

British Columbia



Poultry Record Book



For all 4-H Poultry projects except for
Senior Management Projects.

Publication # 1115

The 4-H Motto

“Learn to Do by Doing”



The 4-H Pledge

*I pledge
My Head to clearer thinking
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living,
For my club, my community, and my country.*

The 4-H Grace

(Tune of Auld Lang Syne)

*We thank thee, Lord, for blessings great
on this, our own fair land.
Teach us to serve thee joyfully,
with head, heart, health and hand.*

Acknowledgements:

This 4-H Record Book is an extension of the BC 4-H Livestock Record Book, Publication #398 and has been combined with the individual project record books of the 4-H Branch of Alberta Agriculture, Food and Rural Development. Thank you to the Alberta 4-H Program for the use of their materials.

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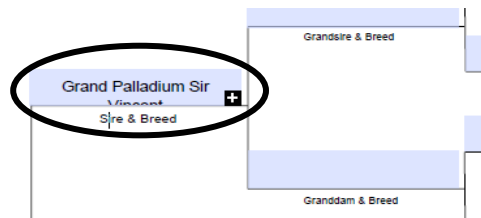
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Instructions for the Electronic Record Book

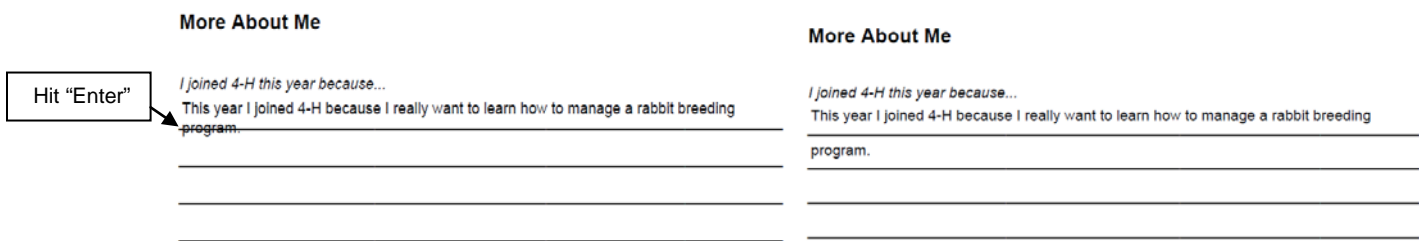
Each B.C. 4-H record book publication has been converted to allow for electronic data entry. This will allow for changes to be made and saved on your computer. It is also a way to create extra pages when needed.

To use:

- All files are pdf form. The book is to be filled in electronically and then printed.
- Where there is a light-blue section, you will be allowed to fill in the required information. Some sections will also have check boxes.
- All typing is in 12 point Helvetica font
- To move wording in the box, use the space bar to adjust location.
- You cannot exceed the writing space of the box otherwise it will not print correctly.



- For multi-line answers, type until the second line and then hit enter. This will line up the writing with the pre-determined spaces.



Additional Notes

- After the file is printed, complete your record book by doing the following:
 - Circle gr. or oz. on feeding record pages
 - Attach photographs to the document
 - Get handwritten signatures on pages that require it.
 - If a growth chart for your animal is included, you will need to complete it by hand.
- Save as a regular file, but remember to create a new copy for each of the same project type or each new project year.

The Creed of the 4-H Stock Keeper

I will:

1. Provide comfortable and sufficient quarters for my livestock.
2. Feed my livestock on time each day.
3. Provide animals with clean water at all times.
4. Keep my animals free from parasites.
5. Strive to keep my livestock in good health.
6. Learn as much as possible about the best methods of feeding and caring for livestock.
7. Strive to improve the breeding and quality of my livestock, and of the livestock in my community, from year to year.
8. Be kind to animals.
9. Always be a good sport in competition.
10. Keep an accurate record of my projects.
11. Complete my project and take part in all the activities of my 4-H club each year.

I have read and agree to abide by this creed.

Your Signature _____ Date _____



4-H AWARE Program

Your leader should review the 4-H AWARE program. AWARE is Animal Welfare, Animal Rights Education and being a poultry 4-H member, this is an important topic. When you are at the fair, make sure that people know your animal has feed and water and explain the care of your animal. Before the fair, review all the aspects of your project and any questions that could be asked and try to have the answers at your stall.

About Your Record Book

Why do we keep records in 4-H?

- To record information about your animal.
- To record the work you have done.
- To record your club activities.
- To learn the importance of keeping accurate records in any business.
- So you can see the actual costs involved in completing your project. Without records, you cannot accurately tell how much of a gain or loss you have made on your investment.

What is involved in a Great Record Book?



- **Completeness** - A good record book has all the required information completed, including achievement day and an evaluation of your project year.
- **Accuracy** - Your figures and information should be accurate and up-to-date. Be accurate when weighing your feed and your animal.
- **Neatness** - Neatness is important in your record book. We realize that you are working on your record book throughout the year and will do your best to keep your book neat.
- **Personality** - This is the story of your project and experiences. Be original and personal in the information you keep in your book. Add photographs (with captions), newspaper and magazine articles on you, your club, your project type and 4-H. Your record book will be important to you for many years.

Flexibility is the Key!

The key to this poultry record book is flexibility. Start by putting these pages in a three ring binder. Add extra pages if you need more room. Make this your personal record book. Remember that this a record book of YOUR WORK WITH YOUR PROJECT!

Hints for Keeping Good Records

Helpful Hint: Keep a calendar and a pen somewhere handy to your animal. Whenever you change the feed, or your animal is treated or vaccinated, you can quickly grab your calendar and mark it down. When it is time to write the information in your record book, the information is easy to find and accurate.

- Read the instructions for each section carefully. Make sure that you know in advance which records you must keep in that section. If you have any questions, ask your leader, he or she is there to help you!
- If you do not know feed prices, there are many people you can contact. Your club may decide to set prices at the start of the project year. Consult your parents, Internet websites, local radio reports, feed companies, your local agriculture specialist, your leader, your neighbour and so on. Prices will vary during the year.
- Be consistent in your units for weight. No matter which type of units you use (metric or imperial), use the same units through your entire book.
- Keeping records is a good business procedure. A good record book will be important in future projects for your decision-making. For poultry projects, follow the regulations and you must keep records for at least 30 days. Your achievement day must be included in the 30 day record period.
- Keep your records up-to-date! Problems are caused by forgetting to record last month's feeds, or not recording changes in the feeds.
- Be accurate in your feed weight so you can accurately reflect the costs of maintaining your project.
- Include all costs, no matter how small. This will give you a true picture of your actual costs.
- Identify any purchases or losses of equipment during the project year.

About Me and My Club

About Me

My name _____

Address _____

My age at January 1st this year _____

This is my _____ year in 4-H

About My Club

Club Name _____

Number of members _____

This club has been operating for _____ years.

Name

Phone Number

Club Leader(s):

_____	_____
_____	_____
_____	_____

Club Executive:

President _____

Vice President _____

Secretary _____

Treasurer _____

Press Reporter _____

Safety Officer _____

More About Me

I joined 4-H this year because...

This year in 4-H, I hope to accomplish...

This year I will contribute to my club by...

About My Poultry Project

Class of Flock _____

Breed Variety _____

Dam Breed and Name _____

Sire Breed and Name _____

Date purchased _____

Purchased from Name: _____

Farm/Breeder: _____

Include a photograph here, taken within the first two months of the project year. Be sure to put a title and date.

(Add more pages to show all of your photographs from throughout the year.)

More About My Project

List the desirable characteristics your breed should have:

List the desirable characteristics of your variety (This refers to the correct colour):

List the disqualifications of your breed and variety:

4-H Year Planning

Complete this section at the beginning of the 4-H year.

How many and what kinds of animals will you care for (birds, ducks, geese)?

What will you do to take care of them (example: feed, cleaning)?

What goals do you want to accomplish with your project (example: raise laying hens)?

What activities do you want to try (example: a regional 4-H event, judging rally)?

Caring for My Animal

Check the things that you are already doing well to care for your animal.
 Check which ones you can improve on.

I'm already doing	I want to improve	Care
		Prepare facilities before I get my animal.
		Provide adequate housing and bedding.
		Feed my animal daily and on a regular schedule.
		Feed a balanced ration.
		Provide access to good quality water at all times.
		Control internal and external parasites.
		Any invasive procedures are performed when animals are as young as possible.
		Train animals to lead or be handled at a young age.
		Have a planned health program to prevent disease.
		Observe animals daily and get treatment for those needing it.
		Aware of the signs that my animal is in pain or is suffering.
		Keep feed and treatment records.
		Be aware of an animal's comfort (physical and mental) at all stages of production.
		Minimize or eliminate all procedures or circumstances that may cause stress to my animal.
		Take the time to understand the behavioural needs (e.g. companionship) of my animals.
		Sort and load animals safely and with concern for them.

Poultry Management

Your animal requires regular care and management. Here is the place to explain what you regularly do for or with your animal on a daily, weekly and monthly basis. Be as specific as possible. Use the "Caring for My Animal" checklist on the previous page as a guideline for this page.

Remember to list the following:

- Feeding and watering practices
- Bedding
- Grooming
- Check health
- Clean pens, feed and water containers
- Manure removal
- Checking and repairing facilities as needed: fencing, pens, barns

What I do for / with my project animal...

Daily:

Weekly:

Monthly:

Equipment Inventory

This page will be used to keep track of all equipment that the member owns and all the items will be assigned a value. The Equipment Inventory will be continuous from year to year and should be transferred to the current Record Book each year. Do not include items that you put in Other Costs.

Example:

Date	Equipment Item	Value of Purchased Equipment of Carried Forward	10% Depreciation (\$)	Remaining Value to be Carried Forward (\$)
<i>April 1, 20XX</i>	<i>Poultry watering fountain (3 gallon)</i>	<i>\$40.00</i>	<i>\$4.00</i>	<i>\$36.00</i>

Date	Equipment Item	Value of Purchased Equipment of Carried Forward	10% Depreciation (\$)	Remaining Value to be Carried Forward (\$)
Total Depreciation Costs				

Monthly Feed Record

Weight measured in gr / oz (circle one)

Include the values of pellets, mash, mixed grain, or supplements that your project animals eat. If you share feed with someone else, calculate and record only the value of the feed your own animals eat. For each month in the feed chart, record your weight values in grams or ounces and your price values in cents. At the bottom of the chart calculate your subtotals in grams/ounces and cents, and then convert the total value into kilograms/pounds and dollars.

Monthly Record For: April (Example for your reference)

Feed (grain, mash, supplements)	Number of days on feed [1]	Weight of feed per day gr/oz [2]	Monthly Weight gr/oz [3]	Price per Weight Unit [4]	Monthly Feed Cost (¢) [5]
	[1]	[2]	[3] = [1] x [2]	[4]	[5] = [3] x [4]
Starter	30	80 gr	2400 gr	0.04 ¢	96 ¢
Hens scratch	30	5 gr	150 gr	0.05 ¢	7.5 ¢
Subtotals			2550 gr (A) 2.55 kg		103.5 ¢ (B) \$1.04

Monthly Record For: _____

Feed (grain, mash, supplements)	Number of days on feed [1]	Weight of feed per day gr/oz [2]	Monthly Weight gr/oz [3]	Price per Weight Unit [4]	Monthly Feed Cost (¢) [5]
Subtotals			Total gr (A1) kg		Total ¢ (B1) \$

Monthly Feed Record

Weight measured in gr / oz (circle one)

Monthly Record For: _____

Feed (grain, mash, supplements)	Number of days on feed	Weight of feed per day gr/oz	Monthly Weight gr/oz	Price per Weight Unit	Monthly Feed Cost (¢)
Subtotals			Total (A2)	gr kg	Total (B2) ¢ \$

Monthly Record For: _____

Feed (grain, mash, supplements)	Number of days on feed	Weight of feed per day gr/oz	Monthly Weight gr/oz	Price per Weight Unit	Monthly Feed Cost (¢)
Subtotals			Total (A3)	gr kg	Total (B3) ¢ \$

Monthly Feed Record

Weight measured in gr / oz (circle one)

Monthly Record For: _____

Feed (grain, mash, supplements)	Number of days on feed	Weight of feed per day gr/oz	Monthly Weight gr/oz	Price per Weight Unit	Monthly Feed Cost (¢)
Subtotals			Total (A4)	gr kg	Total (B4) \$

Monthly Record For: _____

Feed (grain, mash, supplements)	Number of days on feed	Weight of feed per day gr/oz	Monthly Weight gr/oz	Price per Weight Unit	Monthly Feed Cost (¢)
Subtotals			Total (A5)	gr kg	Total (B5) \$

Total Feed Amounts and Expenses

Month	Monthly Weight of Feed (from pg 14-16)		Monthly Feed Cost (\$) (from pg 14-16)
	(A1)	[Cross-hatched area]	(B1)
	(A2)		(B2)
	(A3)		(B3)
	(A4)		(B4)
	(A5)		(B5)
Total Feed (kgs/lbs) = A1+A2+A3 +A4+A5		Total Feed Expenses (\$) = B1+B2+B3 +B4+B5	

Poultry Project Feed Information

Attach a Feed Ingredient Slip/Nutritional Analysis from each of your feed sources. If the feed is mixed in a mill, ask the mill operator for a list of ingredients. If a slip is not available, please describe your feed sources as best as possible.

Did the feed or mixture change during the course of the project? If yes, why and how did it change?

How did you determine how much to feed your animals?

My Poultry Project Other Expenses

In this section you will record your other costs to prepare your poultry project for achievement day. Please feel free to include attachments of actual expenses with your record book. The types of expenses to include on this sheet are Bedding, Insecticides, Fitting and Showing Supplies, Show Entry Fees, Trucking, Marketing of Animals and Miscellaneous Expenses.

Date	Type of Expense	Amount
Total Other Costs		

My Poultry Project Financial Summary

Income:

Sale price or estimated value of animals at end of project (page 13) \$		
Sale or value of a chick(s)	+	
Total show income (page 22)	+	
TOTAL INCOME	=	

Expenses:

Purchase Price or initial value of animals (page 13)		
Depreciation Cost (page 12)	+	
Total Feed Expenses (page 17)	+	
Health and Veterinary Expenses (page 20)	+	
Other Expenses (page 21)	+	
TOTAL PROJECT EXPENSES	=	

Profit or Loss Calculation:

Total Income	-	Total Project Expense	=	Profit or Loss
<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>

Record of My Project's Progress

Include photographs with captions of your project and your 4-H year on photo pages.

Month	Comment – How did your project do this month, questions, comments?
	Member: Leader Initial:
	Member: Leader Initial:
	Member: Leader Initial:
	Member: Leader Initial:
	Member: Leader Initial:
	Leader Initial:

Leader's Comments (for entire 4-H year)

My Poultry Project Photo Album

Be Creative. The more photographs, the better! A completed record book should at least have a beginning photograph and a finished picture. You are encouraged to be in the photo with your project animal and include more photographs. You should also include captions on your pictures that at least include the date of the photograph. You may use additional pages.

My Poultry Project Year Summary

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 have learned during the past year. Look back on the goals you set for yourself at the beginning of the year. How well did you meet those goals?

How did you improve or learn the skills you wanted to learn?

How did you accomplish the goals you set for yourself?

What new activities did you try?

In what way did you help or teach others?

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