RUTGERS
New Jersey Agricultural Experiment Station

4H242E

My 4-H Dog Care and Training Project Record Book



For use by New Jersey 4-H dog care and training project members

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

Address: _____ Grade: _____

Phone #: _____

4-H County: _____ Years in Project: _____

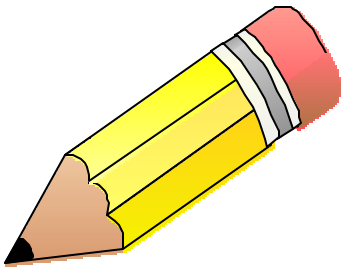
Name of club: _____ 4-H Year: _____

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

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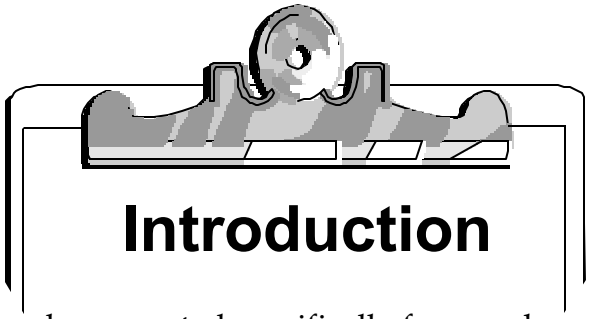
In cooperation with 4-H volunteers of the New Jersey Dog Project Advisory Committee.

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

April 2000. Revised Oct. 2002. Updated Jan. 2011

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Introduction

This project record book has been created specifically for members enrolled in the 4-H Dog Care and Training 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 dog(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 Dog Care and Training. 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.

The Dog Care and Training project is for kids who love dogs and want to learn how to do things with them. To participate fully, you should either have a dog or arrange to train someone else's dog. You will be the dog's teacher. Your goal is to be a good teacher to the dog, using patience, firmness, consistency, and love. Since you are working with another living creature, there are no guarantees that your dog will ever be a brilliant obedience performer. However, *you* can still learn to be a good teacher, and that is the important part.

Why complete a record book?

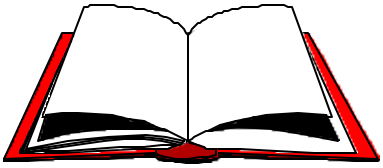
A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

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 Dog Care and Training 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.



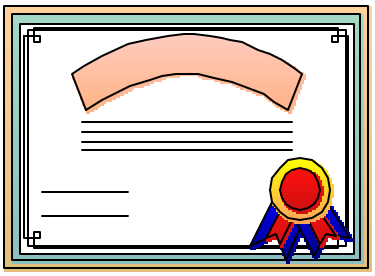
Start your year by setting at least three goals for the year. These goals may include "Dog Care and Training Knowledge and Skills" or "Personal Development Activities." To expand your horizons, each year in the project, try to accomplish new skills, or skills you did not accomplish in previous year(s).

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 14
- Thinking Ahead - My goals for next year - page 18
- Appendix (including project goals) - page 19

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 Dog Care and Training project, members should choose a minimum of three goals to pursue. Suggestions are listed in the Appendix starting on page 19. 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.* *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 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)

Project Animal Information

Dog's Name: _____

Sex: M ☐ F ☐

Breed (if any): _____

Spayed or neutered? Yes ☐ No ☐

If no, why not? _____

_____

Dog's Age: _____

Birth date if known: _____

Weight: _____

Height at shoulders: _____

Color or markings: _____

_____

_____

Is your dog registered with AKC, UKC, or other group? Yes ☐ No ☐

If yes, name the group and record the dog's registration number _____

Be sure to include at least one photo of your project animal.

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 identify the dog 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

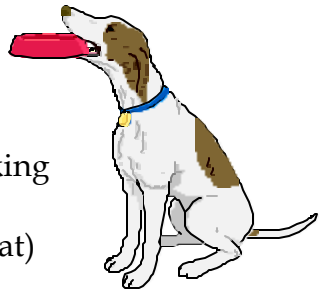
Name of event/activity	**Date & Location**	**What I did**	**Level** (Club, County, State, National)	**Award or Recognition Earned?**
Example: Invitational Dog Show	*1/1/2000 Somewhere, New Jersey*	*Entered Lassie in pre-novice class*	*Club*	*1st place*
Example: Visited nursing home with the club	*12/15/98 ABC Nursing Home, Milltown*	*I brought my dog 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 needed.)

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 dog on a daily, weekly, monthly, and yearly basis. Be as specific as possible.



Do not forget to list the following:

- Exercising & training
- Grooming (brushing, clipping nails, cleaning ears, bathing, checking for fleas & ticks, clipping)
- Feeding and watering practices (when and what does your dog eat)
- Clean and disinfect crate/kennel, food/water containers

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

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):

- Dog Food expenses
- Equipment expenses (including hardware for repair of kennels, fencing, crates, toys, etc.)
- Other expenses (such as grooming, show entry fees, stud fees, boarding)
- Health/Medical expenses (including veterinary and medicine)

(E1) Dog Food Expenses

Date	**Description of expense (include quantities)**	**Cost ($)**
11/1/99	*Example: 50 lb. Bag of dog food*	*$20.00*
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 ($)
12/15/99	*Example: 1 leash*	*$4.50*
E2 Total	(Add up all expenses from above and put number in box at right)	

(E3) Other Expenses (such as grooming, show entry fees, stud fees, boarding)

Date	Description of expense (include quantities)	Cost ($)
1/6/2000	*Example: Entry fee for dog show*	*$3.00*
E3 Total	(Add up all expenses from above and put number in box at right)	

(**E4) Health/Medical expenses** (including veterinarian & medicine cost such as rabies and heartworm medicine)

Date	**Description of expense**	**Cost ($)**
3/16/2000	*Example: rabies shot and vet visit*	*$45.00*
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 selling a puppy from a litter. It is quite likely your project had no income. If so, enter "None" under description and "0" under "Total Income."

Date	**Description of income (include quantities)**	**Income ($)**
1/6/2000	*Example: Sold 3 puppies for $300.00 each*	*$900.00*
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 Dog Food Expenses (**E1** page 10)	$
Total Equipment Expenses (**E2** page 11)	$
Total Other Expenses (**E3** page 11)	$
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 above)	$
Total Income (**I**, from bottom of page 12)	$
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: $250.00	*$25.00*	*$225 (a project cost of $225)*

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

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? 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



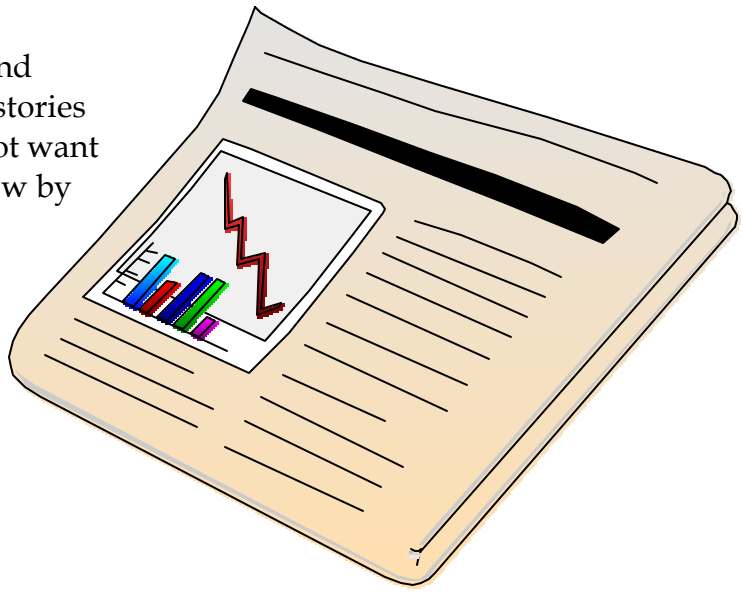
Even if you learned a lot of different things in 4-H, think of what was the most important for you. Then, list the three most important things you learned in this project during the past year in the boxes below. For instance, I learned how to groom my dog, I learned that working with senior citizens 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.

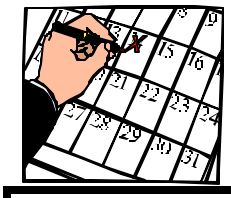
My 4-H Story

(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:

- Dog Care and Training Knowledge & Skills
- Personal Development Activities
- Dog Behaviors Supplement
- Dog Training Records

Dog Care and Training Knowledge & Skill Goals

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

Dog Care and Training Knowledge or Skill Goals Beginner Level - goals D1-D39 Intermediate Level - goals D40-D83 Advanced Level - goals D84-104 *Note:* skills in shaded boxes come directly from the 4-H CCS project books.	
Item #	**Beginner Level Dog Care and Training Knowledge or Skill Goals** (1-3 years in this 4-H project)
D-1	Keep track of the time needed to care for a dog.
D-2	Understand dog ownership responsibilities.
D-3	Identify parts of a dog.
D-4	Identify your dog's bones.
D-5	Learn how to select a puppy.
D-6	Recognize abnormalities and faults of dogs.
D-7	Identify what needs to be done to prepare for a puppy.
D-8	Identify breeds of dogs.
D-9	Identify groups and uses of dogs.
D-10	Learn to identify and correct dog behavior problems.
D-11	Make rules for a dog.
D-12	Housebreak a puppy.
D-13	Recognize dog body language.
D-14	Learn how to control fleas.
D-15	Practice preventive health care.
D-16	Promote dogs and address issues related to dogs.
D-17	Learn about the stages of grieving.

D-18	Learn good dog grooming skills.
D-19	Trim your dog's toenail.
D-20	Bathe your dog.
D-21	Clean your dog's ears.
D-22	Remove loose or shedding hair.
D-23	Trim your dog's whiskers.
D-24	Clip, pluck or strip your dog.
D-25	Teach your dog basic obedience commands.
D-26	Train your dog to sit.
D-27	Train your dog to down.
D-28	Train your dog to heel.
D-29	Train your dog to recall.
D-30	Train your dog to stand.
D-31	Train your dog to stay.
D-32	Train your dog to retrieve.
D-33	Train your dog to jump.
D-34	Visit a grooming shop.
D-35	Build a dog house.
D-36	Attend a dog show.
D-37	Participate in a drill team.
D-38	Design a costume for your dog.
D-39	Participate in a costume parade.
Item #	**Intermediate Level Dog Care and Training Knowledge or Skill Goals** (4-6 years in this 4-H project)
D-40	Expand your dog knowledge by searching for information on the World Wide Web.
D-41	Learn the origins of dog breeds.
D-42	Identify ways to make a safe environment for dogs in the home.
D-43	Help find a lost dog.
D-44	Train a dog to correct behavior problems.
D-45	Control your dog's barking.
D-46	Teach your dog to stay off furniture.
D-47	Learn how to praise and correct your dog.

D-48	Teach your dog not to jump on people.
D-49	Teach a dog showmanship.
D-50	Show your dog in a showmanship class.
D-51	Prepare your dog for a dog show.
D-52	Gather supplies for a dog show.
D-53	Learn to pose your dog.
D-54	Teach your dog new tricks.
D-55	Observe veterinary and health procedures.
D-56	Compare dog foods.
D-57	Identify characteristics of dog food.
D-58	Learn difference in what to feed dogs at different ages.
D-59	Outline a dog's nutrient requirements.
D-60	Analyze dog food labels.
D-61	Select dog treats.
D-62	Learn how to control internal and external parasites.
D-63	Trace the life cycle of a dog parasite.
D-64	Understand rabies.
D-65	Visit a pet store.
D-66	Visit a dog pound in your town.
D-67	Visit an animal shelter.
D-68	Visit a boarding kennel.
D-69	Classify two dogs according to general personality type and temperament traits.
D-70	Perform a dog physical exam.
D-71	Recognize common dog health problems.
D-72	Care for an older dog.
D-73	Conduct a neighborhood dog census.
D-74	Explore the pet over-population problem.
D-75	Identify reasons for neutering and spaying dogs.
D-76	Practice brace and team exercises.
D-77	Understand the importance of exercising your dog.
D-78	Take pictures of a dog to tell a story.
D-79	Learn to travel safely with pets.

D-80	Learn how to welp a litter of puppies.
D-81	Care for a bitch and puppies.
D-82	Prepare your litter's pedigree.
D-83	Understand AKC registration requirements.
Item #	**Advanced Level Dog Care and Training Knowledge or Skill Goals** (7 or more years in this 4-H project)
D-84	Identify and describe the function of parts of a dog's body.
D-85	Diagram and describe the reproductive system of a dog.
D-86	Diagram the digestive system of a dog.
D-87	Identify diseases humans can get from dogs.
D-88	Learn about first aid for your dog.
D-89	Learn basic health procedures for dogs.
D-90	Clean your dog's teeth.
D-91	Learn to give your dog a pill.
D-92	Give liquid medication to your dog.
D-93	Learn about vaccinations for your dog.
D-94	Learn to muzzle an injured dog.
D-95	Research information about local dog laws and ordinances.
D-96	Learn about the role of service dogs.
D-97	Make a budget that shows how much it cost to own a dog for one year.
D-98	Outline the pluses and minuses of breeding a dog.
D-99	Learn about neutering and spaying dogs.
D-100	Select a sire for breeding.
D-101	Breed your registered bitch.
D-102	Determine estrus and heat.
D-103	Test a dog's sense of smell.
D-104	Promote welfare of animals.

If the above skills 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 Dog Care and Training 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	Serve as a host for a 4-H meeting, making everyone welcome.
PD-8	Provide refreshments for a club meeting.
PD-9	Design and teach a dog activity using the experiential learning model.
PD-10	Help with club/county 4-H fund raisers.
PD-11	Write a newspaper story for your club about an event you have participated in.
PD-12	Serve as a chairperson of a club committee.
PD-13	Arrange for a speaker to talk to your club.
PD-14	Make arrangements for your club to go on a field trip.
PD-15	Attend Citizenship Washington Focus (CWF).
PD-16	Attend National 4-H Youth Congress.
PD-17	Attend National 4-H Conference.
PD-18	Explore dog related careers.
PD-19	Assist a younger member in preparing a public presentation.
PD-20	Assist a younger member at a dog show.
PD-21	Conduct a fun match.
PD-22	Conduct a dog show.
PD-23	Organize a dog clinic.
PD-24	Conduct a dog quiz bowl.
PD-25	Conduct a dog skill-a-thon.
PD-26	Conduct a puppy training class.

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

Dog Behaviors Supplement (Optional)

Every dog exhibits both positive and negative behaviors. In training a dog, you are trying to stop the negative behaviors and teach your dog new and positive behaviors and skills. The following charts allow you to keep track of your dog's behaviors and record when your dog has learned a new skill.

Behavior Evaluation

Dog's Name: _____

Evaluate your dog's general behavior every two months. The following is a list of negative behaviors you want to stop. Use the following scale for scoring:

A - My dog never does this!
B - Sometimes my dog does this.
C - Yep, that's my dog! My dog does this most of the time.

Characteristic	**Sept.**	**Nov.**	**Jan.**	**March**	**May**	**July**
Urinates in the house						
Defecates in the house						
Gets carsick						
Is nervous in the car						
Barks at strangers						
Growls at strangers						
Barks outside						
Trembles at sudden noises						
Hides from thunder						
Cowers from other animals						
Attacks other animals						

Characteristic	**Sept.**	**Nov.**	**Jan.**	**March**	**May**	**July**
Shy in crowds						
Excited in crowds						
Shy around traffic						
Balks at stairs						
Refuses to walk on slippery floors						
Runs away when loose						
Jumps on people						
Chews on furniture, etc.						
Jumps on furniture						
Begs at mealtimes						

If your dog rates a "C" in any category, write down the things you did to help your dog overcome this problem.

(Add extra pages if needed)

Dog Training Record (Optional)

Dog's Name: _____

The following is a list of skills for each level of training.

Skill	**Date Training Began**	**Date Performing**
Pre-Novice (all exercises on lead)		
Heel		
Figure 8		
Stand for examination		
Recall and finish		
Long sit (1 minute)		
Long down (3 minutes)		
Intermediate Novice		
Stand for exam off lead		
Recall and finish off lead		
Long sit (1 minute) off lead		
Long down (3 minutes) off lead		
Novice		
Heel off lead		

Skill	**Date Training Began**	**Date Performing**
Graduate Novice		
Figure 8 off lead		
Drop on recall		
Long sit (3 minutes, handler out of sight)		
Long down (5 minutes, handler out of sight)		
Open		
Retrieve on flat		
Retrieve over high jump		
Broad jump		
Utility		
Signal exercise		
Scent discrimination		
Directed retrieve		
Directed jumping		
Group stand for exam (3 minute minimum)		

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"

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