

RUTGERS

New Jersey Agricultural
Experiment Station



My 4-H Cat Project Record Book

DRAFT
2010



For use by all Somerset County 4-H cat project members

Member Name: _____ Birth Date: _____

Street Address: _____ Grade: _____

City, State, Zip: _____ Phone: _____

4-H County: _____ Years in Project: _____

Name of Club: _____ 4-H Year: _____

Club Leader's Name: _____

End-of-year signatures

At the end of the 4-H year, when your record book is complete, your 4-H club leader will probably ask to see this record book.

By signing below, I am stating that I have completed this record book myself and to the best of my knowledge, the information included in it is correct.

<i>4-H Member Signature</i>	<i>Date</i>

By signing below, I am stating that I am familiar with this work and, to the best of my knowledge, the member completed this record book and the information included in it is correct.

<i>Title</i>	<i>Signature</i>	<i>Date</i>



Edited by: Heidi Cyr, Somerset County 4-H Volunteer
Carol Ward and Lisa Rothenburger, County 4-H Agents

Adapted From:

“My 4-H Cat Project Record Book” by West Virginia University Extension Service
and
“My 4-H Record Book” by Keith G. Diem, Ph.D., Program Leader in Educational Design

June 2010 (Draft)

© 2010, Rutgers Cooperative Extension.

Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and County Boards of Chosen Freeholders. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.

Introduction

This project book has been created specifically for members enrolled in the 4-H Cat Clubs. Keeping a record book is an important part of the project. It will help you set goals for the project year, record your accomplishments and help guide your efforts to keep important records on your cat(s).

What is a 4-H Project?

A project is a subject or topic that you learn about in 4-H. It is also something you do or make, with knowledge and skills you learned in the project. In this case, your project is Cats. You learn about your project from attending club meetings and educational workshops, and from working with adult and other 4-H members. You can also learn from field trips and camps, by participating in shows and competitions, as well as from your family and self-study. The Cat project is for kids who love cats and want to learn about them. Ideally, you have a cat of your own. You will be the cat's teacher. Your goal is to be a good teacher to the cat, using patience, firmness, consistency, and love.

Why Complete a Record Book?

A record book is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

Keeping a 4-H record book will help you...

- To organize yourself
- Set reasonable goals for yourself
- Appreciate what you've learned this year from the goals you reached
- Recognize what you've learned in your 4-H project this year and track your progress and successes from year to year.
- Explain what you've learned
- Keep track of costs of your project
- Gather information needed to apply for awards and scholarships
- Complete applications and resumes for jobs and college
- Meet requirements to participate in some county, state, and national 4-H events.



Guidelines for the Cat Project Record Book

One record book can be completed for all of your project animals. Start your record book at the beginning of the 4-H year (in September or when you join) and keep track of all your expenses and receipts during the year. It is important to update your record book monthly. Keep your book neat and complete.

Start by setting at least three goals for the year. These goals could include “Cat Care Skills” or “Personal Development Activities”. To expand your horizons try to accomplish new skills each year you are in the project.

A record book should be three-hole punched so that it may easily be kept in a three-ring binder. It is recommended that you save your record books from previous years. That way, you can easily compare your progress and achievements throughout your years in 4-H. It will also help you when you apply for awards, jobs, college, etc.

Member in Good Standing Guidelines

In general, all 4-H members are expected to meet the following standards each year. These are the minimum requirements. Your club may have additional requirements.

- Attend at least 70 percent of regular club meetings and activities.
- Complete a 4-H project, doing your own work with minimal assistance from parents or others, including being responsible for the physical care and training of the animal(s) to the fullest extent.
- Give a club or county 4-H public presentation.
- Complete a project record book (like this one).



How This Record Book is Organized

Aside from the introduction, this record book is organized into four main sections:



- * Starting Out - Goals for the 4-H year—Page 5
- * Along the Way—Keeping track of what I do—Page 8
- * Looking Back—What I learned this year—Page 16
- * Thinking Ahead—Goals for next year—Page 23

Starting Out

Goals for the 4-H Year

The beginning of the 4-H year is a good time to think about what you'd like to do or learn in 4-H during the upcoming months. List some of your goals for the year and how you plan to accomplish them. Talk with your leader and parents to decide which goals are realistic for this year.

During each year in the 4-H Cat Project, members should choose a minimum of three goals to pursue. You may ask your leader for suggestions. Write your choices below. Don't be afraid to challenge yourself. Of course, you may aim to reach more goals. For now, write your goals below and your plan for reaching each goal. Be sure to get the needed signatures on the next page.

My goals for this year	Steps to reach this goal
<i>Example: I will learn how to give a public presentation.</i>	<i>Attend county public presentation workshop. Practice my presentation. Give the presentation at a club meeting.</i>

Signatures for Goal Setting

I will work toward the above goals I have set for myself for the upcoming 4-H year to the best of my ability:

*Member Signature**Date*

*Parent Signature**Date*

*4-H Leader Signature**Date*

Along the Way

Keeping track of what I do



For this section, it is best to write down what you have done shortly after completing it so that you don't forget important events and activities. This section includes the following parts:

- * What I accomplished in this project this year
- * Animal care & management
- * Project finances
- * Other clubs and projects and events I participate in.

What I accomplished in this project this year

On the following page list what you did in this 4-H project. Don't forget to include all types of 4-H events and activities you might have done this year:

- Events participated in
- Leadership roles—such as offices held, committees led
- Shows & competitions
- Club meetings, special meetings, and clinics
- Community Service
- Public Speaking
- Field trips
- County Fair
- Awards and recognition earned



Name of Activity/ Event	Date & Location	What I did	Type (Fundraising, Community Service, Presentation, Leadership)	Level (Club, Community, State, National)	Award or Recognition Earned?
<i>Example:</i> Public Speaking	<i>1/1/2010</i> <i>Somewhere, New Jersey</i>	<i>Spoke about Cat Brushing Techniques</i>	<i>Presentation</i>	<i>Club</i>	<i>2nd Place</i>
<i>Example:</i> Visited nursing home with the club	<i>12/15/09</i> <i>ABC nursing home</i> <i>Bridgewater</i>	<i>I brought my cat for the residents to pet</i>	<i>Community Service</i>	<i>Community</i>	<i>Received a Thank-you Letter from Center Director</i>

Information About My Cat

(Use One Sheet Per Cat)

Name of cat _____

Breed of cat (if known) _____ Coloring _____

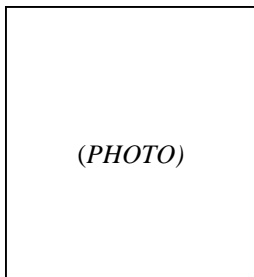
Longhair _____ Shorthair _____ (check one)

Sex of Cat: Male _____ Female _____

My cat's age is: (if known) _____ Year of birth: _____ Month: _____ Day: _____

Unknown age but estimated: _____

My cat was (check all that apply):



___ Already a family cat

___ Gift

___ Purchased

___ Adopted from a shelter or rescue

___ Other (please explain)

My cat was acquired at: _____
(name of store, breeder, animal shelter, rescue ,etc)

Was a fee charged? _____

Date I started my project: _____ Date I completed my project: _____

Description of my cat *(include size, weight, color, and other identifying characteristics):*

Average time I spend with my cat each day *(observing, playing, exercising, caring, etc.):*

Cat Care

(Use One Sheet Per Cat)

How often do you clean your cat's litter box? _____

What kind of food do you feed your cat? _____

How often do you clean your cat's food and water containers? _____

How often do you play with your cat? _____

How often do you brush your cat? _____

How often do you take your cat to the veterinarian? _____

What is your cat's favorite food? _____

What is your cat's favorite place? _____

What is your cat's favorite toy? _____

What is your cat's favorite thing to do? _____

Does your cat do any tricks? _____

If yes, please explain: _____

What do you do to keep your cat healthy? _____

Does your cat have any particular habits? _____

Has your cat ever:

Been sick? _____

Been hurt? _____

Been lost? _____

Been neutered or spayed? _____

Do you have other pets? (include their names and species):

Annual Feline Health Care Practices

(Please use one sheet for each cat)

Please list all vaccinations your cat received this year:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

Was parasite treatment performed?

Please list any procedures your vet performed:

Name of Veterinarian : _____

Name of clinic or hospital: _____

Town: _____

Does your cat have any medical conditions that require special medication(s)?

Yes _____ No _____

If yes, what medication(s)?: _____

How often do you administer them? _____

Project Finances



It is likely that you spent money on your 4-H project this year. This section will help you add up what it cost to complete your project.

(I) Income

It is quite likely your project had no income. If so, enter “none” under description and “\$0.00” under the total income. List any income received from your project this year. For instance, sales of any project-related items or cash prizes from contests or exhibitions. Income may also include selling kittens from a litter or any animal related activity that had a profit.

E) Expenses

In this section keep track of what you purchased and the costs of any other materials, supplies, and equipment used for your project. Feel free to add more copies of these pages if necessary.

Expenses are divided into three categories (E1, E2, E3)

(E1) * Cat Food (*dry, canned, snacks, etc.*)

(E2) * Miscellaneous expenses (*such as: grooming supplies, equipment, show entry fees, advertising fees, toys, etc.*)

(E3) * Health/Medical expenses (*medicine, vaccinations, veterinary visits, boarding fees, and other health practices performed by you, your parents, or others*)

Date	Description of Income (include quantities)	Income (\$)
12/19/09	Watched neighbor's cat while they were away	\$ 15.00

Cat Food Records (E1)

Type of Food Purchased	Date Food Was Purchased	Cost of Food Purchased	Amount & Quantity Purchased (optional)	Comments
Example: Dry Cat Food	12/1/2009	\$5.00	1 20LB. Bag	I keep dry food in self feeder at all times
TOTAL for Year:				

Miscellaneous Expenses (E2)

Date	Item Purchased or Service Performed	Reason for Item Purchased or Service Performed	Cost	Comments
Example: 12/1/09	Litter Box	Tp house train kitten	\$10.00	My kitten learned good litter habits quickly.
TOTAL for Year:				

Health/Medical Expenses (E3)

Date	Treatment or Services	Performed by	Reason for Treatment or Service	Cost	Comments
Example: 12/1/09	Kitten's 1st visit to vet	Dr. DVM	for vaccinations and check-up	\$50.00	Kitty liked the vet
TOTAL for Year:					

Year End Summary

Financial

If your project earned more than it cost, then you made a profit. This is not very likely, so don't worry if your project did not make money.

It is more likely that you spent more on your 4-H project than you earned from it. Therefore, "expenses" minus "income" is the total (or "net") cost of your project.

Total Expenses	
Total Cat Food Expenses (E1) page 12	\$
Total Miscellaneous expenses (E2) page 13	\$
Total Health/Medical expenses (E3) page 14	\$
Total Expenses (add all expenses together)	\$



Net Project Cost	
Total Expenses (E, from above)	\$
Total Income (I, from bottom of page 11)	\$
Net Project Cost <i>(Subtract total income from total expenses)</i>	\$



Knowledge and Skills I Gained

There are many things to learn in 4-H. Check each item below that you learned or improved in 4-H during the past year.

I learned or improved my ability to...

HEAD (Independence)

- try something new
- set goals for myself
- plan a project
- keep myself organized
- keep records of my work
- gain knowledge of my project
- get more information about something I am interested in
- use resources wisely
- participate in a business meeting
- run a business meeting
- make wise choices and decisions
- solve problems
- learn from my mistakes
- understand that it's ok to change my mind if I need to
- pay attention to instructions

HEART (Belonging)

- speak confidently in front of a group
- give a public presentation
- share my feelings or point of view
- make myself understood without bullying or being loud
- listen to other people
- respect someone else's feelings
- resolve differences of opinion
- appreciate my cultural heritage
- accept people who are different from me
- get along with other kids
- make others feel welcome
- stand up for others
- make new friends
- appreciate the importance of friendships in my life

HANDS (Generosity)

- work with others
- work within a group
- work within a committee
- work with adults
- get past differences to reach a goal
- help others succeed
- make something with my hands
- explore a career interest
- follow directions
- lead others
- find ways to make a positive contribution to society
- understand the importance of community service
- see that my efforts can make a difference
- take the initiative to start something on my own

HEALTH (Mastery)

- understand my strengths and weaknesses
- finish something I started
- be proud of my accomplishments
- accept change
- see that my character can effect a situation
- take responsibility for my own words and actions
- deal with winning and losing gracefully
- be careful and practice safety
- appreciate the importance of good health
- stay healthy
- feel good about myself

Other:

Cat Care & Training Skill Goals * Beginner

Check each item below that you learned during the past year.

- | | |
|---|--|
| <input type="checkbox"/> Identify the best type of cat for your family | <input type="checkbox"/> Identify the parts of a cat |
| <input type="checkbox"/> Learn basic information on cat breeds | <input type="checkbox"/> Learn how to select cat litter and understand litter training |
| <input type="checkbox"/> Learn how to hold and carry a cat | <input type="checkbox"/> Keep track of the costs of owning a cat |
| <input type="checkbox"/> Learn how to groom a cat and clip its nails | <input type="checkbox"/> Recognize signs of good health and illness in cats |
| <input type="checkbox"/> Learn how to show a cat | <input type="checkbox"/> Learn about common feline parasites |
| <input type="checkbox"/> Understand cat ownership responsibilities | <input type="checkbox"/> Learn about common feline vaccinations |
| <input type="checkbox"/> Learn about local laws regarding pet ownership | <input type="checkbox"/> Understand the procedures and benefits of spaying/neutering a cat |
| <input type="checkbox"/> Learn how to keep a cat safe | |
| <input type="checkbox"/> Learn about toys that are safe for cats | |

TOPICS

Learn about what a cat needs to be healthy and happy.

Learn why cat laws may be different in various areas.

ACTIVITIES

Make a cat toy

Find news articles about cats and report on them to your club

Cat Skills * Intermediate

- Learn in-depth information on cat breeds
- Learn about scientific classification and how all cats are classified
- Learn about a cat's six senses
- Learn how to exercise a cat
- Learn about and discuss what it means to be a responsible pet owner
- Understand cat behaviors and identify cat postures
- Learn about the process of declawing a cat and its implications
- Learn about types of cat food
- Learn to identify emergency medical situations in cats and know basic first aid.
- Understand the nutritional needs of cats
- Learn about assessing a cat's temperament as a volunteer or visiting companion
- Understand safety and health issues of transporting a cat
- Understand the pros and cons of indoor and outdoor cats

TOPICS

Learn about homeless cats and the alternatives available to pet owners who must give up cats. Find out which shelters and rescues are active in your community.

Visit an animal shelter. Learn how shelters and rescues are organized and funded.

ACTIVITIES

Photograph a cat or cats and edit your pictures.

Cat Skills * Advanced

- Learn about cats' major body systems, their parts and functions
- Research and understand local laws governing cat ownership
- Learn about diseases spread from cats to people
- Learn about the extrapolation effects of not spaying or neutering cats
- Learn about cat reproduction and the management of breeding cats
- Investigate animal welfare and animal rights issues, discuss any local cases and keep informed on the legal outcomes.
- Learn about feral cats, feral colonies, colony management and TNR
- Learn about starting a cat-related business
- Understand the behaviors and special needs of older cats
- Evaluate your leadership skills
- Learn about basic genetics
- Understand fear and stress behavior in cats
- Learn about various methods of training cats
- Conduct a cat showmanship clinic

TOPICS

Learn how to evacuate a pet and what to do in emergency situations.

Develop an emergency plan for your pets and family. Share your strategy with your family and have a practice session

Help a younger member create an emergency plan.

ACTIVITIES

Volunteer at a shelter or rescue group and report on your experiences.

Design and teach a cat-related activity

Mentor a younger cat club member and record your experiences.

The Three Most Important Things I Learned



Even if you learned many different things in 4-H, think of what was most important for you. Then, list the three most important things you learned in This project during the past year in the boxes below. For instance, *I learned how to brush my cat, I learned that working with senior citizens is challenging but also fun, I learned to speak in front of my club without being afraid.*

The Three Most Important Things I Learned in this Project During the Past Year Were...
1.
2.
3.

My Story

Keeping in mind the items you checked on the **Knowledge and Skills Gained** list on the previous page, write a story that explains what you learned this past year in the 4-H. Use specific examples (unique to you) whenever possible. Feel free to relate what you learned in 4-H to school, family or other activities in your life. Use extra pages if needed. Attach photos or clippings on additional pages to this book if it helps tell your story better. Be sure to label them with captions.

4-H is proud of what its members learn and sometimes likes to use excerpts (parts) of stories 4-Hers write for 4-H publicity. If you do not want your information shared, please let us know by checking the boxes below:



Do not use my story for any 4-H publicity.

You may use my story, but do not credit my name.

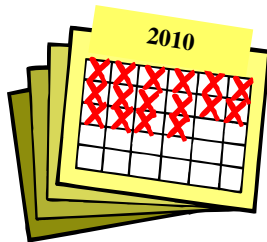
My 4-H Story

(Please continue 4-H Story on next page)

(continue 4-H Story below or attach additional pages if necessary)

Thinking Ahead

Goals For Next Year



Now is a good time to think about what you'd like to do or learn in 4-H next year. List some goals for next year and how you plan to accomplish your goals.

Goal For Next Year	What I Need to do Reach This Goal

Feel free to attach extra pages to this record book if needed.

Photo & Memory Page

4-H Project Evaluation

Now that you have finished this project, think about what you have learned. We would also like to know what you have learned and if the project needs to be improved. Your comments will help us plan activities and club structure in the future.

Project: _____

1. Why did you pick this club? _____

2. What was your favorite part of this club? _____

3. What was your least favorite part of this club? _____

4. By participating in this club, what did you learn that you didn't know before? _____

5. What activities did you enjoy?

6. What suggestions or ideas do you have to improve this club?

7. Please write any other ideas you may have regarding this club below:





4-H Pledge

I pledge:
My HEAD to clearer thinking,
My HEART to greater loyalty,
My HANDS to larger service, and
My HEALTH to better living.
For my club, my community,
My country and my world.

4-H Motto

“To Make the Best Better”

4-H Slogan

“Learn by Doing”

4-H Colors

Green and White
Green symbolizes springtime, life, and youth.
White symbolizes purity and high ideals.