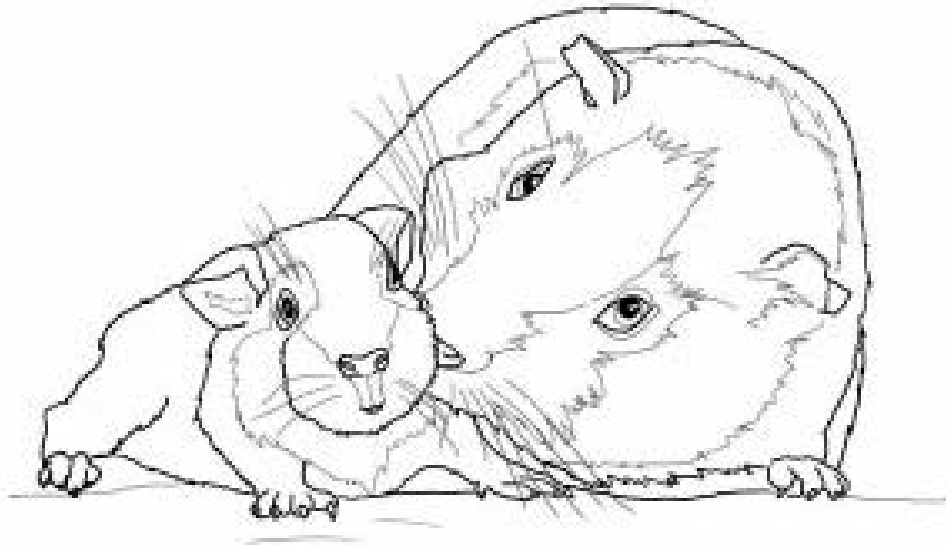




South Carolina 4-H/FFA Cavy Project Annual Report



The South Carolina 4-H/FFA Cavy Project: Annual Report is a book of records to be added to the Cavy Project Notebook each year. This report documents the following information about your cavy project:

1. Project goals
2. Cavy inventory
3. Breeding and kindling records
4. Cavy treatment form
5. Activities and events
6. Show record
7. Project financial records

By signing below we certify that: I (the Participant) personally kept records on and completed this record book for this project; I (the Agent or Ag Teacher) confirm that the Participant is a current member, in good standing, of 4-H or FFA; and I (the parent or guardian) helped my child only as needed to complete this record book and the tasks associated with this project.

4-H or FFA Participant

Date

Agent Signature (4-H only)

Date

Parent or Guardian

Date

Teacher Signature (FFA only)

Date

Annual Report Guidelines

- ❖ Read through this book as soon as you get home. Early on you want to become familiar with the information you will be recording and the activities in which you will be participating.
- ❖ Complete essential information when you first start your project, such as the cover page, the project goals page, and the animal identification page.
- ❖ Discuss this Annual Report with a parent, 4-H leader, or agriculture teacher. Make sure to ask lots of questions so you fully understand what you are expected to do in each section of this Report.
- ❖ Keep your records current! It is best if you keep receipts and record everything as soon as it occurs so you don't forget to list something.
- ❖ Write clearly and legibly. Use only one color ink. Neatness counts!
- ❖ Understand what each section is asking for before you begin to record information. Read ALL instructions and ASK if you do not understand something!
- ❖ If you are having problems, you may consult other members of the club, your club leader, your parents, or your mentor, but **all work must be completed by you**, not someone else. This book is to help you learn about cavies and keeping records.
- ❖ Complete all sections as much as possible with essential information.
- ❖ Do your own work, but ask your 4-H leader, Extension Agent, parents, or mentor for help when you do not understand something.
- ❖ Don't wait until the end of your project to fill out your Annual Report. Work on it continuously throughout the project.



Goal Setting Examples

Below are some **examples** of goals you might want to set for yourself. You can use some listed below or you can **create your own**.

Beginner Skills (1-2 years in the project)

What do I hope to learn?

- What are ethics and how do they apply to animal projects
- How to identify at least four breeds of cavies and their characteristics
- How to identify at least 15 parts of a cavy
- Common health problems a cavy may have

What new activities do I want to try?

- Make my own cavy toys or exercise equipment
- Cavy showmanship techniques
- Training a cavy for agility
- Showing a cavy

Intermediate Skills (3-4 years in the project)

What do I hope to learn?

- How to make ethical decisions
- How to read a feed tag
- How to identify and classify all 13 cavy breeds
- How to judge a class of cavies according to the Standard of Perfection

What new activities do I want to try?

- Raising a new breed of cavies
- Building a cavy agility course
- Administering medication to cavy
- Selecting new breeding stock and being able to demonstrate how they will help my herd

Advanced Skills (5 or more years in the project)

What do I hope to learn?

- How to market my cavies for pets, breeding, show, or meat
- How to correctly determine pregnancy in cavies and how to care for the sow and babies
- How to teach others about raising cavies through writing, displays, or presentations
- How to mentor younger individuals or first time cavy owners in caring for their cavies

What new activities do I want to try?

- Serve in leadership role in my club or chapter
- Participate in a national level cavy competition
- Becoming an ARBA cavy registrar
- Work at a cavy show/agility competition

Personal Goals for the Project

Take a few minutes at the beginning of your project to think about why you chose this project and what you want to accomplish by the end of it. Read and answer each question keeping that thought in mind. At the end of the project, answer the last question by explaining whether or not you met your goals and describe what you did or could have done differently to achieve those goals. *Some examples of goals are listed on the previous page.* You can use bullet points and brief statements here.

What do I want to learn this year in regards to my project?

What will help me achieve this goal?

What new activities, relating to cavies, do I want to try?

What do I plan on doing so that I can reach this goal?

Did I achieve my goals? What helped me or what could I have done differently?

Breeding and Kindling Record

Breeding is not a requirement of the SC 4-H/FFA Cavy Project, however, many project members choose to include breeding at some point in their project. If you have chosen to breed your animals, use this form below to document the animals bred and their offspring.

****NOTE: This form will not apply if you do not choose to breed your animal(s). ****

Name & # of Sow	Name & # of Boar	Date Bred	Date Kindled	Total # in Litter	Surviving Pups		Date Weaned
					Gilts	Boars	

You can add additional BREEDING & KINDLING RECORD pages here.

Treatment Form

NOTE: This form will not apply if you do not have to provide treatment to your cavies.

Suggestions for Proper Injection of Animal Drugs

Read and follow all label instructions when administering animal drugs. Properly restrain the animal before giving an injection. Give injections according to label instructions. Subcutaneous (SQ) means under the skin; intramuscular (IM) means in the muscles; intravenous (IV) means into the blood. (These are some routes of administration.) ****It is highly recommended that only a licensed veterinarian or other trained personnel give IV injections.** When the label directions permit, give injections under the skin so that the muscle tissue is not injured. Use sterilized needles and syringes. Keep the bottle cap clean. Do not transfer needles back and forth from animal to bottle. Doing so may transfer bacteria from the animal's skin into the bottle.

Cavy	Date	Weight	Condition Being Treated	Treatment Given (medication dispensed, amount and route of administration)	Person Who Gave the Treatment	Results

What is one thing you learned from the above experience?

You can add additional TREATMENT pages here.

Activities and Events

Meeting new people and learning new things is an important goal of the South Carolina Cavy Project. By participating in various activities and events you will learn many new things and meet lots of new people. Both can serve as valuable resources throughout this project and in other aspects of your life.

There are many ways to find activities to attend. Read newsletters, talk to your Extension Agent, visit with your club leader or teacher, look in the local newspapers or magazines, or talk to people who are involved with the cavy industry. You will want to include activities which are related to your cavy project and 4-H/FFA. These can include club, county, state and national cavy events, 4-H/FFA competitive events, meetings or clinics, workshops, or field trips. Do not list non-related activities such as school activities, church events, or sports team participation.

In the table below, list activities and events you attended, and what you learned. It is best if you write it down shortly after the activity so you won't forget important details. Make sure to explain, so you can include the information later on in your project story, why you chose to participate in these events.

Name of Event/Activity	Date & Location	What I Learned
<i>Example: Cavy showmanship workshop</i>	<i>2/24/2014 Clemson, SC</i>	<i>I learned how to groom and show a cavy.</i>

You can add additional ACTIVITIES AND EVENTS pages here.



Show Record



You're going to spend a lot of time working with and grooming your cavies. One great way to show off all that hard work and maybe earn some income is to compete in shows. These shows award money based on how you place in each class. This money is called Show Premiums. In contrast, some shows may charge a fee for you to compete. These Entry Fees would be considered an expense for your project. Document any shows you participate in with your cavies in the table below. Be sure to list any Entry Fees you have to pay or Show Premiums you win in the appropriate columns.

Show or Fair	Date	Entry Fees	Placing	Show Premiums
Total Show Entry Fees (enter in "Other Expenses):			Total Premiums (enter in " Project Income"):	

You can add additional SHOW RECORD pages here.

Project Finances

Project Expenses



When you participate in an animal project you will have project expenses which can include many things. Keeping accurate records of your expenses is important in order for you to determine your project profit or loss. This section is divided into four parts to help organize your expenses: equipment, feed, health and medical, and other. It is best if you keep receipts and record everything as soon as you purchase something so you don't forget to list an expense.

A. Health & Medical Expenses

Include any shots, dewormers, mite control, blood work, veterinary bills, medicines, or any other health care expenses related to raising your cavy.

Date	Description (including quantities)	Total Cost
Total Health & Medical Expenses		

You can add additional HEALTH & MEDICAL EXPENSE pages here.

D. Other Expenses

Be sure to include the cost of any cavy purchases, show entry fees, or any other expenses that don't fit in the other categories that are related to raising your cavies.

Date	Description (including quantities)	Total Cost
Total Other Expenses		

Total Expenses

Total Health & Medical Expenses _____

Total Feed Expenses _____

Total Equipment Expenses _____

Total Other Expenses _____

Total Project Expenses

Project Income



If you earn money by winning Show Premiums, selling cavies, or selling cavy products (equipment, meat, manure, worms, etc.) then you would list it below as Project Income. Document the date you made the sale, any details about the transaction (what was sold, to who, unit price, etc.) and the total amount you were given.

Date	Description	Total Income
Total Income		

Project Profit or Loss



If you earned more money than you spent, then your project made a profit. If you spent more than you earned, then your project experienced a loss. To find out, you subtract your total expenses from your total income. **Do not worry if your project did not make money!** This project is about learning and having fun. This section is to illustrate that most activities have costs and how to calculate a profit or loss.

Determine your project profit or loss below.

Total Income _____

Total Expenses _____

Profit or Loss (Total Income – Total Expenses) _____