



Loudoun County 4-H Alpaca Club Project Record Book



Year: _____

Name _____ Date of Birth _____ Age _____

Address _____

Host Farm and Farmer(s) _____

What county/city 4-H program are you enrolled in with this project? _____

Years in Alpaca Club (including this year) _____ Years in 4-H (including this year) _____

Is the place where you keep your project animal registered with the National Animal Identification System? (NAIS) Yes No

Date Project Started _____ Date Project Completed _____

Member Statement:

I hereby certify that I have personally kept records on this project and have personally completed this record book.

4-H Member's Signature _____ Date: _____

Record Approval:

The 4-H member has completed this record book to a satisfactory level.

Parent/Guardian Signature: _____

4-H Leader's Signature: _____



THE 4-H PROJECT PORTFOLIO

The 4H project portfolio is simply a tool to help you progress on a yearly basis through 4H club and project work. Your project portfolio should be completed as you go through the 4H year. Completion of a 4H project portfolio each year will help build your skills in goal setting, decision making, and record keeping- skills you will need throughout your lifetime if you plan to succeed! As you advance through the years as an active 4H member your record should reflect personal growth, knowledge, skills, and attitudes. Completion of a record book each year will help build your skills in goal setting, decision making, and record keeping.

Note: The 4H project is completed only after at least six learning activities/meetings and the completion of this record book. When you have completed your project, have your parent and volunteer leader review your work and sign it.

If you kept additional project records they should be included in this folder or binder along with pictures, newspaper clippings, awards, and other items related to your 4H work.

Instructions for Using this Record Book

This record book is designed to be the place for you to keep records on your animal projects. Read through the book carefully and complete all sections. It is important that you do your own work, but ask your 4-H leader, Extension Agent, parents, or other 4-H volunteers for help when you do not understand something.

This project record book is for recordkeeping only. Information about how to raise these animals can be found in various 4-H Project Guides. Copies of project guides may be obtained from your local Virginia Cooperative Extension office.

1. Read through this book and familiarize yourself with the kinds of records you will need and where information should be recorded. Discuss the book with your parent and/or 4-H leader.
2. Complete essential information when you first start your project, such as the cover page and the project planning page. Share your goals with your 4-H leader.
3. Keep your records up to date. Record information as it occurs. Consider setting aside specific times during the project when you will work on your record book.
4. Write neatly and legibly. Use only one-color ink. If typed, please use a different font or color to make the typing stand out more than the form text.
5. Include at least one photograph of you with your project animal, but do not include more than two pages of photos. Additional clippings should be displayed in a scrapbook, not this record book.
6. Maintain your book in a 3-ring notebook/binder or folder.
7. Write a project story that captures what happened during your project. Discuss your goals, your activities, your challenges, and your accomplishments. Project stories must be at least ten sentences.

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SETTING GOALS AND PLANNING FOR YOUR PROJECT

What are GOALS?

Goals are things that we wish to do or accomplish. You have decided to take the 4h project because you wish to do and learn certain things related to the project subject. Those are the examples of your goals.

After discussions with your 4H leader and parents/guardians, complete the following information. Include only the work you hope to accomplish this year. Do not include work done before this year.

Here are some questions to get you started in setting your goals:

This page should be completed at the start of your project and shared with your 4-H leader or farmer:

1. What do you want to learn at your host farm?
2. What do you want to learn at the business meetings?
3. What do you hope to accomplish?
4. What challenges do you want to try this year at your farm?
5. What factors will you consider when selecting your project? Please include at least five criteria (breed, age, gender, price, muscling, wool, health, size, conformation, etc.)
6. As a non-ownership member, your project animal is sponsored by a host farm. Explain the ways you will work to help and support your farmer.
7. If you win premium money, what do you plan to do with it?

To help you in this process of setting goals:

- Obtain and review the appropriate 4H project guide for your project and include objectives and activities that may be listed or ideas of things you would want to learn more about from reading the guide.
- If you conducted this project in the previous year review last year's project and make plans to build on your previous knowledge and accomplishments

MY GOALS:

Things I would like to 'LEARN AND DO' in my project this year:

Date Due: _____

I want to learn to:

Things I will do to learn:

Date Completed:

1. _____

2. _____

3. _____

4-H Activities

(community service, workshops, camps, Share-the-fun, county contests, judging teams, etc.)
DURING THE PROJECT: actions and activities

Record activities and things learned as you work to accomplish your goals for this project. Summarize the things you raised, the things you made, the things you did in this project. Use number such as number of meals/feedings prepared, number of items made, people taught/educated regarding your project, dollars earned, saved, spent or lost as you worked on your project; time spent including presentations/talks given, workshops or clinics attended; tours/shows or exhibits participated in; judging events, etc.

ACTIVITY	DATE	Location	WHAT I ACCOMPLISHED Placing, money spent, raised or earned, people taught, what I learned.

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Inventory

An inventory at the start and at the close of the project is a necessary part of your record. The starting inventory is simply a listing of all the things you own, which are on hand when you start the project together with their value. The closing inventory serves the same purpose, a listing of items on hand at the close of the project together with their value. Inventory items bought after the project starts shall be entered/added as purchased.

Equipment	Number/Amount	<i>Cost/Value Each</i>	Total Value
Example: Water Buckets	3	\$8.00	\$24.00

Related to the information you have learned and collected regarding raising and maintenance of your project animal included below yearly expenses and income. **Month Veterinary, Care and Medicine, Grooming Supplies & Tack, Pasture Seed, Hay & Straw, Grain and Supplements, Equipment, Bedding, Supplies, Clinics, Seminars, Travel, Show Expenses Miscellaneous (purchase or trailer, alpaca lease, boarding charges)**

\$	EXPENSES	\$	INCOME/ indicate actual or projected

Financial Summary

Income

Value of closing inventory \$ _____
 Income total from above \$ _____

Expenses

Total operating expenses \$ _____
 Total expenses \$ _____

Net Income or loss \$ _____

My Alpaca's Registration

(PROVIDE COPY IF AVAILABLE)

The full name of my alpaca as listed on its registration papers is: _____

Date registered: _____ Alpaca Registry Number (ARI#) is: _____

Date of birth: _____ Its DNA/Blood Case number is: _____

What is the breed of your alpaca? _____

What is the color of your alpaca? _____

Does your alpaca have a tattoo or microchip? If so, where and what is the number?

What is the owner's code for your alpaca? _____

How many generations are on your registration starting with your alpaca's parents? _____

My alpaca's parents are:

Sire: _____ ARI# _____

Dam: _____ ARI# _____

Sire: Where was he born? _____

What is his DNA/Blood Case number? _____

What color is he? _____

Dam: Where was she born? _____

What is her DNA/Blood Case number? _____

What color is she? _____

My alpaca's sire's parents are:

My alpaca's dam's parents are:

Comments about registry:

Housing

**Attach a photo or draw a sketch of where your alpaca is penned. Your picture should show:
Any sheltered areas, pasture, location of water and feeding area.**

Answer these questions:

Is shelter available throughout the year? Please comment.

Is there adequate ventilation? Please comment.

Is fresh water available at all times? Please comment.

Growth Record

Monitoring the growth of your alpaca can help you determine if you need to make changes in your management practices. Complete a growth record for each project alpaca. You may select any of three methods to measure growth: Weight, Height at Withers or Height at Top of Head. Measurements should be taken on the same day each month. Copy this page if necessary.

Date	Age	Weight (lbs)	Height @ Withers (inches)	Height @ Top of Head (inches)	Body Scoring
Example: 5-15-XXX	12 months	153 pounds	38 inches		

Animal Care and Management

Your project requires regular care and management. List the things necessary to take care of your project animals. Please note if these items were done by you, your host farmer, or both.

Please include at least two for each box. Include the following:

- Feeding and watering practices
- Grooming (clipping, trimming, foot care, etc.)
- Health practices and medicines – if possible include medication names and doses
- General Management (cleaning living area and feed pans, halter breaking, training, etc.)

DAILY CARE

Example: Fed, watered, and provided fresh hay, cleaned stalls

WEEKLY CARE

Example: Cleaned feed dishes and water buckets

MONTHLY CARE

Example: Herd health, weights, ivermectin shots, toe nail trimming, change bedding, scrub barns

YEARLY CARE

Example: Shearing, breeding, birthing

Treatment Record

Registration number or Alpaca ID: _____ Birthdate: _____

Color & Description: _____

Sex: Female _____ Male _____ Gelding _____

Purchased from: _____ Purchase Date: _____

Date: _____

Condition being treated: _____

Actual or Estimated Weight: _____

Medication, Amount and route of administration: _____

Name of person who administered treatment: _____

Date treatment completed: _____

Licensed veterinarian: _____

Results and comments: _____

Date: _____

Condition being treated: _____

Actual or Estimated Weight: _____

Medication, Amount and route of administration: _____

Name of person who administered treatment: _____

Date treatment completed: _____

Licensed veterinarian: _____

Results and comments: _____

Date: _____

Condition being treated: _____

Actual or Estimated Weight: _____

Medication, Amount and route of administration: _____

Name of person who administered treatment: _____

Date treatment completed: _____

Licensed veterinarian: _____

Results and comments: _____

Training Record

Record everything you used or did to train your alpaca, how you prepared your alpaca for shows and other important events such as, fairs, workshops etc. Record any problems you encountered during training and how you overcame them. Attach host farm contract if applicable with documented training sessions/dates.

Date:	Alpaca Name	What We Worked On:	Training Session #	What Went Well:	What Can Be Improved:

Farm Work Dates

List the dates of the first 8 work sessions you attended which involved training an alpaca for show:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

List the dates of all other "farm work" sessions you attended:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

PROJECT SUMMARY/MY 4H STORY

When you have completed your project, review your goals and think:

Did I accomplish what I planned?

Next, review your actions/activities and think: What did I learn?

Did you develop new skills?

Are you better able to speak before a group?

Can you better care for yourself, others and your project animal?

Did you become aware of changes needed in your project area?

You have learned much this past year related to your 4H project. Telling your story is an important part of growing and being in 4H. Use the information you have collected and, in the space, provided write a summary explaining what this project has meant to you. Include answers to some of the questions above. Include things you liked, unusual or interesting experiences, goals you accomplished, awards and recognitions received, and future plans you have for continuing this project or working on others. **Use the back of this sheet of paper or attach separate if needed.**

4-H ALPACA Club Activities

Number of club meetings held _____

Number you attended _____

What 4-H committees did you serve on?

Did you hold an officer position in your 4-H Club? Yes No Which one?

What other 4-H leadership roles did you hold this year? (camp counselor, teen leader, mini-lamb camp helper, mentor)

What other 4-H clubs did you belong to and/or what other projects did you complete?

Other Activities Than 4-H

What other clubs or groups did you belong to this year? (school, religious affiliation, community, et)

What leadership roles did you fulfill outside of 4-H? (school, religious affiliation, community, etc.)

List any activities you participated in for scouts, sports, religious affiliation, community service, clubs, etc. that were not affiliated with 4-H

**** Include/attach in this portfolio: pictures new articles, project books, ribbons, certificates, receipts/copies of expenditures, and other information related to this project.**