



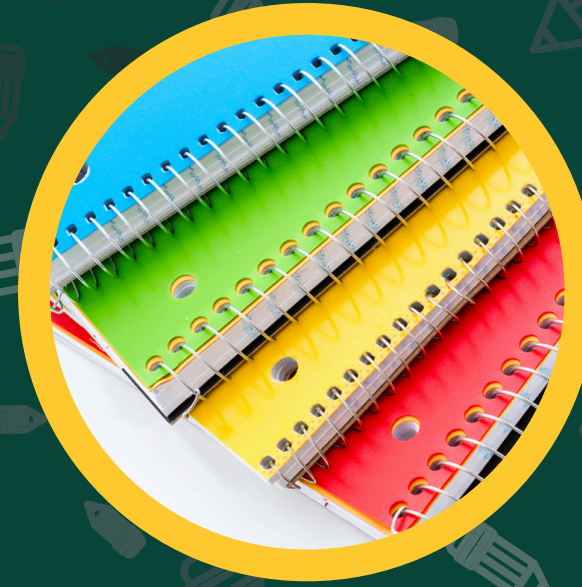
**LIVESTOCK
ACHIEVEMENT**

HOW TO

KEEP RECORDS

LIVESTOCK ACHIEVEMENT PROGRAM

ITEMS TO HAVE WHEN RECORDING



NOTEBOOKS



**BINDERS WITH
PLASTIC SLEEVES**



PENS AND PENCILS



**LAPTOP OR IPAD
FOR SPREADSHEETS**

These tools can help you keep track and stay organized as you record your data.



HOW TO USE A

NOTEBOOK

WHEN RECORD KEEPING

WHEN CHECKING ANIMALS:

- Health observations
- Daily weight
- Weight of feed and/or supplements given daily
- Types of feed or supplements given
- Medication given over the counter and/or prescribed by vet
- Basic notes such as: needing more feed, running low on bedding, observations to look for tomorrow

WHEN CALCULATING:

- Feed rations
- Weight rations: daily gain, daily lost
- Medication dosages

WHEN LOOSE PAPER NEEDS TO BE ORGANIZED:

- You can tape or staple these documents to the notebook pages: feed labels, receipts, Show records/programs, vet records or notes





HOW TO USE A **BINDER** WHEN RECORD KEEPING

A binder is a great way to stay organized with expenses and feed given.

YOU CAN USE A BINDER FOR:

- Keeping extra paper accessible
- Dividing information into separate sections
- Keeping records clean and waterproof

RECEIPTS:

- Can slip receipts into plastic sleeves or tape/staple on paper
- Write with large font of total expense on paper

FEED AND/OR FEED SUPPLEMENTS:

- Keep labels from feed to help with calculations, slip into a plastic sleeve
- Keep extra paper to use for labels for nutrition calculations





HOW TO USE A SPREADSHEET WHEN RECORD KEEPING

You can create your own spreadsheet or there is one provided on the main website



**SCAN QR CODE FOR
ACCESS TO EXAMPLE
SPREADSHEET**

SPREADSHEET SETUP:

- Bold and underline the important heading
- Headings need to be on an X and Y axis (top and left side of the spreadsheet)
- Label all spreadsheets

USE EXAMPLES TO ASSIST:

- The next slide shows Example 1: Expense Setup
- The following slide after that shows Example 2: Nutrition Setup
- You can find all examples of spreadsheets on the Livestock Achievement Program website





EXAMPLE 1: EXPENSE SETUP

Notice that the headings are bold and we use the top and left side of the spreadsheet

	A	B	C	D
1	EXPENSES:			
2				
3	ITEMS:	PRICE PER ITEM:	HOW MANY ITEMS PURCHASED:	TOTAL:
4				
5	Total Feed Expense			
6	Vet Services			
7	Animal Health Products			
8	Bedding			
9	Equipment			
10	Transportation (Gas)			
11	Other Expenses			



EXAMPLE 2: NUTRITION SETUP

Notice that the headings are bold and we use the top and left side of the spreadsheet

	A	B	C	D	E	F	G	H
1	NUTRITION:							
2								
3	MONTH:	ROUGHAGE FEED INGREDIENTS:	TOTAL LBS FED:	COST PER LB:	COST PER HEAD:	ROUGHAGE	TOTAL MONTHLY COST:	
4	January							
5	February							
6	March							
7	April							
8	May							
9	June							
10	July							
11	August							
12	September							
13	October							
14	November							
15	December							
16								
17	TOTAL ROUGHAGE FEED COST:							



HAVE QUESTIONS OR NEED HELP?

CONTACT US:

Ashley Benes



ashley.benes@unl.edu

Cole Meador



cmeador2@unl.edu

Brett Kreifels



brett.kreifels@unl.edu



4h.unl.edu/livestock-achievement

