



Virginia 4-H Dog Project/Record Book

Publication 4H-8(4H-846P)



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Virginia 4-H Dog Project Member Record Book



Name: _____ DOB: _____ Age: _____

Physical Address: _____

Mailing Address: _____

What county/city 4-H dog program are you enrolled? _____

4-H Dog Club: _____ Years in 4-H: _____

Date Project Started: _____ Date Project Completed: _____

Member Statement:
I hereby certify that as the 4-H member of this project, I have personally kept records on this dog project and have personally completed this record book:

4-H Member Signature: _____ Date _____

_____ Parent/Guardian Signature: _____

_____ Date _____

4-H Leader: _____ Date _____

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VT/0219/4H-8 (4H-846P)

Project Planning:

This page should be completed at the beginning of your project and reviewed by your leader or project helper for review.

Set three (3) goals for yourself this year. A goal is *a statement of what you want to learn or a task to complete*. After each goal, list three (3) objectives to help you reach your goal. An objective is *a statement that tells one action you will do while working towards your goal*. Objectives can be measured. For instance, what do you want to learn; what do you hope to accomplish; or what new activities do you want to try.

Goal 1:

Objective 1: _____

Objective 2: _____

Objective 3: _____

Goal 2:

Objective 1: _____

Objective 2: _____

Objective 3: _____

Goal 3:

Objective 1: _____

Objective 2: _____

Objective 3: _____

4-H Leader's Signature: _____ **Date:** _____

Project Planning (continued):

Planning ahead for your project helps you to determine approximately how much it is going to cost you to keep your dog. These are not your actual expenses, but what you think your expenses are going to be. Complete this at the beginning of your dog project and submit to your leader or project helper for review.

Estimated Budget			
Items	Number, Amount or Volume	Price per Unit	Total Estimated Cost
Example: XYZ Brand Dog Food	40lb Bag	\$45.00	\$540.00
Dog Food		\$	\$
Supplements		\$	\$
Treats		\$	\$
Housing (crates, pet beds, kennel)		\$	\$
Veterinary expenses		\$	\$
Dog Licenses		\$	\$
Equipment		\$	\$
Grooming Supplies		\$	\$
Grooming		\$	\$
Toys		\$	\$
Training Classes		\$	\$
Transportation		\$	\$
Entry/Registration Fees		\$	\$
Breeding and Registration Fees		\$	\$
Miscellaneous Costs		\$	\$
Other Expenses (please describe)		\$	\$
Other Expenses (please describe)		\$	\$
Total Estimated Costs			\$

4-H Leader's Signature _____ **Date** _____


Project Animal Records:

Keeping records helps you to:

- Learn about dogs – the costs and time requirements involved in caring, managing, and training.
- Plan and budget for future projects.
- Improve your abilities to interact and train your dog.
- Understand and apply business concepts when making decisions about your dog project.
- Practice responsible dog ownership, dog care and welfare.
- Value the role that your dog plays in your family and that dogs in general play in society.
- Have information needed to apply for awards and scholarships.
- Complete applications and resumes for college and jobs.

Project Picture:

Attach Photograph of your project dog in the below space:



Dog Project Identification:

Complete the following information about your project dog.

Name of Dog	Registration AKC/UKC#	Description (breed, color)	Height	Weight	Age	Sex	Spay or Neuter	Whelped (born)	Purchased Adopted Date	Value
										\$
										\$
										\$
										\$

Additional Information:

(attach additional sheets for multiple dogs)

How old was your dog when you got him or her? _____

How long have you had your dog? _____

Where did you get your dog? _____

Do you know your dog's parents (Sire/Dam)? _____

Dog Project Identification (continued):

Tell us more about your dog:

Item	Answer
What is your dog's favorite Food	
What is your dog's favorite Treat	
What is your dog's favorite Toy	
Does your dog live (inside or outside)	
Crate, kennel or doghouse	
Your dog's favorite place to be	
Your dog's favorite thing to do	
Was your dog trained when you got him/her	
If yes, what kind of training	
Does your dog like to ride in the car	
Where does your dog sleep	
What time does your dog wake up	
Who is your dog's best friend	
How often do you feed your dog each day	
What time(s) does your dog eat	
Has your dog ever acted aggressively towards another dog	
If yes, what situation(s) caused this behavior	
Has your dog ever acted aggressively towards another person	
If yes, what situation(s) caused this behavior	
Anything else you would like share about your dog	

Dog Care and Management:

At the beginning of your project, ask your 4-H advisor or project helper to inspect and evaluate your dog in the different areas below. This inspection will help make you aware of areas that need improvement in the care of your dog.

Inspect every dog every two months							
Dates of Inspection							
Areas Inspected							Comments
Condition of Coat – clean, matted, brittle							
Condition of Skin – healthy, dry, irritated							
Condition of Eyes – clear, runny, matter							
Condition of Ears – clean, dirty, infected							
Body Weight – ideal, fat, thin							
Condition of Gums – healthy, pale, inflamed							
Condition of Teeth – clean, tartar, stained							
Condition of Nails – ideal, short, long							
Other areas of concern - Please list							
Initials of Leader							

Dog Care and Management (continued)

Responsible Dog Ownership:

Owning a dog is a commitment that can last for many years. You must provide them with suitable shelter, food and water as well as regular veterinary care and vaccinations. It is also your responsibility to provide proper grooming, exercise and training. This section will help you reflect on your responsibilities.

Use the list below to help you determine your current level of responsibility as well as areas that you want to improve.

Care	What I'm already doing	What I want to improve
Provide adequate housing and bedding		
Always provide access to clean, fresh water		
Feed a balanced diet specific for my dog		
Feed my dog daily or more often as needed		
Feed my dog only foods that are meant for dogs		
Properly store all dog food and treats		
Keep food and water bowls clean		
Keep crates, carriers, pens, kennels and bedding clean		
Use an appropriate collar and leash		
Use appropriate grooming equipment		
Groom my dog daily or as needed		
Bathe my dog as needed with products only meant for dogs		
Be aware of the health and comfort of my dog		
Establish a veterinarian/client/patient relationship		
Develop a year-round wellness program to prevent disease, including vaccinations		
Properly treat my dog for internal and external parasites		
Observe my dog daily and get immediate health care if necessary		
Keep accurate health records		
Observe and follow label directions for medication prescribed by my veterinarian		
Properly store, label and account for all dog medications		
Obtain a county dog license for my dog		
Microchip or tattoo my dog		
Provide and identification tag for my dog		
Spay or neuter my dog		
Learn local laws regarding ownership, leash laws, licensing and vaccination		
Do not allow dog to roam free or unsupervised		
Exercise and play with my dog daily		
Socialize my dog		
Use positive reinforcement and humane methods with my dog		
Do not allow my dog to bark uncontrollably		
Clean up after my dog when we walk outside or if they have an accident indoors		
Do not allow my dog to approach someone without their permission		
Teach my dog to become an AKC Canine Good Citizen		
Treat my dog as a member of the family		
Other:		

Dog Care and Management (continued)

Responsible Dog Ownership:

After deciding which areas you want to improve, describe HOW you are going to make those improvements:

--

At the End of Your Project:

Did you improve the care you provided your dog?

--

What worked well?

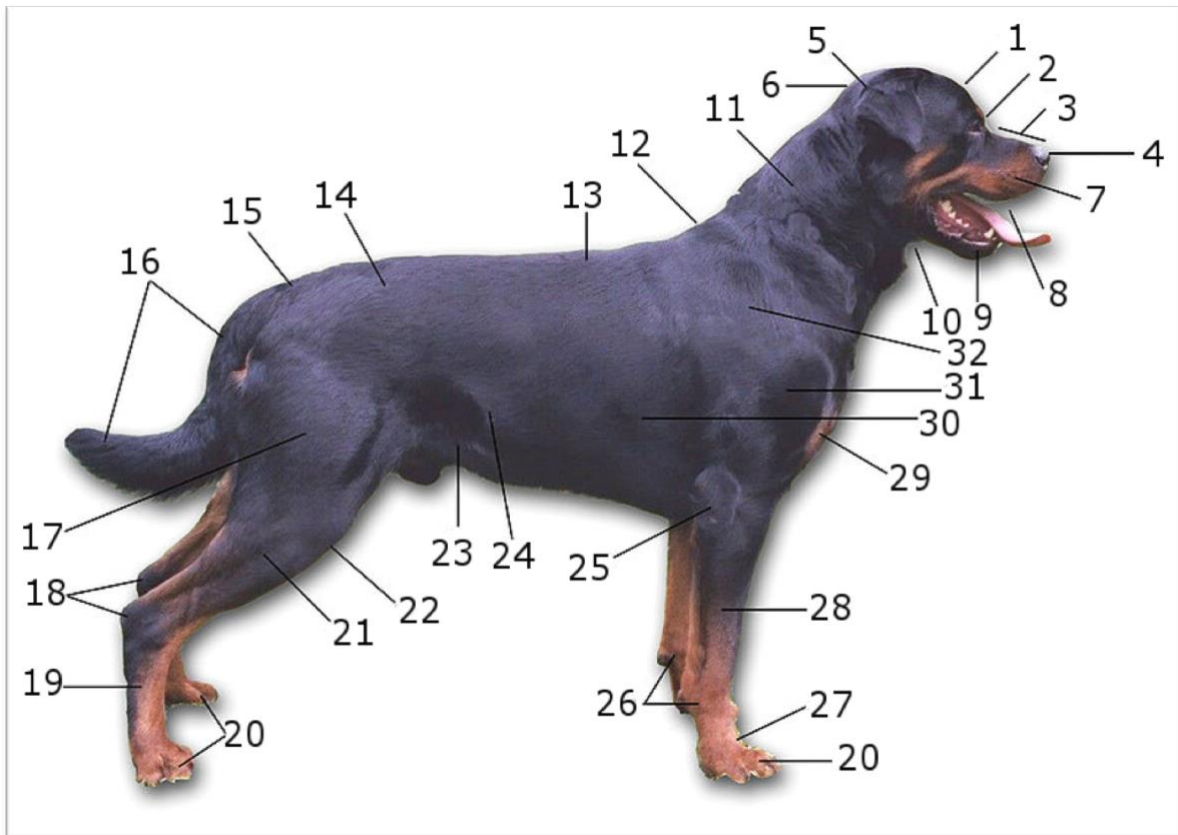
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What would you change?

--

Dog Anatomy:

Label the parts of a dog below:



Ear	Loin	Crest	Point of Shoulder
Back	Forehead	Rump	Thigh
Withers	Croup	Pastern	Stifle
Forearm	Brisket	Back	Wrist
Muzzle	Belly	Paws	Shoulder
Stop	Hock	Wrist	Mouth
Flew	Elbow	Throat	Cheek
Nose	Tail	Ruff	Chest

1. _____	9. _____	17. _____	25. _____
2. _____	10. _____	18. _____	26. _____
3. _____	11. _____	19. _____	27. _____
4. _____	12. _____	20. _____	28. _____
5. _____	13. _____	21. _____	29. _____
6. _____	14. _____	22. _____	30. _____
7. _____	15. _____	23. _____	31. _____
8. _____	16. _____	24. _____	32. _____

Equipment and Supplies Record:

At the beginning of the 4-H year, take an inventory of what equipment and supplies are on hand. If the cost is not known, estimate the replacement value. Add new equipment or supplies you purchase to the list.

Beginning Inventory - Equipment on hand at the beginning of the project year.			
<i>Remember that these are not "new" items. Wear and tear occurs on equipment we use year to year. These items will depreciate (go down in value). Please take this into account when putting a dollar value on your inventory.</i>			
Description	Date Acquired	Beginning Value	Present Value
		\$	\$
		\$	\$
		\$	\$
Beginning Inventory Total Amount		\$	\$

New Inventory - Equipment and Supplies purchased during the project year.			
<i>Wear and tear occurs on equipment as we use it. New items will depreciate (go down in value). Please take this into account when putting a dollar value on your inventory.</i>			
Description	Date Acquired	Cost Beginning Value	Present Value
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
New Inventory Total Amount		\$	\$
Grand Total (New & Beginning Inventory)		\$	\$

Beginning Value

\$

Present Value

\$

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=

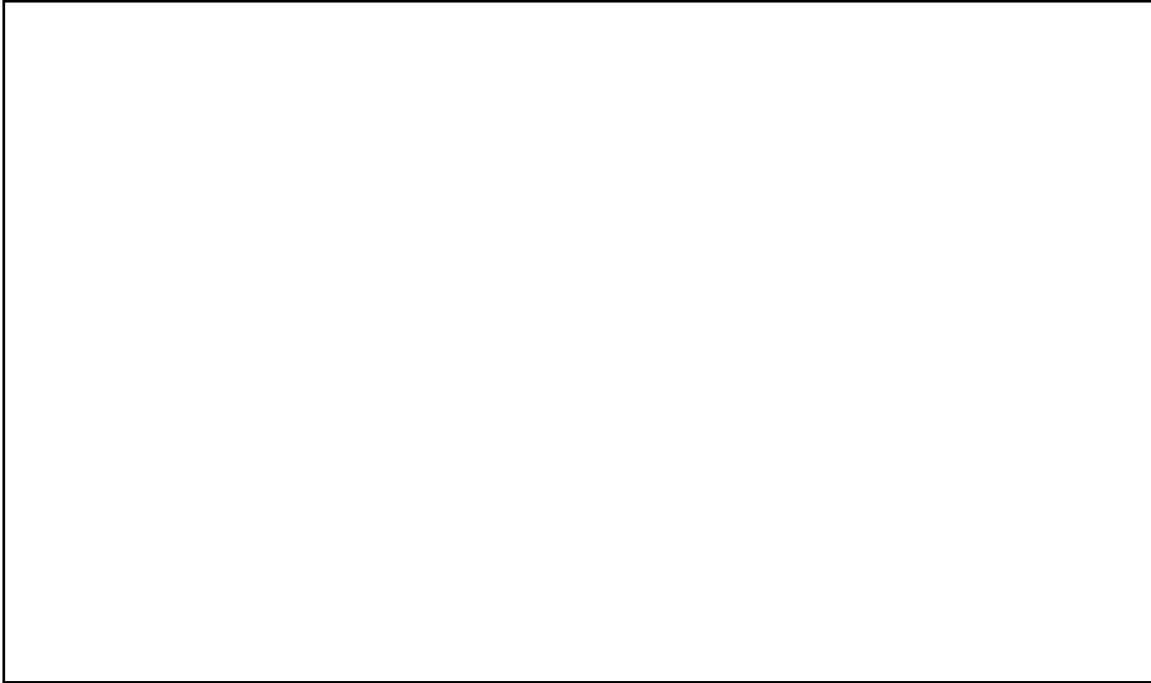
\$

Equipment Expenses

Nutrition

Feeding your dog a complete and balanced diet is essential for maintaining their health. Choosing the right diet involves considering the dog's life stage, lifestyle and body condition. Making sure your dog is eating a high-quality diet is an important step in keeping them happy, healthy and able to play and perform. Proper feeding is evident in a glossy coat, strong muscles and an alert, ready attitude.

Attach a dog food label of the primary dog food used for your project animal



Complete the information below about your dog food and feeding information:

Type of Dog Food: (Dry, semi-moist, canned)	
Food is designed for: (maintenance, performance, puppy, weightcontrol, lactating, etc.)	
List first two ingredients on food label:	1.
	2.
How do you feed: (free choice, limit time, limit food)	
How often do you feed: (puppies 2-3 times daily; adults 1-2 times daily)	
Amount fed each feeding:	

Nutrition (continued):

Allergies:

List any food allergies/sensitivities:	1.
	2.

Foods to Avoid

There are several foods that humans eat that your dog should not eat. Some foods can cause severe diarrhea as well as cause vitamin deficiency. Other foods can interfere with your dog's heart, liver and kidney functions causing renal failure and sometimes death.

Please list at least 3 things dogs should NOT eat and why:

Item	Why they should not eat

Cost of Food,Supplements and Treats:

Food	Type (dry, semi-moist, canned)	Amount fed per Day	Monthly Cost	Yearly Cost
			\$	\$
			\$	\$
TOTAL			\$	\$

Supplement	Used for	Amount fed per Day	Monthly Cost	Yearly Cost
			\$	\$
			\$	\$
TOTAL			\$	\$

Treat	Used for (reward, training, dental, medication, play)	Amount fed per Day	Monthly Cost	Yearly Cost
			\$	\$
			\$	\$
TOTAL			\$	\$

TOTAL ALL FOOD, SUPPLEMENTS AND TREATS			Monthly Cost	Yearly Cost
			\$	\$

Use the formula below to determine the monthly and yearly cost of food, supplement or treat:

Cost of Item: \$ _____	÷	oz. or lb. in container	=	\$ _____	per oz. or lb.
Amount fed: _____	oz. or lbs. per day	X 30 days in month	=	\$ _____	per oz. or lb.
Monthly Cost: \$ _____	cost per oz. or lb.	X	Total amount fed	\$ _____	Monthly Cost
Annual Cost: \$ _____	monthly cost	X 12 months	=	\$ _____	Annual Cost

Health Record:

An annual wellness program should be established for your dog. This includes regular visits to your veterinarian for a wellness check and vaccinations. In the chart below, record the vaccinations given including the expiration date so you know when your dog needs to be revaccinated. You may attach extra pages for additional dogs.

Vaccination Record				
Date	Length (1yr; 3yr)	Type (* The starred vaccines are often given in combination. If your dog receives a combination, just circle or highlight what is included and list the cost once)	Expiration Date	Cost
		Distemper*		\$
		Hepatitis*		\$
		Leptospirosis*		\$
		Parainfluenza*		\$
		Parvovirus*		\$
		Rabies		\$
		Bordetella		\$
		Lyme Vaccine		\$
		Other		\$
Total Vaccination Expenses				\$

Internal Parasite Control				
Example: heartworm, round, hooks, whip, and tapeworms)				
Date	Brand	Dose	How given (pill, injection)	Cost
				\$

Internal Parasite Control				
Example: heartworm, round, hooks, whip, and tapeworms)				
Date	Brand	Dose	How given (pill, injection)	Cost
				\$

Total Vaccinations, Internal & External Parasite Control				\$
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Competitive Dog Show Ring Record

Record the date and name of any dog shows/trials attended including, placing out of the number of entries in the class and awards earned.

Date	Show	Venue	Class (Example: Beginner Novice Agility)	Placing	Awards or Premiums Won	Qualifying Legs or Titles Won	Entry Fees
				_____ out of _____			
				_____ out of _____			
				_____ out of _____			
				_____ out of _____			
				_____ out of _____			
				_____ out of _____			
				_____ out of _____			
				_____ out of _____			
				_____ out of _____			
				_____ out of _____			
TOTALS					\$		\$

Training Record:

In each section, document the skills your dog has mastered for each item.

OBEDIENCE	Beg. Novice	Pre-Novice	Novice	Graduate Novice	Open (off leash)	Date(s) Demonstrated At Practice	Leader Approval	Date(s) Demonstrated In Show Ring
Heel on leash	X	X	X	X				
Heel Free		X	X		X			
Figure Eight (on leash)	X	X	X					
Figure Eight (off leash)				X	X			
Sit for Exam	X	X						
Stand for Exam			X					
Sit/Stay	X							
Recall	X	X	X					
Drop on Recall				X	X			
Stay sit or down		X	X					
Long Sit (out of sight 3 min)					X			
Recall over High Jump				X				
Recall over Broad Jump				X				
Long Down (out of sight 3 min.)				X				
Long Down (out of sight 5 min.)					X			
Other:								
Other:								

Training Record (continued):

STANDARD AGILITY	1 st Year (6-8 obstacles)	Novice (8-14 obstacles)	Open (10-12 obstacles)	Excellent (12-14 obstacles)	Date(s) Demonstrated At Practice	Leader Approval	Date(s) Demonstrated In Show Ring
Single Bar Jumps (no wings)	X						
Single Bar Jumps (may include wings)		X	X	X			
Double Bar Jumps			X	X			
Triple Bar Jump				X			
Open Tunnels (two)	X	X	X	X			
Tire Jump			X	X			
Broad Jump			X	X			
6-Weave Poles				X			
Pause Table		X	X	X			
A-Frame (contact)	X	X	X	X			
Dog Walk (contact)			X	X			
See Saw/Teeter (contact)				X			
Other:							
Other:							

Note: The number of obstacles vary by class and by venues such as 4-H, AKC, USDAA, NADAC. Please check the rules for each trial before you enter. The chart above is only a general guideline for training for 4-H agility classes.

Training Record (continued):

RALLY	Rally Novice Class	Rally Advanced Class	Rally Excellent	Rally Novice Team	Date(s) Demonstrated At Practice	Leader Approval	Date(s) Demonstrated In Show Ring
On-Leash	X			X			
Off-Leash		X	X				
10-15 Stations	X			X			
Nor more than 3 Stationary exercises	X			X			
12-17 Stations		X					
No more than 5 Stationary Exercises		X					
One Jump (broad, high, or bar)		X					
15-20 Stations			X				
Call to Heel Marker			X				
No fewer than 3 and no more than 7 Stationary Exercises			X				
Two Jumps			X				
Sit-Stay Exercise			X				
4 Dog Teams (Juniors or Seniors may compete together; all levels of experience may compete together)				X			

Note: The number of stations and exercises may be different at other events. This is only to be used as a general guideline.

Training Record (continued):

SHOWMANSHIP	Novice Class	Open Class	Date(s) Demonstrated At Practice	Leader Approval	Date(s) Demonstrated In Show Ring
Dog Presentation					
Ring Procedure					
Dog Grooming					
Appearance					
Ring Conduct					
General Knowledge					

AKC Canine Good Citizen Test	Description of Test item	Date Mastered
Accepting a Friendly Stranger	The dog will allow a friendly stranger to approach it and speak to the handler in a natural, everyday situation.	
Sitting Politely for Petting	The dog will allow a friendly stranger to pet it while it is out with its handler.	
Appearance and Grooming	The dog will permit someone to check its ears and front feet, as a groomer or veterinarian would do.	
Walking on a Loose Leash	Following the evaluator's instructions, the dog will walk on a loose lead (with the handler/owner).	
Walking Through a Crowd	This test demonstrates that the dog can move about politely in pedestrian traffic and is under control in public places. The dog and handler walk around and pass close to several people (at least three).	
Sit and Down on Command/Staying in Place	The dog must do sit AND down on command, then the owner chooses the position for leaving the dog in the stay.	
Coming when Called	This test demonstrates that the dog will come when called by the handler (from 10 feet on a leash).	
Reaction to another Dog	This test demonstrates that the dog can behave politely around other dogs. Two handlers and their dogs approach each other from a distance of about 20 feet, stop, shake hands and exchange pleasantries.	
Reaction to Distractions	The evaluator will select and present two distractions such as dropping a chair, etc.	
Supervised Separation	This test demonstrates that a dog can be left with a trusted person, if necessary, and will maintain training and good manners. Evaluators are encouraged to say something like, "Would you like me to watch your dog?" and then take hold of the dog's leash. The owner will go out of sight for three minutes. The dog does not have to stay in position but should not continually bark, whine pace unnecessarily or show anything stronger than mild agitation or nervousness. Evaluators may talk to the dog but should not engage in excessive talking, petting or management attempts (e.g. "there, there, it's alright").	
CGC TEST LOCATION:		DATE CGC PASSED:

Miscellaneous Expense Record

List any expenses that do not fit into one of the previous categories. This includes dog licenses, kenneling, training fees, transportation, breed association dues, registration papers, show expenses, stud fees, etc.

Date	Description	Cost
Example: 7/1/12	American Kennel Club Registration Fee	\$25.00
	Total Miscellaneous Expenses	

Miscellaneous Income Record

List any income from project dog such as offspring, stud services, show scholarships, etc.

Date	Description	Cost
Example: 7/1/15	Sale of male puppy	\$225.00
	Total Miscellaneous Income	

Project Financial Summary

Since most dogs are companion animals and kept as family pets, the objective of keeping financial records is to help you understand the related costs of owning a dog. You are not expected to have income or earn profits from your dog project. This statement shows the income, if any, minus your expenses is the total or net cost of your dog project.

Income	
Premiums Won (page 17)	\$
Miscellaneous Income (page 22)	\$
Total Income	\$

Expenses	
Equipment and/or Supplies (page 11)	\$
Food and Supplement Expenses (page 14)	\$
Health Care: Vaccinations, Parasite Control (page 15)	\$
Health Care: Veterinary Visits, medications, surgery (page 16)	\$
Miscellaneous Expenses (page 22)	\$
Dog Show/Trial Expenses (page 17)	\$
Total Expenses	\$

NET Project Cost (Total Income minus Total Expenses)	\$
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4-H Activities:

Business Meetings (separate from Dog Practice/Training Sessions):

Date	What Business did the Club Conduct?	Topics or Lessons Discussed

Did you hold an officer position? Yes No
 If yes, which one?

- President Vice-President Treasurer
 Secretary Reporter Other (please specify): _____

What other leadership roles did you hold this year? (camp counselor, teen leader, etc.)

What 4-H committees did you serve on?

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

4-H Activities (Continued)

Learning Experiences:

The 4-H motto is “learn by doing”. What 4-H activities and learning experiences have you taken part in this year? Here are some suggestions:

- Clinic
- Demonstrations
- Exhibit
- Illustrated Talk
- Speech
- Camp
- Field Trip
- 4-H Day at the State Capitol
- (Non-Dog) Competition
- Project Judging
- Workshop
- Skillathon
- Tour
- Radio/TV Presentation
- Write Article for local Newspaper
- Contest Day
- Community Service

You should take part in at least two (2) experiences each year. As soon as you have completed an activity, record what you did in the chart below.

Activity	Date	Location	Comments or Placing

* You may attach additional activities on another sheet behind this page.

Activities other than 4-H

What other clubs, groups or organizations did you belong this year? (school, church, community):

Below, list any activities you participated in for school, scouts, sports groups, church, community service, etc. that were not affiliated with 4-H.

Activity	Date	Location	Comments or Placing

Describe any leadership roles you fulfilled outside of 4-H:

4-H Story

The motto of 4-H is “learn by doing”. Each year we learn something new by participating in a 4-H project. Please write a 4-H story that explains:

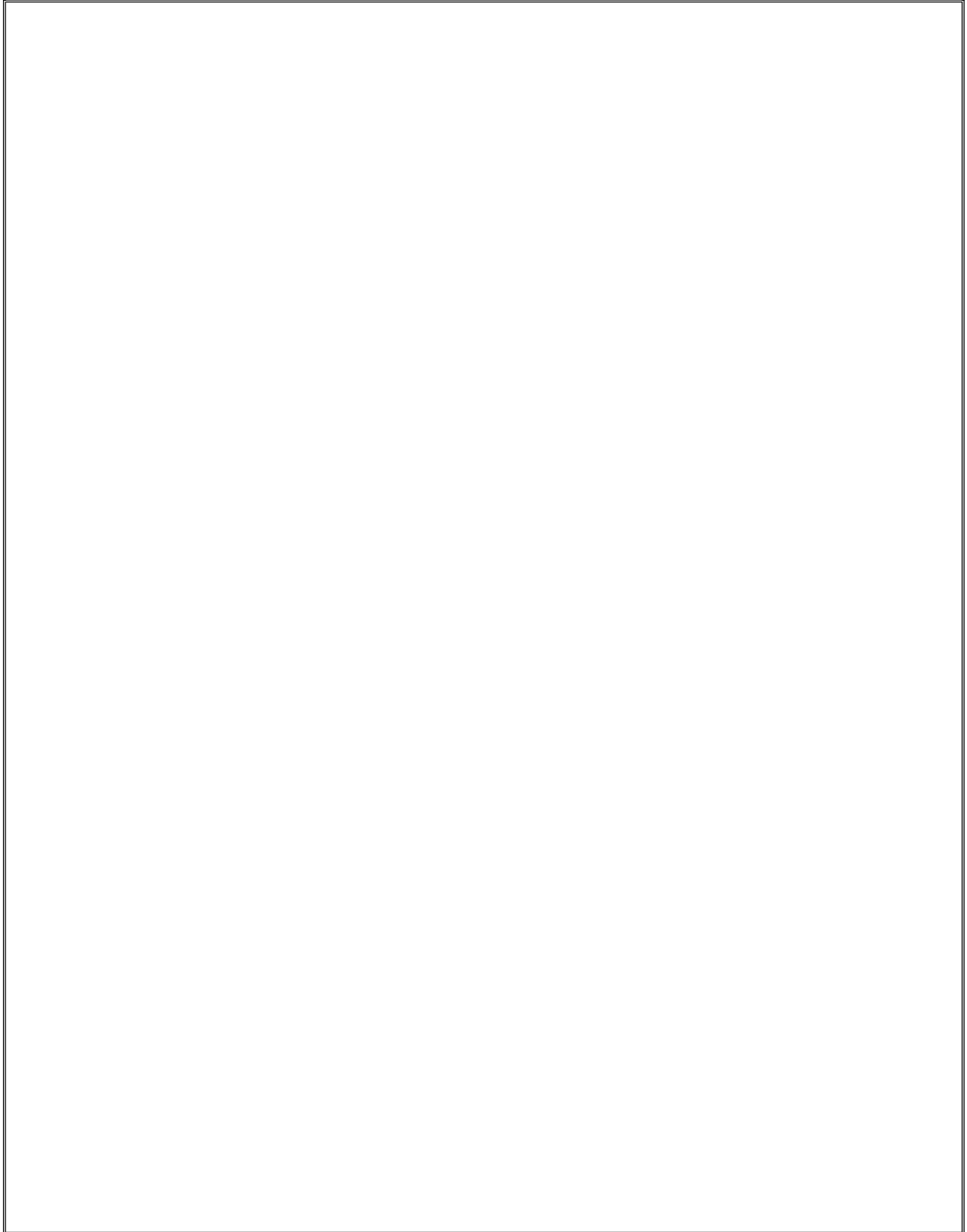
- What you have learned
- New skills you have gained over the past year in 4-H (personal, training, leadership, science, dog training, archery, etc.)
- What goals you have accomplished. How you did so. What goals you will include next year.

Other examples that you may consider writing about include: something that happened that was funny, sad or exciting; challenges you faced and how you overcame them; who helped you with your project and how they contributed; things you are most proud of. Feel free to relate your 4-H experience to other parts of your life (school, home, family, friends, etc.)

Junior members’ stories must include a minimum of five (5) sentences (one paragraph). Senior members’ stories must include a minimum of three (3) paragraphs.

*If you need additional space, use extra 4-H Story page or attach additional pages.

4-H Story (continued)

A large, empty rectangular box with a thin black border, intended for the user to write their 4-H story. The box occupies most of the page's vertical space.

Dog Project Photos

Please limit yourself to a maximum of two (2) photo pages and a minimum of two (2) photos. Additional memorabilia should be attached as addendums and/or your 4-H portfolio.

Dog Project Photos (continued)

Record Book Scorecard

4-H Members:

Leave this page blank. The person judging your book will complete the scorecard.

Possible Points	Score Criteria	Points Awarded by Judge
10	Neatness (legible writing, one color ink, well-organized)	
15	Completeness (required signatures, all pages and sections, complete thoughts and ideas)	
10	Accuracy (no math errors, factual statements made)	
10	Project Planning and Goals (goals set, topic of interest writing, learning experiences)	
20	Dog Care and Welfare (dog care, dog personality questionnaire, reading dog food labels, AKC Canine Good Neighbor program, dog overpopulation)	
25	Animal Records (animal info, dog inspection record, inventory, budget, feed expense record, equipment expense record, vet/medical expense record, income record, project cost/profit statement, vaccination record, labor record, evaluating your goals, 4-H participation record)	
10	Photos, clippings, etc. (include one dog food label page 12, include two photos for pages 29/30)	
100	Total Points Earned by 4-H'er	
	Scoring: 90-100 Blue, 75-89 Red, 74 or below White	

Judges' Comments:

4-H Dog Project Record Book and Portfolio Instructions

The 4-H Dog Project Record Book and Portfolios is a process in which 4-Hers record and analyze their learning experiences in the 4-H Program. Members who submit materials for judging receive evaluation and recognition for their accomplishments. 4-Hers may choose to submit one of the following:

Project/Record Book: A record of the project dog(s) the 4-Her completed for the current calendar year beginning October 1 and ending September 30 of the 4-H year.

Portfolio: An accumulation/history of the life achievements of a 4-Her. They may include material not directly related to 4-H and should be organized by year. Portfolios consist of multiple years of work (except for the first-time submissions). Youth must complete a Portfolio to be eligible for Top County Awards.

Educational Goals for the 4-H Project/Record Book and Portfolio:

- To teach 4-Hers fundamental record keeping skills
- To teach 4-Hers how to set goals and analyze what they have learned in 4-H and other experiences
- To create a record of accomplishments which document success in 4-H and other experiences
- To provide 4-Hers an opportunity for recognition

Instructions for Project/Record Book:

This record is designed to be the place for you to keep records on your project dog(s). Read through the book carefully and complete all sections requested. Do not leave any sections blank unless they do not relate to your project animal. 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.

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 or type.
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 as an addendum at the back of this 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 five sentences; more experienced 4-H members' stories should be more in depth.