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Colorado 4-H Users Guide and Tips for 4-H Dog e-Records

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Introduction for Leaders and Parents

The State 4-H office prepared this guide to help members complete their 4-H Dog e-Records. It provides instructions, suggestions and examples to aid your 4-Her as they fill out their record with your help. There are three different Dog e-Records; one for juniors, one for intermediates, and one for seniors. Members will complete as much of the record as possible on their own, however younger members will likely need assistance to understand some of the concepts.

As soon as they receive their records, members will want to fill out as much as they can. This will make less hurried work when it gets closer to the fair. DO NOT WAIT TO DO THE RECORD BOOK AT THE LAST MINUTE! Members should have enough time to do the record correctly. We believe that leaders and parents should counsel young members as they prepare their records, however we designed these records to require minimal leader assistance. **The member is responsible for the actual completion of the record.** Your record book is just a record of this year's work with this particular 4-H project.

The 4-H Dog e-Records are available in the three different formats:

Online
You are responsible for acquiring the documents yourself from www.colorado4h.org. You may do this one of two ways:

* Go to http://www.colorado4h.org/project_resources/erecords/index.php#dog to find all project e-Records. Click on the e-Record you need and it will begin downloading to your computer.

OR

* On the State 4-H website, go to the Project/Record Resources. Scroll to the "Projects and e-Records" section and choose "Livestock Projects." Choose your project (dog). A box will be on the page describing the project, and at the bottom of that box is a link to the record book. The e-Record will be available on that page.

If you do not have Microsoft Word to open your e-Record with, OpenOffice.org is a free online program that will enable you to open word documents without needing Microsoft Word on your computer. Just go to OpenOffice.org website and download the program "Writer." OpenOffice.org offers their programs free to the public.

Paper
You may elect to receive all records for your projects from the Extension office or via your club leaders at the appropriate costs. Contact your leader to find out more.

CD
A Colorado 4-H E-Record CD containing all records for all 4-H projects is available from your local Extension office.

We hope that this User's Guide will help you teach record keeping skills to your 4-H members. While this is a Statewide e-Record, small differences may occur in how information is put in the record. If you have questions or suggestions concerning issues not covered in this guide, please contact your local Extension office

GENERAL GUIDELINES

- Please include all records of things that happened -- with or your project dog(s). If you choose to do activities with your dog that are outside the realm of the 4-H Dog Project, please include those in your record book. Examples are national dog association activities (shows, herding, field trials, etc.), a job your dog performs for your family (herding, livestock guarding, service work), or your dog works as a Therapy Dog.

- Add additional pages as needed into the record book. This book should not be judged in any way on the volume of material it contains; however, the member may add additional pages wherever needed to give a complete and total record of their dog project activities.

- **Do not include any score sheets, ribbons or certificates within this record book.**

- This Record Book is set up as a Word Document. If at any time the member is typing in a box, the box should automatically expand to fit what is typed. The member should not be restricted to the original size of the box in keeping correct records.

- Special note to parents: although these record books have been redesigned to keep them as age-appropriate as possible, there are places in this book that your child may need your help in completing. The goal through these books is that the members learn the importance of correct record keeping in everyday life. With that in mind, please help remind your child to update the book regularly and help them keep and locate family records of expenses and veterinary care.

- Certain pages in these books are designed to be filled out at the beginning of this project, certain pages are designed to be added to throughout the year, and certain pages are designed to be completed at the end of the project. A correctly done book cannot be completely done at the end of the project year.

- **DO NOT put individual pages of this record book in page protectors when you turn it in. Page protectors reflect light, which makes it very difficult to read and judge your record book.**

FOR MEMBERS WITH MULTIPLE DOGS:

- Certain pages in these books should be <u>filled out for each dog</u>;

Cover Page,
Humane Treatment,
Project Goals,
Contact Information,
General Dog Care,
Dog Inspection,
Body Condition Score,
Feeding Record,
Health Care,
Dog ID Form (with attached proof of rabies),

Dog Training Evaluation Log,
Goal Evaluation.
If the member attends enough dog shows or other competitive events to warrant it, each dog may also have their own Show record.

- Each page should have the dog's name on it.

- The member may arrange the book however they see fit, in an organized manner. Suggestions include (1) having each dog's page consecutively within each section, or (2) having a separate section for each individual dog. If suggestion (2) is chosen, it is recommended that each dog's section be separated by an insertable divider.

- The above pages are the only ones that need to be filled out for each individual dog. All other pages should encompass the entire project. You should not do an entire record book for each dog, as then your financial pages and activities will potentially be incorrect.

COVER

This is the easiest page in the record book! There is no reason why this page should not be completed when you receive or download your record. Be sure that you have the right e-Record for your age group.

> Juniors: 8-10 years old
> Intermediates: 11-13 years old
> Seniors: 14 and older

Start Date and End Date –check with your leader or agent for these dates as the dates vary from county to county -- some counties run their dog project as a "Rolling Project" and some do not. We would like the members to note when their project started and when it ended. Please find out from the leader how your specific county starts and ends this project. Members cannot be counted off for not making entries during a time period not covered by this project if the county chooses not to run a "Rolling Project". A "Rolling Project" is one that runs all year long and members are expected to keep records for the entire year. Also note: a 1st year member should only have to keep records from the time they enrolled in the project (except immunization records, which should be provided in full).

Clearly indicate the project, animal name, year in project, members' name, 4-H club, county, birth date and age as of December 31 of the current project year.

Make sure you get all signatures required at the completion of your project.

PROJECT AGREEMENT

This should be one of the first items that you fill out when you start your project. This agreement indicates that you the member take primary responsible for the care of your dog project. Both you and your parents need to sign.

PROJECT GOALS AND PERSONAL GOALS

Why must 4-H members set goals? 4-H is a youth development program. Facilitating youth development is the role and responsibility of the adults who work with youth in 4-H. To do this, we help our 4-H members plan, write, and evaluate their progress toward their goals and desires.

The Project Goals should be completed at the first project meeting or at the beginning of the project. Leaders and parents should guide the 4-H member in setting good goals. A good goal is

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one that is attainable and can be finished. The age and developmental stage of the individual child effects the types of goals the youth will set and the attainability of those goals. The following age/grade ranges can be used as a guide, but remember that children are individuals and all advance at a different pace.

Ages and Stages

Ages 5-8 -- Grades K-3
- Thinking is here and now, not in the future
- Learn best when physically active.
- May complete simple projects
- Exploring possibilities is more important than reaching a goal.

Ages 9-11 -- Grades 4-6
- Acceptance by peer groups is important.
- Feelings of competence enhances self-concept
- Can set short-term goals.
- Interests expand from home to neighborhood, to community.

Ages 12-14 -- Grades 7-8
- Can take responsibility in planning and evaluating his/her own work.
- Want to make decisions but still depend on adult guidelines.
- Can set long-term goals and plan strategies to reach goals.
- Implement simple plans.

Ages 15-19 -- Grades 9-12
- Abstract thinking and problem solving reach a higher level.
- Implements strategies for reaching long-term goals.
- Manages resources to achieve a goal.
- Exerts effort and preserves toward goal attainment.
- Needs life planning guidance.

To help you identify your goal(s) you may want to answer this question "What do I want to accomplish this year by taking this project". Once you have answered this question then you will need to list how you are going to go about completing the goal. Who will help you? What type of tools do you need? What type of skills or techniques will you need to learn?

From the table above, you will notice that 8-10 year olds will need help in setting a goal for their project. It should be a simple goal and one that can be reached.

PROJECT GOALS

Project Goals are goals that pertain to the training of the project dog. For example: "I want Fluffy to learn to do an off-lead sit stay". This is why each dog needs their own set of goals. Even if a member has two dogs in the same classes, they will most likely not have the same training issues. Project goals should not be about what the member wants to win, but rather what the member wants to accomplish in their training of the animal.

PERSONAL GOALS

Personal Goals are goals pertaining to dogs in general that the members wants to learn about during the project year. For example: "I want to learn the differences between pointers and retrievers".

If you are not certain that a member can carry out a goal easily, you can give it a "control test". Does the youth have control over what they want to do? Does the action part of the goal tell what they will do? A member will have control over a goal such as "I will learn to identify ten kinds of trees on my property this fall." However, if the action mentioned in the goal is what someone else will do, it does not pass the control test. The goal statement, "I will win the high point trophy at the state 4-H Dog Show," does not pass the control test because the judge provides the action that decides who will win the high point trophy.

We are looking for quality goals not quantity. So make your goals mean something to you and make the goals something that you can accomplish.

IMPORTANT NAMES AND CONTACT INFORMATION

This section is designed to help 4-H members have important names and contacts readily available when needed. The boxes marked "other" are for people you could contact with questions about your dog, help in locating you dog if it is lost, or help in an emergency. Suggestions for "other" would be your 24-Hour Vet, your breeder or breed rescue contact, local animal shelter, co-owner or mentor. This is not to list phone numbers of other family members.

GENERAL DOG CARE

FOR JUNIORS AND INTERMEDIATES ONLY

These are general questions about the usual care for your dog. This section should be answered at the beginning of the year. These are important habits that you will need form in order to be a top notch 4-H dog member. This section details important aspects of Responsible Dog Ownership and to allow the member to record their progress in this area. If there is information about the member's dog that needs to be explained, please do so in the box "Care". For example: if the member's dog must have its teeth cleaned by a veterinarian and will not allow anyone to touch its mouth, please explain this in the box why the member cannot do this themselves.

Note: we do not expect every dog to be spayed or neutered. However, if the owner has chosen not to, please indicate why in the comments section.

DOG INSPECTION LOG

INTERMEDIATES AND SENIORS ONLY

This first inspection in this section needs to be completed at the beginning of the project. The second inspection should be done just prior to the county fair so that the member may note any improvements made during the course of the project. In the box labeled 'First inspection date and comments', please fill in the date of the inspection. You will need your 4-H leader or trainer to help you inspect and evaluate your dog in the areas listed. You will also need to make comments on what improvements, if any, need to be made. Then you will do a second evaluation prior to your county fair and make comments on what improvements have been reached in each area. Be sure to fill out the box marked 'Second inspection date and comments'. The member should read Chapter 16 pages 139-141 in the project manual to understand the points of the inspection and to correctly identify the points to be checked.

BODY CONDITION SCORE

SENIORS ONLY

This section is designed for you to assess the overall health of your dog. Body condition scoring is used to assign a value, 1-5 based on defined criteria. It is recommended to do this page each time you do an inspection of your dog to ensure your dog it in optimal health.

Note to judges: optimal health for each dog varies and can have different body scores. For example, a Sighthound breed is going to be optimal at a 2, while a Bull Terrier is optimal at a 4. Please judge the members on their explanations or their plan for improvement. Do not assume every dog should be a "3". For more information on body condition scoring go to: http://vetmed.tamu.edu/services/nutrition/body-condition

FEEDING RECORD

Juniors---will need to answer the questions and attach a feed label and write the first three ingredients listed on the label.

Intermediates—will need to answer the questions thoroughly and in detail.

Seniors –will need to answer the question completely and in detail.

HEALTH CARE RECORD

This is where you will put information about the health of your dog(s). Keep track of all vet visits, accidents, sickness, or treatments of any kind (whether done by a vet or by the member). Remember that the costs should be reported under expenses. The proof of rabies should be inserted as a separate page after the Health Care Record.

DOG IDENTIFICATION FORM

This form is required for each dog that you are taking as a 4-H project. You can print the Dog ID Form from the 4H Online site and insert it here. If you choose to insert the online form, the signatures are not required. We recommend that you identify several dogs in case your main dog becomes injured or ill. A copy of this form is to be turned in to your Extension Office by May 1st. Please do not forget to update any immunizations given after May 1st with your local 4-H office.

SUPPLIES AND EQUIPMENT

This section is designed for you to record all the items related to your project that you currently have as of the first day of the project. Juniors will simply list everything that they have on-hand and put how many of each item they have. Intermediates and Seniors will need not only list their items but also list a replacement value of the item. A replacement value is what you would have to spend to purchase an identical item.

EXPENSES

This section is designed for you to record all of your expenses required for your project. You will want to list any tools, equipment or supplies purchased for use with your projects this year. Examples: food, equipment, vet costs, show expenses, grooming items, etc.
**Calculating mileage: Intermediates and Seniors have a column in the Activity Log that asks for "Mileage." Please see the Activity Log section of this guide for specifics.

INCOME

This section is designed for you to record all earned income that is used in the care of their dog project equipment. This is where you will include any show/award premiums at local county dog shows. If there was no income, be sure to write "No Income" in the amount column. List chores for family or others that you do to help pay back for the cost of care for your dog. If money is earned doing any chore, that amount needs to be listed. For example: 25 percent of money earned doing a specific chore/job goes to care for my dog. So if you earned $5.00 a week for doing chores around the house, $1.25 would go for the care of your dog. If no money is earned for doing any chore, be sure to write "N/A" on the space under "Amount".

SHOW/EVENT LOG

This section is designed for you to record all show or exhibition activities, including non-4-H events, that you and your dog participate in.

ACTIVITY LOG/LEARNING EXPERIENCES

This section is designed for you to record all dog specific activities whether 4-H or other (for example: Hunting, Tracking, Lure Coursing, etc.) that you have participated in. This is also where you will list the demonstrations, community service, trainings, meetings, and shows.

Demonstrations -- It is very important to record your demonstration in this section. We encourage 4-H members to do a project related demonstration and would like to have one for every project that a 4-H member enrolls in. We understand that this may not happen. **If you do only one demonstration, make sure that you put it down in all your e-Records.** 4-H members are required to do at least one demonstration. You will not be counted down for only doing one demonstration but the judges may comment that they would have like to have seen a project related demonstration.

Community Service -- It is also very important to record your community service in this section. We encourage 4-H members to do a project related community service and would like to have one for every project that a 4-H member enrolls in. We understand that this may not happen. If you do only one community service project make sure that you put it down in each of your project record books. 4-H members are required to do at least one community service project. We would also like to see the community service projects be a service learning project. This means that the 4-H members participate in planning, implementing and celebrating the community service project. The community service project should reach beyond family and friends, and be related to 4-H. Remember to put down what your 4-H community service project was and what you did. The community service project can be something big that the whole club does together or it can be something smaller that just the project members do together.

Mileage -- Intermediates and Seniors are expected to put down mileage for all the activities logged on this page. We suggest that you use: https://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates. Remember to total your mileage and multiply it by the rate and add it to your expense record. This gives the easiest and most correct number, and it is good for members to learn to do this as this is how business operates (life-time learning). Parents of Juniors may also use this formula for figuring mileage, although it is not included in the Junior book because most members this age will not understand it. Juniors will need help from parents and leaders with this section.

HOW DID YOU DO?

This section is designed to help the 4-H member evaluate how well they did in accomplishing their goal(s). The member will need to look back at the goals they listed on page 2 at the beginning of the year. Re-list your goals from page 2 and rate yourself on how you did with your goals. Using the scale from 5 to 1, rate how you feel you did on each goal. You will need to give a short explanation of why you think you deserve the rating you gave yourself. It will be very important to give the short explanation so that everyone who reads the record will understand why you rated yourself the way you did. When rating your goals, put parenthesis around the number you choose. Example: (5) or (4).

If you reported more than 3 goals, insert additional copies of this page.

DOG TRAINING EVALUATION LOG

This section is designed to record your dog's training level for each class the dog is participating in. List each exercise and evaluate your dog's ability. Also include non-4-H activities you are involved in (i.e. herding, tracking, etc.). Have an adult leader or parent help you evaluate your dog. Fill one training evaluation log for each dog. Please make sure all classes that you are involved in are listed in this log. This evaluation should be checked against the Show Record to determine how well the dog is doing.

PHOTOGRAPHS FROM YOUR 4-H PROJECT

A minimum of four pictures with a descriptive caption for each are expected. A maximum of two separate sheets of paper can be added. Limit photos to the dog project or activities only. Additional photos can be added.

Photos should be:

- Pictures of the 4-H member working with their dog
- Pictures should tell the story of your project.
- Pictures can either be digital or glued on.
- Don't forget to put captions on your pictures for a better presentation

If you choose to use a digital camera, you will be able to insert the pictures on this page. There will be limited ability to format the picture but it will work. You will be able to put a caption near the picture.

Be selective when putting your photos in your record. Do not overcrowd your page with photos because it is hard to understand what you are trying to show.

ALWAYS INCLUDE CAPTIONS---MAKES THE PICTURES EASIER TO UNDERSTAND

DO NOT INCLUDE ANY SCORE SHEETS, RIBBONS OR CERTIFICATES WITHING THIS E-RECORD.

4-H STORY

This may be the most important section of your record. The 4-H story can make or break a 4-H project. When a judge is looking for a way to break a tie in judging projects, they will go to the story and see which 4-H member has the best story.

Juniors: Write your story by answering the questions below.
> Why did you choose this project?
> Did you learn what you had hoped to learn?
> Did anyone help you and how did they help you?
> What did you like the best about your project?
> What would you do differently if you were to do it again?
> What is your favorite thing about being a 4-H member?

For Intermediates and Seniors: Here are some suggestion to help you get started.

> Why did you choose this project?
> Did you learn what you had hoped to learn?
> Did anyone help you?
> What did you like the best about your project?
> What would you do differently?

How will you use what you learned this year to improve your project next year?
What results, difficulties or challenges did you have with this project?
Your story should:
Be organized and well thought out
Use correct grammar and punctuation
Tell of the 4-H member's experiences in the project
Be a good place to discuss the progress toward the goals
Include any interesting events whether good or bad.
Story should be at no more than two pages.

Note to judges: This is a story. The member is not required to specifically answer each of the questions.

Length and Format Guidelines

- *You can type or hand-write your story. If you hand-write the story, use pencil or ink on lined white notebook paper.*

- *If a computer is used to write the story, use plain white paper with no smaller than 12 point font.*

- *Leave wide enough margins so the story can be read if inserted into a report cover.*

- *Limit your story to a maximum of two (2) pages.*

- *Story can be single or double-spaced as long as it does not exceed two pages.*

- *Younger members may want to double-space their story so what they write is easier to see.*

- *Be sure to use proper grammar and sentence structure.*

- *Edit your story when finished. You can use spell check*.

Have someone else read your story.

Remember a good story is worth the time and effort in the end!

PRO-TIPS
Remember:
- Start filling out your e-Record right away
- Select meaningful goals
- Check to see if your project requires a supplement
- Record all project related information in the activity log
- Enter your demonstration and community service in the activity log
- Enter all of your expenses for your project and put a value on your finished project if applicable
- Evaluate how you did
- Provide pictures of you doing your project
- Create a good story
- Place e-Record and required items in a sturdy binder

BACKUP YOUR 4-H e-RECORDS!

With the introduction of all electronic records it is essential that members, parents and leaders develop good file backup habits in order to avoid potential loss of e-Record files and project information.

With today's computers, it is relatively easy to create backup copies of your 4-H e-Record files. It is as simple as copying either the files themselves or the entire file folder where they reside to some type of removable media. The trick is to do it regularly and to then remove the media to a place that is secure and away from the computer where the original project e-Record files are kept.

How regularly? A very simple rule of thumb when considering when to backup your project e-Record files is: How much information are you willing to reenter to get your records back to the point where they are now? I think that answering this question honestly will give you a clue on how often to back up. The key is **to actually do it!** Don't procrastinate! Do it today!

Where to put the backup copy? Getting your project e-Record files off of your computer's hard drive is the first thing. That way if the hard drive crashes, your records are safe! In most cases that would be all that you need to do... but ... What would happen if your house was damaged in a disaster and your backup was destroyed? You would be out of luck unless you put your backup in an entirely different location ... which is what a lot of businesses do! Maybe take your backup to a relative's house or maybe ask your parents to take your backup disk and secure it at work. Maybe e-mail your backup files as attachments to a **trusted** friend or relative and have them save them for you!

Rule of threes! If you physically remove your backup copies to a different location, you will need three copies of your e-Record files ... the original on your computer's hard drive, a "stored backup" at a separate location and a second "in transit" backup (this is the most recent copy that replaces the "stored backup" when you do incremental backups during the course of the year). The "in transit" copy gets left at the remote location and the "stored backup" comes back to be used as the new "in transit" copy!

You have several options as to the media used when backing up your e-Record files. Some of these options are better than others.

- Many computers still have the old 3.5 inch floppy disk drives and using them for file backup is better than nothing ... barely better than nothing! The old floppy disks are limited in the amount of data that they can hold (no more than 1.44 mb of space) and they are notoriously prone to failure at the most inopportune of times!

- The same things apply to Zip Disk technology. The only thing better about the Zip Disks is that they have larger capacities. However, they too are prone to failure (maybe not as bad as floppy disks but the possibility is still there). With Zip Disks

and floppy disks, you need to be careful to keep them away from magnetic sources and they are susceptible to failure due to heat and cold.

- CD-R disks are great for archiving files. By their nature, they are designed to be written to only once. At the end of the 4-H year, 'burning' your final 4-H project e-Records to a CD-R disk and then storing them in a cool dry place is an excellent way to keep a permanent copy of your records. However, because you can only write to them once, using CD-R media for multiple backups during the course of the year for active project e-Records would be impractical.

- **A better option is to backup your e-Record files to CD-RW disks or to use the new USB flash drives** (also known as "thumb drives" and several other brand names). Both these technologies allow you use the media over and over by simply copying over the old files with the new ones and the capacities of these drives are more than enough for all your project e-Record files! Both media are very hardy in nature and can take quite a bit of abuse before they fail.

In conclusion, using technology to help 4-H members keep their project records is the right way to go! The majority of members have access to computers either at home or at school and they should be encouraged to use them to complete their 4-H projects, however a bit of common sense should be used when using computers for record keeping. Keeping computers free of viruses and spyware is critical as is making sure that important files are backed up regularly!

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