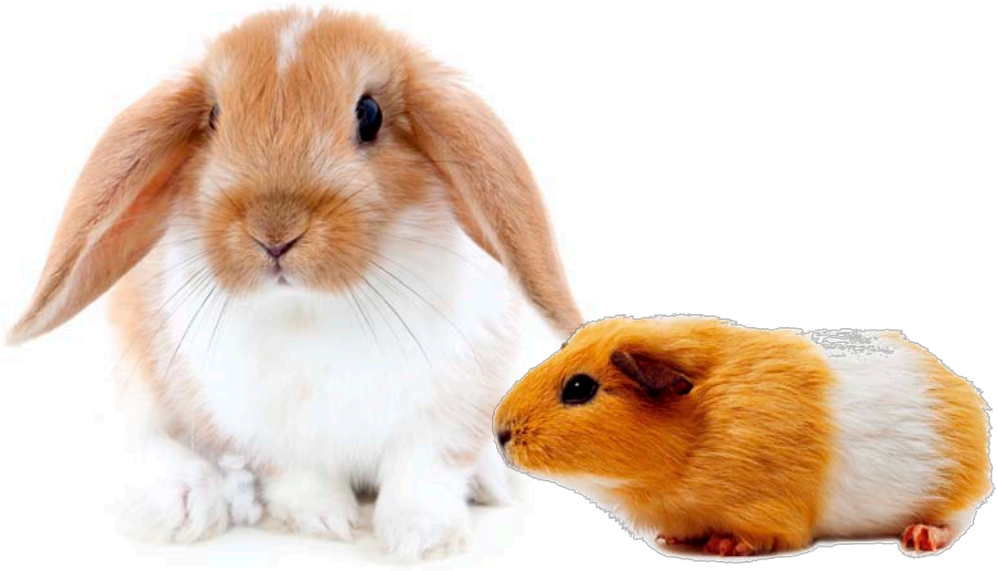
RUTGERS
New Jersey Agricultural Experiment Station

4H241E

My 4-H Rabbit, Cavy, and Small Animal Project Record Book



For use by New Jersey 4-H rabbit, cavy, and small animal project members

Member name: _____ Birth date: ____/____/____

Address: _____ Grade: _____

Phone #: _____

4-H County: _____ Years in Project: _____

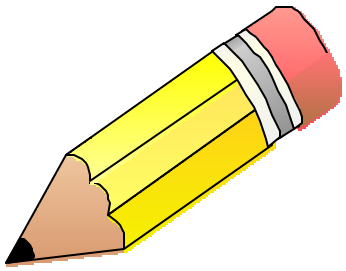
Name of club: _____ 4-H Year: _____

Club leader's name: _____

End-of-year signatures

At the end of the 4-H year, when your record book is complete, your 4-H club leader will probably ask to see this record book.

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

Macy Compton, Monmouth County 4-H Program Assistant
Gail Bethard, Somerset County 4-H Program Associate
Annette Devitt, Salem County 4-H Agent
Keith G. Diem, Ph.D., Program Leader in Educational Design

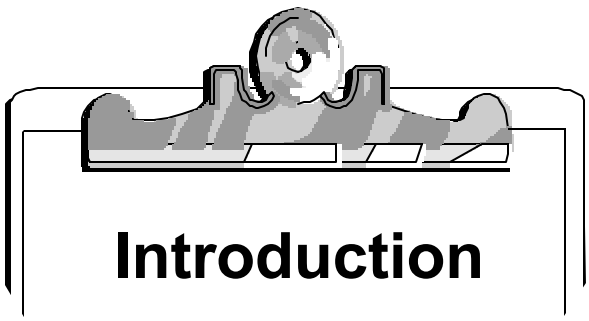
In cooperation with the 4-H volunteers of the New Jersey Rabbit and Small Animal Project Advisory Committee.

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

August 1999. Revised Sept. 2002. Updated Jan. 2011

© 1999-2002, Rutgers Cooperative Extension.

Visit NJ 4-H online at: http://nj4h.rutgers.edu
(This publication is available for downloading)



Introduction

This project record book has been created specifically for members enrolled in the 4-H Rabbit, Cavy, and Small Animal projects. 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 animal(s).

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 or make, which results from knowledge and skills you learned in the project. In this case, your project is a rabbit, cavy, or other small animal. 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?

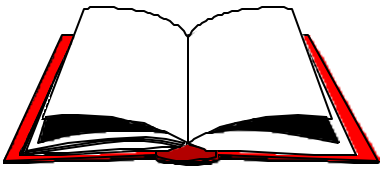
A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

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 this year and compare your progress and successes from year to year
- 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 Rabbit, Cavy or Small Animal Project Record Book

One record book can be completed for all your project animals. You start your record book at the beginning of the 4-H year and keep all your expenses and receipts during the year. It is important to keep your record book up-to-date monthly. Keep your book neat and complete.



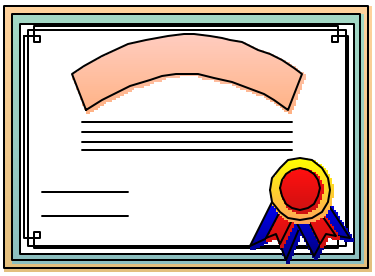
Start your year by setting at least three goals for the year. These goals may include "Knowledge and Skills" or "Personal Development Activities." To expand your horizons, each year in the project, try to accomplish new skills, or skills you did not accomplish in previous year(s).

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, including being responsible for the physical care and training of the animal(s) to the fullest extent.
- Give a club or county 4-H public presentation.
- Complete a project record book (like this one).



How this record book is organized



Besides this introduction, this record book is organized into four main sections:

- Starting Out - My goals for the 4-H year - page 5
- Along the Way - Keeping track of what I do - page 7
- Looking Back - What I learned this year - page 15
- Thinking Ahead - My goals for next year - page 19
- Appendix (including project goals) - page 20

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.

During each year in the 4-H Rabbit, Cavy or Small Animal project, members should choose a minimum of three goals to pursue. Suggestions are listed in the Appendix on page 20. Write your choices below. Don't be afraid to challenge yourself! Of course, you may aim to reach more goals. For now, write your goals below and your plan for reaching each goal. If the items on the list have all been accomplished, develop some of your own. You may also choose special ones not listed. Be sure to get the needed signatures on the next page.

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

Signatures for goal setting

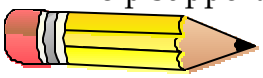
I will work toward the above goals I have set for myself for the upcoming 4-H year to the best of my ability:

 _____ (Member signature) _____ (Date)

I will support my son's/daughter'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)

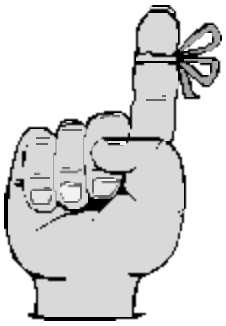
Taking Inventory

For the Rabbit, Cavy, and Small Animal projects, you will need to keep track of the animals you own. For each animal, list its name, breed/specie, tattoo number, date of purchase (if applicable), how the animal left your ownership and date, sex (abbreviations are OK, such as B for buck, D for doe) and value (this may be the purchase price or appraised value). If you have a large number of animals, you do not have to record each animal. However, you should record all animal that are "project animals" or that you enter in any show.

Animal Name	**Breed/Specie**	**Tattoo Number**	**Date of Purchase**	**How animal left & date**	**Sex**	**Value**	
						Proj. Start	**Proj. End**
Example: Fluffy	*Netherland Dwarf Rabbit*	*12345*	*1/5/02*	*sold 10/25/02*	*Doe*	*$60.00*	*$60.00*
Total Value of Animals (Add all values of animals and put number in box at right)							

Along the Way

Keeping track of what I do



For this section, it is best to write down what you have done shortly after completing it so you won't forget important events and activities. This section includes the following parts:

- What I did in this project this year
- Animal care & management
- Project finances
- Other clubs and projects

What I did in this project this year

The following page is where you can list what you did in this 4-H project. Don't forget to include these types of 4-H events and activities you might have done this year:

- Events participated in
- Leadership roles - such as offices held, committees led
- Shows & competitions (be sure to list identification of the rabbit entered, the class entered, and the number in the class)
- Club meetings, special meetings & clinics
- Community service
- Public Speaking
- Field trips
- County 4-H Fair
- Awards or recognition earned

Name of event/activity	**Date & Location**	**What I did**	**Level** **(Club, County, State, National)**	**Award or Recognition Earned?**
Example: Hip-Hopper's Invitational Rabbit Show	*1/1/00 Somewhere, New Jersey*	*Entered a rabbit (Tattoo # 245) in the Senior Doe class for Jersey Wooley*	*Club*	*Best of Breed*
Example: Visited nursing home with the club	*12/15/99 Evergreen Convalescent Home, Milltown*	*I brought my cavy for the residents to pet.*	*Club*	*Received a thank-you letter from the Center Director*

Name of event/activity	**Date & Location**	**What I did**	**Level** (Club, County, State, National)	**Award or Recognition Earned?**

(Add other pages if necessary)

Animal Care & Management

Because your project is a living creature, it requires regular care and management. Here is the place to explain what you regularly do for or with your animal on a daily, weekly, monthly, and yearly basis. Be as specific as possible.

Do not forget to list the following:

- Feeding and watering practices
- Exercising
- Grooming (brushing, clipping nails, check health)
- Clean and disinfect cage, food/water containers
- Manure removal



What I do for/with my project animal . . .
Daily
Weekly
Monthly
Yearly

Animal Breeding Record

Many project members choose to include breeding as part of their 4-H project. If you have chosen to breed your animals, use the chart below to keep track of the animals bred and their offspring.

Date Bred	# and Name of Doe (Female)	Buck (Male) Used	Date Kindled	Number of Offspring		Date Weaned
				Born Alive	Born Dead	
Example : 3/8/00	KC8 (Penny)	KC12 (Dracula)	4/5/00	5	0	6/1/00

Project Finances



It is likely that you spent money on your 4-H project this year. This section will help you add up what it cost to complete your project.

(E) Expenses

This section is where you can keep track of what you purchased and the other materials, supplies, and equipment you purchased or used for your project and what it cost to use. Feel free to add more copies of these pages if necessary.

Expenses are divided into four categories (E 1, 2, 3, 4):

- Feed expenses (Remember the cost of feed = number of pounds of feed x price per pound. Also, when home-grown feeds are used, list feed cost at market value.)
- Equipment expenses (including hardware for repair of hutches or pens)
- Other expenses (such as animals purchased, breeding charges, shows, transportation)
- Health/Medical expenses (including veterinary and medicine)

(E1) Feed Expenses

Date	Description of expense (include quantities)	Cost ($)
11/1/99	*Example: 50 lbs. feed*	*$8.50*
E1 Total (Add up all expenses from above and put number in box at right)		

(E2) Equipment expenses

Date	Description of expense (include quantities)	Cost ($)
1/2/00	*Example: 1 Water Bottle*	*$5.25*
E2 Total (Add up all expenses from above and put number in box at right)		

(E3) Other Expenses (such as animals purchased, breeding charges, shows, transportation)

Date	Description of expense (include quantity)	Cost ($)
11/1/99	*Example: 2 Netherland Dwarf rabbits (1 buck & 1 doe)*	*$25.00*
E3 Total (Add up all expenses from above and put number in box at right)		

(E4) Health/Medical expenses (including veterinarian & medicine)

Date	Description of expense	Cost ($)
12/1/99	*Example: Health check at vet*	*$22.00*
E4 Total (Add up all expenses from above and put number in box at right)		

(I) Income

List any income received from your project this year. For instance, sales of any project-related items or cash prizes from contests or exhibitions. Income may also include live animals, dressed rabbits, and pelts sold. It is quite likely your project had no income. If so, enter "None" under description and "0" under "Total Income." Remember, if products were consumed at home, charge what you would have paid for them in the local store, or what you would have received in cash if you sold the product.

Date	**Description of income (Include quantities)**	**Income ($)**
3/10/00	*Example: Sold 1 Dutch Rabbit: Chocolate*	*$30.00*
Total Income	(Add up all income from above and put number in box at right)	

Total Project Cost or Profit



If your project earned more than it cost, then your project made a profit. But this is not likely so don't worry if your project did not make money! The important point to learn is that most activities have costs. Therefore, you must be careful to spend money wisely.

More likely, you spent more on your 4-H project than you earned from it. Therefore, "expenses" minus "income" is the total (or "net") cost of your project.

Total Expenses (Includes value of equipment and project animals)	
Total Feed Expenses (**E1** page 11)	$
Total Equipment Expenses (**E2** page 11)	$
Total Other Expenses (**E3** page 12)	$
Total Health/Medical Expenses (**E4** page 12)	$
Total Expenses (Add up all expenses and put number in box at right)	$

Net Project Cost (N)	
Total Expenses (**E**, from bottom of page 13)	$
Total Income (**I**, from page 13)	$
Net Project Cost (Subtract Total Income from Total Expenses and put number in box at right)	$

Example:

Total Expenses (E)	**minus Total Income (I)**	**= Net Project Cost (N)**
Example: $150.00	*$25.00*	*$125 (a project cost of $125)*



Other clubs and projects

List any other clubs and projects you participated in during the past year.

Club name	**Project(s)**

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



My goals completed

Turn back to page 5 to look at the goals you set for yourself at the beginning of the year. How well did you meet those goals? Use the space below to tell how well you did in reaching your goals. If you added new goals during the year, also included them below.

My goals for this year	**How well did each goal get met?**
Example: I will learn how to give a public presentation.	*I attended county public presentation workshop.* *I had to change my topic three times.* *I should have practiced my presentation more before I gave it at the club meeting. I will start planning and practicing earlier next year!*

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

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: _____
_____
_____
_____

My grade in school:_____
Number of years in 4-H _____

The three most important things I learned

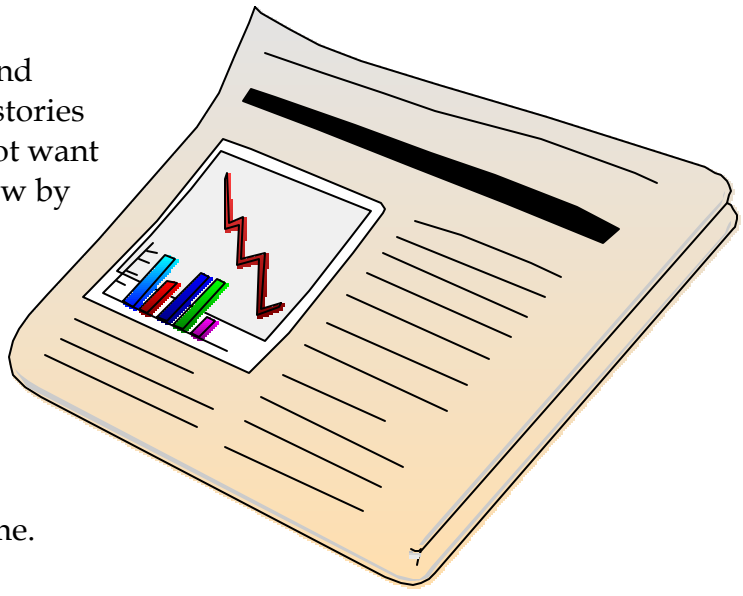


Even if you learned a lot of different things in 4-H, think of what was the most important for you. Then, list the three most important things you learned in this project during the past year in the boxes below. For instance, I learned how to care for my animals, I learned that working with senior citizens is challenging but also fun, I learned to speak in front of my club without being afraid.

The three most important things I learned in this project during the past year were . . .
1.
2.
3.

Telling my story

Keeping in mind the knowledge and skills you said you learned from the items you checked above, write a story that explains what you gained this past year in 4-H. Use specific examples that are unique to you whenever possible. Feel free to relate what you learned in 4-H to school, family, or other activities in your life. Use extra pages if needed. Attach photos or clippings on additional pages of this book if it helps tell your story better. Don't forget to label them with captions if you do.



4-H is proud of what 4-H members learn and sometimes likes to use excerpts (parts) of stories 4-H'ers write in 4-H publicity. If you do not want your information shared, please let us know by checking the boxes below:

•Do not use my story for any 4-H publicity.

•If you use my story, do not credit my name.

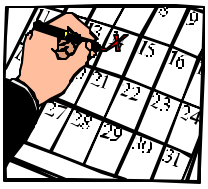
My 4-H Story

(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.

My goal for next year	What I need to do to reach this goal

Feel free to attach extra pages to this record book if needed.

Appendix

The Appendix contains the following parts:

- Rabbit, Cavy, and Small Animal Knowledge & Skills
- Personal Development Activities

Rabbit, Cavy, and Small Animal Knowledge & Skills

During each year, members may choose several knowledge and skill goals. Do not be afraid to challenge yourself!

Rabbit, Cavy, and Small Animal Knowledge & Skill Goals

Beginner Level - goals R1-R22
Intermediate Level - goals R23-R48
Advanced Level - goals R49-R72

Note: skills in shaded boxes come directly from the 4-H CCS project books.

Item #	**Beginner Level Rabbit, Cavy, and Small Animal Knowledge or Skill Goals** (1-3 years in this 4-H project)
R-1	Identify breeds of various rabbit, cavy or small animal.
R-2	Select a project animal.
R-3	Demonstrate how to hold a rabbit, cavy or small animal.
R-4	Identify parts of a rabbit, cavy or other small animal.
R-5	Make a calendar of management practices for raising a rabbit, cavy or small animal.
R-6	Identify equipment needed to raise a rabbit, cavy or small animal.
R-7	Compare alternatives and then purchase or make a rabbit wire hutch or small animal cage.
R-8	Make a carrying box.
R-9	Keep herd and breeding records for a rabbit, cavy or small animal.
R-10	Identify the symptoms and treatments for common health problems for rabbits, cavies, and small animals.
R-11	Identify methods of controlling external parasites.
R-12	Examine a fecal sample for parasites.
R-13	Identify methods of controlling internal parasites.
R-14	Trace the roundworm's life cycle.
R-15	Demonstrate how to sanitize equipment and facilities used for your animal.
R-16	Identify the nutrient requirements for a healthy rabbit, cavy or small animal.

R-17	Learn the sequence of reproductive practices for rabbits, cavies or other small animals.
R-18	Prepare a rabbit for kindling.
R-19	Wean a litter of rabbits.
R-20	Make a nest box.
R-21	Care for a new litter of rabbits, cavies or other small animals.
R-22	Find out what markets are available for animals.
Item #	**Intermediate Level Rabbit, Cavy, and Small Animal Knowledge and Skill Goals** (4-6 years in this 4-H project)
R-23	Present reasons on a class of four rabbits, cavies or small animals.
R-24	Determine the correct class for own animals.
R-25	Identify rabbit/cavies disqualifications.
R-26	Recognize abnormalities & faults in your rabbit.
R-27	Learn correct showmanship techniques for your animal.
R-28	Trim your animal's nails.
R-29	Tattoo your animal.
R-30	Make a rabbit tattoo box.
R-31	Evaluate conditions of a hutch/cage.
R-32	Determine the depreciation of equipment.
R-33	Keep appropriate expense and income record information for your animal.
R-34	Administer medication to your rabbit, cavy, or small animal.
R-35	Maintain a one-month weight chart.
R-36	Identify and recognize diseases affecting rabbits, cavies, or small animals.
R-37	Develop a promotional display to promote rabbits, cavies, or small animals.
R-38	Learn how to process a rabbit for meat
R-39	Learn how to cook rabbit meat.
R-40	Tan a rabbit pelt.
R-41	Learn how to care for a rabbit pelt.
R-42	Determine what is meant by a rabbit's finish.
R-43	Identify and classify feed ingredients.
R-44	Select and judge hay.
R-45	Learn to read a feed tag.

R-46	Formulate and balance rations for your rabbit, cavy ,or small animal.
R-47	Identify the parts of your animal's digestive system.
R-48	Conduct a career interview.
Item #	**Advanced Level Rabbit, Cavy, and Small Animal Knowledge and Skill Goals** (7 or more years in this 4-H project)
R-49	Determine whether to keep or cull rabbits, cavies or small animals.
R-50	Learn the importance of genetics in breeding.
R-51	Calculate doe production numbers.
R-52	Learn how to palpate a doe.
R-53	Learn a rabbit's estrus cycle.
R-54	Learn how to determine pregnancy in rabbits, cavies or other small animals.
R-55	Learn systems of breeding.
R-56	Trace the development of an unborn rabbit, cavy or small animal.
R-57	Identify rabbit body types.
R-58	Identify types of rabbit fur.
R-59	Design a rabbitry.
R-60	Identify parts of a rabbit, cavy or small animal skeleton.
R-61	Track normal conditions of a healthy animal and how to detect signs of illness.
R-62	Learn to take your animal's pulse, temperature and respiration.
R-63	Identify health supplies for your animal(s).
R-64	Stock a medicine cabinet for your animal(s).
R-65	Outline a health program for your animal(s).
R-66	Treat a minor wound.
R-67	Develop a show preparation calendar.
R-68	Recognize instances of bad sportsmanship in a competitive situation.
R-69	Learn the steps for registering your animal.
R-70	Research animal control laws to determine effects on raising rabbits, cavies ,or other small animals.
R-71	Plan a marketing strategy for your animal.
R-72	Expand your project into other areas.

If the above skill have all been accomplished, develop some of your own. You may also choose any special skill not listed above.

Personal Development Activities

During each year, members may also choose several personal development goals. Do not be afraid to challenge yourself!

Item #	Personal Development Activity
PD-1	Participate in a community service project (such as a food drive, community clean-up, etc.).
PD-2	Participate in a community pride project (such as a parade or community day).
PD-3	Help prepare a display or booth relating to rabbits or rabbit activities.
PD-4	Serve as a member of a club committee
PD-5	Attend 4-H Camp.
PD-6	Participate in your county fair.
PD-7	Show your animal.
PD-8	Assist at a 4-H rabbit show.
PD-9	Conduct a judging contest.
PD-10	Serve as a host for a 4-H meeting, making everyone welcome.
PD-11	Provide refreshments for a club meeting.
PD-12	Help plan a fun activity for your club.
PD-13	Help with club/county 4-H fund raisers.
PD-14	Write a newspaper story for your club about an event you have participated in.
PD-15	Serve as a chairperson of a club committee.
PD-16	Arrange for a speaker to talk to your club.
PD-17	Make arrangements for your club to go on a field trip.
PD-18	Attend Citizenship Washington Focus (CWF)
PD-19	Attend National 4-H Youth Congress.
PD-20	Attend National 4-H Conference.
PD-21	Explore careers in animal science.
PD-22	Assist a younger member in preparing a public presentation.
PD-23	Assist a younger member at a show.

If the above activities have all been accomplished, develop some of your own. You may also choose any special activities not listed above.

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
(This publication is available for downloading)

For a comprehensive list of our publications visit www.njaes.rutgers.edu

Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and County Boards of Chosen Freeholders. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.