

# LATAH COUNTY 4-H HORSE PROJECT GUIDELINES AND PROCEDURES

## Table of Contents

I.	Objectives of the Horse Program.....	2
II.	Projects Offered .....	2
III.	Eligibility .....	2
IV.	Required Activities .....	3
V.	Code of Conduct .....	4
VI.	County Activities .....	5
VII.	Safety Policies.....	7
VIII.	Available Resources.....	8
IX.	Awards & Contests .....	9
X.	Record Books & Forms .....	10
XI.	Guidelines & Policy Revisions .....	11

## Appendices

- i. State and County Websites
- ii. PNW574 4-H Horse Contest Guide
- iii. Forms and Documents
  - A. Permanent Individual Animal Record (#72101)
  - B. Lease Agreement
  - C. Horse Craft Contest
  - D. Latah County 4-H Equine Identification Form
  - E. Involvement Report (#91910)
  - F. Animal Project Record Book (#91940)
  - G. Arena Etiquette
  - H. Horse Show Planning Checklist
  - I. Latah County 4-H Horse Safety Checklist

## **I. Objectives of Horse Program**

- A. Develop leadership, citizenship, responsibility, and other life-skills and character traits as outlined in the 4-H Lifeskills Model. Prepare young people for citizenship responsibilities through working in groups and supporting community horse projects and activities.
- B. Increase knowledge of horse related safety precaution to prevent injury to self, others and your horse.
- C. Develop equestrian skills and an appreciation of horseback riding as a healthy and wholesome form of recreation.
- D. Develop an understanding of horse industry.
- E. Experience the pride of caring for a horse or pony and being responsible for its management.
- F. Promote greater love for animals and a humane attitude toward them.

## **II. Projects Offered**

- A. Non-Horse Project
  - Horse not required
- B. Horse Project
  - Optional Focus Areas:  
General Equitation, Driving, Working Ranch Horse, Trail, Hunter-Jumper, Dressage
  - Miniature Horse Project
  - Green Horse
- C. Self-Determined Projects – If a project area that a member wishes to participate in is not offered, that member may apply to complete a self-determined project. Applications must be submitted to the Extension Office by March 1. For more information contact the Extension Office.
- D. Please check the state web site at <http://www.4h.uidaho.edu/> for other available projects.

## **III. Eligibility**

- G. Membership/Age: Meet requirement as identified in the State Policies and Procedures. 4-H age is the age of the individual on January 1 of the current 4-H year.

<u>Classification</u>	<u>Age</u>
Junior	8-11 years old
Intermediate	12-14 years old
Senior	15-18 years old

- H. Attendance: Attend 60% of club and project meetings.

- I. Project Animal Eligibility: May be a horse/pony of any breed or age. (Except stallions over one year of age.)
- Members must own or lease all project animal(s) by April 15<sup>th</sup> of the 4-H Year.
  - The 4-H members should care for (feed, exercise, and handle) the project animal(s) the majority of the time with appropriate adult supervision. In the event the animal is leased and/or stabled away from the 4-H member's home, the 4-H member should be actively involved in working the animal on a regular basis.
- J. Members must submit the following forms to the Extension Office by April 15<sup>th</sup> of the 4-H year:
- Latah County 4-H Equine Identification Form.
  - Photo of project horse(s): Profile view showing all four legs and head of horse.
  - Signed and dated lease agreement form in applicable. (Appendix B)
- K. Project Animal Changes: After April 16<sup>th</sup> of the current 4-H year, any member wishing to change their project horse(s) must submit a formal written request to the Latah County Extension Office and Horse Leaders Committee.
- The required horse identification form, photos, and lease agreement (if applicable) must accompany the letter.
  - At the discretion of the Extension Office, a formal interview may be required.
  - Members will be notified in writing of the decision.

#### **IV. Required Activities**

- A. Members are required to complete (7) educational activities. These activities may be taken from the 4-HCCS manual or any other resources. They are in addition to all required activities listed below. Example activities include observation journals, field trips, or to be determined by your club leader.
- B. Give an oral presentation (speech, demonstration, or illustrated talk) related to this project within your club or at a county or district event.
- C. Attendance at, at least one, county activity contest: Horse Bowl, Horse Judging, Speaking Contests (Demonstrations, Illustrated Talk, or Public Speaking) or Model Horse Show.
- D. Complete the following: (due to the Latah County Extension Office by 5:00 pm, the second Monday after the District Show.)
- 4-H Project Record Book
    1. Horse Project: use 4-H Animal Project Record Book (#91940)
    2. Non-Horse Project: Use 4-H Project Record Book (#91950)

3. Latah County 4-H Equine Identification Form
4. Involvement Report (#91910)
5. Optional Focus Area Skills Checklist (#72652-#72657), a current copy of your initialed checklist must be turned into the Extension Office with Horse Show Entry Forms.

E. Exhibit

- Horse Project: Exhibit your horse(s) at the county horse show or other approved event.
- Non-Horse: Exhibit at the Latah County Fair a poster or display illustrating something you learned in the project year.

F. Gaming Safety and Arena Etiquette Clinics

- Safety Clinic and Arena Etiquette: Course may include but not limited to, hand on inspection of tack and helmet, safe handling, and other safety issues with the horse. (The course may be at the county or club level as determined by the Latah County Extension Office.)
- Gaming Clinic: A session on western gaming rules, patterns (from PNW574: 4-H Horse Contest Guide), and practice techniques will be presented by teen leaders, leaders, or another resource leader. Individuals wishing to participate in the western games at the county show must attend a gaming safety clinic to be eligible to participate. (The course may be at the county or club level as determined by the Latah County Extension Office.)

**V. Code of Conduct**

- A. Ethical, sportsmanlike conduct is expected of all 4-H members, parents, leaders and spectators.
- B. Adult Involvement
  - Parents, leaders and experienced adults may work with youth and their project animals to teach proper handling, training, conditioning, and showing techniques. Appropriate adult involvement is encouraged, yet adults should *not* perform the majority of the work with the project animal(s). Adults are encouraged to work *with* youth, and assist them to safely and properly handle and care for their project animal(s). Rail coaching while the youth is performing is *not* permitted. In instances where safety is a concern, i.e., a run-away horse, the member should have one designated adult (generally their leader) that will give them guidance in the situation. This will allow the member to focus on listening to only one voice to guide them through the situation.

- 4-H members who are not physically capable of “tacking up” or grooming their horse may enlist the help of another 4-H member or leader. The member must be present and participating to the best of his/her ability.

C. Animal Welfare

- Humane treatment of horses is expected. Cruelty or rough handling will not be allowed.
- It is the responsibility of every 4-H member to ensure that proper care is taken of his or her horse. A healthy horse requires sufficient food, water, shelter and correct health care.
- Animals must not show evidence of lameness or other unsoundness that renders that animal unsuitable for the use intended.

D. Judges and Club Lessons: There shall be no private individual or club lessons or clinics with the announced horse show judges less than 60 days prior to the announced horse show date. If the judges are announced less than 60 days prior to the show, there shall be no private individual or club lessons or clinics with those individuals after the announcement. Violation of this policy may result in individuals or clubs not permitted to exhibit at the county horse show. County-wide clinics with the judges sponsored by the Latah County Extension Office are permitted at anytime of the year.

**VI. County Activities**

A. Oral Demonstration or Speech Contests: The oral demonstration, illustrated talk, team demonstration and public speaking contests are held at county and district activity day events. Youth presenting and receiving blue ribbons in horse related oral topics at county activity day are eligible for the Idaho State Youth Horse Contests.

B. Horse Bowl: This is a contest based on knowledge of horses similar to a quiz bowl. Contact the Extension Office for study materials. Individuals compete at the county level. At the county contest, names will be placed in a hat and drawn for teams to compete. The top five individuals at the county level comprise the team to represent Latah County at the District Horse Bowl.

C. Horse Judging: Participants evaluate four to six performance and/or confirmation classes and give written and/or oral reasons. At the county level it is an individual competition. One team and the top placing individuals in each age division are eligible for State Competitions.

D. Horse Crafts Contest: To be held at the horse bowl contest. For more information please see attached Appendix C.

E. County Show

- To be held the 4<sup>th</sup> Friday and/or Saturday of July.
- The county show is the official exhibit for the horse project.

- All Horse members are required to participate in a showmanship class with their project animal.
- For members unable to participate in the County 4-H Horse Show, participation in an alternative show prior to the record book due date, may be substituted at the 4-H Horse Leader's Council discretion and with approval of the Extension Office. Approval to be no later than the county horse show entry deadline. These members will be ineligible for County year-end awards.
- A copy of your record book current as of the County Horse Show must be reviewed by Extension Staff or designee before receiving your check -in packet. This copy may be typed, or handwritten, it does not need to be in final draft, however does need to be complete and up to date.
- Show ring events must include all district qualifying events:
 

Showmanship	Jr. Green Horse
Trail	Bareback Equitation
Western Equitation	Saddle Seat Equitation
Hunt Seat Equitation	Hunt Seat over Fences
Dressage	Driving
- Show ring events may include:
 

(any class not fully described in the PNW574: 4-H Horse Contest Guide must have a designated rule book such as ApHC, APHA, AQHA or NRHA to govern that class. However these rules cannot supersede any guidelines in the PNW574: 4-H Horse Contest Guide)

Western Pleasure	Hunter Under Saddle
Reining	In-hand trail (miniature or <2 years of age)
Ranch Horse Classes	Versatility
Walk-Trot Western	Walk-Trot English
- All classes must include a class for each age division. Classes with low entries may be combined at the judge and show committees' discretion; however age divisions MUST be judged and scored separately.

F. Western Games

- Held in conjunction with the County Horse Show.
- All gaming participants must compete in a Showmanship class at the Latah County 4-H Horse Show.
- Individuals wishing to participate in the Western Games at the county show must have participated in a safety and gaming clinic prior to the show.

- Game events must include all district qualifying events:
 

Pole Bending	Idaho Figure-8
Key Race	Texas Barrels
Flag Race	
  
- Game events may include:
 

(any class not fully described in the PNW574: 4-H Horse Contest Guide must have a designated rule book such as NSCA (National Saddle Club Association). However these rules cannot supersede any guidelines in the PNW574: 4-H Horse Contest Guide)

Figure-8 Stake Race	2 Barrel Flag Race
Water Race	Egg & Spoon Race
Arena Race	Polo Turn

*\* When choosing additional events, safety must be the ultimate consideration \**

G. District Horse Show Entries: Two blue ribbon recipients in each District Eligible class will qualify for the District Horse Show. Vacancies will be filled in order of blue ribbon placing. Each member is limited to 3 horse show and 3 western gaming class entries for the District Horse Show. Members qualified for the District Horse Show must notify Extension Staff before the close of the County Horse Show of their intentions to participate at the District Horse Show. *(FYI: this will allow Extension Staff to create an accurate and complete district show eligible list and give them the time needed to contact alternative participants or confirm participants of the classes they will be performing in).*

## **VII. Safety Policies**

### **A. The 4-H Equestrian Headgear Policy**

4-H members participating in any 4-H equestrian activity must wear an approved helmet whenever they are mounted on an equine or in a vehicle (cart, wagon, buggy, etc.) being pulled by an equine. Any rider violating this rule at any time will immediately be prohibited from further riding until such headgear is properly in place. An approved helmet meets the minimum performance standards imposed by the American Society for Testing Materials (ASTM) F1163 and includes certification and labeling required by the Safety Equipment Institute (SEI). The helmet must be properly fitted with the harness engaged and properly fastened. It is recommended that 4-Her's wear their ASTM/SEI helmets any time they are around their horse.

EXCEPTION: The type of headgear for the exhibitor in showmanship is optional. ASTM/SEI helmets, although not required for showmanship, are encouraged. Either an appropriate hat or helmet must be worn.

*(FYI: this is directly from PNW574: 4-H Horse Contest Guide pages 6 and 11)*

Horse leaders are encouraged to set an example by adhering to the 4-H Equestrian Headgear Policy.

B. Jumping Vests

- Use of ASTM/SEI jumping vests are strongly encouraged in jumping events. Members will not be docked by judges for wearing a jumping vest in place of a jacket.

C. All 4-H members should be able to safely and confidently control and handle their project animal(s) prior to showing at the County Horse Show.

- All members that will be exhibiting a horse will be required to complete a safety course that meets the approval of the Latah County Extension Office.

### VIII. Available Resources

4-H Horse Contest Guide PNW574: Rules and regulations for governing any Idaho state 4-H horse show, and the District show. Latah County uses these rules for the county horse show and western games. \*\*\*\*\*

Horses and Horsemanship: Project resource manual recommended for first year members. Can be ordered by the Extension Office or directly from the National 4-H Catalog.

Horse Science: Educational resource manual that covers the behavior of horses, anatomy and action, soundness, age, reproduction, digestion, feeds and nutrients, and health and diseases. Can be ordered by the Extension Office or directly from the National 4-H Catalog.

Basic Horse Safety: Used for safety clinic to teach youth members basic safety around horses. \*\*\*\*\*

Horse Show Checklist: Serves as a check off list for horse show planning. Developed by the Latah County Horse Leaders. Appendix D.

Horse and Safety List: Serves as a check off list for basic safety rules. Developed by the Latah County Horse Leaders. Appendix E.

Latah County 4-H Horse Project Guidelines and Procedures: Latah County uses this as guidelines for the county horse show and western games.

Latah County 4-H Horse Leader's Handbook:

Horse Industry Handbook: An overall resource for equine information. Published by the American Youth Horse Council, can be purchased from the National 4-H Catalog. The Latah County Extension Office has two books that can be checked out for 3 weeks at a time. Due to copyright laws pages should not be duplicated as handouts.

Youth Leaders Manual: A resource for equine educational activities. Contains lessons and activities for beginners, intermediates and advanced youth. Sheets can be duplicated for handouts. This can be purchased from the National 4-H Catalog.

The Horse: Features the most current advances in research about horse science. Covers every aspect of horses from riding, grooming, and tack to genetics, nutrition and health. Authored by J. Warren Evans, Anthony Borton, Harold Hintz, and L. Dale Van Vleck. Available for checkout from the Extension Office.

Action, Balance, Conformation: Provides the basics for horse judging. Available for purchase from the Latah County Extension Office. \*\*\*\*\*

Horse Pattern: Horse Project Training Aid. Available for purchase from the Latah County Extension Office. \*\*\*\*\*

Horse Project Helpers Guide: Leader's guide that is used to compliment the 4-H CCS curriculum books. Available through the Latah County Extension Office.  
\*\*\*\*\*

Extension videos and CD's: The Latah County Extension Office has several videos, DVDs and CDs available for check-out. Contact the office for a current list.

Other resources are available on-line, through breed registries, veterinarian clinics and pharmaceutical companies.

\*\*\*\*\* Resources that are most useful for horse leaders.

## **IX. Awards & Contests**

A. County Medals: Members are eligible to receive a county medal if they received a blue ribbon on their record book and in the showmanship class at the Latah County 4-H Horse Show. Points are earned for county medals based on member placing's at county activity contests, which include: horse bowl, demonstration, horse judging, showmanship, horse show, and record book. The number of awards given is based on 1 per every 7 horse project members.

B. Idaho State Youth Horse Contests: The Idaho Youth Horse Contests are state level events held annually for eligible 4-H, FFA, and other Idaho youth. This event is rotated by districts (3 statewide districts) throughout the state of Idaho and serves as the qualifier for many national competitions. To qualify for the state contest, individuals must have placed in the top placing at either the county or district contests.

The following events take place at the state contest:

- Horse Judging
- Horse Bowl
- Demonstration and Public Speaking

- C. Idaho Horsemanship Award: This state award consists of two phases:
- Written test. The Latah County Extension Office gives this in June. Contestants must receive a 70% or higher score. A participant must pass the test in order to compete in phase two.
  - Performance phase. Consists of testing on grooming and handling, lunging, western or English equitation, reining, practical demonstration, and other skills from the Level General Equitation. Youth must pass this phase with a score of 90% or better. Contact the Extension Office for the Idaho Horsemanship application or you may go to the state web site, <http://www.4h.uidaho.edu/>.

**X. Record Books and Forms**

- A. All record books are available on the county and state web sites.  
<http://www.extension.uidaho.edu/latah/> and <http://www.4h.uidaho.edu/>
- B. The following pages contain the necessary forms needed to complete the Latah County 4-H Horse Project. These pages may be copied for distribution amongst 4-H members.
- All horse project members must complete and submit:  
#91940 Animal Record Book  
Any Optional Focus Area Skills Checklists for which you are enrolled  
#72101 Permanent Animal Record (use same form for each horse every year)  
#91910 Involvement Report (use same form each year, submit in your record book or as required during general project check- in at Latah County Fair)
  - All non-horse project members must complete and submit:  
#91950 General Record Book  
A poster or display illustrating something you learned this year.  
#91910 Involvement Report (use same form each year, submit in your record book or as required during general project check- in at Latah County Fair)
  - All Cloverbud members must complete and submit:  
(materials available in hard copy only from Latah County Extension Office)  
Cloverbud Horse Project Skills Book  
Cloverbud Memory Book

- C. A copy of your record book current as of the County Horse Show must be reviewed by Extension Staff or designee before receiving your check-in packet. This copy may be typed, or handwritten, it does not need to be in final draft, however does need to be complete and up to date.
- D. Horse record books and other require forms must be completed (including leader signatures) and submitted to the Latah County Extension Office for judging by 5:00 pm, the second Monday after the District Show.

## **XI. Guideline and Policy Revisions**

- Any guideline or policy revisions from leaders or members need to be presented at the July Horse Leader's Committee meeting in writing.
- Requested revisions will be distributed prior to the October meeting. Revisions will be discussed and voted on at the January Horse Leader's Committee meeting.
- Current 4-H Project Requirement Handbook and 4-H Policies and Procedures will prevail.
- Specific policy changes, curriculum changes, basic requirements and any other major components of this handout will be reviewed yearly at the October meeting.

The Latah County 4-H Horse Project Guidelines and Procedures were completed using the following resources: Idaho State 4-H Policies and Procedures 2010-2011, Latah County 4-H Leaders Council By-Law's, Kootenai County 4-H Horse Leaders Handbook, Bonner County 4-H Leader's Council By-Laws, 2001 Latah County 4-H Horse Leaders, Handbook compiled by Anita Falen, Guidelines for Kootenai/Shoshone County Horse Eligibility, Idaho 4-H Projects Requirement Handbook, Idaho Youth Horse Contest Handbook.

## **Appendix i**

### **State and County Websites**

<http://www.4h.uidaho.edu/>

<http://www.extension.uidaho.edu/latah/>

## **Appendix ii**

4-H Horse Contest Guide PNW574

<http://4h.wsu.edu/EM2778CD/pdf/PNW0574.pdf>

## **Appendix iii**

### **Forms and Documents**







## Horse Crafts Contest

The Latah County 4-H horse crafts contest will be held in conjunction with the Horse Bowl Contest.

The contest consists of the following divisions:

1. Art: Horse related paintings, pictures or drawings in any medium. May be from kits.
2. Art: Horse related other, examples ceramics, sculptor, metal, mixed media. May be from kits.
3. Equipment for horse or rider: Any media. Examples: halters, bridles, grooming boxes, speed beads, hobbles, etc. May be from kits.
4. Clothing for horse or rider: Examples: vests, chaps, horse sheets, protective leg wraps, slinkies.
5. Scrapbooking: 1 page. Horse related.
6. Photography: Either a single or a series of horse related photos. Photographs to be untrimmed and mounted but not framed. Photographs to be untitled.

Each division will be divided into categories based on 4-H age, i.e. Cloverbud, Junior, Intermediate, and Senior.

Item must have been made primarily by the 4-H member within the previous two years.

Participants may enter only one item per division.

Participants need to be 4-H members to exhibit but do not have to be enrolled in the horse project.

Ribbon will be given in each division and age group using the Danish system. Awards will be given for the top three overall crafts.

The decision of the judge is final.

# LATAH COUNTY 4-H EQUINE IDENTIFICATION FORM

Color photograph of animal and this form is due to the Latah County Extension Office on **April 15**

## 4-H Member Information

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**Zip Code**

\_\_\_\_\_  
**4-H Club**

\_\_\_\_\_  
**Date this animal was acquired for 4-H**

## Equine Information

\_\_\_\_\_  
**Equine Name**

\_\_\_\_\_  
**Year Foaled**

\_\_\_\_\_  
**Coat Color**

**Mare**       **Gelding**       **Stallion\***

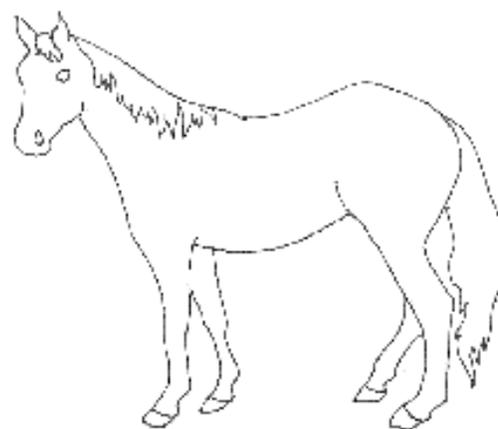
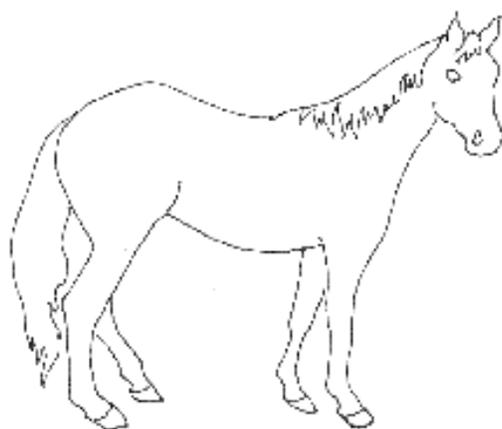
**Grade**       **Registered #** \_\_\_\_\_

\_\_\_\_\_  
**Breed**

\_\_\_\_\_  
**Sires**

\_\_\_\_\_  
**Dam**

\_\_\_\_\_  
**Identifying marks (face or leg markings, scars, brands, etc)**



\_\_\_\_\_  
**4-H Member Signature**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**4-H Leader Signature**

\_\_\_\_\_  
**4-H Program Coordinator Signature**

\_\_\_\_\_  
**Year**

\_\_\_\_\_  
**4-H Program Coordinator Signature**

\_\_\_\_\_  
**Year**

You must attach a color photograph of your project animal to this form. This form is required for every new project animal and can be used for up to two years for existing project animals. Every odd year (i.e., 2011, 2013, etc) a new form and color photo is required for all project animals. Please notify your 4-H leader or the Extension Office if you are using the same project animal during even years.

\* 4-H members may only use a stallion as a project animal in the year that animal was born.



**Use this page to attach your side view color photograph**

# How To Fill Out and Use This Identification Sheet

Use this identification sheet for this project animal for two years. The first year, fill out the identification sheet and obtain all signatures. If you use this project animal the following year, inform the Extension Office or your County 4-H Program Coordinator that you would like to use this animal again. They will add the appropriate signatures and file the form as required.

## **4-H member**

*All equine 4-H projects must have this identification sheet and a side-view color photograph of your project animal filed with their county extension office/4-H program coordinator by April 15<sup>th</sup> of each year. This identification sheet is important, keep a copy in a safe place for your records. You may be asked to present a copy of this sheet at qualifying horse events (including county or district shows). You may submit copies of this sheet in your record book if you would like.*

## **4-H Leader**

It is your responsibility to inform members of the ownership requirements in your county or state. Please show your 4-H members how to complete this identification sheet for all of their project animals. Assist members with completing and filing this form with the Extension Office or your 4-H Program Coordinator, making sure to include a side-view color photograph of their project animal. It is your choice to either collect these forms to submit them as a club to the Extension Office or to have members submit them directly, however *you must sign this identification sheet before it will be accepted as complete at the Extension Office.*

## **Extension Office/4-H Program Coordinator**

Sign and date this identification sheet where required. File in appropriate location. 4-H members must submit a new form and side-view color photograph of their project animals each odd year (i.e., 2011, 2013, etc). If the member chooses to use the same animal for two years, they should request that you sign and re-file the identification sheet during even years. Members may request a copy of this identification sheet for their files.

## **A Note About Ownership**

Be prepared to identify and prove that you own your horse. *Idaho Brand laws require a brand inspection when horses change ownership.* Insist on a brand inspection when you purchase a horse. The seller must prove ownership before a Brand Inspector will issue a Brand Inspection Certificate. You may apply to any Idaho Brand Inspector for an *Ownership and Transportation Certificate* ("Lifetime"), which is valid for the lifetime of the horse, as long as you own the horse. This "Lifetime" Certificate allows you to transport your horse to and from any other state.

*Seasonal Certificates* are also available. They allow you to transport your horse anywhere in Idaho or to and from a neighboring state (except Montana). Horses with your brand may be transported within Idaho by having your Idaho Brand card with you. You *must* give a written permit to anyone who transports your horse when you are not present in the vehicle.

Your local Brand inspector will help you with forms and information, or you may contact the State Brand Inspector at 2118 Airport Way, Boise, Idaho 83705 (telephone 208/334-2813) or your regional Brand Office. Find your local office and more information about the Idaho State Brand Inspector at <http://www.isp.idaho.gov/brands/index.html>.



# 4-H Involvement Report

Name: \_\_\_\_\_

County: \_\_\_\_\_ Date of Birth (MM/DD/YY): \_\_\_\_\_

First Year in 4-H: \_\_\_\_\_

## 4-H Club / Project Information

Year <i>(Example: 2003)</i>	4-H Club or Project Group Name	No. of meetings	
		Held	Attended

This is an unlocked document. If you need extra pages for some sections, just copy and paste extra pages and insert as needed. This can be used as a cumulative record or an annual record, based on the requirements in your county. Check with your county Extension Office for specific instructions. However, the format should not be altered and all information to be recorded must be in Times New Roman 11 point font if completed on a computer.















# 4-H Animal Project Record Book

*(Complete one record book for each project)*



Year \_\_\_\_\_

Project \_\_\_\_\_

Years in Project (including this year) \_\_\_\_\_

Age Level (check one)

- Junior (8-11)
- Intermediate (12-14)
- Senior (15-19)

Project Type (check all that apply)

- Breeding
- Market
- Other/Pet

Name \_\_\_\_\_ County \_\_\_\_\_

Date of Birth (MM/DD/YY) \_\_\_\_\_ Age (as of January 1<sup>st</sup>) \_\_\_\_\_

4-H Club \_\_\_\_\_

*I declare that the information in this book is correct and all 4-H requirements have been completed, to the best of my knowledge.*

MEMBER'S SIGNATURE \_\_\_\_\_

LEADER'S SIGNATURE \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_

# Ethical Expectations of 4-H Participants

All participants within the 4-H Program (Extension staff, volunteers, parents, members, etc.) are expected to conduct themselves in an ethical manner at all times. Ethics are principles of accepted behavior that outline how individuals should act; it deals with the ability to tell right from wrong and being committed to do what is right. While some situations may occur where there is not a “clear cut” answer to whether the action or practice is ethical, an ethical alternative always exists. Using the Six Pillars of Character (established by the Josephson Institute) listed below can help guide you in making good ethical decisions.

## The Six Pillars of Character

**Trustworthiness** – Be honest. Don’t deceive, cheat or steal. Be reliable – do what you say you’ll do. Have the courage to do the right thing. Build a good reputation. Be loyal – stand by your family, friends and country.

**Respect** – Treat others with respect. Be tolerant of differences. Use good manners, not bad language. Be considerate of the feelings of others. Don’t threaten, hit or hurt anyone. Deal peacefully with anger, insults & disagreements.

**Responsibility** – Do what you are supposed to do. Persevere: keep on trying! Always do your best. Use self-control. Be self-disciplined. Think before you act – consider the consequences.

Ethics is an important part of everyday life. If you choose to act unethically or allow others around you to do so, you not only tarnish your reputation but also discredit your family, club and the 4-H program; no prize or award is worth this in the long run. Remember, only one person ultimately controls the decisions you make – that is you. As a 4-H participant, we trust you will make ethical choices not only within the program, but in everyday life, too.

**Fairness** – Play by the rules. Take turns and share. Be open-minded; listen to others. Don’t take advantage of others. Don’t blame others carelessly.

**Caring** – Be kind. Be compassionate and show you care. Express gratitude. Forgive others. Help people in need.

**Citizenship** – Do your share to make your school and community better. Cooperate. Get involved in community affairs. Stay informed; vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.

\* Use this acronym to help you remember that people with good character are **terrific**: (TRRFCC)

## Project Goals

***(To be completed at the first meeting or at the beginning of the year)***

In the space provided on the next page, Junior members must record at least 1 project goal (Intermediates – at least 2 goals, Seniors – at least 3 goals). For each goal listed, members must record at least three “To Do” items that would help them to accomplish that goal. If you have more than 5 goals, insert additional copies of this page as needed.

For example, a Junior market beef member might write:

**Goal 1:** *Learn to clip and fit a steer for show.*

**To Do List:** *1) learn to operate and maintain a set of clippers 2) observe someone knowledgeable in clipping and fitting cattle for show in action 3) participate in a progress show prior to my county fair in order to practice 4) tell my parents that I want to do my own work in preparing my beef project for show.*

Identifying goals and how you are going to reach those goals is important in helping you become more skilled and knowledgeable about your project. Personal goals are statements that indicate what you want to achieve or improve on. You might begin by asking yourself “What do I want to accomplish this year by taking this project?” Answering that question will help you identify your annual personal goal(s). Once you decide on a goal, then you need to plan a “To Do” list. You might think of this “To Do” list as things you can learn or do to help you reach that specific goal.

## Project Goals

Minimum number of project goals to be completed: Juniors – 1, Intermediates – 2, Seniors – 3

Goal 1: \_\_\_\_\_

List at least 3 “To Do” items to help you reach this goal:

Goal 2: \_\_\_\_\_

List at least 3 “To Do” items to help you reach this goal:

Goal 3: \_\_\_\_\_

List at least 3 “To Do” items to help you reach this goal:

Goal 4: \_\_\_\_\_

List at least 3 “To Do” items to help you reach this goal:

Goal 5: \_\_\_\_\_



# My Presentation

Title: \_\_\_\_\_

What type of presentation did you do? (check one)

Demonstration

Illustrated Talk

Public Speech

Materials Used (posters, animals, models, etc.)

Where and when was it given? \_\_\_\_\_

How many were in the audience? \_\_\_\_\_

What was the content of the presentation?









# Income Record

If applicable, list all animals, equipment, feed or other items sold during this project year.

Date	Description of Income/Sale	Feed	Animals	Equipment	Misc.
<i>Ex. 5/8/01</i>	<i>Example: Sold animal and cage</i>		<i>\$ 15.00</i>	<i>\$ 20.00</i>	
	<b>Income</b> (by category)				
	<b>Total Income</b> (Add all categories)				

## Profit or Loss

<b>Total Income</b>	_____
<b>Minus Total Expenses</b>	_____ -
<b>Equals Project Profit or (Loss)</b>	_____ =
<i>If negative, place amount in parenthesis</i>	

# Market Animal Health Record

**{Note: members with breeding and non-market animal projects (such as horse) should complete a separate Permanent Individual Animal Record (# 72101) for each animal. That permanent record can then be updated each year and inserted in each subsequent year's record book.}**

Record all health management practices and/or treatments given to your market project animal(s). It should include any vaccinations, treatment of diseases, de-worming, etc.

Date (MM/DD/YY)	Animal ID	Condition/Problem	Treatment Given

## Market Animal Production Summary

Complete this section using the information for all your market animals carried as a part of this project.

**Average Daily Gain:**

$$\begin{array}{ccccccc}
 \underline{\hspace{2cm}} & \div & \underline{\hspace{2cm}} & \div & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \text{Total Lbs. Gained on} & & \text{Number Animals} & & \text{Number Days on} & & \text{Average Daily} \\
 \text{Test} & & \text{Fed} & & \text{Test} & & \text{Gain}
 \end{array}$$

**Feed Cost per Pound of Gain:**

$$\begin{array}{ccc}
 \underline{\hspace{2cm}} & \div & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \text{Total Feed} & & \text{Total Lbs.} & & \text{Feed Cost/Lb.} \\
 \text{Cost} & & \text{Gained} & & \text{Gain}
 \end{array}$$

# How Did You Do?

Take a look back at the goals you listed at the beginning of the year. How did you do? List your goals below. Using a scale from 5 to 1, rate how you feel you did on each goal. Also, give a short explanation of why you think you deserve the rating you gave yourself. *If you reported more than 5 goals, insert additional copies of this page.*

## “How Did You Do?” Rating Scale

**Excellent**  
5

**Very Well**  
4

**OK**  
3

**Not So Well**  
2

**Very Poorly**  
1

Goal 1: \_\_\_\_\_

Rating:  5  4  3  2  1 (Check One Number)

Explanation:

Goal 2: \_\_\_\_\_

Rating:  5  4  3  2  1 (Check One Number)

Explanation:

## How Did You Do? (continued)

Goal 3: \_\_\_\_\_

Rating:  5  4  3  2  1 (Check One Number)

Explanation:

Goal 4: \_\_\_\_\_

Rating:  5  4  3  2  1 (Check One Number)

Explanation:

Goal 5: \_\_\_\_\_

Rating:  5  4  3  2  1 (Check One Number)

Explanation:

## **Photographs from Your 4-H Project (Optional)**

# 4-H STORY

## Type of Story

Some counties allow members to write one story covering their entire year in 4-H. Other counties ask that you write a story about each individual project. Please check below which type of story your county allows. (Check with your local Extension Office to determine your county's requirement.)

Total Experience

Project Focused Experience

## Writing Your Story

As with any story, you should tell about things you did, experienced, or learned by participating in 4-H. Be sure to tell about important items not found in your other 4-H records.

You can use the following statements to help you outline your story:

- a. Introduce yourself. Include why you joined 4-H and/or chose the project(s) that you did.
- b. Tell about things you enjoyed learning or doing. (*Experience*)
- c. Tell about results, difficulties, or challenges you had. (*Share*)
- d. Explain how you would improve your project(s) or 4-H year. (*Process*)
- e. Tell what you learned about yourself through your 4-H participation. (*Generalize*)
- f. Explain how you could use the life and/or project skills you learned in other areas of your life. (*Apply*)

## Length and Format Guidelines

You can type or hand write your story. If you hand write the story, use pencil or ink on lined white notebook paper. If a typewriter or computer is used to write the story, use double line spacing on plain white paper. Write on one side of the paper. Leave a wide enough margin so the story can be read if inserted into a report cover.

Juniors (8- to 11-year-olds): 1 to 4 pages

Intermediates (12- to 14-year-olds): 1 to 6 pages

Seniors (15- to 18-year-olds): 1 to 8 pages

Attach 4-H story at the end of the 4-H Involvement Report or as the last part of the project record (depending on county guidelines).

**Additional County Requirements** (if any): Contact your County Extension Office for additional county requirements.

## **Arena Etiquette:**

Safety is the first priority. Courtesy is second.

While performing, the contestant should be courteous to all other contestants. Horses should not be closer than 12 feet to each other (1 1/2 horse lengths) nose to tail at any gait on the rail.

Be sure to enter the arena in the direction and the gait requested. Pause at the gate to assure correct spacing.

When passing, the contestant should look over his/her inside shoulder for traffic before moving off the rail. He/she should pass the slower moving horse or horses with no less than 5 feet between them boot to boot, and return to the rail only when there is at least 8 feet between your horse's tail and the nose of the horse passed. Never pass on the rail side of another horse.

It is strongly discouraged for a contestant to circle their horse during a horse show class to properly adjust spacing or speed on the rail. Circling back can be very dangerous for both horse and rider. The inability to know what is happening behind you, if there is room for you, or if others are passing, could put many contestants and their horse in a dangerous situation.

When asked to change gait in the class, glance over your inside shoulder to check for traffic before asking your horse for the gait requested. Then take a second to properly ask your horse for the change in gait. The same would apply to changing directions.

If asked to back your horse while on the rail, check over your inside shoulder for other horses before backing. If another horse is very close wait for them to start backing before you start your horse moving backwards.

When asked to line up, look around to pick the most direct and safe route without interfering with any other contestant. [Many people stop, back, or turn the horse around before going to the lineup. All of these are training exercises and may or may not be right for your horse.] When your name is called walk forward and exit arena as directed by the steward.

	Cleaned & Checked	Packed	Cleaned & Put Away	Item(s):	Notes/Explanation:
1 week				Clip horses legs and white markings	
				Take show clothes to Dry Cleaners for pressing	
				Clean horse blankets and tack	
				Farrier needs work done this week	
Day Before				Wash your horse, wrap white legs, blanket	
				Clip ears, nose, jaw	
				Clean, wash and load horse trailer	
				Check fuel, oil, tire pressure, brakes & lights	
Feed				Water hose	
				Water buckets & hangers	
				Feed pans/bags	
				Hay	
				Grain and/or treats	
				Supplements	
				Electrolytes	
Toolbox				Screw eyes, nails and clips (for hanging stuff)	
				Hammer	
				Screwdriver	
				Staple gun and staples	
				Electrical tape	
				Duct tape	
				Extension cords	
				Flashlight	
				Tack Room Lights	
				Pliers	
				Scissors	
				Utility knife	
				Work gloves	
				Twine	

	Cleaned & Checked	Packed	Cleaned & Put Away	Item(s):	Notes/Explanation:
Tack Room				Nylon or rope halter	
				Lead rope	
				Sleezies (hoods)	
				Sheets or blankets	
				Wraps & quilts (if needed)	
				Lunge Line	
				Lunge whip/stick	
				Tack cleaner and silver brightner	
				Show sheen or other sprays	
				Banding or braiding kit	
				Show Saddles (western and/or english)	
				Girths and/or Irons	
				Show Bridles (western and/or english)	
				Show Bits and curb straps	
				Protective leg gear	
				Show pads/blankets (western and/or english)	
				Saddle bags/racks	
				Bridle bags/racks	
				Extra lead rope/halter	
	Grooming				Stiff and soft brushes
				Main & tail comb or brush	
				Towels/Rags	
				Clippers	
				Hoof black	
				Hoof pick	
				Fly Spray	
				Shampoo & conditioner	
				Small bucket (for washing/spot washing)	
				Baby oil	
				Rubbing Alcohol (remove hoof black from hands)	
				Rubber Gloves (to apply hoof black)	

	Cleaned & Checked	Packed	Cleaned & Put Away	Item(s):	Notes/Explanation:
Rider Equipment				Show pants (riding & showmanship) & breeches	
				Boot socks	
				Show shirts (showmanship, western & english)	
				Helmet	
				English pin	
				Appropriate undergarments	
				Toothbrush and tooth paste	
				Mouthwash	
				Deodorant	
				Sunscreen	
				Baseball cap	
				Makeup	
				Belt and buckle (western & english)	
				Hair accessories (bobby pins, elastics, hair net)	
				Hairspray	
				Hairbrush/combs	
				Clothes and footwear for after the show	
			Safety Pins		
Human 1st Aid				Band Aids	
				Triple antibiotic ointment	
				Tums/pepto	
				Pain reliever	
				Wound cleaner (Bactine)	
				Medications (prescriptions, allergy, pain relief)	
Equine First Aid				Liniment	
				Vaseline	
				Thermometer	
				Epsom salt	
				Bandage scissors	
				Vet wrap	
				Plastic wrap	
				60 cc Syringe	
				Gauze pads	
				Bute	



## Handling your horse:

- ▶ Always approach your horse from an angle and at the head
- ▶ Always be calm, confident and collected around your horse.
- ▶ Always be cautious of the jewelry you are wearing around your horse to prevent injury to yourself
- ▶ Always discipline your horse immediately following inappropriate behavior
- ▶ Always figure eight any additional lead rope in your left hand
- ▶ Always hold all of your excess lunge line in your hand to prevent it from tangling with your feet or legs
- ▶ Always keep the area around your horse clean and clear of tools, or other debris
- ▶ Always lead your horse from beside them on the left side
- ▶ Always speak to a horse when approaching it
- ▶ Always tie your horse at a point level with its chest or higher
- ▶ Always tie your horse securely and in a safe area away from limbs, brush, or other items that it may get caught in
- ▶ Always tie your horse to a strong and secure object
- ▶ Always tie your horse with just enough rope for comfort but not so much it can get its feet in its lead rope
- ▶ Always turn your horse away from you, never pull them to you
- ▶ Always use a quick release knot or bowline when tying your horse
- ▶ Always use panic snaps on crossties
- ▶ Always wear boots or other hard toe shoes around your animal
- ▶ Always work close to your horses' body to lessen your chance of injury
- ▶ Always use appropriate brushes and grooming tools on your horse
- ▶ Always pull your horses tail to the side to be brushed
- ⊘ Never approach your horse from directly behind
- ⊘ Never use the reins to tie your horse
- ⊘ Never wrap any portion of the reins, lead rope or other materials attached to your horse around any part of your body
- ⊘ Never get caught between two horses especially loose in a paddock or pasture

# Latah County 4-H Horse Safety Checklist

## Tacking Up and Riding Your Horse

- ▶ Always inspect your tack for safety and/or items that may cause it harm before saddling your horse
- ▶ Always fasten the front cinch of your western saddle before the breast collar or rear cinch
- ▶ Always unfasten the rear cinch and breast collar of your western saddle before the front cinch
- ▶ Always be sure the rear cinch of your western saddle lies flat against your horse with no gap and is connected to your front cinch
- ▶ Always check your cinch after saddling, just before mounting and after riding a short distance
- ▶ Always be sure the stirrup safety bar on your English saddle is open when riding
- ▶ Always untie your horse before removing its halter
- ▶ Always leave the lead rope or halter looped around your horse's neck when bridling or unbridling
- ▶ Always use protective leg gear correctly to avoid causing unsoundness
- ▶ Always wear appropriate protective headgear when riding
- ▶ Always wear appropriate boots with proper heels when riding
- ▶ Always remain calm and confident when your horse is spooked
- ▶ Always stay at least one and one-half horse lengths behind other horses
- ▶ Always allow a safe distance between horses when on the ground or riding to avoid being kicked or bitten
- ▶ Always tie a red ribbon in the tail of a horse who is known to kick or be aggressive toward other horses
- ▶ Always properly cool your horse before putting it back in the stall, paddock or trailer
- ▶ Always be courteous to other riders
- ▶ Always ask permission before riding on private property
- ▶ Always review the ground rules of any facility you are at with your horse
- ▶ Always open gates wide enough to avoid bumping your knees, stirrups or your horse's side against fences or posts
- ▶ Always keep dogs controlled and leashed when they are around horses
- ▶ Always use reflective protection when riding at night (vests, bands, tail wraps, etc)
- ▶ Always use caution when trail riding – choose clear safe paths with secure footing
- ▶ Always carry a knife or other tool to cut ropes or reins in the event of an accident
- ⊘ Never let your horse graze or otherwise eat when wearing a bit
- ⊘ Never mount or ride your horse in a barn aisle or overhanging projections
- ⊘ Never fool around, around your horse
- ⊘ Never trot or lope your horse on pavement
- ⊘ Never ride without telling someone where you are/will be and when you expect to be back
- ⊘ Never jump your horse without proper training, supervision or protective gear
- ⊘ Never leave your reins hanging loose where your horse may step into or on them causing injury to his mouth
- ⚠ When riding on publicly maintained roads, know the rules of the road. Your horse is a mode of transportation and you are held to the same rules as a motor vehicle
- ⚠ Know the emergency one-rein stop and how to use it safely and correctly

## Your Horse's Home

- ▶ Always keep your horses' paddock or stall area free of dangerous or injurious items such as nails, broken boards, loose wire, etc
- ▶ Always check new paddocks or facilities for poisonous plants
- ▶ Always check your fences on a regular basis for broken wire or posts, loose boards or nails and other potentially harmful items
- ▶ Always keep emergency numbers close at hand (posted in the barn, listed in your trailer or vehicle)
- ▶ Always keep a fire extinguisher in your barn and a small one in your vehicle or trailer
- ▶ Always keep dust and dirt to a minimum in your barn – it is one of the most explosive items you will ever store in your facility
- ▶ Always hang hay nets/bags and water buckets high enough to avoid your horse getting its feet tangled in them
- ⊘ Never leave a halter on a loose horse. If this is necessary be sure the halter is a breakaway halter for your horse's safety

## Hauling Your Horse

- ▶ Always check the hitch (ball, pin, receiver, and latch), lights, tires, floors and doors of your trailer before hauling your horse
- ▶ Always double check your trailer hitch to be sure it is secured to your vehicle before driving
- ▶ Always cross your safety chains before attaching them to your vehicle, this will create a net to catch the tongue of your trailer if it were to become unattached
- ▶ Always use rubber mats on a trailer floor to give your horse secure footing. Shavings, straw and sand will help reduce stress and concussion on your horse's legs
- ▶ Always talk to your horse before opening trailer doors or reaching in to untie your horse
- ▶ Always drive carefully and defensively when hauling your horse, look ahead for obstacles, turns or stops giving yourself enough time to react and your horse to prepare for your movements
- ▶ Always use careful thinking when loading and unloading your horse, ask your leader to help you learn how to do this safely
- ⊘ Never haul with saddles or bridles on your horse
- ⊘ Never load a horse in an unattached trailer
- ⚠ When using a two horse side by side trailer always load a single horse or the heavier of the two horses on the left (drivers) side of the trailer
- ⚠ Walking your horse after hauling will help restore its balance and work out any kinks it developed while hauling