**Section 4: Market Project Report Instructions**

**Revised 02/26/2014**

**DO NOT LEAVE THIS COVER PAGE ON THE FORM**

**Remove before putting form in your Record Book**

Use this form for the following **Market Projects: Beef, Swine, Sheep, Meat Goats, Meat Chickens, Meat Rabbits, and Turkeys**

Major Changes:

* The "4-H Livestock Report" form has been replaced with the "Annual Project Report" form for all market animal projects.
* Fill out one form for each type of market project.
* There is no longer a monthly management log. It is included as part of the "Annual Project Report" form in the "Learning Experiences" section. Use an I (=individual) for level of participation. Also, keep a record of shots, training, feed changes, weighing, exercise, etc.

Projects provide the basic framework for 4-H teaching and learning experiences. Projects provide cooperative learning opportunities, a well-documented context for effective learning. Each year 4-H members will participate in at least one project. A project is:

* Planned work in an area that is of interest to the 4-H member.
* Aimed at planned objectives that the 4-H member can attain and measure.
* Guided by a 4-H adult volunteer.
* Summarized by some form of record keeping.

A minimum of six meetings and ten hours of project instruction is required to complete a project. The county 4-H staff must approve all county or unit requirements for project completion.

**Completing this Section**

This section is used by the 4-H member to document their specific project work. Place items in the following order for each separate project:

1. An Annual Project Report form for every project the member has completed.
2. Market Form (if applicable)
3. Supplemental Breeding Animal Form (if applicable)
4. Expression Page
5. Junior/Teen Leadership Development Report (if applicable)

**Section 4-A: Annual Project Report Form**

In the Learning Experiences box, explain what the 4-H member did, learned, and life skills gained in the project during the year. This includes activities that took place during project meetings, shows, and events. Also, keep a record of shots, training, feed changes, weighing, exercise, etc. The 4-H member may record items raised, grown or improved, honors and awards, citizenship and leadership activities, and profit/loss related to the project on the second page of the form. In the Expense/Income section please summarize, totaling all expenses such as: ingredients, feed, vet supplies/visits, materials, exhibitor's fees, and all income such as: value of finished products, animals sold, exhibit premiums, etc. The difference between your income and your expenses is either you net profit or loss for the project.

Each Annual Project Report form completed and signed by the Project Leader counts as a separate project on the PDR (under #1 Projects Completed).

4-H members may add more lines on the report for additional information. The Annual Project Report may not exceed four pages.

**Market Project Form Specific Instructions**

Project Meeting Learning Experiences:

*(If you do not attend all the meetings, list the date, and whether it was an excused or unexcused absence. It is excused if you called the leader before the scheduled meeting.)*

* For each project meeting write your learning experience in essay format. The reader should get a clear picture of what you learned in your project and what you did at your meetings. The form is set up so that you have about five lines for each meeting. Write a lot of detail. Use more lines if necessary and add sheets if needed.
* Acceptable example: *I learned about pneumonia in pigs. It is a lung inflammation or irritation that can be caused by bacteria, viruses or mycoplasma organisms. Internal parasites living in the pig’s lungs and the pig breathing excessive amounts of dust can also cause pneumonia. Stress is often an important factor in respiratory diseases such as pneumonia because stress lowers the pig’s defenses against pneumonia-causing organisms. The important thing I learned is to not cause my pig any stress if I can help it.*
* Unacceptable example: *I learned what causes pneumonia in pigs.* (You need to give more detail – give examples.)

**MARKET FORM -**

Average Daily Gain:

You will figure your Average Daily Gain (ADG) twice for beef, sheep, and swine projects. The first time will be before May 31 (about half way through the project). The second time will be on the day of weigh-in with your market animal.

**How to figure Average Daily Gain:**

* Record your animal’s starting weight and date (should be within two days of when you get your animal) in the top portion of the chart. Columns 2 and 3.
* Record your animal’s ending weight and date of weigh-in at the Junior Livestock Show in Columns 4 and 5 of the chart.
* Subtract the starting weight from the current weight and this equals pounds gained (column 6).
* Count the days between the two dates for the number of days on feed. Divide the pounds gained number by the days on feed number and this will equal your average daily gain OVERALL for your project.

***\*\*\*\* Expression Page \*\*\*\****

***4-H members may include one Expression page, for each Annual Project Report, on which the 4-H member may be creative. If completed, page must be one side of an 8 ½” x 11” piece of paper. The 4-H member may draw, write, and use his/her imagination! The Expression Page is optional and not required.***

**California 4-H Youth Development Program**

**Annual Project Report**

***Submit one form per project.***

***Members may add additional pages if needed for a maximum of four pages per project.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Program Year** |  |
| **Project** |  | **Years in Project** |  |
|  | **Number of project meetings held** |  | **% Attended** |
|  | **Number of project meetings attended** |

| **LEARNING EXPERIENCES - MANAGEMENT RECORD****Explain what you did, what you learned, and the skills you gained in the project.****Also, keep a record of shots, training, feed changes, weighing, exercise, etc.***Include the level of participation:* ***I*** *= Individual,* ***L*** *= Local Club/Unit/Project,* ***C*** *= County/Area/District,****M*** *= Multi-county/Section,* ***S*** *= State,* ***N*** *= National/Multi-State,* ***G*** *= Global* |
| --- |
| **Date** | **Level** | **Hours** | **Activity Title | Location | Learning Experience** |
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***Project Report Form (Continued)***

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| --- | --- | --- |
| Number | **List things made, raised, grown, or improved.** | List honors or awards earned. |
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| --- | --- |
| **List citizenship activities** | List leadership development activities |
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| **Expenses and Income/Value***Summarize, totaling all expenses such as: ingredients, feed, vet supplies/visits, materials, exhibitor's fees, and all income such as: value of finished products, animals sold, exhibit premiums, etc.* |
| **Item** | **Number** | **Expense** | **Income****or Value** |
|  |  | **$** |  | **$** |  |
|  |  | **$** |  | **$** |  |
|  |  | **$** |  | **$** |  |
|  |  | **$** |  | **$** |  |
|  |  | **$** |  | **$** |  |
|  | **Totals** | **$** |  | **$** |  |
| **Total Profit or Loss** |  | **$** |  |

|  |
| --- |
| **If another member was thinking about taking this project next year, what would you tell him/her about what can be learned in this project?**  |
|  |

|  |
| --- |
| **I have personally prepared this report and believe it to be correct.** |
| 4-H Member’s Signature:  | Date: |  |
| **I have personally reviewed this report and believe it to be correct.** |
| 4-H Project Leader’s Signature: | Date: |  |

**MARKET FORM**

Project Animal(s) Information:

|  |  |  |  |
| --- | --- | --- | --- |
| **Specie of Animal:**  |  | Name of Animal: |  |
| **Breed:**  |  | **Sex:** |  | **Date of Birth:** |  |
| **Purchased From:**  |  | **Purchase Date:** |  |

If you are raising more than one animal, fill out the information below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Specie of Animal:**  |  | Name of Animal: |  |
| **Breed:**  |  | **Sex:** |  | **Date of Birth:** |  |
| **Purchased From:**  |  | **Purchase Date:** |  |

Average Daily Gain:

(*this chart accommodates 2 animals)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Column #1** | **#2** | **#3** | **#4** | **#5** | **#6** | **#7** | **#8** |
| **Animal Name #1** | **Starting Date** | **Starting Weight** | **Ending Date** | **Ending Weight** | **Total Pounds Gained** | **Days on Feed** | **Average Daily Gain** |
|  |  |  |  |  |  |  |  |
| **Animal Name #2** | **Starting Date** | **Starting Weight** | **Ending Date** | **Ending Weight** | **Total Pounds Gained** | **Days on Feed** | **Average Daily Gain** |
|  |  |  |  |  |  |  |  |

EXPENSES:

|  |
| --- |
| **Expenses***Summarize, totaling all expenses.* |
| **Item** | **Expense** |
| **Purchase Price:**  | **$** |  |
| **Purchase Price (second animal):**  | **$** |  |
| *Feed Expenses* |  |  |  |  |
| **Feed:** | **# of sacks**  |  | **x cost**  | **$** |  | **$** |  |
| **Feed:** | **# of sacks**  |  | **x cost**  | **$** |  | **$** |  |
| **Hay:**  | **# of bales**  |  | **x cost**  | **$** |  | **$** |  |
| **Other:**  | **$** |  |
| *Miscellaneous Expenses* |  |  |  |  |
| **Veterinarian Fees:**  | **$** |  |
| **Medication:**  |  |  |
| *Antibiotic:*  | **$** |  |
| *Worming:*  | **$** |  |
| *Other:*  | **$** |  |
| **Equipment and Supplies Cost: (list purchases for this year)** |  |  |
| **SHOW EQUIPMENT** | **$** |  |
| **Any other expenses: (list below)** |  |  |
| **ENTRY FEES** | **$** |  |
| **BEDDING** | **$** |  |
| **Total Expenses** |  | **$** |  |

Net Profit or Loss - to be completed after the Junior Livestock Show

|  |
| --- |
| **Income***Fill out A or B, then C if you showed 2 animals of same specie and sold second one* |
| **A** |
| **Turkeys, Rabbits or Chickens –** Sold at AUCTION by the head or pen | **$** |  |
| **Turkeys, Rabbits or Chickens –** Sold to private party by the head or pen  | **$** |  |
| **B Select one:**  |  | **Steer** |  | **Lamb** |  | **Hog** |  | **Goat** |  |  |
| **Sale Weight (lbs):** |  | **x price per pound:**  | **$** |  | **$** |  |
| **C** (list source of income, e.g. Auction Add-ons (bumps), sale of second animal) |  |
| **Other**  |  | **$** |  |
| **Other** |  | **$** |  |
| **Less Auction Fees** (taken directly from proceeds check) |  |
| **COMMISSION, BUYER'S DINNER & PORK BOARD**  | **$** |  |
|  | **Total Income** | **$** |  |
| **PROJECT SUMMARY** |
| **Total Income** | **$** |  |
| **Subtract Total Expenses** | **$** |  |
| **NET PROFIT OR LOSS** | **$** |  |