



A Closer Look at Alaska 4-H Horse Project Insert



COOPERATIVE EXTENSION SERVICE

University of Alaska Fairbanks

A Closer Look at Records - Horse Project Insert

A Closer Look at Alaska 4-H - *Horse Project Insert* is a guide to assist 4-H members in completing the *Alaska State 4-H Horse Project Insert*.

Recordkeeping is a skill necessary throughout life. Good recordkeeping practices can save a person time, money and even stress.

Begin with the *Horse Project Insert* at the time you begin your project work. It's important to write your goals before you commence — what you want to learn, make or do in your project. These goals will give you and your 4-H leader an idea of where to start. You should have a Project Insert for each 4-H project completed.

The key to success in recordkeeping is to write down the information in the *Horse Project Journal* as you go along. Making an entry in your journal may not seem important at the time, but later on it will help you write your 4-H story, will help you count up how much time you spent on a project, and may just help you remember a special time with your horse or with your club. Think of your *Horse Project Journal* as a diary. Diaries are informative and often entertaining to look back at!

Good luck with your 4-H recordkeeping! Remember, if you have questions, you can ask for help from an experienced 4-H'er, a 4-H leader or Cooperative Extension Service 4-H staff.

Marla Lowder

4-H/Youth Development Extension Agent

Alaska State 4-H Horse Project Insert

Use the *Horse Project Insert* for horse related projects. This can be used also for a horseless project.

If you are leasing a horse be sure to include a copy of your lease agreement with your records. On the expense pages 9, 10, and 11 be sure to enter expenses related to health, immunizations, worming, hoof care, feed, and other expenses even if the cost is zero because they are included in your lease agreement. Just be sure to state that in the description. Example: If the owner of the horse you lease agrees to pay for the EIA on your project horse, be sure to write down the date and treatment explanation on the health record with a zero cost. Note under the treatment explanation that it's included in your lease agreement.

ALASKA STATE 4-H HORSE PROJECT INSERT: Page 1

Complete page 1 at the beginning of the project.

Name of Project

For each project you are enrolled in, you will need a separate *Horse Project Insert*. At the top of each one, write the name of the horse that project insert is for.

Name of Member

Write your name.

Years in This Project

How many years have you taken this particular project? If it is your first year, put one; second year, two; and so on.

Years in 4-H

How many years have you been enrolled in 4-H? How many years have you accumulated as a 4-H member? If you took a year or two off, that's OK. Write the number of years accumulated. Count years as a Cloverbud. (This number should agree with

"Year in 4-H" on your 4-H Member Enrollment Form.)

INSTRUCTIONS: Page 2


General information on record book completion.

ANNUAL 4-H HORSE CERTIFICATION: Page 3

Fill this page out and turn into the Extension office by June 15th of each 4-H year. Fill in your general information for yourself and the horse you will be using for this *Horse Project Insert*. Make sure to color the photos or attach photos showing the markings of your horse.

At the bottom of the page, the member, parent/guardian and leader sign and date the page.


AKH-00008




Alaska 4-H Horse Project Insert

Name of Project _____ Years in This Project _____

Name of Member _____ Years in 4-H _____





COOPERATIVE EXTENSION SERVICE
University of Alaska Fairbanks

Annual 4-H Horse Certification

KEEP A COPY FOR YOUR RECORD BOOK AND TURN IN THE ORIGINAL TO THE EXTENSION OFFICE. Due to the Extension office by June 15 of each 4-H year.

Member's name _____ Horse's name _____

Address _____ Date horse born _____

City _____ Zip _____ Sex _____ Reg. no. _____

Club _____ Breed _____

Horse is owned by _____ Name of sire _____

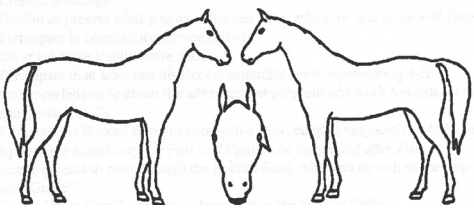
_____ Me _____ My family _____ Name of dam _____

Date of the most recent EIA (Coggins Test) _____

When was your horse acquired for 4-H project? _____

Was this your project horse last year? _____ Yes _____ No

Markings and colors. Draw and color or attach photos showing both sides and face.



I certify that this is a 4-H project this year and the above information is correct to the best of my knowledge.

Signature of member _____ Signature of leader _____

Signature of parent _____ Date _____

CIRCLE ONE: Owner Copy Extension Copy

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Read through and understand the commitment to excellence information. Then at the bottom the member, parent/guardian and leader sign and date the page.

PROJECT COMMITMENT: Page 5

At the top of this page write the same information as page 1. This is where you express your goals for the project. What do you want to do and learn? An example would be: "In my horse project I want to learn how to ride English. I would also like to learn how to teach my horse to sidepass. In this project I will work hard to better my riding skills. I will also work many hours to accomplish my goals. I plan to do a presentation on horse parasites for my 4-H club and at a public presentation event."

This Is What My Leader Agreed to Do to Help Me Learn

This Is What My Parent(s)/ Guardian Agreed to Do to Help Me

Name of project horse _____	Total years in horse project _____
Name of member _____	Years in 4-H _____
<h3>Project Commitment</h3>	
This is what I want to do and learn (include description of animals you plan to have, items you hope to make, skills you want to learn, etc.): 	
_____ Member Signature	_____ Date
This is what my leader agreed to do to help me learn: 	
_____ Leader Signature	_____ Date
This is what my parent(s)/guardian agreed to do to help me learn: 	
_____ Parent(s)/Guardian Signature	_____ Date

“Project Highlights” are to be written when your project is completed. The purpose of the “Project Highlights” is to help you evaluate your growth in the project.

The purpose of the “Club Meetings” is to help you keep track of your club meetings. Write the date of the meeting, what you did or learned at the meeting, the amount of time spent at the meeting, and any cost associated with that meeting. Be specific with what you did or learned. Total the time spent and costs at the bottom of this page.

[illegible]

Record any lessons you take that are with your club or private on this page. Also write down any club events or competitive events you attend. Make sure to be specific with what you learned. If you took a riding lesson and learned about trail class write in all the obstacles that you practiced or learned that day. If you went to an event write down the event and what place you were awarded. Be sure to total the costs at the bottom of the page.

[illegible]

RIDING LOG: Pages 8 & 9

This is your riding log for your project horse. Write down all noncompetitive, pleasure and training riding that you do. You can record these entries daily, weekly, or monthly. Be specific about what you did in the comments about your ride. Be sure to total up the time spent at the bottom.

[illegible]

HEALTH RECORD: Page 10

Record the date, explanation of treatment and cost under the health record. This could include EIA and any other treatments needed for vet or non-vet care. Write in the total at the bottom of this section. Use additional pages if necessary. Transfer total to Expenses on page 11.

IMMUNIZATIONS: Page 10

Record the date immunizations given and cost here. If none given write "none given." Write in the total at the bottom of this section. Transfer total to Expenses on page 11.

Health Record*

****Mandatory for fair by district; check with district office.****

Record all medical care administered by you or your veterinarian (e.g., EIA, wound treatment, etc.).

DATE (M/D/YY)	EXPLAIN TREATMENT	COST
*If not filling this out electronically, be sure to add this total to "Expenses" on page 12.		TOTAL

Immunizations*

****Mandatory for fair by district; check with district office.****

DATE (M/D/YY)	IMMUNIZED FOR	COST
*If not filling this out electronically, be sure to add this total to "Expenses" on page 12.		TOTAL

WORMING RECORD: Page 11

Record the date, horse weight, product and amount administered, and the cost under the worming record. Be specific with the product name and amount given. Make sure to use units. If you did fecals to determine whether or not your horse needed dewormed write that information in here. For example "Fecal sample showed no eggs no dewormer administered." Write in the total at the bottom of this section. Use additional pages if necessary. Transfer total to Expenses on page 11.

Record all hoof care information under Hoof Care Record. Record the date, hoof service performed and the cost for each service. For example if the farrier came out and trimmed your horses hooves write that down as a trim on the date it was done and with the amount that was paid. Write in the total at the bottom of this section. Transfer total to Expenses on page 11.

Record your horses feed information on the feed record & changes to diet section. Starting at the beginning of the project write down what is currently being fed to your horse. Fill in the start date, feed type, and reason for change. If it is just their normal rations write “daily diet requirement” under reason for change. If you change something in their diet write down why you changed it. Include supplements,

Worming Record*		**Mandatory for fair by district; check with district office.**	
DATE (m/d/yy)	HORSE WEIGHT (POUNDS)	PRODUCT NAME AND AMOUNT GIVEN (GRAMS) OR AMOUNT OF DAILY WORMER	COST
			TOTAL

*If not filling this out electronically, be sure to add this total to "Expenses" on page 12.

Hoof Care Record*		**Mandatory for fair by district; check with district office.**	
DATE (m/d/yy)	HOOF SERVICE PERFORMED (TRIM/SHOEING)	COST	
		TOTAL	

*If not filling this out electronically, be sure to add this total to "Expenses" on page 12.

Feed Record & Changes to Diet

****Mandatory for fair by district; check with district office.****

Record the amount in pounds and ounces along with type of hay, grain and supplement fed. Record expenses on expense page.

DATE (m/d/yy)	FEED (HAY/GRAIN/SUPPLEMENT)	REASON FOR CHANGE

The expenses page is where you will record feed costs, boarding costs, supplies, tack, clothing, boots, and any other supplies you need for your horse project. Be sure to write in the date purchased, what was purchased and the cost. Feed and/or boarding can be combined into one line by using a date range for the project year and a total amount in the cost column. Use additional expenses pages if necessary. At the bottom of this page make sure to transfer over the health care and immunization costs from page 9 and the worming and hoof care costs from page 10. Be sure to total at the bottom to understand the total cost of your project for the year.

Expenses

****Mandatory for fair by district; check with district office.****

Record costs for feed or boarding, new supplies, tack, clothing, boots, supplies, etc.

DATE (M/D/YY)	WHAT PURCHASES/PAID FOR	COST
	Total health care costs (from page 10)	
	Total immunization costs (from page 10)	
	Total worming costs (from page 11)	
	Total hoof care costs (from page 11)	
	TOTAL	

PROJECT HIGHLIGHTS: Page 13

“Project Highlights” are to be written when your project is completed. The purpose of the “Project Highlights” is to help you evaluate your growth in the project.

What Was Learned

The first section tells you to write about what was learned. The instructions direct you to include “at least SIX NEW things learned this year” in your project. What was learned could be knowledge (“I learned the parts of a horse”). What was learned could also be a skill (“I learned how to do a posting trot properly”). You could also include something you discovered about yourself (“I learned I really like sharing what I know with young children,” “I learned that with practice I am becoming more comfortable talking in front of my 4-H Club”). You may describe feelings, emotions, values.

Unusual Events, Successes or Problems Solved

The second section asks you to write about unusual events, successes or problems solved. This is where you would highlight something about your project. An unusual event could be that you went to AYHC and learned about public speaking on horses. A success could be you were awarded your first blue ribbon at the fair or you presented your first demonstration at a public presentation event. If you had any problems with your project, you would want to mention them in this section.

To Do Differently Next Time

The final section under “Project Highlights” offers you the opportunity to tell about what you will do

differently next time. If you had a problem with your project, what will you do to solve it next year if you take the project again? If you had great success with your project, what will you do to challenge yourself next time? The purpose of this section is to help you evaluate what you've done and what you could do to either change or improve in your project work

Project Highlights

****Complete after fair.****

Do this report when your project is completed. It should show growth in your project as reflected by at least six new things learned this year.

What was learned:

Unusual events, successes or problems solved:

To do differently next times:

4-H PROJECT AWARDS & ACCOMPLISHMENTS: Page 14

This page is where you record all your accomplishments for the project year.

Date:

Write in the date the award was given.

Event or Activity:

What event or activity did you attend? Was it a show where you did a western equitation class?

Level:

What level were you competing at? Was it the club, district, state, or national level.

Type of Award/Accomplishment:

What color ribbon, plaque, or certificate did you receive?

4-H Project Awards & Accomplishments

Record any project related awards, accomplishments, certificates or other achievements

[illegible]

4-H PICTURES: Pages 15 & 16

All the previous sections in the *Horse Project Insert* have involved written documentation of many things, including what you've done, learned, spent and earned. The picture section offers you the opportunity to present photographic documentation of your project work. Whether you are building, growing, raising, making, doing or learning something, photographs will show growth, change or improvement in the project.

The instructions on this page offer several suggestions for picture ideas. Don't forget to write a caption and include a date for each photograph. Take lots of pictures during the project year. You will be very glad that you did!

4-H Pictures

Pictures of you with your 4-H project, participating in 4-H activities and/or receiving recognition, or results of your 4-H work. Caption each photograph with an explanation of the picture.

**After you complete the Alaska 4-H Record Book
and one or more Project Inserts, Your Record Book
is complete!
Congratulations!**

Alaska 4-H Record Book Scoring Rubric:

Use the following scoring rubric to help fill out the record book. This document will help you to know what is required of you depending on your age to receive a 100% on your record book when scored.

Alaska 4-H Record Book Scoring Rubric

Youth Name: _____					Final Score: _____	
<i>General Records</i>	Poor	Fair	Good	Excellent	Score	Comments
Title Page	0 points Not filled out.	3 points Partially filled out. Some information missing.	7 points Title page completely filled out, but ongoing history is not.	10 points Page completely filled out.		
	0 points	5 points	10 points	15 points		
4-H Leadership	No leadership activities included.	At least 3 leadership activities are listed, but incompletely described.	At least 4 leadership activities are listed and described completely.	5 or more leadership activities are listed and described completely.		
Senior	No leadership activities included.	At least 2 leadership activities are listed, but incompletely described.	At least 1 leadership activity is listed and described completely.	More than 2 leadership activities are listed and described completely.		
Intermediate	No leadership activities included.	At least 1 leadership activity is listed, but incompletely described.	At least 1 leadership activity is listed and described completely.	More than 1 leadership activity is listed and described completely.		
Junior	No leadership activities included.	At least 1 leadership activity is listed, but incompletely described.	At least 1 leadership activity is listed and described completely.	More than 1 leadership activity is listed and described completely.		
4-H Public Presentations	0 points	5 points	10 points	15 points		
Senior	No public presentation given.	1 Public presentation listed but not fully described or presentation given to an audience of 1-2 people.	At least 1 public presentation fully described and given to an audience of over 5 people.	4 or more public presentations fully described. At least 2 presentations given to an audience of over 5 people.		
Intermediate	No public presentation given.	Public presentation listed but not fully described or presentation given to an audience of 1-2 people.	At least 1 public presentation listed and fully described.	2 or more public presentations fully described. Presentations given to an audience of over 5 people.		
Junior	No public presentation given.	At least 1 public presentation listed and fully described.	At least 1 public presentation listed. Presentation given to an audience of over 5 people.	2 or more public presentations listed and fully described.		
4-H Citizenship/Community Service	0 points	5 points	10 points	15 points		
Senior	No community service listed.	2 community service listed.	4 community service activities listed and fully described.	6 or more community service activities listed and fully described.		
Intermediate	No community service listed.	1 community service listed.	3 community service activities listed and fully described.	4 or more community service activities listed and fully described.		
Junior	No community service listed.	1 community service listed.	2 community service activities listed and fully described.	3 or more community service activities listed and fully described.		

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Alaska 4-H Record Book Scoring Rubric

<i>General Records</i>	Poor	Fair	Good	Excellent	Score	Comments
4-H Events Attended	0 points	5 points	10 points	15 points		
	No events listed.	1 or 2 events listed.	3 or 4 events listed with complete descriptions.	5 or more events listed with complete descriptions.		
4-H Story	0 points	5 points	10 points	15 points		
Senior	No 4-H story included.	Less than 1 page, doesn't fully describe bullet points on page.	Equivalent to 1 page typewritten, story does not fully describe bullet points on page.	Equivalent to 2 pages typewritten, story fully describes bullet points on page.		
Intermediate	No 4-H story included.	Less than 1/2 page, doesn't fully describe bullet points on page.	Equivalent to 1/2 page typewritten, does not fully describe bullet points on page.	Equivalent to 1 page typewritten, story fully describes bullet points on page.		
Junior	No 4-H story included.	1 sentence story.	2 sentence story.	3 or more sentence story.		
Comment Page	0 points	2 points	3 points	5 points		
	All signatures are missing.	2 signatures are missing.	One signature is missing.	All signatures are present.		
Record Book Neatness/Organization	0 points	3 points	7 points	10 points		
	Incompletely filled out. Information missing. Book sloppy.	Partially filled out. Entries appear to be made by member.	Completely filled out, book is neat, presentable and show's effort.	Completely filled out, neat, presentable and shows effort. Grammar and punctuation are good. Securely bound with binder.		
Bonus Points	0 points	2 points	3 points	5 points		
	No non 4-H activities listed.	1-2 non 4-H activities listed.	3-4 non 4-H activities listed.	5 or more non 4-H activities listed.		
Senior Ages 15-18; Intermediate Ages 12-14; Junior Ages 8-11						100 possible points
						5 possible bonus points
						105 possible total points

A score given in each area can be any points within the range and can even be half points.
Example would be for good 4-7 points a 5.5 could be given.

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