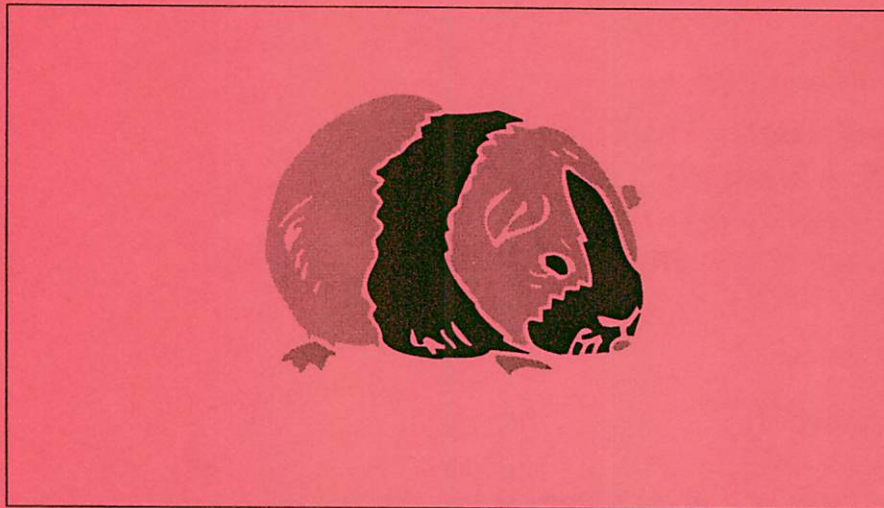


British Columbia



Cavy Record Book



For all 4-H Cavy projects except for Senior Management Projects.
If you are enrolled in more than one unit, you must
Complete a separate record book for each of them.

Publication # 1275
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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.*

Acknowledgements:

This 4-H Record Book is an extension of the BC 4-H Livestock Record Book, Publication #398 and has been combined with the individual project record books of the 4-H Branch of Alberta Agriculture, Food and Rural Development. Thank you to the Alberta 4-H Program for the use of their materials.

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The Creed of the 4-H Stock Keeper

I will:

1. Provide comfortable and sufficient quarters for my cavy.
2. Feed my cavy on time each day.
3. Provide animals with clean water at all times.
4. Keep my animals free from parasites.
5. Strive to keep my cavy in good health.
6. Learn as much as possible about the best methods of feeding and caring for dog(s).
7. Strive to improve the breeding and quality of my cavy, and of the cavies in my community, from year to year.
8. Be kind to animals.
9. Always be a good sport in competition.
10. Keep an accurate record of my projects.
11. Complete my project and take part in all the activities of my 4-H club each year.

I have read and agree to abide by this creed.

Your Signature _____ Date _____



4-H AWARE Program

Your leader should review the 4-H AWARE program. AWARE is Animal Welfare, Animal Rights Education and being a cavy 4-H member, this is an important topic. When you are at the fair, make sure that people know your animal has feed and water and explain the care of your animal. Before the fair, review all the aspects of your project and any questions that could be asked and try to have the answers at your stall.

About Your Record Book

Why do we keep records in 4-H?

- To record information about your animal.
- To record the work you have done.
- To record your club activities.
- To learn the importance of keeping accurate records in any business.
- So you can see the actual costs involved in completing your project. Without records, you cannot accurately tell how much of a gain or loss you have made on your investment.

What is involved in a Great Record Book?



- **Completeness** - A good record book has all the required information completed, including achievement day and an evaluation of your project year.
- **Accuracy** - Your figures and information should be accurate and up-to-date. Be accurate when weighing your feed and your animal.
- **Neatness** - Neatness is important in your record book. We realize that you are working on your record book throughout the year and will do your best to keep your book neat.
- **Personality** - This is the story of your project and experiences. Be original and personal in the information you keep in your book. Add photographs (with captions), newspaper and magazine articles on you, your club, your project type and 4-H. Your record book will be important to you for many years.

Flexibility is the Key!

The key to this cavy record book is flexibility. Start by putting these pages in a three ring binder. Add extra pages if you need more room. Make this your personal record book. Remember that this a record book of YOUR WORK WITH YOUR PROJECT!

Hints for Keeping Good Records

Helpful Hint: Keep a calendar and a pen somewhere handy to your animal. Whenever you change the feed, or your animal is treated or vaccinated, you can quickly grab your calendar and mark it down. When it is time to write the information in your record book, the information is easy to find and accurate.

- Read the instructions for each section carefully. Make sure that you know in advance which records you must keep in that section. If you have any questions, ask your leader, he or she is there to help you!
- If you do not know feed prices, there are many people you can contact. Your club may decide to set prices at the start of the project year. Consult your parents, Internet websites, local radio reports, feed companies, your local agriculture specialist, your leader, your neighbour and so on. Prices will vary during the year.
- Be consistent in your units for weight. No matter which type of units you use (grams or ounces) use the same units through your entire book.
- Keeping records is a good business procedure. A good record book will be important in future projects for your decision-making. For the cavy project you must keep records for at least 120 days. Your achievement day must be included in the 120 day record period.
- Keep your records up-to-date! Problems are caused by forgetting to record last month's feeds, or not recording changes in the feeds.
- Be accurate in your feed weight so you can accurately reflect the costs of maintaining your project.
- Include all costs, no matter how small. This will give you a true picture of your actual costs.
- Identify any purchases or losses of equipment during the project year.

About Me and My Club

About Me

My name _____

Address _____

My age at January 1st this year _____

This is my _____ year in 4-H

About My Club

Club Name _____

Number of members _____

This club has been operating for _____ years.

Name

Phone Number

Club Leader(s):

_____	_____
_____	_____
_____	_____

Club Executive:

President _____

Vice President _____

Secretary _____

Treasurer _____

Press Reporter _____

Safety Officer _____

More About Me

I joined 4-H this year because ...

This year in 4-H, I hope to accomplish ...

This year I will contribute to my club by ...

About My Cavy Project

Complete a copy of this page for each animal in your project (example: one for your doe and one for your buck)

Name of Animal _____

Date of Birth _____

Purebred or Crossbred _____ Breed _____

Eartag _____

Dam Breed and Name _____

Sire Breed and Name _____

Date purchased _____

Purchased from: Name: _____ Breeder: _____

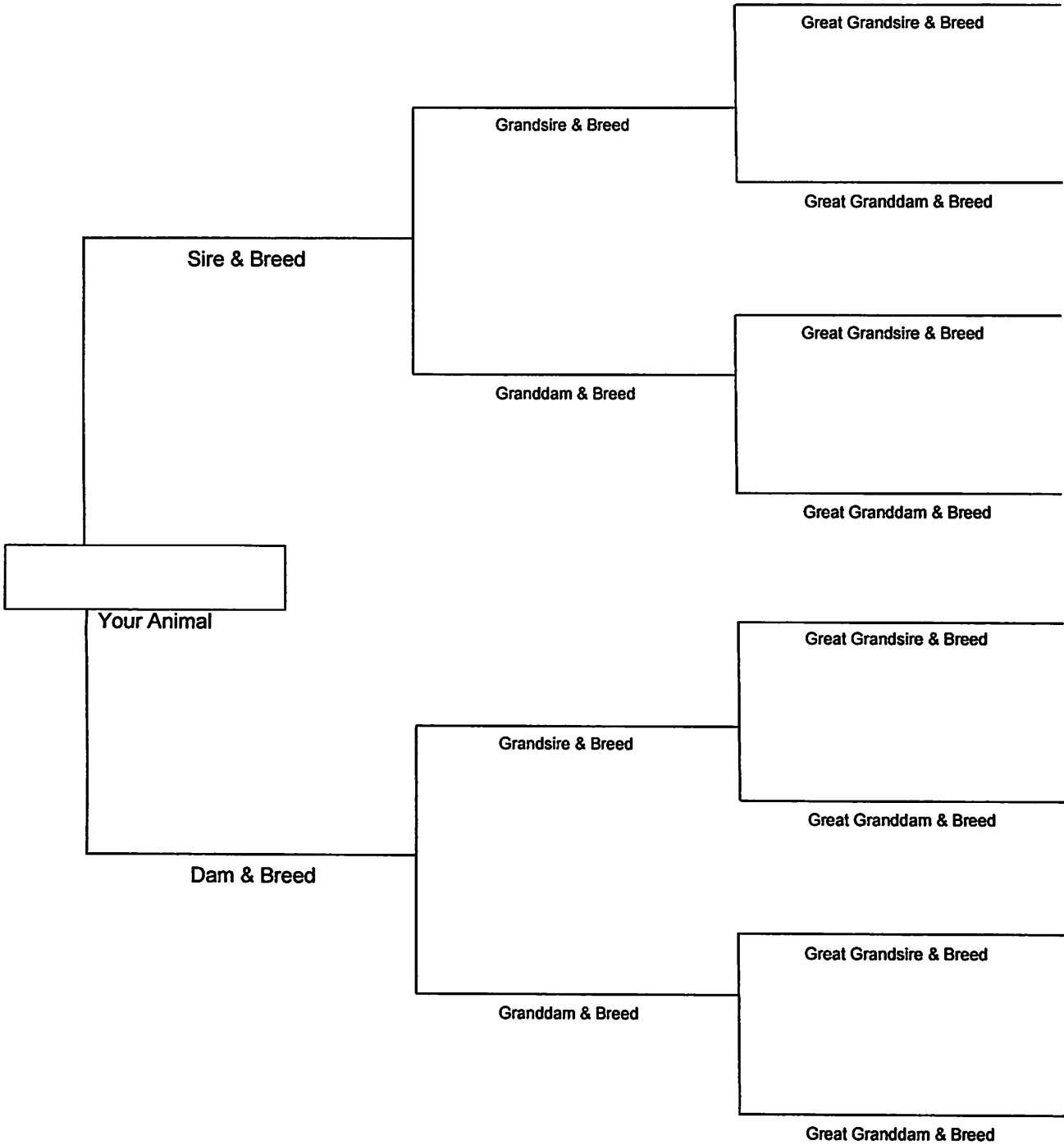
Purchase price or initial value: _____

Include a photograph here, taken within the first two months of the project year. Be sure to put a title and date.

(Add more pages to show all of your photographs from throughout the year.)

Pedigree Record

Complete this pedigree record for each animal in your project (if you have a boar and a sow include a pedigree for both of them, if you have a sow with litter provide pedigrees for both the sow and the litter).



4-H Year Planning

Complete this section at the beginning of the 4-H year.

How many and what kinds of animals will you care for (sow, boar, sow with litter)?

What will you do to take care of them (example: feed, grooming)?

What goals do you want to accomplish with your project (example: train it to pose correctly)?

What activities do you want to try (example: a regional 4-H event, judging rally)?

Caring for My Animal

Check the things that you are already doing well to care for your animal.
Check which ones you can improve on.

I'm already doing	I want to improve	Care
		Prepare facilities before I get my animal.
		Provide adequate housing and bedding.
		Feed my animal daily and on a regular schedule.
		Feed a balanced ration.
		Provide access to good quality water at all times.
		Control internal and external parasites.
		Train animals to be handled at a young age.
		Have a planned health program to prevent disease.
		Observe animals daily and get treatment for those needing it.
		Aware of the signs that my animal is in pain or is suffering.
		Keep feed and treatment records.
		Be aware of an animal's comfort (physical and mental).
		Minimize or eliminate all procedures or circumstances that may cause stress to my animal.
		Take the time to understand the behavioural needs (e.g. companionship) of my animals.
		Transport my animal safely and with concern for them.

Cavy Management

Your animal requires regular care and management. Here is the place to explain what you regularly do for or with your animal on a daily, weekly and monthly basis. Be as specific as possible. Use the "Caring for My Animal" checklist on the previous page as a guideline for this page.

Remember to list the following:

- Feeding and watering practices
- Bedding
- Grooming
- Check health
- Clean cage, feed and water containers
- Manure removal
- Checking and repairing equipment as needed

What I do for / with my project animal...

Daily:

Weekly:

Monthly:

Equipment Inventory

This page will be used to keep track of all equipment that the member owns and all the items will be assigned a value. The Equipment Inventory will be continuous from year to year and should be transferred to the current Record Book each year. Do not include items that you put in Other Costs.

Example:

Date	Equipment Item	Value of Purchased Equipment of Carried Forward	10% Depreciation (\$)	Remaining Value to be Carried Forward (\$)
April 1, 20XX	Food Dish	\$8.50	\$0.85	\$7.65
April 15, 20XX	Water Bottle	\$7.00	\$0.70	\$ 6.30

Date	Equipment Item	Value of Purchased Equipment of Carried Forward	10% Depreciation (\$)	Remaining Value to be Carried Forward (\$)
Total Depreciation Costs				

Monthly Feed Record

Weight measured in kgs / lbs (circle one)

Include the values of pellets, hay, veggies, and vitamin C that your project animal receives. If you share feed with someone else, calculate and record only the value of the feed your own animals eat.

For each month in the feed chart, record your weight values in grams or ounces and your price values in cents. At the bottom of the chart calculate your subtotals in grams/ounces and cents, and then convert the total value into kilograms/pounds and dollars.

Monthly Record For: April (Example for your reference)

Feed (pellets, hay, veggies, vitamin C)	Number of days on Feed [1]	Weight of feed per day gr/oz [2]	Monthly Weight (number of days x weight of feed per day) gr/oz [3]	Price per Weight Unit gr/oz [4]	Monthly Feed Cost (¢) [5]
	[1]	[2]	[3] = [1] x [2]	[4]	[5] = [3] x [4]
Pellets	30	50 gr	1500 gr	0.045 ¢	67.5 ¢
Oranges	15	25 gr	375 gr	0.2 ¢	75.0 ¢
Parsley	15	5 gr	75 gr	0.1 ¢	7.5 ¢
Vitamin C	30	0.016 gr	0.48 gr	6 ¢	2.88 ¢
Subtotals			1950.48 gr		152.88 ¢
			(A) 1.95 kg		(B) \$1.53

Monthly Feed Record

Weight measured in gr / oz (circle one)

Monthly Record For: _____

Feed (pellets, hay, veggies, vitamin C)	Number of days on feed	Weight of feed per day gr/oz	Monthly Weight (number of days x weight of feed per day) gr/oz	Price per Weight Unit gr/oz	Monthly Feed Cost (¢)
Subtotals			Total (A1)	gr kg	Total (B1) \$ ¢

Monthly Record For: _____

Feed (pellets, hay, veggies, vitamin C)	Number of days on feed	Weight of feed per day gr/oz	Monthly Weight (number of days x weight of feed per day) gr/oz	Price per Weight Unit gr/oz	Monthly Feed Cost (¢)
Subtotals			Total (A2)	gr kg	Total (B2) \$ ¢

Monthly Feed Record

Weight measured in gr / oz (circle one)

Monthly Record For: _____

Feed (pellets, hay, veggies, vitamin C)	Number of days on feed	Weight of feed per day gr/oz	Monthly Weight (number of days x weight of feed per day) gr/oz	Price per Weight Unit gr/oz	Monthly Feed Cost (¢)
Subtotals			Total (A3)	gr kg	Total (B3) \$

Monthly Record For: _____

Feed (pellets, hay, veggies, vitamin C)	Number of days on feed	Weight of feed per day gr/oz	Monthly Weight (number of days x weight of feed per day) gr/oz	Price per Weight Unit gr/oz	Monthly Feed Cost (¢)
Subtotals			Total (A4)	gr kg	Total (B4) \$

Monthly Feed Record

Weight measured in gr / oz (circle one)

Monthly Record For: _____

Feed (pellets, hay, veggies, vitamin C)	Number of days on feed	Weight of feed per day gr/oz	Monthly Weight (number of days x weight of feed per day) gr/oz	Price per Weight Unit gr/oz	Monthly Feed Cost (¢)
Subtotals			Total gr (A5) kg		Total ¢ (B5) \$

Monthly Record For: _____

Feed (pellets, hay, veggies, vitamin C)	Number of days on feed	Weight of feed per day gr/oz	Monthly Weight (number of days x weight of feed per day) gr/oz	Price per Weight Unit gr/oz	Monthly Feed Cost (¢)
Subtotals			Total gr (A6) kg		Total ¢ (B6) \$

Total Feed Amounts and Expenses

Month	Monthly Weight of Feed (from pg 12-15)		Monthly Feed Cost (\$) (from pg 12-15)
	(A1)	[Patterned Area]	(B1)
	(A2)		(B2)
	(A3)		(B3)
	(A4)		(B4)
	(A5)		(B5)
	(A6)		(B6)
Total Feed (kgs/lbs) = A1+A2+A3+A4+A5+A6		Total Feed Expenses (\$) = B1+B2+B3+B4+B5+B6	

Cavy Project Feed Information

Attach a Feed Ingredient Slip/Nutritional Analysis from your cavy pellets. If a slip is not available, please describe your feed source as best as possible.

Did you change your feed or your feeding program during the course of the project? If yes, why and how did it change?

How did you determine how much to feed your animal?

Health and Veterinary Record

Cavy's Veterinarian: _____

Veterinarian's Phone Number: _____

Record all health management practices and treatments given to your project animal(s). It should include any vaccinations, de-worming, or other treatments you provide to your animal. Add more pages as you need them.

Date	Animal(s) Treated	Condition/Problem	Treatment Given	Cost (\$)
Total Health and Veterinary Expenses				

Cavy Breeding and Production Record

If you bred cavies in your project this year complete the following.

Sow ID or Name	Boar ID or Name	Date Bred	Expected Due Date	Actual Due Date	Number of Live Pups Born
Offspring ID or Name(s)		Sold or Kept		Sale Price or Estimated Value	
Total Price or Estimated Value of Litter				\$	

My Cavy Project Financial Summary

Income:

Sale price or estimated value of animal at end of project		<input type="text"/>
Total price or estimated value of litter (page 19)	+	<input type="text"/>
Total show income (page 21)	+	<input type="text"/>
TOTAL INCOME	=	<input type="text"/>

Expenses:

Purchase Price or initial value of animal (page 6)		<input type="text"/>
Depreciation Cost (page 11)	+	<input type="text"/>
Total Feed Expenses (page 16)	+	<input type="text"/>
Health and Veterinary Expenses (page 18)	+	<input type="text"/>
Other Expenses (page 20)	+	<input type="text"/>
TOTAL PROJECT EXPENSES	=	<input type="text"/>

Profit or Loss Calculation:

Total Income	-	Total Project Expense	=	Profit or Loss
<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>

My Cavy Project Photo Album

Be Creative. The more photographs, the better! A completed record book should at least have a beginning photograph and a finished picture. You are encouraged to be in the photo with your project animal and include more photographs. You should also include captions on your pictures that at least include the date of the photograph. You may use additional pages.

My Cavy Project Year Summary

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 have learned during the past year. Look back on the goals you set for yourself at the beginning of the year. How well did you meet those goals?

How did you improve or learn the skills you wanted to learn?

How did you accomplish the goals you set for yourself?

What new activities did you try?

In what way did you help or teach others?
