

Instructions For Filling Out Record Keeping Worksheets Livestock and Non-Livestock

Completed Record Book consists of:

- **For 7 & 8 year olds**

Butler County Simplified Record Form OR

Kansas Award Application for 7 & 8 year olds with Personal Page,
Permanent Record, Story and Pictures

- **For 9 –13 year olds**

Personal Page, Project or Livestock Record for each project,
Permanent Record, Story and Pictures OR

Kansas Award Application for 9 to 13 year olds with Personal Page,
Permanent Record, Story and Pictures

- **For 14 year olds and older**

Personal Page, Project or Livestock Record for each project,
Permanent Record, Story and Pictures OR

Kansas Award Portfolio, Personal Page, Permanent Record, Story
and Pictures

Please turn page over for more instructions.

Livestock Record (for Beef, Meat Goats, Sheep & Swine)

Page 1 – Goals, health program, feeding rations learning experiences, and general information about your project is listed here.

Page 2 – The table is used to record beginning and ending weights and costs. The numbered lines and explanations will help you figure total costs and costs per pound of feed fed.

Project Record

Use this worksheet for any project other than Beef, Meat Goats, Sheep and Swine.

Computer: Use 1 for each project (either Livestock or Project Record)

Open up your word processing program first and then copy the worksheet to it.

Open the worksheet and Save As (whatever you wish to name it).

You can now enter data in the marked boxes. If you data comes up in red print, try these changes. After filling out the record completely, go to Review. Under Final Show Markup - select Final. That should change everything to black.

You may have to click on each gray highlight box to enter data in that gray box. If you enter it outside the gray box, it will look different. The gray box will expand as necessary.

Unless otherwise stated, it is OK to go to more than 1 page if you wish.

Make sure that you enter enough information so that someone can tell what you did.

Printed: Use 1 for each project (either Livestock or Project Record)

Enter information in boxes or on lines, making sure that you enter enough information so that someone can tell what you did.

For questions, email Connie Chilcott at stanconnie1@sktc.net or call 620-394-2487.