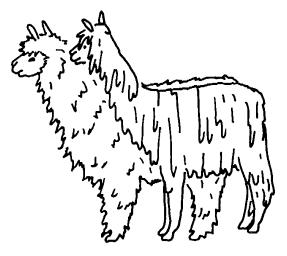


# 4-H Alpaca Project Record Book



Member Name:		
Birth Date:	Grade:	4-H County:
Address:		
Phone:		Years in Project:
Name of Club in V	Which I Am Com	pleting This Project:
4-H Year:	4-H Leader	:





### **End of Year Signatures**

At the end of the 4-H year, when your record book is complete, your 4-H club leader will 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.

4-H Member Signature

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.

4-H Member's Parent Signature

4-H Club Leader's Signature

Date

Date

Date







### INTRODUCTION

This project record book has been created for members enrolled in a **Warren County 4-H Alpaca Project**. 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 alpaca(s). Remember – records are no better than what YOU put into them.

#### What Is A 4-H Project?

A project is a subject or topic that you learn about in 4-H. More important, a project is something you do or make, which results from knowledge and skills you learned



in the project. In this case, your project is an alpaca.

You learn about your project from attending club

meetings and educational workshops, and working with adult leaders and other 4-H members. You can also learn from field trips and camps, by participating in shows and competitions, as well as through your family and self study.

#### Why Complete A Record Book?

A record book is not meant to be a chore. Instead, it 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 . . .

- ✓ Learn how to organize yourself
- ✓ Learn how to set reasonable goals for yourself
- ✓ Appreciate what you've learned this year from the goals you reached
- Recognize what things you learned in your 4-H project this year and compare 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



#### Guidelines for The 4-H Alpaca Project Record Book

One record book can be completed for all your project animals. You start your record book at the beginning of the 4-H year and keep all your expenses and receipts during the year. It is important to keep your record book up to date monthly. Keep your book neat and complete. Start your year by setting at least three goals for the year.

These goals may include "Alpaca Knowledge and Skills" or "Personal Development Activities." To expand your horizons, each year in the project, try to accomplish new skills, or skills you did not accomplish in previous year(s).

The record book has been three-hole punched so that it may be easily kept in a three ring binder. With each new project year, add your new record book to the binder. It is recommended that you save your record books from previous years in your binder. That way, you can easily compare your progress and achievements throughout the years. It will also help you when you apply for awards, jobs, college, etc.

#### Member in Good Standing Requirements

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/or activities.
- Complete a 4-H project, doing one's 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

Besides this introduction, this record book is organized into six main sections:

- Starting Out My Goals for the 4-H Year
- Along the Way Keeping Track of What I Do
- My Project Alpaca
- Looking Back What I Learned This Year
- Thinking Ahead My Goals for Next Year
- Appendix (including project goals)







### **STARTING OUT**

#### My Goals for The 4-H Year

The beginning of the 4-H year is a good time to begin thinking 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 what plan you have to accomplish your

goals. Talk to your leader and parents to decide what goals are realistic to try to finish this year.

During each year in the 4-H Alpaca project, members should choose a minimum of three goals to pursue. Choices are listed in the Appendix. 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. If the



items on the list have all been accomplished, develop some of your own. You may also choose special ones not listed. Be sure to get the needed signatures on the next page.

What I Need To Do To Reach This Goal
Attend county public presentation workshop. Have my leader and parents help me pick a topic that will be good for me. Practice my presentation. Give the presentation at a club meeting.



#### 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

I will support my son's/daughter's goals for the upcoming 4-H year:

Parent's Signature

I will help support this member's goals for the upcoming 4-H year:

4-H Leader's Signature

Date

Date

Date



#### **Taking Inventory**

As you start the 4-H year it is also a time to take an inventory of what you have for your project. For your alpaca project, you will need to list all the alpaca project animals you own/lease at the beginning of the year. You may also wish to do an inventory of all the equipment and supplies you own at the beginning of the year.

## Barn Equipment and Supplies Inventory - Start of Project Year (Optional)

List in the appropriate sections all the equipment and supplies you own at the start of the 4-H year. Include a description of the item. If you own a lot of equipment and



supplies, you do not have to record each one, i.e., list five water buckets instead of listing each water bucket separately. If the cost is not known, estimate the value. An up-to-date Barn Equipment and Supplies Inventory will be very useful if equipment is lost, destroyed, or stolen! When you purchase new equipment and supplies, list these items in the **(E1) Equipment Expenses** section.

Item	Year Acquired	Description	Cost (If Purchased)	Value
Example: 5 water buckets	2007	1 gallon water buckets	\$25.00	\$25.00

**Total Value of Equipment and Supplies:** Add all values of Equipment and Supplies and put this number in box at right  $\rightarrow$ 



#### **Project Alpaca Inventory**

For each alpaca project animal that you choose at the start of the project year, list it's name, ARI registration number (if registered), breed, birth date or age, date of purchase/lease (if applicable), sex (use the abbreviations F for female, M for male, G for gelding) and value (this may be the purchase/lease price or appraised value). Throughout the year you may acquire new animals. These animals may be purchased, traded, or even born from animals you already own. Be sure to add the animals acquired during the year to the list. If you purchased the animal, the cost of the animal should be included in the Project Alpaca Record. Also indicate whether any of the animals were sold, traded, or died during the 4-H year. If you sold an animal, record the sale under **(I) Income**. At the end of the year you will have a complete list of the animals you owned during the year.

Alpaca's Name	ARI Reg. Number	Breed (S/H)	Birth Date	Date of Purchase/ Lease	Sex	Value at Start of Project	Value at End of Project
Total Value of Alpa	Total Value of Alpacas: Add all values of alpacas and put these						

numbers in boxes at right  $\rightarrow$ 

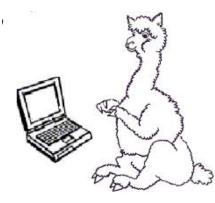






### ALONG THE WAY

#### Keeping Track Of What I Do



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

- What I did in this project this year
- Animal care & management
- Project finances
- Other clubs and projects

#### What I Did This Project Year

The following page is where you can list what you did in this 4-H project. Don't forget to include these types of 4-H events and activities you might have done this year:

- Club meetings
- Events participated in
- Leadership roles such as offices held, committees led
- Special meetings & clinics
- Community service
- Public Speaking
- Field trips
- County 4-H Fair
- Awards or recognition earned





Name of Event/Activity	Date & Location	What I Did	Level (Club, County, State, National)	Award or Recognition Earned
Example: Club Meeting	9/18/16 Belvidere NJ	Attended new year Organizational meeting. Explained county fair to new members.	Club	none
Example: Visited Community	12/03/16 Hope NJ	Demonstrated alpaca agility to spectators at Community Day	Club	Thank-you note



Continued Project Activities...

		ī	
	anos as nocossanu		

Copy and insert additional pages as necessary....



#### Animal Care & Management

Because your project is a living creature, it requires regular care and management. Here is the place to explain what you regularly do for or with your animal on a daily, weekly, monthly, and yearly basis. Be as specific as possible.

Don't forget to list the following:

- Feeding and watering practices
- Grooming (trimming toe nails, checking health)
- Cleaning pens, food and water containers
- Manure removal
- Checking and repairing as needed: fencing, pens, barns, etc.



What I do for/with my project animal:
Daily
Weekly
Monthly
Monuny
Yearly



#### Animal Record Keeping

#### 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.

#### (E) Expenses

This section is where you can keep track of what you purchased this year. Include equipment, lease cost, boarding fees and feed used for your project and what each cost. You may add more copies of these pages if necessary.



Expenses are divided into categories (E1 and E2):

- (E1) Equipment/Lease/Housing expenses (including hardware for repair of pens)
- (E2) Feed expenses (Remember the cost of feed = number of pounds of feed x price per pound. Also, when homegrown feeds are used, list feed cost at market value.)

#### (E1) Equipment/Leasing/Housing expenses

Date	Description of expense (include quantities)	Cost
1/15/2016	Example: 1 manure rake	\$8.00
E1 Total: Add	up all expenses from above and put number in box at	<u>ا</u>

E1 Total: Add up all expenses from above and put number in box at right  $\rightarrow$ 



#### (E2) Feed Expenses

Date	Description of expense (include quantities)	Cost
1/15/2016	Example: 50 lb. alpaca feed (type)	\$25.00

E2 Total: Add up all expenses from above and put number in box at right  $\rightarrow$ 



#### **Other Clubs and Projects**

List any other clubs and projects you participated in during the past year.

Club Name	Projects

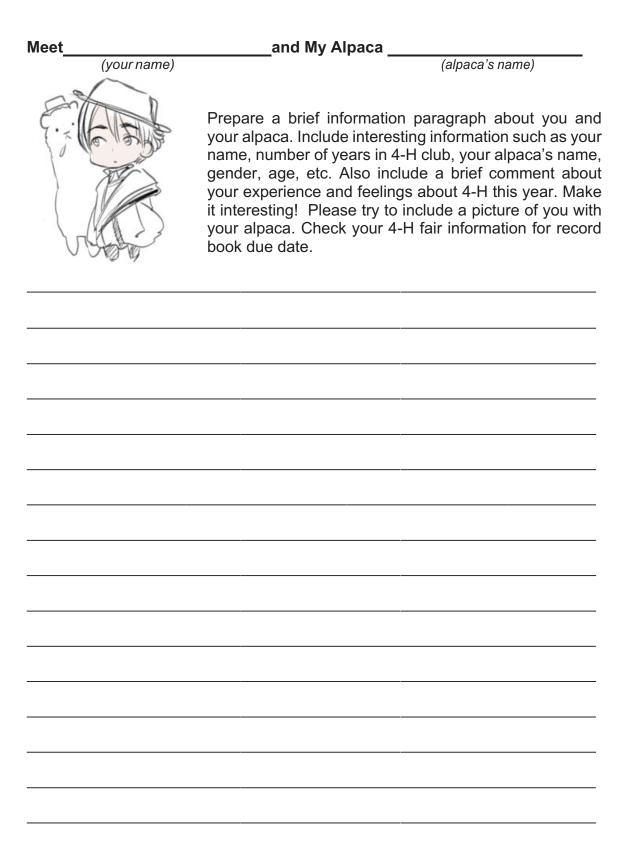




### My Project Alpaca

Project Alpaca Record				
Registered Name:			10	1998
ARI Registration Number:				Ar - Sig
ARI Herd Code:				EY?
Breeders Name/ID:				
Breed: 🛛 Huacaya 🖾 Suri				South a
Date of Birth:				
Color(s):				
Gender: 🛛 Female 🗆 Male 🗆 Ge	elding			
Microchip Number:				
Use: (check all that apply): 🛛 Showing	□ Breeding	□ Fiber	□ Pet	
Height:Weight:				
Date CDT vaccination given:				
Name of Sire:				
Name of Dam:				
Date Acquired:	0	Own □ I	_ease	





Warre	n County	Alpaca 4-H Project Book	< C
My Alpaca's Ancestry			d
My alpaca	is related	d to:	/-`}
Brothers		Sisters	_
			_
Half-Brothers		Half-Sisters	_
			_
Uncles		Aunts	_
			_
Cousins			_
			-
Grandfathers		Grandmothers	_
Cousins			





#### Show Record for My Alpaca

Show and competitions are an optional part of any 4-H project. Alpaca shows are an option that you might enjoy. If you choose to compete in shows, you should keep records of the results.

Name of Show	Date and Location	Class Entered	Level	Placing
Example: MAPACA Showmanship	4/19/16	Junior Showmanship	National	1 <sup>st</sup> Place

#### Alpaca Health Record

Be specific in recording your alpaca health record; list the problem and the treatment including the name of drugs, de-worming compounds and immunizations.



Date	Alpaca's Name	Problem and Treatment



Date	Alpaca's Name	Problem and Treatment

#### **Training Record**

Record items such as methods used to train, methods to prepare alpaca for a show or other important events and workshops. Record problems you encountered and how you overcame them.



Date	What Happened?



#### Fiber Production Record

Record the fiber weight and marketability for each project animal to assist with determining its health status and to monitor how age and management of the alpaca affects the quality of the fiber.



Alpaca's Name	DOB	Shear Date	Blanket Weight	Blanket Fiber Quantity	Staple length and recommend use for Marketability

#### Alpaca Project Photos

Use the next page for your alpaca photographs. Be creative -- the more photographs, the better! You are encouraged to be in the photo with your alpaca project animal(s). You should also include captions on your pictures that at least include the date of the photograph. You may use additional pages if needed.

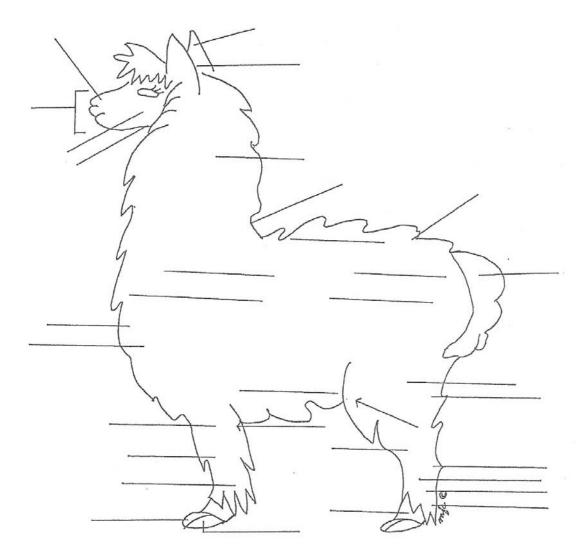




(photo page)



#### **Project Alpaca Questions - Alpaca Anatomy**

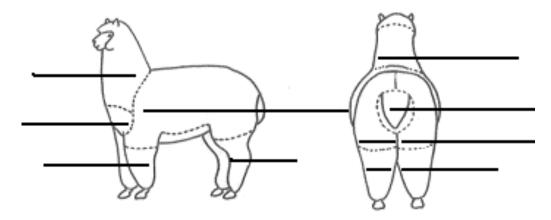


Label the following body parts of the alpaca:

Abdomen Back Cheek Chest Croup Ear Elbow Femur Fetlock Front Cannon Gaskin Hind Cannon Hock Knee Muzzle Neck Nostril Pad Pastern Pelvis Poll Radius Scapula Scent Gland Shoulder Sternum Stifle Tail Thigh Throat Tibia Toe Withers



#### **Project Alpaca Questions - Alpaca Fiber**



Label the following fleece areas:

Bib Blanket/Prime Fiber Leg Neck Tail

#### **Project Alpaca Questions – Alpacas in General**

- 1. List three (3) uses for alpacas.
  - a. \_\_\_\_\_b. \_\_\_\_\_
  - C. \_\_\_\_\_
- 2. What type(s) of shelter will protect an alpaca from sun, rain and wind?

- 3. List the main elements of an alpaca's diet.
  - a. \_\_\_\_\_



	Warren County
a.	
10. The	e best companion for an alpaca is:
	three (3) things to consider when choosing an alpaca for a 4-H ject.
a.	
b.	
С.	
12. Wh	at are two (2) things alpacas should be vaccinated for?
a	
b.	
13. Wh	at is the normal temperature for an adultalpaca?
14. Wh	at are three (3) signs of heat stress in a llama or alpaca?
а.	
b.	
С.	



BRAZIL

15. List three (3) countries in South America where alpacas come from.

a		PARAGUAY	
b	CHILE	CENTINA ANTINA	
_	1		
С.	2	5	

16. Describe the size difference between llamas and alpacas.

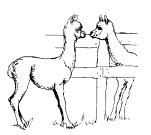
17. List three (3) conformation points to observe in a correct alpaca.

a. \_\_\_\_\_\_b. \_\_\_\_\_\_c. \_\_\_\_\_

18. List three (3) organizations from which to gain information concerning alpacas.

b	
C	

19. What is the recommended minimum height of a fence used to safely contain an alpaca?\_\_\_\_\_





#### Extra Credit for My Alpaca Project?

An outstanding 4-H project record is one that goes above and beyond what is expected. Be creative!

 A completed record book should have a beginning and final photograph. You are encouraged to be in the photo with your project animal(s) and to include more photographs. Include captions. You may use additional pages.



 Write a report on a related topic of at least one page: Proper Care and Nutrition; Selection; Animal Science; Safe Management Practices or Diagram of Farm Set-up; Veterinary Science; Food Products (such as sample "healthy" recipes); Judging, etc.





### LOOKING BACK

#### What I Learned This Year

This section is to be completed at the end of the 4-H year. It is meant to help you look back on all that you learned during the past year. This section includes the following parts:

- My goals completed
- A summary of knowledge and skills I gained
- The three most important things I learned
- Telling my story



#### My Goals Completed

Look back on the goals you set for yourself at the beginning of the year. How well did you meet those goals? Use the space below to tell how well you did in reaching your goals. If you added new goals during the year, be sure to include them below.

My Goals For This Year	How Well Did Each Goal Get Met?
Example: I will learn how to give a public presentation.	I attended the county public presentation workshop. I had to change my topic three times. I should have practiced my presentation more before I gave it at the club meeting. I will start planning and practicing earlier next year.



#### 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.

#### Ilearned or improved ...

#### **Personal Skills**

- □ To set goals for myself
- □ How to organize myself
- How to finish something I started
- How to pay attention to instructions
- □ To feel good about myself
- □ Knowledge of my project
- □ To be proud of my accomplishments
- □ To make something with my hands
- □ To follow directions
- □ To try something new
- □ To accept change
- How to keep records of important information in my project
- □ To take responsibility for my own words and actions
- □ What is important to me
- □ What I am interested in
- □ How to get more information about something I am interested in
- □ How to satisfy my curiosity about a new subject
- □ To deal with winning and losing gracefully
- □ How to be careful and practice safety
- □ To explore a career interest
- How to make wise choices and decisions
- New words and how to use them
- □ How different things relate to each other
- □ To appreciate my cultural heritage
- To keep track of finances

#### Working With Other People:

- □ How to listen to other people
- □ Parliamentary procedure
- How to lead others
- How to solve problems
- □ How to run a business meeting
- □ How to participate in a business meeting
- How to work with adults
- □ How to give a public presentation
- □ To feel comfortable speaking in front of a group
- □ How to help others succeed





- □ To understand my strengths and weaknesses
- □ To make new friends
- How to get along with other kids
- □ To accept people who are different from me
- How to work on a committee
- □ How to work with the club to complete a community service project
- □ How to give the 4-H Pledge
- How to work with other kids
- □ To respect someone else's feelings



Feel free to add any other items not listed above in the space below:

#### The Three Most Important Things I Learned

Even if you learned a lot of different things in 4-H, think of what you feel was the most important thing 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 shear an alpaca, 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:

Examples:

I learned how to shear an alpaca. I learned that working with apacasischallenging but also fun. I learned to speak in front of my club without being afraid.

1. 2. 3.



#### **Telling MyStory**

Keeping in mind the knowledge and skills you said you learned from the items



you checked above, write a story that explains what you gained this past year in 4-H. Use specific examples that are 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 of this book if it helps tell your story better. Don't forget to label them with captions if you do.

P Alpaca 4-H Project Book Warren County \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_ \_ ----





### **THINKING AHEAD**

#### My Goals for Next Year

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

My Goals For Next Year	What I Need To Do To Reach This Goal
Example: I will learn how to give a public presentation.	Attend county public presentation workshop. Hove my leader and parents help me pick a topic that will be good for me. Practice my presentation. Give the presentation at a club meeting.







### APPENDIX

The Appendix contains the following parts:

- Alpaca Knowledge & Skills
- Personal Development Activities

#### Alpaca Knowledge & Skills

During each year, members may choose several alpaca knowledge and skill goals. Do not be afraid to challenge yourself!

Item	Alpaca Knowledge or Skill
A1	Identify both types of alpacas
A2	Select an alpaca for your project animal
A3	Understand 4-H livestock records
A4	Identify at least 15 alpaca body parts
A5	Identify alpaca management problems and unsafe conditions
A6	Identify equipment needed to raise an alpaca
A7	Design an alpaca barn
A8	Make a quick-release knot
A9	Trim an alpaca's toes
A10	Train an alpaca for a show
A11	How your alpaca communicates
A12	Identify an alpaca fund raiser
A13	Identify criteria for a healthy alpaca
A14	Learn to take an alpacas temperature and respiration rate
A15	Find alpaca products in stores
A16	Identify and classify feed ingredients
A17	Select and judge hay
A18	Learn to read a feed tag
A19	Identify the nutrient requirement for a healthy alpaca
A20	Care for a newborn alpaca
A21	Identify methods of controlling external and/or internal parasites
A22	Stock an alpaca medicine cabinet
A23	Administer medication to an alpaca
A24	Treat a minor wound
A25	Examine a fecal sample for parasites



#### **Personal Development Activities**

During each year, members may also choose several personal development goals. Do not be afraid to challenge yourself!

Item	Personal Development Activity
петт	· · · · · · · · · · · · · · · · · · ·
	Participate in a community service project (such as a food drive,
PD 1	community clean up, etc.).
	Participate in a community pride project (such as a parade or
PD-2	community day).
	Help prepare a display or booth relating to alpacas or alpaca
PD-3	activities.
PD 4	Serve as a member of a club committee
PD 5	Attend 4-H Camp.
PD 6	Participate in your county fair.
PD 7	Assist at a 4-H alpaca show.
PD 8	Serve as a host for a 4-H meeting, making everyone welcome.
PD 9	Provide refreshments for a club meeting.
PD 10	Help plan a fun activity for your club.
PD 11	Help with club/county 4-H fund raisers.
	Write a newspaper story for your club about an event you have
PD 12	participated in.
PD 13	Serve as a chairperson of a club committee.
PD 14	Arrange for a speaker to talk to your club.
PD 15	Make arrangements for your club to go on a field trip.
PD 16	Attend Citizenship Washington Focus (CWF)
PD 17	Attend National 4-H Youth Congress.
PD 18	Attend National 4-H Conference.
PD 19	Explore careers related to alpacas.
PD 20	Assist a younger member in preparing a public presentation.
PD 21	Assist a younger member at an alpaca show.

If the above activities have all been accomplished, develop some of your own. You may also choose any special activities not listed above.



### The 4-HPledge

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

"Learning by Doing"



