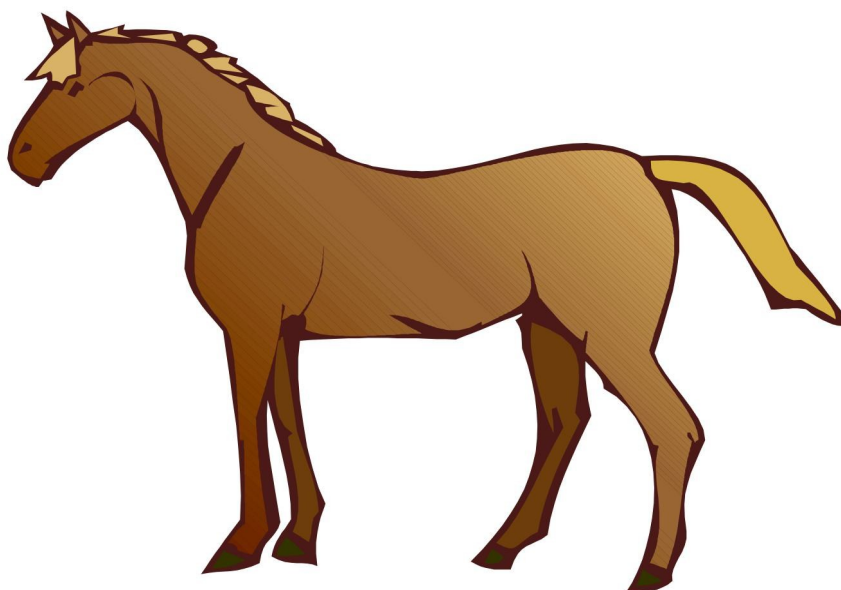




# My 4-H Horse Project Record Book



*For use by New Jersey 4-H horse project members*

Member name: \_\_\_\_\_

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Grade: \_\_\_\_\_

Phone #: \_\_\_\_\_

4-H County: \_\_\_\_\_

Years in Project: \_\_\_\_\_

Name of club: \_\_\_\_\_

4-H Year: \_\_\_\_\_

Club leader's name: \_\_\_\_\_



This project record book has been created specially for members enrolled in the 4-H horse project. Keeping a record book is an important part of the project. It will help you set goals for the project year, record your accomplishments and help guide your efforts to keep important records on your horse.

### **What is a 4-H project?**

A project is a subject or topic that you learn about in 4-H. More important, a project is something you do, which results from knowledge and skills you learned in the project. In this case, your project is a horse, pony, or mule. You learn about your project from attending club meetings and educational workshops, and working with adult leaders and other 4-H members. You can also learn from field trips and camps, by participating in shows and competitions, as well as through your family and self-study.

### **Why complete a record book?**

A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

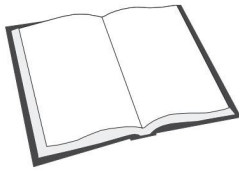
*Keeping a 4-H record book will help you ...*

- Learn how to organize yourself
- Learn how to set reasonable goals for yourself
- Appreciate what you've learned this year from the goals you reached
- Recognize what things you learned in your 4-H project
- Explain what you've learned
- Keep track of costs of your project
- Gather information needed to apply for awards and scholarships
- Complete applications and resumes for jobs and college
- Meet requirements to participate in some county, state, or national 4-H events.



## Guidelines for the 4-H Horse Project Record Book

One record book can be completed for all horses, ponies, or mules that you have registered. If you are participating in the “Breeding/Mare & Foal Project,” “Growing & Training Project,” or “Competitive Trail Ride Project,” you will also need to complete the appropriate supplement(s) included in the Appendix of this record book. If you participate in the horse project without an animal, you can skip any part of this book that asks for project animal information.



It is important to keep your record book up-to-date monthly. A project record book is required to participate in state 4-H events, such as Horse Bowl, Model Horse Show, Horse Judging, Hippology, Equestrian of the Year, Horse Show, and Trail Ride.

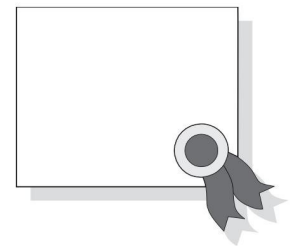
Set a goal to accomplish at least three of the listed “Personal Development Activities” and three “Horsemanship Skills” during the project year. To expand your horizons, try to accomplish new skills each year in the project, including skills you did not master in previous year(s).

The record book has been three-hole punched so that it may be easily kept in a three-ring binder. With each new project year, add your new record book to the binder. It is recommended that you save your record books from previous years in your binder. That way, you can easily compare your progress and achievements throughout the years. It will also help you when you apply for awards, jobs, college, etc.

## Member in good standing requirements

In general, all 4-H members are expected to meet the following standards each year. These are the minimum requirements. Your club may have additional requirements.

- Attend at least 70 percent of regular club meetings and/or activities.
- Complete a 4-H project, doing one’s own work with minimal assistance from parents or others.
- Give a club or county 4-H public presentation.
- Complete this project record book and necessary supplements.



## **Why Keep An Equine Record?**

- ✓ You will be able to set and record attainable goals for yourself
- ✓ Keeping records will help you remember the fun you had.
- ✓ Record keeping is a great way to develop your skills and organize your time.
- ✓ The information in your record will give you a chance to look back on your year and help you decide what you want to change for next year.
- ✓ Your record will be a way to share your project with others.

## **Equine Record Book Instructions**

- ✓ Keep your record book up to date. (It makes record keeping easier.)
- ✓ Read through this record book – before you start recording information – to become familiar with the layout of the book.
- ✓ Discuss this record book with your parent (s) and your leader (s).
- ✓ If you have questions, ask for help from other members, your parent (s), leader (s), or 4-H staff.
- ✓ If you do not have any information for a section, indicate so by “N/A” (not applicable).
- ✓ Be creative, make the record book interesting and add your own personal touch.
- ✓ Each animal that you are showing needs a complete set of records. Add pages as you need them.
- ✓ This record book may be adapted for one or more animals in your 4-H horse project.
- ✓ Included on the bottom of most pages are life skills that can be more fully developed by completing that page of the record book.



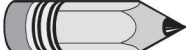
## Starting Out - My goals for the 4-H year

The beginning of the 4-H year is a good time to begin thinking about what you'd like to do or learn in 4-H during the upcoming months. List some of your goals for the year and what plan you have to accomplish your goals. Talk to your leader and parents to decide what goals are realistic to try and possible to finish this year.

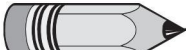
My goals for this year	What I need to do to reach each goal
Example: I will learn how to give a public presentation.	Attend county public presentation workshop. Have my leader and parents help me choose a topic that will be good for me. Practice my presentation. Give the presentation at a club meeting.

## Signatures for goal setting

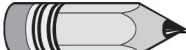
I will work toward the above goals I have set for myself for the upcoming 4-H year to the best of my ability:

 \_\_\_\_\_ (Member signature) \_\_\_\_\_ (Date)

I will support my child's goals for the upcoming 4-H year:

 \_\_\_\_\_ (Parent signature) \_\_\_\_\_ (Date)

I will help support this member's goals for the upcoming 4-H year:

 \_\_\_\_\_ (4-H Leader signature) \_\_\_\_\_ (Date)

## Taking Inventory

For the horse project, you will need to keep track of your project animals. This includes any horse you own or lease prior to April 1 of the current 4-H year. A 4-H Horse Registration Form is located in the Appendix. Be sure to complete a registration form for each of your 4-H project horses and turn the form(s) into your county 4-H office prior to April 1.

Horse's Registered Name	Horse's Stable Name	Date of Birth	Sex	Height	Breed	Ownership *	Date of Purchase or Lease

\*Ownership:

1. Personally owned
2. Family owned
3. \* Lease/borrowed (Must have a 4-H Horse Project Lease/Borrow Form. See Appendix.)

Year\_\_\_\_\_

## Health Record

Name of Animal\_\_\_\_\_

Name of Veterinarian\_\_\_\_\_Phone Number\_\_\_\_\_

Address\_\_\_\_\_

List dates for the following:

E/W/T (Eastern/Western Equine Encephalomyelitis and Tetanus)	Rabies
Rhino (Rhinopneumonitis/EHV-1/EHV-2)	Equine Influenza
Strangles	Potomac Horse Fever
Coggins Test (testing for Equine Infectious Anemia)	Other (explain)

## Veterinary Services

Date	Service Provided (be specific)	Cost
Total Cost for Veterinary Service for the year \$		

Year \_\_\_\_\_  
Animal \_\_\_\_\_

## Health Record (continued)

### Equine Dentistry

Name of Provider \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Date	Service Provided (be specific)	Cost
Total cost for equine dentistry for the year \$		

### Deworming Schedule

Date	Name of Dewormer	Dosage Given	Cost
Total cost of deworming for the year \$			

Year\_\_\_\_\_

## Farrier Services

Name of Farrier\_\_\_\_\_Phone Number\_\_\_\_\_

Address\_\_\_\_\_

Date	Services Provided (be specific)	Cost

**Total cost for hoof care for the year \$**



Year \_\_\_\_\_

**Yearly Feed and Bedding Costs**

<b>Month</b>	<b>Grain Quarts/Lbs.</b>	<b>Cost</b>	<b>Supplements</b>	<b>Cost</b>	<b>Hay</b>	<b>Cost</b>	<b>Bedding</b>	<b>Cost</b>	<b>Totals</b>
<b>SEPTEMBER</b>									
<b>OCTOBER</b>									
<b>NOVEMBER</b>									
<b>DECEMBER</b>									
<b>JANUARY</b>									
<b>FEBRUARY</b>									
<b>MARCH</b>									
<b>APRIL</b>									
<b>MAY</b>									
<b>JUNE</b>									
<b>JULY</b>									
<b>AUGUST</b>									
<b>Totals</b>									

Year\_\_\_\_\_

### Other Expenses (Part 1)

Please include equipment, tack, clothing, etc. purchased during this year.

Date	Description	Cost
Total cost for other expenses part 1 for the year \$		

Add pages as needed

Year\_\_\_\_\_

## Other Expenses (Part 2)

Please include trucking, entry fees, lessons\*, board and pasture fees\*, etc.

Date	Description	Cost
<b>Total cost for other expenses part 2 for the year \$</b>		

Add pages as needed

\*Enter monthly totals

**Life Skills** – *Use of Resources, Decision Making*

**Financial Summary\***

Year \_\_\_\_\_

<b>Description of Income or Expense</b>	<b>Income</b>	<b>Expense</b>
<b>Premiums</b>		
<b>Sale of horse(s)</b>		
<b>Any Other Income</b>		
<b>Veterinary Expenses</b>		
<b>Equine Dentistry Expenses</b>		
<b>Farrier Expenses</b>		
<b>Other Expenses Part 1</b>		
<b>Other Expenses Part 2</b>		
<b>Grain Expenses</b>		
<b>Supplement Expenses</b>		
<b>Hay Expenses</b>		
<b>Bedding Expenses</b>		
<b>Yearly Totals</b>		

\*This should be your yearly totals

**Life Skills** – *Learning to Learn, Marketable Skills, Planning/Organizing*

Year\_\_\_\_\_

## Riding/Training Record

Month	Riding/Training Hours	Comments
<i>(Example)</i>	<i>25</i>	<i>Trail Rides, Lessons,Pleasure Riding, Training Sessions, Setup, Right Lead, Cross Rails, etc.</i>
<b>September</b>		
<b>October</b>		
<b>November</b>		
<b>December</b>		
<b>January</b>		
<b>February</b>		
<b>March</b>		
<b>April</b>		
<b>May</b>		
<b>June</b>		
<b>July</b>		
<b>August</b>		
<b>Total</b>		

\*Enter monthly totals

**Life Skills** – *Personal Safety, Self-Responsibility*



Year \_\_\_\_\_

### Activities and Events with My Horse\*

List the gymkhanas, horse shows, events, competitive trail rides, and other activities in which you participated with your horse.

Date	Activity/Location	Number of Participants in Class	Class	Placing

\*Add additional sheets if needed

**Life Skills** – *Character, Social Skills*

## Inventory\*

I have the following First Aid items:

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I have the following grooming items and barn tools:

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I have the following items of tack and equipment:

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Other items I use or have:

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\*Add items as acquired

## My Work

Describe your daily or weekly labor routine including feeding, cleaning the stall/barn, grooming, cleaning tack, etc. These are jobs which you do every day or week. If your horse is boarded, tell how you help at the boarding stable and what your responsibilities are, including preparation for events.

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I have made or helped make the following improvements to the barn/stable/shelter:

Date:            What I did:

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Equine activities I have participated in without my horse:

*Include club project meeting work, knowledge contests, workshops, etc.*

[illegible]

## Knowledge and Skills I Gained

There are many things to learn in 4-H. Check each item below that you learned or improved in 4-H during the past year.

### *I learned or improved my ability to...*

#### **HEAD (Independence)**

- ☐ try something new
- ☐ set goals for myself
- ☐ plan a project
- ☐ keep myself organized
- ☐ keep track of finances
- ☐ keep records of my work
- ☐ gain knowledge of my project
- ☐ get more information about something
- ☐ I am interested in
- ☐ use resources wisely
- ☐ participate in a business meeting
- ☐ run a business meeting
- ☐ make wise choices and decisions
- ☐ solve problems
- ☐ learn from my mistakes
- ☐ understand that it's ok to change my mind if I need to
- ☐ pay attention to instructions

#### **HEART (Belonging)**

- ☐ speak confidently in front of a group
- ☐ give a public presentation
- ☐ share my feelings or point of view
- ☐ make myself understood without bullying or being loud
- ☐ listen to other people
- ☐ respect someone else's feelings
- ☐ resolve differences of opinion
- ☐ appreciate my cultural heritage
- ☐ accept people who are different from me
- ☐ get along with other kids
- ☐ make others feel welcome
- ☐ stand up for others
- ☐ make new friends
- ☐ appreciate the importance of friendships in my life

**My grade in school:** \_\_\_\_\_

**Number of years in 4-H** \_\_\_\_\_

#### **HANDS (Generosity)**

- ☐ work with others
- ☐ work within a group
- ☐ work within a committee
- ☐ work with adults
- ☐ get past differences to reach a goal
- ☐ help others succeed
- ☐ make something with my hands
- ☐ explore a career interest
- ☐ follow directions
- ☐ lead others
- ☐ find ways to make a positive contribution to society
- ☐ understand the importance of community service
- ☐ see that my efforts can make a difference
- ☐ take the initiative to start something on my own

#### **HEALTH (Mastery)**

- ☐ understand my strengths and weaknesses
- ☐ finish something I started
- ☐ be proud of my accomplishments
- ☐ accept change
- ☐ see that my character can effect a situation
- ☐ take responsibility for my own words and actions
- ☐ deal with winning and losing gracefully
- ☐ be careful and practice safety
- ☐ appreciate the importance of good health
- ☐ stay healthy
- ☐ feel good about myself

**Other:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Looking Back - What I learned this year

This section is to be completed at the end of the 4-H year. It is meant to help you look back on all that you learned during the past year. This section includes the following parts:

- My horsemanship & personal development goals completed
- A summary of knowledge and skills I gained
- The three most important things I learned
- Telling my story



## My goals completed

Look back on the goals you set for yourself at the beginning of the year, on page 5. How well did you meet those goals? If you added or changed goals during the year, list them below.

[illegible]

## **My 4-H Story**

(Continue 4-H story on next page.)

( Continue 4-H story below or attach additional pages if necessary.)



## Thinking Ahead - My goals for next year

Now is a good time to begin thinking about what you'd like to do or learn in 4-H next year. List some of your goals for next year and what plan you have to accomplish your goals.

<b><i>My goal for next year</i></b>	<b><i>What I need to do to reach this goal</i></b>

*Feel free to attach additional pages to this record book if needed.*

## 4-H Horse Registration Form

Office Use Only: Date Received in County Office \_\_\_\_\_ Project Year \_\_\_\_\_

Complete a separate form for each project animal. Send form(s) to County 4-H Office **prior to April 1.**

### 4-H Member Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

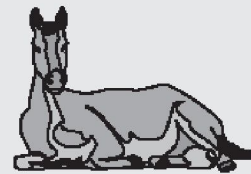
Birth date: \_\_\_\_\_ Grade: \_\_\_\_\_

Number of years in 4-H: \_\_\_\_\_

Name of 4-H club: \_\_\_\_\_ County: \_\_\_\_\_

Name of 4-H club leader(s): \_\_\_\_\_

Be sure to include at least one photo of your project animal. Photo should be side view of horse with head turned toward camera so animal is clearly identifiable.



### Project Animal Information

My project animal is a: \_\_\_\_\_ Horse \_\_\_\_\_ Pony \_\_\_\_\_ Mule \_\_\_\_\_ VSE or Mini

Animal's registered name: \_\_\_\_\_



**ONE OF THESE TWO NAMES MUST MATCH THE ANIMAL'S COGGINS EXACTLY**

Nickname or stable name: \_\_\_\_\_

Breed: \_\_\_\_\_ Registration #: \_\_\_\_\_

Registry Association(s): \_\_\_\_\_

Age of Horse: \_\_\_\_\_ Birth date: \_\_\_\_\_ Sex: \_\_\_\_\_

Color: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Markings: \_\_\_\_\_

Date purchased/leased: \_\_\_\_\_

Ownership: \_\_\_\_\_ Personally-owned \_\_\_\_\_ Family-owned \_\_\_\_\_ Leased/borrowed\*

\*A Lease/Borrow Form must accompany this Registration Form. See reverse side.

Rev. 2/5/10

# 4-H Horse Project Lease/Borrow Form

Office Use Only: Date Received in County Office \_\_\_\_\_ Project Year \_\_\_\_\_

Each of the following people should have a copy of the completed form:

*4-H member*

*Legal Owner*

*County 4-H Office*

## 4-H member

Name:   
 Address:   
 Town:  State:  Zip:   
 County:  Phone:

## Legal Owner of Animal

Name:  Phone:   
 Address:   
 Town:  State:  Zip:

## Animal Information

Animal's Name:   
 Breed:  Registration Number:   
 Sex: enter here Birth Date:   
 Height:  Color:  Markings:

do hereby Indicate Lend or Lease

*Legal Owner*

to

*Animal's Name*

*4-H Member's Name*

For use as a 4-H Project Animal for the  4-H Project Year.

Owner Signature:	<input type="text"/>	Date:	<input type="text"/>
4-H Member Signature:	<input type="text"/>	Date:	<input type="text"/>
Parent Signature:	<input type="text"/>	Date:	<input type="text"/>



# 4-H Horse Health Information Form

Complete a separate form for each project animal. Keep a copy of this and take it and proof of items 1-7 below with you to all 4-H events with horses.

Animal's Registered Name: \_\_\_\_\_

Animal's Barn Name: \_\_\_\_\_

4-H Member Name: \_\_\_\_\_

Club Name: \_\_\_\_\_ 4-H County: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ County: \_\_\_\_\_

Name of veterinarian: \_\_\_\_\_

Name of group (if partnership): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ County: \_\_\_\_\_

Because of the importance to the health of your animal and other animals around it, there are some very important tests and vaccinations **required** by the state of New Jersey and/or the 4-H program.

Required test/vaccination	Date
1. Original Copy of negative Coggins Test within 12 months of State 4-H Horse Show	
2. Eastern Encephalitis vaccination within 12 of State 4-H Horse Show	
3. Tetanus vaccination within 12 months of State 4-H Horse Show	
4. Rabies vaccination within 12 months of State 4-H Horse Show	
5. West Nile Virus vaccination within 12 months of State 4-H Horse Show	
6. Equine Influenza Vaccination within 6 months of State 4-H Horse Show	
7. Equine Herpesvirus (or rhinopneumonitis) within 6 months of State 4-H Show	

\*Dates specified are subject to change.

For items 2-7 above, proof may be in one of the following ways, attached to this form:



- A. Dated, itemized bill from veterinarian stating horse's name and type of vaccinations; or
- B. Veterinary Certificate, stating horse's name and vaccinations with dates given, sign by veterinarian; or
- C. Completion of form by veterinarian:

I, \_\_\_\_\_ (name of veterinarian)

have administered all of the above required vaccinations to:

Horse's Name: \_\_\_\_\_ on (date): \_\_\_\_\_

Veterinarian's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## End-of-year signatures

At the end of the 4-H year, when your record book is complete, your 4-H club leader will ask to see this record book. He or she may also review it during the year.

*By signing below, I am stating that I have completed this record book myself and, to the best of my knowledge, the information included in it is correct.*

4-H member signature	Date



*By signing below, I am stating that I am familiar with this work and, to the best of my knowledge, the member completed this record book and the information included in it is correct.*

Title	Signature	Date
Parent	  	  
4-H club leader	  	  



Written by

Keith G. Diem, Ph.D., Program Leader in Educational Design  
Marjorie R. Margentino, Program Associate, 4-H Animal Science  
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In cooperation with 4-H volunteers of the state 4-H Horse Project Advisory Committee:  
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Some artwork courtesy of Stablemates 4-H Club of Hunterdon County/Learn and Earn Project

Based on "My 4-H Record Book," by Keith G. Diem, Ph.D.,  
Program Leader in Educational Design

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**Visit NJ 4-H online at: [www.nj4h.rutgers.edu](http://www.nj4h.rutgers.edu)**

(This publication is available for downloading)

# The 4-H Pledge

I PLEDGE . . .

. . . my HEAD to clearer thinking,  
. . . my HEART to greater loyalty,  
. . . my HANDS to larger service,  
. . . and my HEALTH to better living,  
for my club, my community,  
my country, and my world.



## 4-H Motto

“To Make the Best, Better”

## 4-H Slogan

“Learning by Doing”

Visit the NJ 4-H web site: [www.nj4h.rutgers.edu](http://www.nj4h.rutgers.edu)  
(This publication is available for downloading)

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