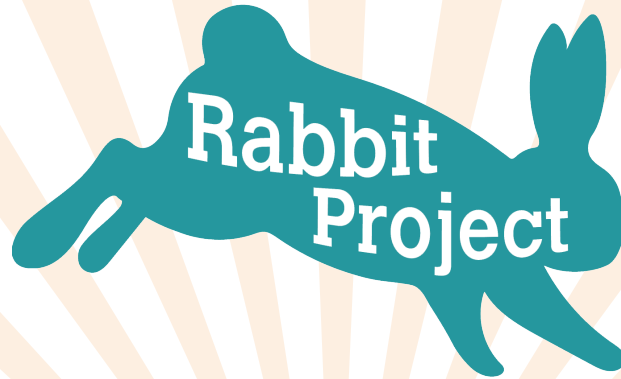




Alabama 4-H
Alabama Cooperative Extension System

Record Book

For use by all Alabama 4-H Rabbit Project members

Member Name: _____

Birth Date: _____ Phone: _____

4-H County: _____

4-H Year: _____ Years in Project: _____

Address: _____

Club Leader or Program Coordinator's Name: _____

End of Year Signatures

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

I hereby certify that, as the exhibitor of this project, I have personally been responsible for the care of this animal, for record keeping, and for completion of this record book. I am aware that this record book may be on display after the 4-H Rabbit Project final event, and thus all content will be appropriate.

Youth signature: _____ Date: _____

I, the parent/guardian, certify that my son/daughter has completed this project and completed this record book and will comply with all rules and regulations. I give permission for this record book to be displayed to the public and will ensure that all content is appropriate.

Parent/guardian signature: _____ Date: _____

I verify that this member
____ is a bona fide member of this 4-H Rabbit Project.
____ has met the attendance requirement.
____ has fulfilled all of the project requirements.

4-H leader signature: _____ Date: _____

Check with your local 4-H staff to determine when your record book needs to be submitted and if there are any additional guidelines or rules for completion.

****RECORDS START WITH the first 4-H Rabbit Project meeting AND END WITH your local 4-H Rabbit Project final awards evening.**



4HYD-2352

Brigid McCrea, *Extension Specialist*, 4-H Youth Development, 4-H Animal Programs

For more information, contact your county Extension office. Visit www.aces.edu/directory.

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Revised November 2022, 4HYD-2352

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INTRODUCTION

This project record book has been created specifically for members enrolled in the 4-H Rabbit 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 rabbit(s).

What Is a 4-H Rabbit 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 about rabbits. You learn about your project from attending meetings and educational workshops and from working with adult leaders and other 4-H members. You can also learn from field trips and regional field days, by participating in shows and competitions, and through your family and self study.

You Are Doing 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 do the following:

- organize yourself
- set reasonable goals for yourself
- demonstrate 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 your project costs
- gather information needed to apply for awards and scholarships
- complete applications and resumes for jobs and college
- meet requirements to participate in your county's Junior Achievement contest or the state Senior Achievement Competition, where the top-placing individual is awarded a trip to the Southern Regional Teen Leadership Conference (Senior Level 1) or the National 4-H Congress (Senior Level 2) as an official Alabama delegate

Guidelines for the 4-H Rabbit Project Record Book

Start by setting at least three goals for the year. These goals may include rabbit 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 the previous year(s).

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 particular county or club may have additional requirements.

- be enrolled in 4-H through 4-H Online
- pay the fee associated with your county or region's 4-H Rabbit Project
- attend 80 percent of the regular meetings
- raise at least one rabbit
- attend your local rabbit show, county fair, and the Alabama State 4-H Rabbit Showmanship Competition
- enter other 4-H rabbit or related activities
- complete your Alabama 4-H Rabbit Project Record Book



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.

During each year in the 4-H Rabbit Project, members should choose a minimum of three goals to pursue. Choices are listed in the appendix starting on page 26. 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 below.

My Goals This Year	What I Need to Do to Reach This Goal
Example: I will learn how to give a public presentation.	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.

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/guardian signature: _____ Date: _____

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

4-H leader signature: _____ Date: _____

Taking Inventory

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

Equipment and Supplies Inventory—Start of Project Year

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. When you purchase new equipment and supplies, list these items in the (E1) Equipment Expenses section on page 11.

Item	Year Acquired	Description	Cost (If Purchased)	Value
Example: 5 waterers	2015	1-gallon waterers	\$25.00	\$25.00
Total value of equipment and supplies (Add all values of equipment and supplies, and put this number in box at right.)				

Herd Inventory

For the rabbit and cavy projects, you will need to keep track of the animals you own. For each rabbit, list its name, breed/specie, tattoo number, date of purchase (if applicable), how the rabbit left your ownership and date, sex (abbreviations such as B for buck and D for doe are ok), and value (this may be the purchase price or appraised value). If you have a large number of rabbits, you do not have to record each animal. However, you should record all rabbits that are project animals or that you enter in any show.

Animal Name	Breed	Tattoo Number	Date of Purchase	How Animal Left and Date	Sex	Value	
						Project Start	Project End
Example: Fluffy	Netherland Dwarf Rabbit	12345	01/05/14	sold 10/25/14	Doe	\$60.00	\$60.00
Total value of animals (Add all values of animals and put these numbers in boxes at right.)							

ALONG THE WAY

Keeping Track of What I Do

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

- what I did in this project this year
- animal care and management
- project finances
- other clubs and projects

What I Did in This Project Year

Following 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:

- events participated in
- leadership roles such as offices held and committees led
- special meetings and clinics
- community service
- public speaking
- field trips
- county 4-H fair
- awards or recognition earned
- shows and competitions (Competition is an optional part of any 4-H project.)

Rabbit shows are an option that you might enjoy. If you choose to compete in shows, you should keep records of the results. Two possible methods of recording show results are as follows:

A. Copy this page to record the show record for each individual rabbit.

B. Copy this page to record all the information about all the rabbits entered in each show.

Name of Event/ Activity	Date and Location	What I Did	Level (club, county, state, national)	Award or Recognition Earned
Example: Mandatory meeting	9/1/16 Somewhere, Alabama	Attended new Rabbit Project meeting. Explained show and showmanship to new members.	Club	None
Example: Visited nursing home with my project	12/15/18 Somewhere, Alabama	Gave a presentation on my 4-H Rabbit Project.	County	Received thank-you letter from center director

(You may add more copies of this page if necessary.)

Project Communications

All project communications listed should be about the 4-H Rabbit Project only.

Date	Type of Communication (speech, demonstration, newsletter, newspaper article, radio, YouTube video, local cable/TV show)	Title	Location (school, club, city, county, regional, state, national)

Animal Care and 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 daily, weekly, monthly, and yearly. Be as specific as possible.

Do not forget to list the following:

- feeding and watering practices
- preventing disease (biosecurity, proper ventilation, reducing rabbit contacts)
- cleaning cages and food and water containers
- removing manure
- checking and repairing cages as needed

What I Do for My Project Animal	
Daily	
Weekly	
Monthly	
Yearly	

Animal Breeding Record

Many project members choose to include breeding as part of their 4-H project. If you have chosen to breed your rabbits, then use the chart below to keep track of the animals bred and their offspring.

Date Bred	Number and Name of Doe (Female)	Number and Name of Buck (Male) Used	Date Kindled	Number of Offspring		Date Weaned
				Born Alive	Born Dead	
Example: 03/08/19	DL4 (Lolly)	MU17 (Thumper)	04/05/19	5	0	06/01/19



Project Finances

You spent money on your 4-H Rabbit Project this year. This section will help you add up what it cost to complete your project.

(E) Expenses

This section is where you can keep track of what you purchased, veterinarian and medical supplies, and the other materials, supplies, and equipment you purchased or used for your project and what it cost to use. You may add more copies of these pages if necessary.

Expenses are divided into four categories (E1, E2, E3, and E4):

- (E1) Equipment expenses (including hardware for repair of pens)
- (E2) Feed expenses (Remember the cost of feed = number of pounds of feed x price per pound. Also, when homegrown feeds are used, list feed cost at market value.)
- (E3) Health/medical expenses (including veterinary and medicine)
- (E4) Other expenses (such as purchasing animals, breeding charges, shows, transportation)

(E1) Equipment Expenses		
Date	Description of Expense (include quantities)	Cost (\$)
Example: 12/15/19	Example: 1 rabbit feeder	\$10.00
(E1) Total	(Add all expenses from above and put the number in the box to the right.)	

(You may add more copies of this page if necessary.)

Keeping good feed records is important. Good records show your expenses for feed and what kind of feed you use for your project. A good practice is to enter your feed expenses when you buy feed. A good way to keep track of feed use is to put a calendar in the barn and write down the amount and the kind of feed used each day. At the end of the month, total each kind of feed used and its cost and record the information below. Home-raised feeds should be valued at market price—what it can be sold for.

(E2) Type and Cost of Feed Used			
Date of Purchase	Amount Purchased (lbs.)	Type of Feed (grain, mix, hay, forage pellets, salt, mineral, supplement)	Cost or Value
(E2) Total lbs.		(Add all expenses from above and put the number in the box to the right.)	

Date	Description of Expense (include quantities)	Cost (\$)
Example: 07/16/19	Health check at my vet	\$30.00
(E3) Total	(Add all expenses from above and put the number in the box to the right.)	

(E4) Other Expenses (such as purchasing rabbits, shows, and transportation)		
Date	Description of Expense (include quantities)	Cost (\$)
Example: 03/15/16	Fair entry fee for 8 rabbits	\$24.00
(E4) Total	(Add all expenses from above and put the number in the box to the right.)	

(I) Income

List any income received from your project this year. For instance, sales of any project-related items or cash prizes from contests or exhibitions. Income may also include composted manure or paid speaking engagements. It is possible that your project had no income. If so, enter "None" under description and "0" under "Total Income." Remember, if products were consumed at home, list what you would have paid for them in the local store or what you would have received in cash if you sold the product.

(I) Income		
Date	Description of Income (include quantities)	Cost (\$)
Example: 9/1/16	Sold 2 rabbits	\$20.00
Total Income (Add all income from above and put the number in the box to the right.)		



Show Record

Record the date and name of any shows attended, placing out of the number of entries in the class, and any premium money earned.

Show Record				
Date	Show	Class	Placing	Premiums Won
			_____ out of _____	
			_____ out of _____	
			_____ out of _____	
			_____ out of _____	
			_____ out of _____	
			_____ out of _____	
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			_____ out of _____	
			_____ out of _____	
			_____ out of _____	
			_____ out of _____	
Total Premiums Won				

(N) Net Project Cost or Profit

If your project earned more than it cost, then your project made a profit. Don't worry if your project did not make money! Although a business aims to earn a profit, a 4-H project is meant for learning. The important point to learn is that most activities have costs. Therefore, you must be careful to spend money wisely.

More likely, you spent more on your 4-H project than you earned from it. Therefore, expenses minus income is the total (or net) cost of your project.

Total Expenses (include value of equipment and project animals)	
Total Equipment Expenses (E1—page 11)	\$
Total Feed Expenses (E2—page 12)	\$
Total Healthy/Medical Expenses (E3—page 13)	\$
Total Other Expenses (E4—page 14)	\$
Total Expenses (Add all expenses and put the number in box to the right.)	\$

Net Project Cost or Profit	
Total Expenses (from above)	\$
Total Income (I—page 15)	\$
Net Project Cost or Profit (Subtract total income from total expenses.)	\$

Note: Many annual 4-H projects may exhibit a loss due to the startup/variable costs or due to the market value of animals. The primary goal is to be honest about the figures regardless of the financial outcome. Financial outcomes do not reflect the enjoyment and skills you learned from the project experience. These can be priceless and will always profit you in life!



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, also include them below.

My Goals for This Year	How Well Was Each Goal Met?
Example: I will learn how to give a public presentation.	I attended 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!



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 4-H Rabbit Project.

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 keep track of finances

Working with Other People

- ☐ how to listen to other people
- ☐ how to lead others
- ☐ how to solve problems
- ☐ how to participate in a 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 in the space below any other items not listed above.

1. _____
2. _____
3. _____

Feed Tag Information

Please attach a tag or label from one feed bag being used for your 4-H Rabbit Project. If a homemade mix is used, please describe the mix below.

1. What is the main ingredient of this feed?
2. How much of this product do you feed daily to your rabbits?
3. Describe your homemade feed mix in detail.



Place Feed Tag Here

The Three Most Important Things I Learned

Even if you learned a lot of different things in 4-H, think of what was most important for you. Then, list the three most important things you learned in the 4-H Rabbit Project. For example, I learned how to make a carrying box, or I learned to speak in front of my group without being afraid.

The Three Most Important Things I Learned
1.
2.
3.

Telling My Story

Keeping in mind the knowledge and skills you said you learned from the items you checked above, write a story that explains what you gained this past year in 4-H. Use specific examples that are unique to you whenever possible. Feel free to relate what you learned in 4-H to school, family, or other activities in your life. Use extra pages if needed. Attach photos or clippings on additional pages of this book if it helps you tell your story better. Don't forget to label them with captions if you do.

Use a minimum of five and a maximum of 10 pictures to tell the story of your rabbit project. Under each picture write a caption to explain what you are doing and why. In your photos, you should demonstrate at least two different skills that you have learned. Make sure to check your spelling and grammar.



My 4-H Story

Use this page to make an outline for your project story. In your story, include what you have learned about your rabbit, what safety practices you used in your project, what you could do to improve your project, and the different skills that you used throughout your project. An outline form does not require complete sentences. You can also add photos to enhance your story.

(Continue 4-H story on next page.)

My 4-H Story (continued)

(Continue 4-H story on next page.)

My 4-H Story (continued)

(Continue 4-H story on next page.)

My 4-H Story (continued)

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



Appendix

The appendix contains the following:

- Rabbit Knowledge and Skills
- Personal Development Activities
- Examples of Keeping Show Records
- Herd Breeding Records

Rabbit Knowledge and Skills

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

Beginning Skills

Item #	Rabbit Knowledge or Skill
R-1	Identify breeds of various rabbits.
R-2	Select a project animal.
R-3	Demonstrate how to hold a rabbit.
R-4	Identify body parts of a rabbit.
R-5	Make a calendar of management practices for raising a rabbit.
R-6	Identify equipment needed to raise a rabbit.
R-7	Compare alternatives and then purchase or make a rabbit wire hutch or small animal cage.
R-8	Make a carrying box.
R-9	Keep herd and breeding records for a rabbit.
R-10	Identify symptoms and treatments for common health problems for rabbits.
R-11	Identify methods of controlling external parasites.
R-12	Examine a fecal sample for parasites.
R-13	Identify methods of controlling internal parasites.
R-14	Trace the roundworm's life cycle.
R-15	Demonstrate how to sanitize equipment and facilities used for your animal.
R-16	Identify the nutrient requirements for a healthy rabbit.
R-17	Learn the sequence of reproductive practices for rabbits.
R-18	Prepare a rabbit for kindling.
R-19	Wean a litter of rabbits.
R-20	Make a nest box.
R-21	Care for a new litter of rabbits.
R-22	Find out what markets are available for animals.

Intermediate Skills

Item #	Rabbit Knowledge or Skill
R-23	Present reasons on a class of four rabbits.
R-24	Determine the correct class for own animals.
R-25	Identify rabbit disqualifications.
R-26	Recognize abnormalities and faults in your rabbit.
R-27	Learn correct showmanship techniques for your animal.
R-28	Trim your animal's nails.
R-29	Tattoo your animal.
R-30	Make a rabbit tattoo box.
R-31	Evaluate conditions of a hutch/cage.
R-32	Determine the depreciation of equipment.
R-33	Keep appropriate expense and income record information for your animal.
R-34	Administer medication to your rabbit.
R-35	Maintain a one-month weight chart.

- R-36 Identify and recognize diseases affecting rabbits.
- R-37 Develop a promotional display to promote rabbits.
- R-38 Learn how to process a rabbit for meat.
- R-39 Learn how to cook rabbit meat.
- R-40 Tan a rabbit pelt.
- R-41 Learn how to care for a rabbit pelt.
- R-42 Determine what is meant by a rabbit's finish.
- R-43 Identify and classify feed ingredients.
- R-44 Select and judge hay.
- R-45 Learn to read a feed tag.
- R-46 Formulate and balance rations for your rabbit.
- R-47 Identify the parts of your animal's digestive system.
- R-48 Conduct a career interview.

Advanced Skills

Item # Rabbit Knowledge or Skill

- R-49 Determine whether to keep or cull rabbits.
- R-50 Learn the importance of genetics in breeding.
- R-51 Calculate doe production numbers.
- R-52 Learn how to palpate a doe.
- R-53 Learn a rabbit's estrus cycle.
- R-54 Learn how to determine pregnancy in rabbits.
- R-55 Learn systems of breeding.
- R-56 Trace the development of an unborn rabbit.
- R-57 Identify rabbit body types.
- R-58 Identify types of rabbit fur.
- R-59 Design a rabbitry.
- R-60 Identify parts of a rabbit skeleton.
- R-61 Track normal conditions of a healthy animal and how to detect signs of illness.
- R-62 Learn to take your animal's pulse, temperature, and respiration.
- R-63 Identify health supplies for your animal(s).
- R-64 Stock a medicine cabinet for your animal(s).
- R-65 Outline a health program for your animal(s).
- R-66 Treat a minor wound.
- R-67 Develop a show preparation calendar.
- R-68 Recognize instances of bad sportsmanship in a competitive situation.
- R-69 Learn the steps for registering your animal.
- R-70 Research animal control laws to determine effects on raising rabbits.
- R-71 Plan a marketing strategy for your animal.
- R-72 Expand your project into other areas.

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

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 cleanup, 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 rabbits or rabbit 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	Show your animal.
PD-8	Assist at a 4-H rabbit show.
PD-9	Conduct a judging contest.
PD-10	Serve as a host for a 4-H meeting, making everyone welcome.
PD-11	Provide refreshments for a club meeting.
PD-12	Help plan a fun activity for your club.
PD-13	Help with county 4-H club fund raisers.
PD-14	Write a newspaper story for your club about an event you have participated in.
PD-15	Serve as a chairperson of a club committee.
PD-16	Arrange for a speaker to talk to your club.
PD-17	Make arrangements for your club to go on a field trip.
PD-18	Attend the Alabama 4-H Rabbit Showmanship Competition.
PD-19	Attend National 4-H Youth Congress.
PD-20	Attend National 4-H Conference.
PD-21	Explore careers in animal science.
PD-22	Assist a younger member in preparing a public presentation.
PD-23	Assist a younger member at a show.

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

Record Book Scorecard

4-H Members: Please leave this page blank. The person(s) judging your book will complete the scorecard.

	Highest Score	Committee Score
Project Record Book		
Are all appropriate signatures obtained in the record book?	5	
Are plans clearly stated?	5	
Are records up-to-date, complete, and neat?	5	
Are all sections answered satisfactorily?	10	
Are project experiences described adequately in member's story?	5	
Does the member have knowledge of the rabbits' feed and care requirements?	5	
Does the member participate in a variety of rabbit activities?	10	
Subtotal	45	
Performance of Member		
Did the member do what was planned to meet goals?	5	
Did the member care for his or her rabbits when possible?	5	
Did the member attend meetings regularly?	5	
Did the member complete the activities recommended for project completion?	10	
Subtotal	25	
Project Exhibit		
Rabbit(s), poster, photographs, educational display, or speech	5	
Do the rabbits show evidence of proper care and handling?	10	
Has the member provided the rabbits with adequate fresh air, feed, water, cleanliness, health care, and housing?	5	
Has the member implemented and demonstrated good biosecurity measures?	10	
Subtotal	30	
Total	100	

Scoring: 90–100 Blue, 75–89 Red, 74 or below White

Judges' Comments: