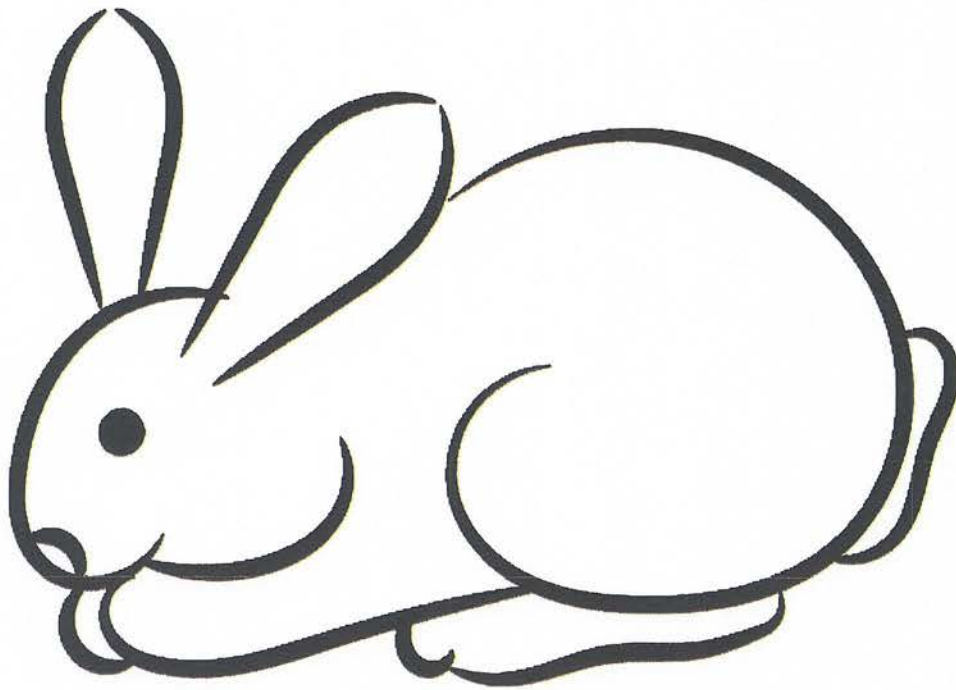# Chautauqua County
4-H Rabbit Project Guidelines

Member's Name_____
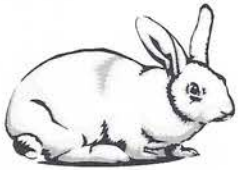
Address_____

_____

Number of years enrolled in 4-H Rabbit Project _____Age _____

County _____ **Club** _____

Project Year_____

4-H Project Record Book

Introduction

This Project Record Book has been created specifically for 4-H members enrolled in a rabbit 4-H 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 provide a place to keep important records on your rabbits.

What is a 4-H project?

A project is a subject or topic that you learn about in 4-H. In this case, your project is rabbits. You learn about your project by attending club meetings and educational workshops, and working with adult leaders and other 4-H members. You can also learn from field trips and by participating in shows and-competitions.

Why complete a record book?

A record book is not meant to be a chore. Instead, it is a way for you to learn about your project, as well as other valuable skills such as setting goals, collecting information, evaluating information, tracking costs and expenses, organization, and others.

Completing your 4-H Rabbit Project Record Book.

At the beginning of the 4-H year you should select one/several of your animals to be your 4-H project animal(s) for the year. Then begin recording all of the relevant information on your animal in your record book on a monthly basis. It is important to keep your record book up to date, so that completing it doesn't become a chore at the end of the year.

Take a glance through the record book so that you can see how it is organized. As you can see, there are pages that pertain only to health, and there are pages that pertain to show records and/or financial summaries. You only need to complete the pages relevant to your project animal. But you should complete **all** of the relevant information for the year.

The record book has been three-hole punched so that it may be easily kept in a 3-ring binder. Your 4-H Rabbit records should be accumulative – meaning that you keep and add to your records from year to year, keeping them all in a 3-ring binder or portfolio. You can organize your notebook however you choose. Some 4-Hers may anticipate having the same project animal for more than one year. In this case you might choose to organize your notebook by project animal and will simply continue to add information and pages to your records for that animal over the years. Then when you change project animals, you just start a new section in your notebook, with a new set of records for your new project animal.

Others may choose to organize their notebooks by year, with tabs dividing one year from the next. In this case, if you have a new project animal from year to year, then you will simply begin a new set of records for your new animal each year. If, however, you have the same project animal from year to year but you still want to organize your notebook by year, you can simply make a photocopy of your completed records from the previous year and then insert them into your notebook under the current year and add any new and updated information to them to bring your records up to date.

These are just a couple of examples of ways that you might organize and present your 4-H Rabbit project records. But, remember – these are YOUR records and part of the goal for completing them is that you use your imagination and be creative in how you develop them. The idea is that at the completion of your 4-H career, you will have a compilation of records that shows your progression in your project from year to year.

Goals

Please list at least 3 personal goals at the beginning of the year. Fill in how you met your goals at the end of the project.

My Goals for this year….	What did you do to meet your goals?

End-of-year-signatures

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

4-H member signature	Date

By signing below, I am stating that I am familiar with the record books and the 4-H member completed this record book and the information, to the best of my ability, included is correct.

Parents signature	Date

INVENTORY

RABBITS CARED FOR AT BEGINNING OF PROJECT YEAR

Animal Name	Number	Breed	Age	Sex	Value*	Value of Rabbit at end of project
				Total		

* The price you would ask if selling the rabbit.

EQUIPMENT

INVENTORY

Item	Start of Project	End of Project	
	Number	Number Purchased	* Value
Hutches			
Nest Boxes			
Feeders			
Water dishes			
Water bottles			
Carriers			
Other:			
Total			

* Value only of purchased equipment during present project year.

Feed Tag Information

Knowing what is in your feed is an important part of taking care of your animal(s).

What are the components of your feed?
% Crude Protein? _____
% Fat? _____
% Fiber? _____

What is the main ingredient of your feed?

Is this a medicated feed?

What production level or type of animal is the feed designed for? (Ex. Lactating animal, growing animal, maintenance, etc.)

Please attach your feed tag.
(If this is a homemade mix, please describe)

Animal Care and Management

Your project requires regular care and management. List the things necessary to take care of your project animal(s).

Include the following:

- Feeding and watering practices
- Grooming (clipping, toenail trimming, etc.)
- Health practices and medicines
- General Management (cleaning living area, etc.)

Daily – Things done once or twice a day

Weekly – Things done once or twice a week

Monthly – Things done once a month

Yearly – Things done one time or occasionally throughout the year

Rabbit Name: _____

Breed: _____**Number:** _____

FEEDING SCHEDULE

Dates *	Feed Type	Feed Amount	Reason For Change

* Dates should only change when feed amount or feed type changes.

  • Include water, hay, etc.

Feed Records and Expenses

Keeping good feed records is important. Good records show your expenses for feed and what kind of feed you use for your project. A good practice is to enter your feed expenses when you buy feed. At the end of each month, total each kind of feed used and its cost and record the information below. Home-raised feeds should be valued at market price – what it can be sold for.

Type and Cost of Feed Used			
Date of Purchase	Amount Purchased (lbs.)	Type of Feed (grain mix, hay, forage pellets, salt, mineral, supplement)	Cost or Value
Total Pounds		**Total Feed Cost**	$

EXPENSES CONTINUED

#1 MEDICINE – Includes visits to the veterinarian and prescription or over-the-counter medicines.

Date Purchased	Product Name	Amount	Use	Place of Purchase	Cost

Total Cost for the Year _____

#2 OTHER

Date Purchased	Item	Amount	Use	Cost

Total Cost for the Year _____

Rabbit Show Record

Name / Rabbit ID#	Breed/Variety	Show Date	Entry Fees	Placing	Name of Show	Judge	Premium Amount
		Total Entry Fee Cost	$		Total Premiums Won		$

Rabbit Breeding & Litter Record

Name & Number of Dam	Name & Number of Sire	Date Bred	Date Kindled	Total Number in Litter	Number of Surviving Kits		Date Weaned	Kits Kept	
					Bucks	Does		Bucks	Does
Ex: Peaches/VA3	Spot/VA8	3/19/08	4/20/08	5	2	2	6/1/08	0	2

BUSINESS RECORD – BUYING

Animal Name	Breed	Number	Age	Sex	Weight	Date Purchased	Purchased From	Purpose	Cost

TOTAL:

Miscellaneous Expenses or Fees

List any expenses that do not fit into one of the previous categories. Examples: Breeding Fees, Registration papers, etc.

Date	Description	Cost $
	Total Miscellaneous Expenses	$

Miscellaneous Income

List any income from the sale of products from your project animal. (offspring, fur, etc.)

Date	Description	Income $
	Total Miscellaneous Income	$

HEALTH RECORD

#1

Animal Name	Number	Breed	Sex	Age	Illness Name +/or Symptoms	Treatment	Date Illness First Treated	Success- Yes, no, disposed

DEATH RECORD

#2

Animal Name	Animal Number	Breed	Sex	Age	Death Date	Value of Rabbit @ Death
					Total	

YEAR END FINANCIAL STATEMENT

INVENTORY AT BEGINNING OF PROJECT YEAR

Value of Rabbits at beginning of project $_____

Value of equipment already owned $_____

Total Value of Inventory $_____

EXPENSES FOR CURRENT YEAR

Value of purchased equipment $_____

Cost of rabbits purchased $_____

Cost of feed for the year $_____

Cost of medicines purchased $_____

Cost of other items purchased $_____

Cost of Veterinary Visits $_____

Show Costs $_____

Total Expenses $_____

RECEIPTS

Value of animals sold $_____

Total rabbit projects sold $_____

Total of premiums won $_____

Total Receipts $_____

....

Total Receipts $_____

Minus Total Expenses $_____

= Profit / Loss (circle profit or loss) $_____

INVENTORY AT END OF PROJECT YEAR

Value of rabbits at end of project $_____

Value of equipment $_____

Value of rabbits that died $_____

Total Value of Inventory $_____

RELATED PROJECT ACTIVITIES COMPLETED

Dates	Location	Activity	Things I learned
Ex. 2/24/1988	Tractor Supply, Dunkirk, NY	Promoted 4H and sold paper clovers.	Many people do not know much about 4H. Also, people bring really big dogs!

4-H Project Story

Please write a story about your experience and what you learned in 4-H this year. Feel free to relate what you learned in 4-H to school, family or other activities in your life. Add pages if you need, and include drawings, newspaper clippings, etc. Lastly, don't forget to label everything with captions.

Pictures

Feel free to include pictures of what you wrote about and your animals.
(Don't forget your captions)

Receipts

(Tape, paste an envelope and fill, or photocopy receipts)

4-H Rabbit Project Guidelines

Meeting Attendance Requirements:	Members are required to attend at least 4 meetings. *Contact a committee member if there is a conflict with a school function or family event.* *Youth who are attending an institute of higher education outside of Chautauqua County, and who have been successful in the project for three or more years, will be excused from optional activities and meetings with prior written notification to the 4-H Rabbit Project Committee by January 1 of the current project year.
Animal Ownership Requirements:	All Rabbit Project members must own a rabbit(s) by January 1st. Any additional rabbits that they intend to take to the Chautauqua County Fair must be purchased by June 1st of the project year. No animal may be borrowed for a show unless the Rabbit Committee has been notified and approved before show. Members will be required to own purebred rabbits after their first year of participation, excluding Cloverbuds.
Registration Form(s) and Due Date:	All Rabbit Project members must complete and return the Rabbit Project registration Form to the 4-H office by January 1st of project year. **Any registration received after the close of business on January 1st will result in a $20.00 penalty fee. Late registration fees must be submitted with the late registration form.
Record Completion Requirements:	Project members must care for, maintain, and house at least one rabbit in order to complete the project. They must also complete the project records for at least one rabbit.
Project Sign-Up Date:	**In order to meet attendance requirements Rabbit Project members must join by January 1st.**
Mandatory Programs:	All 4-H project members must exhibit their rabbit at either the spring show or the county fair.
Other:	After the First Year project members are encouraged to attend at least one ARBA Show (American Rabbit Breeder's Association) and a 4-H Rabbit Show once a year.

OBJECTIVES OF THE 4-H RABBIT PROJECT

Develop integrity, sportsmanship, decision-making capability and public speaking skills through participation in presentations, demonstrations, rabbit judging and/or showing.
Learn and apply the recommended principles of rabbit production. Demonstrate knowledge of sound breeding, feeding, management, and marketing practices.
Identify types, breeds, and varieties of rabbits.
Practice leadership skills and roles, take part in community affairs, and demonstrate responsible citizenship.
- Develop skills, knowledge, and attitudes for lifelong use.
- Remember the goals of this project:
  - To have fun through a 4-H experience.
  - To learn about the care, love, and understanding involved in raising an animal.
  - To learn more about yourself and other people.
  - To respect yourself, your animals, your leaders and others.
  - To meet and make new friends through your 4-H experience.

RABBIT PROJECT GUIDELINES

1. Rabbit Project members should represent 4-H by following the project and fair rules, showing sportsmanship, and helping other members when needed. They are also expected to do all that they can do to improve the Rabbit Project each year. Any signs of cheating, malice towards others, use of alcohol and drugs will be turned over to the 4-H Program Committee and their decision will be enforced.

2. All Rabbit Project members must be enrolled as Chautauqua County 4-H members. Third year or higher senior members are encouraged to belong to ARBA.

3. All re-enrolling Rabbit Project members must complete and return the Animal Project Registration Form included with the 4-H enrollment forms to the 4-H Office at CCE -Chautauqua County, Attn: 4-H Office, 3542 Turner Road, Jamestown NY 14701-9608.

4. Records must be kept and turned into the 4-H Office by September 15th of the project year to be considered for awards. Failure to complete and submit records by September 15th can prevent that member from participating in the project during the next year.

5. Members must attend at least 4 of the scheduled meetings. If there is a conflict due to a family event or school function, please contact a committee member.

6. Mixed breed rabbits are allowed only for first year members and Cloverbuds. After one year of project participation, member will be required to own purebred rabbits excluding Cloverbuds.

7. Project members must care for, maintain, and house at least one rabbit in order to complete the project. They must also complete the project records for at least one rabbit. They must own one rabbit by January 1st of the current project year.

8. The 4-H project member must exhibit their rabbit at either the spring show or the county fair.

9. Second year members are encouraged to attend at least one ARBA Show (American Rabbit Breeder's Association) and a 4-H Rabbit Show once a year.

10. Parents of Rabbit Project members are encouraged to counsel, guide, and support project members, but should not perform the work of the member. Members are expected to feed, water, groom, and clean hutches of their own animals with minimal help. Members are expected to complete their own records.

11. Kits **must** be no less than 6 weeks old or older than 12 weeks old during the week of fair. Failure to comply will result in removal of doe and litter.

12. Kits **must** be 8 weeks old in order to sell. It is against the law to sell baby animals that are younger than 8 weeks old in the state of New York. Failure to comply could result in state penalties. No rabbit s may be listed for sale until after the rabbit show.

13. To be shown alone, at the fair or spring show, rabbits must be at least 12 weeks old.

14. Breeding of rabbits is not to be done in the show room or in or around the rabbit barn at the Fair.

4-H RABBIT PROJECT CHAMPION AWARD

Point System

MEETING PARTICIPATION
- 5 points for each meeting attended
- 5 points for completed worksheets

PROJECT RECORD BOOKS
- 5 points if up to date when checked at meetings

PARTICIPATION AT CLINICS/SHOWS
- 10 points for other county's 4-H show attended
- 10 points for Chautauqua County 4-H rabbit show attended
- 10 points for participating in work day
- State Fair
  - 10 points for showing
  - 15 points for decathlon

POSTER
- 10 points for making and displaying a poster about rabbits at fair

PRESENTATION
- 10 points for a presentation about rabbits at project meetings, County Presentation Day or at county fair.