

A Closer Look at Records - Horse Project Insert

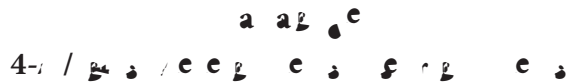
A Closer Look at Alaska 4-H - *Horse Project Insert* is a guide to assist 4-H members in completing the *Alaska State 4-H Horse Project Insert*.

Recordkeeping is a skill necessary throughout life. Good recordkeeping practices can save a person time, money and even stress.

Begin with the *Horse Project Insert* at the time you begin your project work. It's important to write your goals before you commence — what you want to learn, make or do in your project. These goals will give you and your 4-H leader an idea of where to start. You should have a Project Insert for each 4-H project completed.

The key to success in recordkeeping is to write down the information in the *Horse Project Journal* as you go along. Making an entry in your journal may not seem important at the time, but later on it will help you write your 4-H story, will help you count up how much time you spent on a project, and may just help you remember a special time with your horse or with your club. Think of your *Horse Project Journal* as a diary. Diaries are informative and often entertaining to look back at!

Good luck with your 4-H recordkeeping! Remember, if you have questions, you can ask for help from an experienced 4-H'er, a 4-H leader or Cooperative Extension Service 4-H staff.



Alaska State 4-H Horse Project Insert

Use the *Horse Project Insert* for horse related projects. This can be used also for a horseless project.

If you are leasing a horse be sure to include a copy of your lease agreement with your records. On the expense pages 9, 10, and 11 be sure to enter expenses related to health, immunizations, worming, hoof care, feed, and other expenses even if the cost is zero because they are included in your lease agreement. Just be sure to state that in the description. Example: If the owner of the horse you lease agrees to pay for the EIA on your project horse, be sure to write down the date and treatment explanation on the health record with a zero cost. Note under the treatment explanation that it's included in your lease agreement.

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Complete page 1 at the beginning of the project.

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For each project you are enrolled in, you will need a separate *Horse Project Insert*. At the top of each one, write the name of the horse that project insert is for.

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Write your name.

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How many years have you taken this particular project? If it is your first year, put one; second year, two; and so on.

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How many years have you been enrolled in 4-H? How many years have you accumulated as a 4-H member? If you took a year or two off, that's OK. Write the number of years accumulated. Count years as a Cloverbud. (This number should agree with

"Year in 4-H" on your 4-H Member Enrollment Form.)

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General information on record book completion.

1

Fill this page out and turn into the Extension office by June 15th of each 4-H year. Fill in your general information for yourself and the horse you will be using for this *Horse Project Insert*. Make sure to color the photos or attach photos showing the markings of your horse.

At the bottom of the page, the member, parent/guardian and leader sign and date the page.

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Alaska 4-H Horse Project Insert

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Read through and understand the commitment to excellence information. At the bottom the member, parent/guardian and leader sign and date the page.

Youth Horse Program Commitment to Excellence

- I believe that participation in the 4-H Horse Program should demonstrate my own knowledge, ability and skill as a caretaker and exhibitor of equines.
- I will do my own work to the fullest extent that I am safely capable and will accept only advice and support from others.
- I will not use abusive, fraudulent, illegal, deceptive or questionable practices in the feeding, tending and showing of my animal(s), nor will I allow my parents, my supervisor or any other individuals to employ such practices with my animal(s).
- I will read, understand and follow the rules, without exception, for all horse shows in which I am a participant, and I will ask that my parents and the supervisor of my project do the same.
- I wish for my horse project to be an example of how to accept what life has to offer, both good and bad, and how to live with the outcome.
- I realize that I am responsible for:
 - the proper care and safe, humane treatment of my animals
 - the safe handling of my animal at all times
 - demonstrating strong moral character as an example to others

ALL SIGNATURES MUST BE HANDWRITTEN AND NOT ELECTRONIC.

Exhibitor Signature	Date
Parent/Guardian Signature	Date
Project Supervisor Signature	Date

The Power of 4-H

"It's a powerful thing when kids team up with adults to learn new skills, improved their communities, explore the wonders of today's world, prepare for tomorrow's opportunities and have fun: that's the power of 4-H!" — From *Michigan 4-H Today*, 1996

4-H is an endless parade of enthusiastic young people, exhilarated by the great challenges of tomorrow, because they have already conquered the small challenges of today.

There are more than 5 million participants in 4-H, proving that young people respond to the 4-H challenge to do the difficult — "to make the best better."

4-H not only asks for the best work youngsters can produce, it gives them the guidance for accomplishing their goals.

Complete this part in the beginning so you will have a direction. Sign and date it.

For some of you, your project leader may be your parent(s)/guardian, so this section and the next may be the same. The leader needs to write what he/she is willing to help you do. For example, "I will hold project meetings to teach about horse care and showing." The leader needs to sign and date it.

In this section your parent(s)/guardian will write what they will do to help you achieve your goals for the project. This could include driving you to project meetings, assisting in learning a skill or helping figure the cost of the project. They will then sign and date it.

At the top of this page write the same information as page 1. This is where you express your goals for the project. What do you want to do and learn? An example would be: "In my horse project I want to learn how to ride English. I would also like to learn how to teach my horse to sidepass. In this project I will work hard to better my riding skills. I will also work many hours to accomplish my goals. I plan to do a presentation on horse parasites for my 4-H club and at a public presentation event."

The purpose of this page is to make you think about what you really want to accomplish in this project, how you will do it and with what kind of help. With it written down and signed, you have made a contract with yourself about what you plan to achieve in this project.

“Project Highlights” are to be written when your project is completed. The purpose of the “Project Highlights” is to help you evaluate your growth in the project.



The purpose of the “Club Meetings” is to help you keep track of your club meetings. Write the date of the meeting, what you did or learned at the meeting, the amount of time spent at the meeting, and any cost associated with that meeting. Be specific with what you did or learned. Total the tiith

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Record all hoof care information under Hoof Care Record. Record the date, hoof service performed and the cost for each service. For example if the farrier came out and trimmed your horses hooves write that down as a trim on the date it was done and with the amount that was paid. Write in the total at the bottom of this section. Transfer total to Expenses on page 11.

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“Project Highlights” are to be written when your project is completed.

differently next time. If you had a problem with your project, what will you do to solve it next year if you take the project again? If you had great success with your project, what will you do to challenge yourself next time? The purpose of this section is to help you evaluate what you’ve done and what you could do to either change or improve in your project work

Use the following scoring rubric to help fill out the record book. This document will help you to know what is required of you depending on your age to receive a 100% on your record book when scored.

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