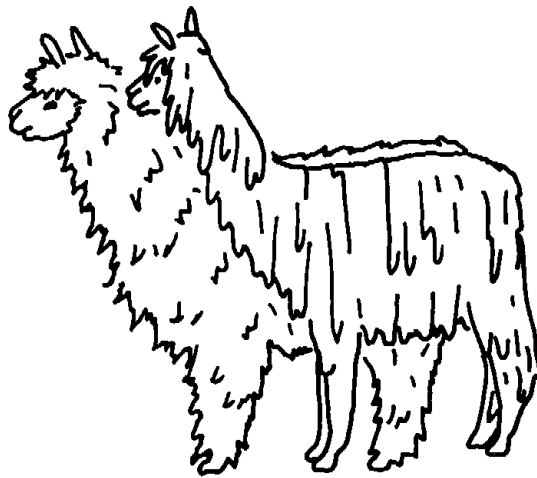


A-Paca Kids Alpaca Project Record Book



Member Name: _____

Birth Date: _____ Grade: _____ 4-H County: _____

Address: _____

Phone: _____ Years in Project: _____

Name of Club in Which I Am Completing This Project: _____

4-H Year: _____ 4-H Leader: _____



End of Year Signatures

At the end of the 4-H year, when your record book is complete, your 4-H club leader will ask to see this record book.

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

4-H Member's Parent Signature

Date

4-H Club Leader's Signature

Date





INTRODUCTION

This project record book has been created specifically for members enrolled in the **4-H A-Paca Kids Alpaca 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 help guide your efforts to keep important records on your alpaca(s). Remember – records are no better than what YOU put into them.

What Is A 4-H Project?

A project is a subject or topic that you learn about in 4-H. More important, a project is something you do or make, which results from knowledge and skills you learned in the project. In this case, your project is an alpaca.

You learn about your project from attending club meetings and educational workshops, and working with adult leaders and other 4-H members. You can also learn from field trips and camps, by participating in shows and competitions, as well as through your family and self study.



Why Complete A Record Book?

A record book is not meant to be a chore. Instead, it is a way for you to learn. Here are some important reasons why 4-H expects you to complete a 4-H record book for your project.

Keeping a 4-H record book will help you . . .

- ✓ Learn how to organize yourself
- ✓ Learn how to set reasonable goals for yourself
- ✓ Appreciate what you've learned this year from the goals you reached
- ✓ Recognize what things you learned in your 4-H project this year and compare your progress and successes from year to year
- ✓ Explain what you've learned
- ✓ Keep track of costs of your project
- ✓ Gather information needed to apply for awards and scholarships
- ✓ Complete applications and resumes for jobs and college
- ✓ Meet requirements

Guidelines for The 4-H Alpaca Project Record Book

One record book can be completed for all your project animals. You start your record book at the beginning of the 4-H year and keep all your expenses and receipts during the year. It is important to keep your record book up to date monthly. Keep your book neat and complete. Start your year by setting at least three goals for the year.

These goals may include “Alpaca Knowledge and Skills” or “Personal Development Activities.” To expand your horizons, each year in the project, try to accomplish new skills, or skills you did not accomplish in previous year(s).

The record book has been three-hole punched so that it may be easily kept in a three ring binder. With each new project year, add your new record book to the binder. It is recommended that you save your record books from previous years in your binder. That way, you can easily compare your progress and achievements throughout the years. It will also help you when you apply for awards, jobs, college, etc.

Member in Good Standing Requirements

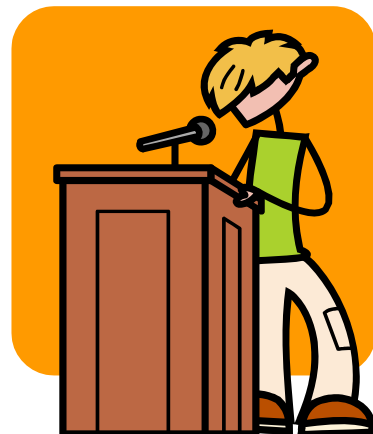
In general, all 4-H members are expected to meet the following standards each year. These are the minimum requirements. Your club may have additional requirements.

- ✓ Attend at least 70 percent of regular club meetings and/or activities.
- ✓ Complete a 4-H project, doing one’s own work with minimal assistance from parents or others, including being responsible for the physical care and training of the animal(s) to the fullest extent.
- ✓ Give a club or county 4-H public presentation.
- ✓ Complete a project record book (like this one).

How This Record Book Is Organized

Besides this introduction, this record book is organized into six main sections:

- Starting Out - My Goals for the 4-H Year
- Along the Way - Keeping Track of What I Do
- My Project Alpaca
- Looking Back - What I Learned This Year
- Thinking Ahead - My Goals for Next Year
- Appendix (including project goals)





STARTING OUT

My Goals for The 4-H Year

The beginning of the 4-H year is a good time to begin thinking about what you'd like to do or learn in 4-H during the upcoming months. List some of your goals for the year and what plan you have to accomplish your goals. Talk to your leader and parents to decide what goals are realistic to try to finish this year.



During each year in the 4-H Alpaca project, members should choose a minimum of three goals to pursue. Choices are listed in the Appendix. Write your choices below. Don't be afraid to challenge yourself! Of course, you may aim to reach more goals. For now, write your goals below and your plan for reaching each goal. If the items on the list have all been accomplished, develop some of your own. You may also choose special ones not listed. Be sure to get the needed signatures on the next page.

| My Goals For This Year | What I Need To Do To Reach This Goal |
|---|---|
| <i>Example: I will learn how to give a public presentation.</i> | <i>Attend county public presentation workshop. Have my leader and parents help me pick a topic that will be good for me. Practice my presentation. Give the presentation at a club meeting.</i> |
| 1. | |
| 2. | |
| 3. | |

Signatures for Goal Setting

I will work toward the above goals I have set for myself for the upcoming 4-H year to the best of my ability:

Member Signature

Date

I will support my son's/daughter's goals for the upcoming 4-H year:

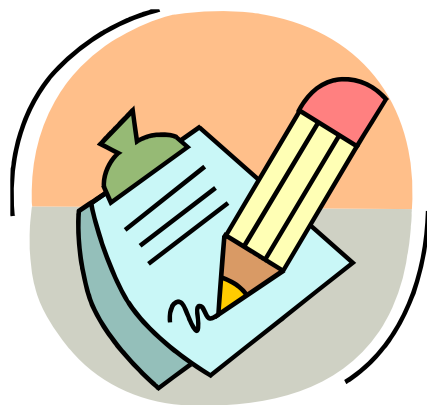
Parent's Signature

Date

I will help support this member's goals for the upcoming 4-H year:

4-H Leader's Signature

Date



Taking Inventory

As you start the 4-H year it is also a time to take an inventory of what you have for your project. For your alpaca project, you will need to list all the alpaca project animals you own at the beginning of the year. You may also wish to do an inventory of all the equipment and supplies you own at the beginning of the year.



Barn Equipment and Supplies Inventory - Start of Project Year (Optional)

List in the appropriate sections all the equipment and supplies you own at the start of the 4-H year. Include a description of the item. If you own a lot of equipment and supplies, you do not have to record each one, i.e., list five water buckets instead of listing each water bucket separately. If the cost is not known, estimate the value. An up-to-date Barn Equipment and Supplies Inventory will be very useful if equipment is lost, destroyed, or stolen! When you purchase new equipment and supplies, list these items in the **(E1) Equipment Expenses** section.

| Item | Year Acquired | Description | Cost (If Purchased) | Value |
|---------------------------------|---------------|-------------------------------|---------------------|----------------|
| <i>Example: 5 water buckets</i> | <i>2007</i> | <i>1 gallon water buckets</i> | <i>\$25.00</i> | <i>\$25.00</i> |
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Total Value of Equipment and Supplies: Add all values of Equipment and Supplies and put this number in box at right →

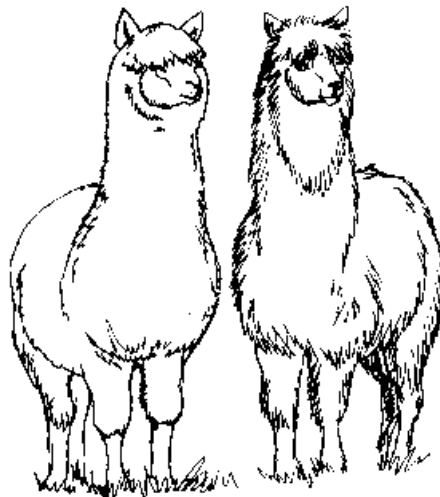
Project Alpaca Inventory

For each alpaca project animal that you choose at the start of the project year, list it's name, ARI registration number (if registered), breed, birth date or age, date of purchase (if applicable), how animal left the herd, and date, sex (use the abbreviations F for female, M for male, G for gelding) and value (this may be the purchase price or appraised value). Throughout the year you may acquire new animals. These animals may be purchased, traded, or even born from animals you already own. Be sure to add the animals acquired during the year to the list. If you purchased the animal, the cost of the animal should be included in the Project Alpaca Record. Also indicate whether any of the animals were sold, traded, or died during the 4-H year. If you sold an animal, record the sale under **(I) Income**. At the end of the year you will have a complete list of the animals you owned during the year.

| Alpaca's Name | ARI Reg. Number | Breed (S/H) | Birth Date | Date of Purchase | How Animal Left Herd and Date | Gender | Value at Start of Project | Value at End of Project |
|---------------|-----------------|-------------|------------|------------------|-------------------------------|--------|---------------------------|-------------------------|
| | | | | | | | | |
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Total Value of Alpacas: Add all values of alpacas and put these numbers in boxes at right→

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ALONG THE WAY

Keeping Track Of What I Do



For this section, it is best to write down what you have done shortly after completing it so you won't forget important events and activities. This section includes the following parts:

- What I did in this project this year
- Animal care & management
- Project finances
- Other clubs and projects

What I Did In This Project This Year

The following page is where you can list what you did in this 4-H project. Don't forget to include these types of 4-H events and activities you might have done this year:

- Club meetings
- Events participated in
- Leadership roles such as offices held, committees led
- Special meetings & clinics
- Community service
- Public Speaking
- Field trips
- County 4-H Fair
- Awards or recognition earned



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Animal Care & Management

Because your project is a living creature, it requires regular care and management. Here is the place to explain what you regularly do for or with your animal on a daily, weekly, monthly, and yearly basis. Be as specific as possible.

Don't forget to list the following:

- Feeding and watering practices
- Grooming (trimming toe nails, checking health)
- Cleaning pens, food and water containers
- Manure removal
- Checking and repairing as needed: fencing, pens, barns, etc.



| |
|--|
| What I do for/with my project animal: |
| Daily |
| Weekly |
| Monthly |
| Yearly |



My Project Alpaca

Project Alpaca Record

Registered Name: _____

ARI Registration Number: _____

ARI Herd Code: _____

Breeders Name/ID: _____

Breed: Huacaya Suri

Date of Birth: _____

Color(s): _____

Gender: Female Male

Microchip Number: _____

Use: *(check all that apply)*: Showing Breeding Fiber Pet

Height: _____ Weight: _____

Date CDT vaccination given: _____

Name of Sire: _____

Name of Dam: _____

Date Acquired: _____ Own Lease



My Alpaca's Ancestry



My alpaca _____ is related to:

Brothers

Sisters

Half-Brothers

Half-Sisters

Uncles

Aunts

Cousins

Grandfathers

Grandmothers



Show Record for My Alpaca

Show and competitions are an optional part of any 4-H project. Alpaca shows are an option that you might enjoy. If you choose to compete in shows, you should keep records of the results.

| Name of Show | Date and Location | Class Entered | Level | Placing |
|---------------------------------|-------------------|---------------------------|-----------------|-----------------------------|
| <i>Example: ABC Halter Show</i> | <i>4/19/08</i> | <i>Junior Showmanship</i> | <i>National</i> | <i>1st Place</i> |
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Alpaca Health Record

Be specific in recording your alpaca health record; list the problem and the treatment including the name of drugs, de-worming compounds and immunizations.

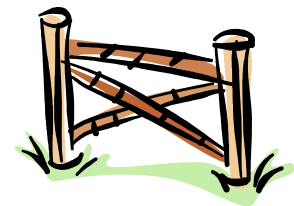


| Date | Alpaca's Name | Problem and Treatment |
|------|---------------|-----------------------|
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| Date | Alpaca's Name | Problem and Treatment |
|------|---------------|-----------------------|
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Training Record

Record items such as methods used to train, methods to prepare alpaca for a show or other important events and workshops. Record problems you encountered and how you overcame them.



| Date | What Happened? |
|------|----------------|
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Fiber Production Record

Record the fiber weight and income (if fiber is sold) for each project animal to assist with determining its health status and to monitor how age and management of the alpaca affects the quality of the fiber.



| Alpaca's Name | Date of Birth | This Shear Date | Previous Shear Date | Blanket Fiber Quality | Blanket Fiber Quantity | Income from Fiber |
|---------------|---------------|-----------------|---------------------|-----------------------|------------------------|-------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

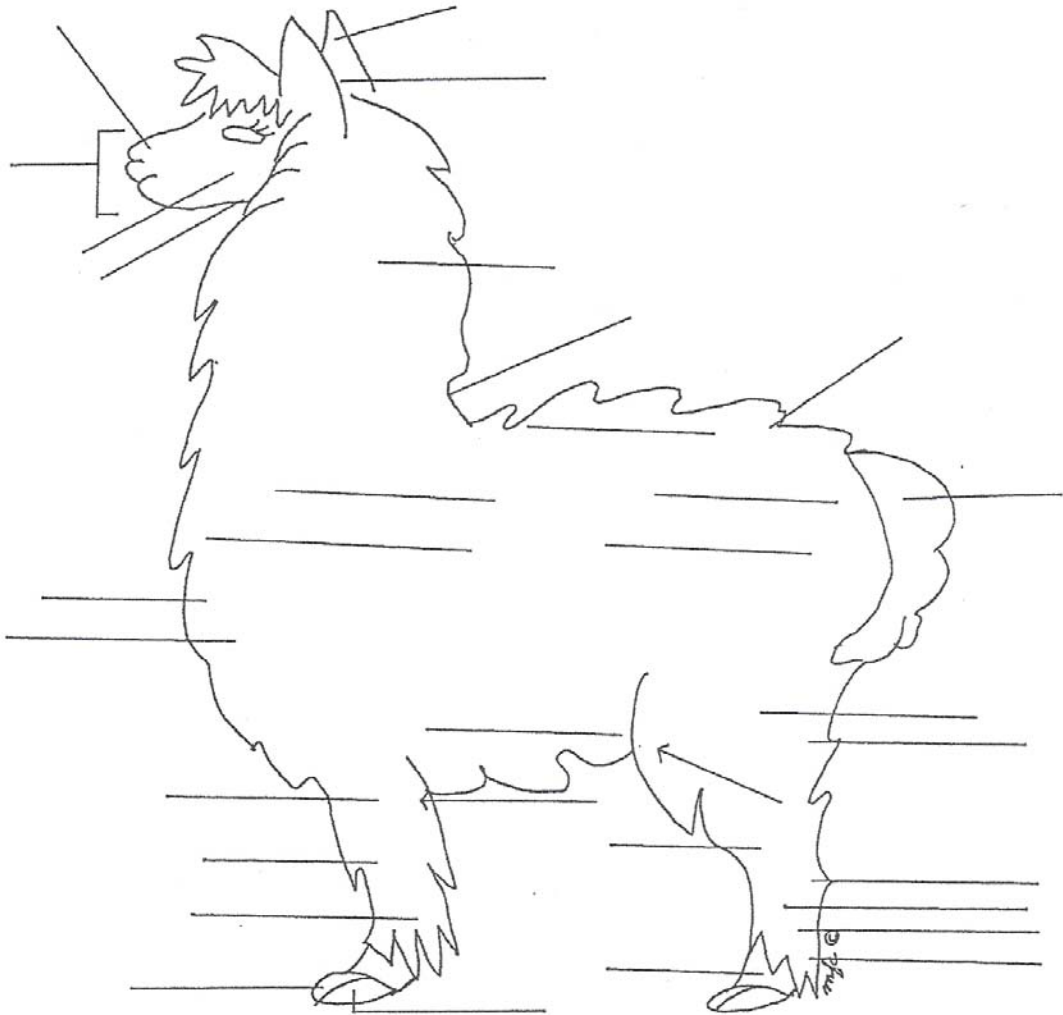
Alpaca Project Photos

Use the next page for your alpaca photographs. Be creative -- the more photographs, the better! You are encouraged to be in the photo with your alpaca project animal(s). You should also include captions on your pictures that at least include the date of the photograph. You may use additional pages if needed.



(photo page)

Project Alpaca Questions - Alpaca Anatomy



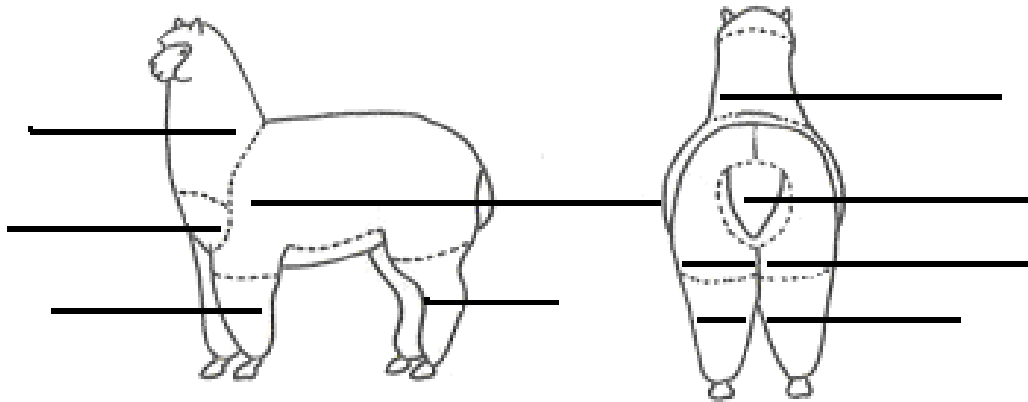
Label the following body parts of the alpaca:

Abdomen
Back
Cheek
Chest
Croup
Ear
Elbow
Femur
Fetlock
Front Cannon
Gaskin

Hind Cannon
Hock
Knee
Muzzle
Neck
Nostril
Pad
Pastern
Pelvis
Poll
Radius

Scapula
Scent Gland
Shoulder
Sternum
Stifle
Tail
Thigh
Throat
Tibia
Toe
Withers

Project Alpaca Questions - Alpaca Fiber



Label the following fleece areas:

- Bib
- Blanket/Prime Fiber
- Leg
- Neck
- Tail

Project Alpaca Questions – Alpacas in General

1. List three (3) uses for alpacas.

- a. _____
- b. _____
- c. _____

5. What type(s) of shelter will protect an alpaca from sun, rain and wind?

3. List the main elements of an alpaca's diet.

- a. _____

b. _____

c. _____

5. Describe one type of preventive medicine an owner should use to help keep an alpaca healthy.

5. Why do alpacas need to be vaccinated? _____



6. Alpacas are herd animals. What should they always have with them?

7. List three (3) ways to gain an alpaca's trust.

a. _____

b. _____

c. _____

8. What is a baby alpaca called? _____



9. Name the four (4) members of the South America Camelid family in order from smallest to largest.

- a. _____
- b. _____
- c. _____
- d. _____

10. The best companion for an alpaca is: _____

11. List three (3) things to consider when choosing an alpaca for a 4-H project.



- a. _____
- b. _____
- c. _____

12. What are two (2) things alpacas should be vaccinated for?

- a. _____
- b. _____

13. What is the normal temperature for an adult alpaca? _____

14. What are three (3) signs of heat stress in a llama or alpaca?

- a. _____
- b. _____
- c. _____



15. List three (3) countries in South America where alpacas come from.

- a. _____
- b. _____
- c. _____



16. Describe the size difference between llamas and alpacas.

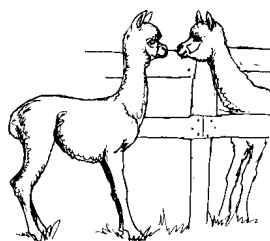
17. List three (3) conformation points to observe in a correct alpaca.

- a. _____
- b. _____
- c. _____

18. List three (3) organizations from which to gain information concerning alpacas.

- a. _____
- b. _____
- c. _____

19. What is the recommended minimum height of a fence used to safely contain an alpaca? _____



Extra Credit for My Alpaca Project?

An outstanding 4-H project record is one that goes above and beyond what is expected. Be creative!

- A completed record book should have a beginning and final photograph. You are encouraged to be in the photo with your project animal(s) and to include more photographs. Include captions. You may use additional pages.
- Write a report on a related topic of at least one page: Proper Care and Nutrition; Selection; Animal Science; Safe Management Practices or Diagram of Farm Set-up; Veterinary Science; Food Products (such as sample “healthy” recipes); Judging, etc.





LOOKING BACK

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 learned during the past year. This section includes the following parts:

- My goals completed
- A summary of knowledge and skills I gained
- The three most important things I learned
- Telling my story

My Goals Completed

Look back on the goals you set for yourself at the beginning of the year. How well did you meet those goals? Use the space below to tell how well you did in reaching your goals. If you added new goals during the year, be sure to include them below.

| My Goals For This Year | How Well Did Each Goal Get Met? |
|---|---|
| <i>Example: I will learn how to give a public presentation.</i> | <i>I attended the county public presentation workshop. I had to change my topic three times. I should have practiced my presentation more before I gave it at the club meeting. I will start planning and practicing earlier next year.</i> |
| | |
| | |
| | |

Knowledge and Skills I Gained

There are many things to learn in 4-H. Check each item below that you learned or improved in 4-H during the past year.

I learned or improved . . .

Personal Skills

- To set goals for myself
- How to organize myself
- How to finish something I started
- How to pay attention to instructions
- To feel good about myself
- Knowledge of my project
- To be proud of my accomplishments
- To make something with my hands
- To follow directions
- To try something new
- To accept change
- How to keep records of important information in my project
- To take responsibility for my own words and actions
- What is important to me
- What I am interested in
- How to get more information about something I am interested in
- How to satisfy my curiosity about a new subject
- To deal with winning and losing gracefully
- How to be careful and practice safety
- To explore a career interest
- How to make wise choices and decisions
- New words and how to use them
- How different things relate to each other
- To appreciate my cultural heritage
- To keep track of finances



Working With Other People:

- How to listen to other people
- Parliamentary procedure
- How to lead others
- How to solve problems
- How to run a business meeting
- How to participate in a business meeting
- How to work with adults
- How to give a public presentation
- To feel comfortable speaking in front of a group
- How to help others succeed

- To understand my strengths and weaknesses
- To make new friends
- How to get along with other kids
- To accept people who are different from me
- How to work on a committee
- How to work with the club to complete a community service project
- How to give the 4-H Pledge
- How to work with other kids
- To respect someone else's feelings



Feel free to add any other items not listed above in the space below:

- _____
- _____
- _____

The Three Most Important Things I Learned

Even if you learned a lot of different things in 4-H, think of what you feel was the most important thing for you. Then list the three most important things you learned in this project during the past year in the boxes below. For instance, I learned how to shear an alpaca, I learned that working with senior citizens is challenging but also fun, I learned to speak in front of my club without being afraid.

| | |
|--|--|
| The three most important things I learned in this project during the past year were: | |
| <i>Examples:</i> | |
| <i>I learned how to shear an alpaca.</i> | |
| <i>I learned that working with senior citizens is challenging but also fun.</i> | |
| <i>I learned to speak in front of my club without being afraid.</i> | |
| 1. | |
| 2. | |
| 3. | |



THINKING AHEAD

My Goals for Next Year

Now is a good time to begin thinking about what you'd like to do or learn in 4-H next year. List some of your goals for next year and what plan you have to accomplish your goals.

| My Goals For Next Year | What I Need To Do To Reach This Goal |
|---|---|
| <i>Example: I will learn how to give a public presentation.</i> | <i>Attend county public presentation workshop. Have my leader and parents help me pick a topic that will be good for me. Practice my presentation. Give the presentation at a club meeting.</i> |
| | |
| | |
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APPENDIX

The Appendix contains the following parts:

- Alpaca Knowledge & Skills
- Personal Development Activities

Alpaca Knowledge & Skills

During each year, members may choose several alpaca knowledge and skill goals. Do not be afraid to challenge yourself!

| Item | Alpaca Knowledge or Skill |
|------|--|
| A1 | Identify both types of alpacas |
| A2 | Select an alpaca for your project animal |
| A3 | Understand 4-H livestock records |
| A4 | Identify at least 15 alpaca body parts |
| A5 | Identify alpaca management problems and unsafe conditions |
| A6 | Identify equipment needed to raise an alpaca |
| A7 | Design an alpaca barn |
| A8 | Make a quick-release knot |
| A9 | Trim an alpaca's toes |
| A10 | Train an alpaca for a show |
| A11 | How your alpaca communicates |
| A12 | Identify an alpaca fund raiser |
| A13 | Identify criteria for a healthy alpaca |
| A14 | Learn to take an alpacas temperature and respiration rate |
| A15 | Find alpaca products in stores |
| A16 | Identify and classify feed ingredients |
| A17 | Select and judge hay |
| A18 | Learn to read a feed tag |
| A19 | Identify the nutrient requirement for a healthy alpaca |
| A20 | Care for a newborn alpaca |
| A21 | Identify methods of controlling external and/or internal parasites |
| A22 | Stock an alpaca medicine cabinet |
| A23 | Administer medication to an alpaca |
| A24 | Treat a minor wound |
| A25 | Examine a fecal sample for parasites |

Personal Development Activities

During each year, members may also choose several personal development goals. Do not be afraid to challenge yourself!

| Item | Personal Development Activity |
|-------|--|
| PD 1 | Participate in a community service project (such as a food drive, community clean up, etc.). |
| PD-2 | Participate in a community pride project (such as a parade or community day). |
| PD-3 | Help prepare a display or booth relating to alpacas or alpaca activities. |
| PD 4 | Serve as a member of a club committee |
| PD 5 | Attend 4-H Camp. |
| PD 6 | Participate in your county fair. |
| PD 7 | Assist at a 4-H alpaca show. |
| PD 8 | Serve as a host for a 4-H meeting, making everyone welcome. |
| PD 9 | Provide refreshments for a club meeting. |
| PD 10 | Help plan a fun activity for your club. |
| PD 11 | Help with club/county 4-H fund raisers. |
| PD 12 | Write a newspaper story for your club about an event you have participated in. |
| PD 13 | Serve as a chairperson of a club committee. |
| PD 14 | Arrange for a speaker to talk to your club. |
| PD 15 | Make arrangements for your club to go on a field trip. |
| PD 16 | Attend Citizenship Washington Focus (CWF) |
| PD 17 | Attend National 4-H Youth Congress. |
| PD 18 | Attend National 4-H Conference. |
| PD 19 | Explore careers related to alpacas. |
| PD 20 | Assist a younger member in preparing a public presentation. |
| PD 21 | Assist a younger member at an alpaca show. |

If the above activities have all been accomplished, develop some of your own. You may also choose any special activities not listed above.

The 4-H Pledge

I PLEDGE . . .
. . . my HEAD to clearer thinking,
. . . my HEART to greater loyalty,
. . . my HANDS to larger service,
. . . and my HEALTH to better living,
for my club, my community,
my country, and my world.

4-H Motto

“To Make the Best, Better”

4-H Slogan

“Learning by Doing”

