

Livestock Project Book Tip Sheet

Keeping a good project book is an important part of any 4-H project. It helps youth keep track of their goals, record animal care practices, monitor expenses and income, and reflect on what they've learned throughout the year. A complete and accurate project book demonstrates responsibility, supports skill development in record keeping and financial management, and is required for project completion and eligibility for awards and recognition. It also serves as a valuable tool for evaluating progress and preparing for future projects.

Project Book Completion Tips

Here are 10 tips to help youth complete their livestock project record books accurately and successfully:

1. **Start Early**- Do not wait until the last minute! Begin filling out your book as soon as your project starts!
2. **Keep Weekly Notes**- Record feed amounts, expenses, weights, and care activities regularly to avoid forgetting details.
3. **Save All Receipts**- Keep receipts for feed, vet visits, equipment, and other expenses in one place to help with your financial records.
4. **Use Accurate Dates**- Double-check that dates match when you purchased, weighed or treated your animals.
5. **Weigh Your Animals Often**- Record weights at regular intervals to track growth and support your feed efficiency data.
6. **Be Honest and Clear**- Record what really happened, even if things didn't go as planned- this shows learning and responsibility.
7. **Ask Questions**- If you're unsure how to fill out a section, ask your advisor, parent, or the Extension Office for help.
8. **Complete Every Section**- Don't skip any pages, if they do not apply to your project, be sure to write "Does Not Apply" or "N/A." However, each part of these books teaches a different skill.
9. **Use Neat Handwriting**- Write clearly so others can read and understand your work during book review.
10. **Review Before Turning In**- Proofread your book to make sure all information is filled in, accurate, and easy to follow.

Please Note: Binders and folders are *not allowed* for 4-H livestock project books. All pages must be securely attached within the original book (stapled, fastened, or clipped inside).

You are permitted to add up to 10 additional pages for extra records, photos, receipts, or supporting materials. Be sure these pages are neatly attached and clearly labeled to support the content of your project book.

Reminder: A new project book must be used each year for your livestock project, even if you are repeating the same project area. This ensures that your records accurately reflect the current year's work, progress, and learning. **Do not reuse books from previous years.**

Premier Exhibitor Reminder: If you are participating in the Premier Exhibitor Contest for your species, your completed project book must be turned in by your Skillathon date in order to be eligible. Late books will not be accepted for Premier Exhibitor consideration, so please plan ahead and ensure your book is complete and submitted on time.