



CANINE

Record Book

Alberta
Government



CANADA
4-H Alberta

The 4-H Motto

"Learn to Do by Doing"

The 4-H Pledge

I pledge

*My **Head** to clearer thinking,*

*My **Heart** to greater loyalty,*

*My **Hands** to larger service,*

*My **Health** to better living,*

For my club, my community, and my country.

The 4-H Grace

(Tune of Auld Lang Syne)

*We thank thee, Lord, for blessings great
on this, our own fair land.*

*Teach us to serve thee joyfully,
with head, heart, health and hand.*

Published by

4-H Section

Alberta Agriculture and Forestry

7000 113 ST RM 200 NW

EDMONTON AB CANADA T6H 5T6

Check out our web site at: **<http://www.4h.ab.ca>** for an on-line version of this resource.
Email **info@4h.ab.ca** Phone 310-0000 (Toll-Free Rite Line) then **780-422-4H4H (4444)**.

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Acknowledgements

Researched and Written by Leila Milne-Hickman

Canine Project Committee Members:

Miranda Bourque

Tracy Hayduk

Suzanne Howorko

Brenda Knight

Della Kyncl

Rod Laite

Tony Lefebvre

Maryanne Schwengler

Glenda Senior

Dana Siefert

Carol Sime

Design and Layout

Perpetual Notion Geoff and Julie Kramer

Revised November 2004

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RECORD KEEPING

Why bother doing a record book?

Record books are a mandatory part of every 4-H project. The reasons for keeping record books are numerous.

- To record information such as costs, vaccinations, training information etc.
- To record the work that you have done.
- To learn how to keep records because this is an important life skill.
- To keep a record of club activities.
- To record all of the achievements that you and your dog make throughout the year.

Hints for Keeping Good Records

1. Read carefully. If you have questions, be sure to ask your leader he or she is willing to help.
2. Keep your records up-to-date. You may wish to keep a calendar, such as the regional 4-H calendar, and pen handy. You can record everything in one place and when it is time to update your record book all the information is in one place and the date is automatically marked for you.
3. Keeping records is an important business procedure, it allows for better decision-making and informed choices.
4. Be sure to record all purchases or expenses regardless of how small they are. This will allow you to have a more accurate picture of the cost of your project.

What makes a good record book?

Completeness – A good record book has all the required information completed, a great record book is a storyboard for the club year. In other words, someone not familiar with our 4-H year can pick up the book and see the entire club year unfold, from the planning stage, to activities, to your overall feelings and impressions.

Accuracy – All information and calculations should be accurate and up-to-date. Consider setting a special time aside each month to just update the book, if you wait too long after an event the details may not be as clear as if you do it right away.

Neatness – Neatness is very important. However because you are working on this all throughout the year, it may take extra effort to keep it as neat as possible. Here are a few hints to keep your book as neat as possible:

- Put your book in a binder or folder so that the pages are protected and kept together.
- If you are unsure about something, put it in your book in pencil so you can erase it later if it must be changed. Be sure to write it in with permanent ink once you are sure.
- Use only black or blue ink to write with, if you use soft colours it may be difficult for the marker to read.
- When you are to explain or tell a story, it is a good idea to write it on a separate sheet of paper first and then write it in the book after corrections are made.
- Staple or glue extra news clippings, photos, certificates or programs on the sheets so they are presented neatly.

Personality – Allow your unique personality to shine through. Photographs, pictures, newspaper clippings and articles from club to national level will add interest and reflect your involvement in 4-H. Make sure to title and reference all articles and photos. Your record book is an important way for you to document the year, and create a lasting memory for many years.

ABOUT ME

Name of Member: _____ Phone Number: _____

Address: _____

Birth Date: _____ My age on January 1 this year: _____

My total number of years completed as a 4-H member is _____

List the other 4-H projects your are involved in: _____

ABOUT MY CLUB

Club name _____ Number of members _____

4-H district _____ 4-H region _____

Club Leaders: _____ Phone: _____

_____ Phone: _____

_____ Phone: _____

CLUB EXECUTIVE

President _____ Phone: _____

Vice President _____ Phone: _____

Secretary _____ Phone: _____

Treasurer _____ Phone: _____

Club Reporter _____ Phone: _____

Historian _____ Phone: _____

Others _____ Phone: _____

_____ Phone: _____

_____ Phone: _____

ABOUT MY DOG

Name of Dog: _____ *Date of Birth:* _____

Sex: _____ *Tattoo or ID:* _____

Breed: _____

Write a short paragraph about the breed of your dog or, if it is not purebred, what breed your dog is most like.

Place a current year photo of you and your dog here, be sure to date and title the photo.

Colour of Coat: _____

Coat Type _____ *Eye colour:* _____

Special Markings: _____

Date of purchase/ownership? _____

Who and where did you get your dog from?

RECORD OF TRAINING

At what obedience level is your dog training?

Member	Dog
Beginner	Beginner
Novice	Novice
Advanced	Advanced

Check on the line before the Obedience commands that your dog has already learned. Check the line after the Obedience commands for skills your dog has learned during the club year:

<input type="checkbox"/>	Heel on leash	<input type="checkbox"/>	<input type="checkbox"/>	Sit Stay	<input type="checkbox"/>	<input type="checkbox"/>	Retrieve Dumbbell	<input type="checkbox"/>
<input type="checkbox"/>	Heel off leash	<input type="checkbox"/>	<input type="checkbox"/>	Down Stay	<input type="checkbox"/>	<input type="checkbox"/>	Retrieve Over Jump	<input type="checkbox"/>
<input type="checkbox"/>	Recall on leash	<input type="checkbox"/>	<input type="checkbox"/>	Stand for Exam	<input type="checkbox"/>	<input type="checkbox"/>	Broad jump	<input type="checkbox"/>
<input type="checkbox"/>	Recall off leash	<input type="checkbox"/>	<input type="checkbox"/>	Drop on Recall	<input type="checkbox"/>	<input type="checkbox"/>	Figure Eight	<input type="checkbox"/>

If you have already completed the Obedience level training, what advanced project are you doing this year?

GOALS

Why did you join 4-H this year?

What do you want to accomplish this year through 4-H activities?

What are your goals with your dog for this 4-H year?

What are your ideas for fun activities for your club this year?

Any other goals?

Remember the more you put into your 4-H club year, the more you will get out of it!

EQUIPMENT INVENTORY

Equipment on hand	Value at start of project year (\$)	Depreciation 10% per year (\$)	Value at the end of the project year (\$)
Example: Feed & Water dishes	\$24.00	\$2.40	\$21.60
Brush	\$15.00	\$1.50	\$13.50
Total	(A) \$	(B) \$	(C) \$

Equipment Item (New Purchases)	Date Purchased	Value of purchase \$	Value at the end of the project year
Total	(C) \$	(D) \$	(E) \$

Total Value of Equipment on Hand (C) + Value of Equipment Purchased (E) = Total Value of Equipment (F) \$

$$\boxed{} \text{ (C) } + \boxed{} \text{ (E) } = \boxed{} \text{ (F) }$$

CARING FOR YOUR DOG

Having an animal under your care is a big responsibility. List the duties or chores that you are responsible for to ensure your dog is healthy, happy and well cared for.

Daily:

Weekly:

Monthly:

Annually:

Any Special Duties not listed above:

Canine Project: Yearly Planning Calendar

Include inoculations, grooming, vet checks and other important milestones

	Week 1	Week 2	Week 3	Week 4	Week 5
October					
November					
December					
January					
February					
March					
April					
May					
June					
July					
August					
September					

* *Note: this is not for training, simply to record chores and duties for owner.*

Can you list a few target dates that you would like to strive to do something by?

FEEDING RECORDS

DATE	FOOD PURCHASED AND SIZE	COST
Total Cost		

How much do you feed per feeding and per day? _____ (in grams) (B)

+ _____ (in grams) (B)

+ _____ (in grams) (B)

= _____ Daily Feeding

Use the table below to determine how many feedings are in each package of feed that you buy? (Remember there are 1000 grams in a kg; therefore if you buy a 18 kg bag that is 18 000 grams)

Feed Type	Size of the package (A) (in "g")	Amount fed per day (B) (in "g")	Amount of daily feedings per package (C)	Cost per daily feeding (D) (\$)

$(A) \div (B) = (C)$ $\text{Cost of item} \div (C) = (D)$

What is the total cost per day to feed your dog? _____ (D) (add all of column D)

How many times a day do you feed? _____ What is the cost of each feeding? _____

Project cost per year to feed your dog _____ (D) x 365 days

Why might this calculation not be accurate? _____

Analyzing your Feed

(Additional info in the Member Manual Nutrition Section)

Reading the Dog Food Packaging

1. What brand name of dog food do you feed? _____

2. What is the identity statement? (i.e. Chicken with Vegetables)

3. What type of ration is it? (Growth, Maintenance, Senior)

4. List the first six ingredients: _____

5. What is the guaranteed nutritional analysis of your dog food compared to other brands of feed?

	What % does your label read?	Brand # Two _____	Brand # Three _____	Brand # Four _____
Protein (min.)				
Fat (min.)				
Fiber (max.)				
Moisture or Dry Matter				
Other? (List)				

Feeding Problems

Has your dog had any feeding problems? Describe.

How did you deal with these challenges?

What are some possible reasons for your dog to go off his/her food?

HEALTH AND VACCINATION RECORDS

Name of Dog _____ Age as of this exam: _____

Exam completed by: _____

Date: _____

Temperature _____

Breathing _____ breaths per minute at rest

Pulse _____ beats per minute at rest

Gums _____ colour

Tongue _____ colour Clean Yes No

Stool _____ well formed Yes No

Weight _____ which scale was used? _____

Height _____

Behaviour: Lively and Alert _____

Interested _____

Appetite _____

Temperament _____

Other signs: Condition of hair coat _____

Condition of eyes _____

Nose (any discharge or sneezing)

Other comments:

When did your project dog last receive vaccinations and deworming? _____

When will your project dog require another vaccination and deworming? _____

Date exam completed: _____

TRAINING AND WORKING GOALS AND ACHIEVEMENTS

You and your dog will learn a lot during the project year. Make a list of your training goals that you would like to accomplish this club year. For example: teach the dog the sit command by November 15th.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

** Note: you may wish to discuss goals with your parents and club leaders.*

Accomplishments:

(You may wish to insert additional pages if required)

Date Attempted	Task Demonstrated	Approve by Leader/Trainer/Comments

Remember to record these on the Record of Training and Goals page at the front of the book.

TRAINING AND ACTIVITY RECORD

Date	Activity Practiced	Result
October 9	Jumping up on people – As Spot would approach I would say “off” and at the same time raise one leg from the knee and block him from full body contact. When he did not jump I would praise him.	He no longer jumps up on me and I tell other members of my family to simply say “off” as he approaches if they are scared that he will jump up on them. This method seems to be working well.
October 15	Attended a clinic taught by Mr. John Doe of Big City, Alberta. The activity that Spot and I needed to work on was “sit”. As I moved the treat to his nose and slightly over his head, I would push down on his rump gently and he would sit.	I would give him quiet praise and the treat immediately. We repeated this several times, and now he sits.

PREVENTING **BAD BEHAVIOUR**

Like people, dogs sometimes learn behaviours that we don't find favorable. Before we can find a solution for the problem we must first understand why the dog has developed this behaviour.

For instance, if your dog begins to beg when you eat food around him or her, you must figure out how he learned this. You can prevent this from ever happening by never feeding him or her while you are eating, and always feeding him in the same spot every meal.

Describe an action that you have taken to **prevent** a bad behaviour by your dog.

Bad Behaviour and Correction

Behaviour	Possible Reason	Correction Method	Result

SHOW RECORD OF MY PROJECT(S)

Show Date	Show Attended	Classes	Placings	Judge(s)	Awards Received

FINANCIAL SUMMARY

Value Invested

Year end value of your project animal(s)
(initial cost plus \$10.00/hr of training) \$ _____

Year end value of your equipment (page 5) \$ _____

Total Value Invested \$ _____

Yearly Cost to Maintain

Yearly feed cost (page 9) \$ _____

Veterinary costs, medicines, vaccinations etc.

Date	Item	Cost

Total Vet Costs \$ _____

Membership fees \$ _____

Project fees (i.e. Club, District or Regional events)

Date	Item	Cost

Total Activity Costs \$ _____

Training costs (i.e. Clinics, lessons, training treats etc.)

Date	Item	Cost

Total Training Costs \$ _____

Additional costs

Date	Item	Cost

Additional Costs \$ _____

Total Costs for Project Year \$ _____

PROJECT **SCRAP BOOK**

Paste clippings, photos and include explanations where necessary.

CANINE PROJECT EVALUATION

Your input is a valuable asset to the 4-H program!

As you go through the project year, make your comments and suggestions about the project, manual information and activities. When you have completed this project manual, you can either hand the evaluation into your leader or send it directly to us. We want to hear from you so we can keep improving!!

Canine Project Evaluation

4-H Branch, Alberta Agriculture, Food and Rural Development

J.G. O'Donoghue Building

7000 113 St. NW Room 200

Edmonton, AB T6H 5T6



Please tell us the following:

Evaluation Date: _____ # of years completed in Canine _____

Rank	Translation of Number Ranking
1	Absolutely...Without a doubt!!!!
2	Of Course...Most of the time!!
3	Average...Only when I had to?!
4	Rarely...But I did?
5	Never...No way.

1. Did you get involved in the club activities? 1 2 3 4 5
2. Do you have a sense of pride in completing your project year? 1 2 3 4 5
3. Do you have a clear set of goals for next years Canine project? 1 2 3 4 5
4. Did you participate in a communication activity this year? 1 2 3 4 5
5. Did you learn the proper techniques for judging projects? 1 2 3 4 5
6. Do you feel confident in the skills that you have gained? 1 2 3 4 5
7. Did you provide a service to your community? What was it? 1 2 3 4 5
8. Do you feel more aware of what 4-H has to offer you? 1 2 3 4 5
9. Did you enjoy the 4-H year? Did you do things outside the club? 1 2 3 4 5
10. Was safety encouraged with all projects and activities? 1 2 3 4 5
11. Did you feel like an active member of the club? 1 2 3 4 5
12. Did you enjoy your 4-H project year? 1 2 3 4 5

Please make additional comments on the back all throughout the club year.

Marking Guideline for Canine Record Book

ITEM	TOTAL POINTS	FIRST MONTH												LAST MONTH	TOTAL	
Member Info	2		Black													
Club Info	3	Grey	White	Black												
Canine Info	5		Black													
Record of Training	5		White	Black												
Goals	5		White	Black												
Equipment Inventory	15		Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	White	
Duties & Calendar	20		White	Black												
Feeding Records	30		White	White	White	White	White	White	White	White	White	White	White	White	White	
Health / Inoculation Records	15		Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	
Safety	10	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	
Training / Working	30		White	White	White	White	White	White	White	White	White	White	White	White	White	
Preventing Bad Behaviour	15	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	
Show Record	2	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	Grey	
Story of My Dog	3	Black										White	White			
Financial Summary	10	Black										White	White			
Scrap Book	30	White	White	White	White	White	White	White	White	White	White	White	White	White	White	
TOTAL	/ 200	These are only suggested guidelines for marking each club may adjust scorecard.													/ 200	

Square Colour Guidelines

White – Must be done in these months

Grey – May be done as needed, or anytime during these months

Black – Does not require it to be done during these months

Markers Feedback:



4-H Section
2015