AND BUYER LETTERS – *Meat/Layer Pen Only*
(Section must be complete at County Fair Check In)

☐ **CHECK HERE IF YOU DID NOT SELL ANY MEAT/LAYER PEN POULTRY.**

Please list three (3) people or businesses to whom you sent the letters along with their addresses below.

ADDRESS # 1

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ADDRESS # 2

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ADDRESS # 3

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Section XVII: ADDRESSES AND BUYER LETTERS - Continued - *Meat/Layer Pen Only*
(Section must be complete at County Fair Check In)

ATTACH A COPY OF YOUR BUYERS LETTER HERE for Meat/Layer Pen projects.

If you choose to include a copy of your pedigree(s), you may insert them after this page.

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

Section	Item	Points Possible
Cover	Signatures	3
I	Project Agreement Signatures	2
II	Project Plans and Goals	7
III	Project Inventory	6
IV	Project Animal Inventory	5
V	Non-Feed-Expenses	5
VI	Feed and Feed Expenses	5
VII	Health and Veterinary Record	6
VIII	Daily Egg Record	3
IX & X	Income - Animals Sold Other Income	3
XII & XIII	Educational Workshops/Clinics/Self-Guided Learning Show Records	5
XIV	Project Financial Summary	7
XV	Project Pictures	8
XVI	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 *(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)*	40
	Total Possible Points for Member Record Book *(Project Book and Overall 4-H Report)*	**145**
Meat Pen Only:		
XI	Sale Deduction Expense	2
XVII	Addresses and Buyer Letters	3
	Total Possible Points for Record Book (With Meat Pen)	**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

Protected Under
18 U.S.C. 707
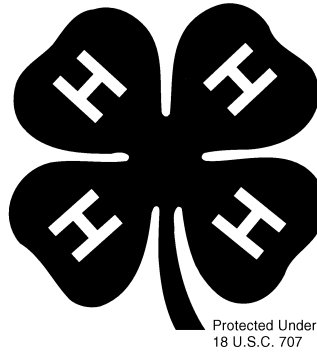
This document, **Manatee County 4-H Poultry Record Book**, was compiled by Alexandra Draper, 4-H Extension Agent, University of Florida/IFAS Extension - Manatee County, August 17, 2023.

Adapted from: **4-H Poultry 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 Poultry Record Book, https://edis.ifas.ufl.edu/publication/4H038. (Revised October, 2019)

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

4-H Poultry Care and Feed Record Book (Claudia Cahill, Author), Manatee County 4-H (Revised June 2001).

A special thank you to Christa Kirby, Extension Livestock Agent, University of Florida/IFAS Extension - Manatee County, Lori Jorgensen and a team of 4-H volunteers for reviewing this record book. (2012) (2015) (2019) (2021)(2022)