RUTGERS
New Jersey Agricultural Experiment Station

4H244E

My 4-H Model Horse Project Record Book



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

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

Address: _____ Grade: _____

Phone #: _____

4-H County: _____ Years in Project: _____

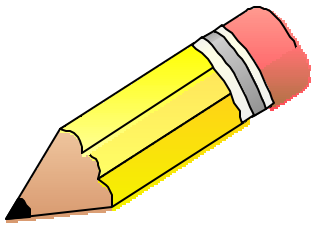
Name of club: _____ 4-H Year: _____

Club leader's name: _____

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.

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

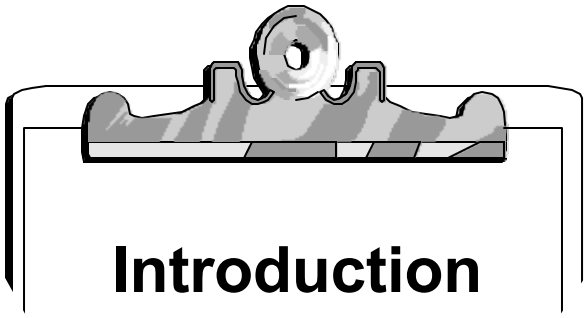
Beverly Hahn, Morris County 4-H Leader
Lillian Ryan-Shupe, Hunterdon County 4-H Leader
Margie Margentino, Program Associate, Animal Science
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Based on "My 4-H Record Book," by Keith G. Diem, Ph.D., Program Leader in Educational Design.

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Introduction

This project record book has been created specifically for members enrolled in the 4-H Model 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 Model Horse(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 Model Horse. 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?

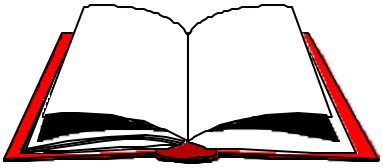
A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

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 Model Horse Project Record Book

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.



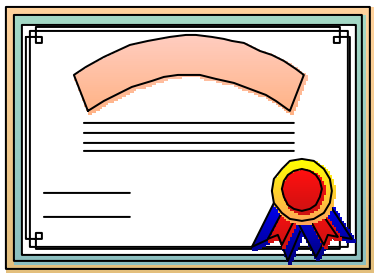
Start your year by setting at least three goals for the year. These goals may include "Model Horse Knowledge and Skills" or "Personal Development Activities." To expand your horizons, each year in the project, try to accomplish new skills, or skills you did not accomplish in previous year(s).

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.
- Give a club or county 4-H public presentation.
- Complete a project record book (like this one).





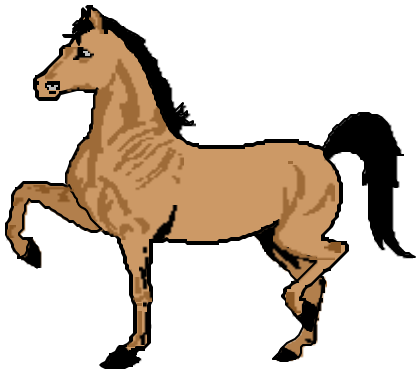
How this record book is organized

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

- Starting Out - My goals for the 4-H year - page 5
- Along the Way - Keeping track of what I do - page 9
- Looking Back - What I learned this year - page 18
- Thinking Ahead - My goals for next year - page 22
- Appendix (including project goals) - page 23

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 Model Horse project, members should choose a minimum of three goals to pursue. Suggestions are listed in the Appendix starting on page 23. 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)

Taking Inventory

As you start the 4-H year is also a time to take an inventory of what you have for your project. For the Model Horse project, you will need to list all the model horses you own, as well as, the tack and accessories.

Herd Record - Start of Project Year

For each horse in your herd at the start of the project year, write down the name you gave it, the manufacturer's model name or mold number if you know it, the breed that *you* have decided it best represents, the age/sex (the usual abbreviations are **S** for stallion, **G** for gelding, **M** for mare, and **F** for foal), the color, the finish (**OF** for original finish or **RRH** for remade/repaint/haired) and the estimated value (this may be purchase price or appraised value). Purchases made during the project year should be recorded on page 13.

If you have a large herd, you need not record each model. However, you should record all the models that you enter in any show. You may add additional sheets if needed.

Horse's Name	Manufacturer's		Year Acquired	Breed	Age/ Sex	Color	Finish	Value
	Mold #	Name						
Example: Bravo	*9731*	*Travis*	*1999*	*Clydesdale*	*G*	*Bay*	*OF*	*$40.00*

Horse's Name	Manufacturer's		Year Acquired	Breed	Age/ Sex	Color	Finish	Value
	Mold #	Name						
Total Value of Model Horses (Add all values of model horses and put number in box at right.)								

Tack and Accessories Inventory - Start of Project Year

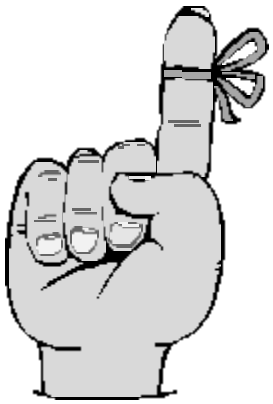
List in the appropriate section, all the tack you own at the start of the project year. Include a description of the item, which horse or horses the item can be used with (examples: any Classic, traditional, saddlebred, stock breeds, etc.), and the manufacturer, if known. Be sure to check whether you purchased the item or whether you made it yourself. Purchased made during the project year should be recorded on page 14.

If you own a lot of tack and accessories, you need not record each one. However, you should record all the items that you use in any shows. You may add additional sheets if needed.

Item	Check one		Year Acquired	Description	Manufacturer	Cost	Value
	Purch-ased	Self-made					
Example: harness	*X*		*1990*	*single pleasure harness, fits Bravo*	*unknown*	*$25.00*	*$40.00*
Example: snaffle bridle		*X*	*1994*	*adjustable, brown leather, fits all Trads*	*NA*	*$3.00*	*$8.00*
Total Value of Tack and Accessories				(Add all values of tack and accessories 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
- Model Horse, Tack and Accessory Horsecraft Projects
- Project finances
- Other clubs and projects

What I did in this project this year

4-H Events/Activities

Below and on the following page is where you can list what you did in this 4-H project. This includes your participation in all 4-H events and activities except for shows and competitions. Shows and competitions will be listed on page 11. 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
- 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: Visited nursing home with the club	*12/15/98 ABC Nursing Home, Milltown*	*Went caroling with club members.*	*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.)

Shows & competitions

Remember competition is an optional part of any 4-H project. Model Horse shows are an option that you may enjoy. If you choose to compete in shows, you should keep records of your results. Different people keep their show records in different ways, and you should choose the way that suits you best. If your herd increases or you begin to show more often, you may find that you want to change the way you record your results. Here are a couple of possible ways.

-Copy the following page and use a different page to record the show record for each individual model.

-Copy the following page and use a different page to record all the information about the model horses entered in each show.

The Appendix (page 26) has examples of each method of recording show information.

Name of event/activity	**Date & Location**	**Model Name/#** **Class**	**Level** (Club, County, State, National)	**Award or Recognition Earned?**

(Add other pages if necessary.)

Model Horse, Tack, and Accessories Horse craft Projects

A fun part of the Model Horse Project is creating your own tack items or accessories for your model horse. You may also choose to repair, repaint, rehair, or remake a model. Use the space below to record any of your horse craft projects. Copy the page and use a separate page for each project.

Description of project: _____

Material Used	**Cost**
Ex: Paint	*$4.55*
Total Cost of materials	
Value of finished project if purchased	

Photograph or sketch of project

Cost Comparison: How does the amount you spent compare to what it would cost if you had purchased the item? _____

Tape or staple scraps of the materials you used here.

Things I want to remember for next time I make one of these:

_____

_____

_____

Project Finances


It is likely that you spent money on your 4-H project this year. This section will help you add up these costs.

(E) Expenses

This section is where you can keep track of models, tack, and accessories you purchased and the other materials, supplies, and equipment you purchased for your project. Feel free to add more copies of these pages if necessary.

(E1) Herd Purchases

Write down information on any horses that you added to the herd during the year. Use additional sheets if necessary.

Date	Horse's Name	Manufacturer's Mold #	Manufacturer's Name	Breed	Age/ Sex	Color	Finish	Cost *	Value
9/25/99	*Example: Sam*	*901*	*Lippit Pegasus*	*Morgan*	*G*	*bay*	*OF*	*0 gift*	*$25.00*
E1 Total Cost Model Horses			(Add the cost of model horses and put number in box at right.)						

* For gifts, price paid is zero, and value is your estimate of the price.

(E2) Tack and Accessories Purchased

Write down information on any tack and accessories that you added to your collection during the year. Use additional sheets if necessary.

Date	Item	Check one		Description	Manufacturer	Cost *	Value
		Purch-ased	Self-made				
5/31/00	*Example: cart*		*X*	*meadowbrook cart, fits all Trads*	*NA*	*$15.00*	*$60.00*
E2 Total Cost of Tack and Accessories (Add cost of tack and accessories and put number in box at right.)							

* For gifts, price paid is zero, and value is your estimate of the price.

(E3) Other Expenses (such as show entry fees, film, horse craft project supplies, etc.)

Date	Description of expense (include quantities)	Cost ($)
1/6/2000	*Example: 1/8" brown leather lace for halters, bridles, and harness, 10 yards*	*$8.00*
E3 Total Other Expenses (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 model horses, tack and accessories. It is quite likely your project had no income. If so, enter "None" under description and "0" under "Total Income."

(I1) Herd Sales and Other Dispersals

Record the name of any horses that leave your herd for any reason, how they left the herd (sold, given away, traded, etc.) And the income if any. Use additional sheets if necessary.

Date	Horse's Name	How the Horse Left the Herd	Income*	Value
9/25/99	*Example: Wintergreen*	*gave to friend*	*0*	*$15.00*
I1 Total Income from Model Horses (Add the income and put number in box at right.)				

(I2) Tack and Accessories Sold and Other Dispersals

Write down information on any tack and accessories that you sold or that left your collection during the year. Use additional sheets if necessary.

Date	Item	How item left collection	Income *	Value
4/1/00	*Example: halter*	*sold*	*$5.00*	*$5.00*
I2 Total Income from Tack and Accessories (Add income and put number in box at right.)				

* For horses, tack, or accessories given away or traded, income is zero, and value is your estimate of the price.

(I3) Other Income

List any other income related to your model horse project this year (income from sire or dam services, show premiums, etc.). Use additional sheets if necessary.

Date	Description of income (include quantities)	Income ($)
1/6/2000	*Example: sold 1 yard of leather lace*	*$1.00*
(I3) Total Other 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 (E)	
Total Herd Purchases Expenses (**E1** page 13)	$
Total Tack and Accessories Expenses (**E2** page 14)	$
Total Other Expenses (**E3** page 14)	$
Total Expenses (Add up all expenses and put number in box at right)	$

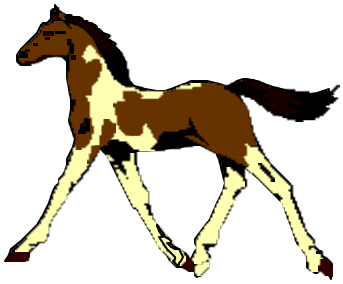
Total Income (I)	
Total Herd Purchases Sales Income (**I1** page 15)	$
Total Tack and Accessories Sales Income (**I2** page 15)	$
Total Other Income (**I3** page 16)	$
Total Income (Add up all income and put number in box at right)	$

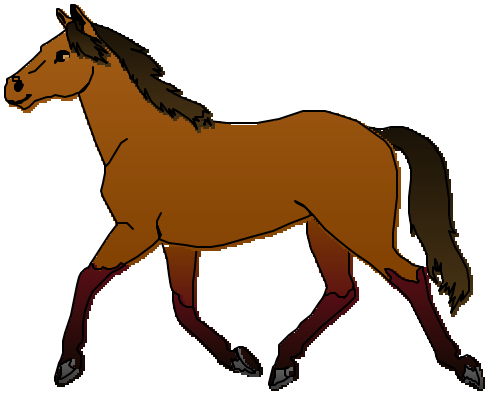
Net Project Cost (N)	
Total Expenses (**E**, from bottom of page 16)	$
Total Income (**I**, from above)	$
Net Project Cost (Subtract Total Income from Total Expenses and put number in box at right)	$

Example:

Total Expenses (E)	**minus Total Income (I)**	**= Net Project Cost (N)**
Example: $150.00	*$45.00*	*$105 (a project cost of $105)*







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 at 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

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

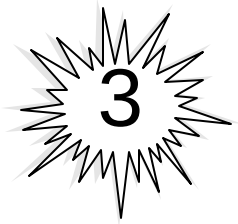
Other: _____

_____

_____

_____

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 make a harness, 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:



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

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

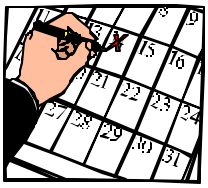
My 4-H Story

(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

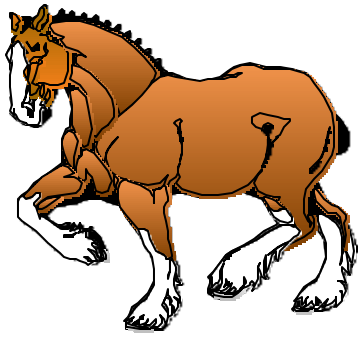


Now is a good time to begin thinking about what you'd like to do or learn in 4-H next year. List some of your goals for next year and what plan you have to accomplish your goals.

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

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

Appendix



The Appendix contains the following parts:

- Model Horse Knowledge & Skills
- Personal Development Activities
- Examples of Show Records

Model Horse Knowledge & Skills

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

Item #	Model Horse Knowledge or Skill
MH-1	Identify breeds of horses.
MH-2	Identify parts of a horse.
MH-3	Identify uses of horses.
MH-4	Determine what is meant by a model horse's finish.
MH-5	Learn types of identifying markings of horses.
MH-6	Identify types of horse halters.
MH-7	Identify types of horse blankets.
MH-8	Adjust and fit equipment.
MH-9	Clean a saddle and bridle.
MH-10	Design a model horse stable.
MH-11	Make a model horse carrying case.
MH-12	Identify parts of a saddle.
MH-13	Identify types of horse saddles.
MH-14	Identify types and parts of horse bridles.
MH-15	Take apart and reassemble a horse bridle.
MH-16	Identify types of English riding bits.
MH-17	Identify types of Western riding bits.
MH-18	Identify parts of horse bits.
MH-19	Learn criteria for selecting a model horse.
MH-20	Care for a model horse.

MH-21	Repaint a model horse.
MH-22	Repair a model horse.
MH-23	Hair a model horse.
MH-24	Remake a model horse.
MH-25	Make a saddle for a model horse.
MH-26	Make a prop for a model horse.
MH-27	Make a tack item for a model horse.
MH-28	Read books, magazine articles or other material to help with Model Horse project.
MH-29	Make a model, riding apparel, drawing or painting related to the Model Horse. project.
MH-30	Write a story, poem, or other piece related to the Model Horse project.
MH-31	Show your model horse.

The above list are suggested goals to accomplish. Feel free to develop some of your own. Your leader can help you determine other possible model horse knowledge and skill goals.

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 Model Horses or Model Horse 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	Assist at a 4-H Model Horse show.

PD-8	Serve as a host for a 4-H meeting, making everyone welcome.
PD-9	Provide refreshments for a club meeting.
PD-10	Help plan a fun activity for your club.
PD-11	Help with club/county 4-H fund raisers.
PD-12	Write a newspaper story for your club about an event you have participated in.
PD-13	Serve as a chairperson of a club committee.
PD-14	Arrange for a speaker to talk to your club.
PD-15	Make arrangements for your club to go on a field trip.
PD-16	Attend Citizenship Washington Focus (CWF).
PD-17	Attend National 4-H Youth Congress.
PD-18	Attend National 4-H Conference.
PD-19	Explore careers in the horse industry.
PD-20	Assist a younger member in preparing a public presentation.
PD-21	Assist a younger member at a Model Horse show.

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

Examples of Show Records

Individual Model Record

Name of event/activity	**Date & Location**	**Model Name/#** *Show Record for Bravo* **Class**	**Level** (Club, County, State, National)	**Award or Recognition Earned?**
State 4-H Model Horse Show	*3/15/00*	*English pleasure class - 16 in class*	*State*	*none*
State 4-H Model Horse Show	*3/15/00*	*Harness class - 6 in class*	*State*	*2nd place*
November Horsefest	*11/24/99*	*English pleasure class - 4 in class*	*County*	*3rd place*
November Horsefest	*11/24/99*	*Harness class - 8 in class*	*County*	*8th place*
ABC Model Horse Show	*1/16/00*	*Harness class - 10 in class*	*Club*	*none*

Show Results

Name of event/activity	**Date & Location**	**Model Name/#** **Class**	**Level** (Club, County, State, National)	**Award or Recognition Earned?**
State 4-H Model Horse Show	*3/15/00*	*Bravo - Harness Class - 6 in class*	*State*	*2nd place*
		Bravo - English Pleasure Class - 16 in class	*State*	*none*
		Sam - Western Pleasure Class - 16 in class	*State*	*4th place*
		Brandie - English Trail - 6 in class	*State*	*8th place*
		Brandie - Fences: Hunter/ Jumper - 9 in class	*State*	*none*
		Chief Naylor - English Pleasure - 5 in class	*State*	*1st place*

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)

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