



18 U.S.C. 707

Feb 2021 Extension programs are available to all without discrimination.

Boulder County 4-H

Dog Record Book Workshop



**COLORADO STATE UNIVERSITY
EXTENSION**

Why do I have to do a 4-H Record Book?

Completing a Record Book is one of the 5 requirements for any 4-H project.

Record Books teach how to keep good records, which is an important life skill.

Record Books help you learn to set goals, how to make plans for action, and how to decide how well you did (evaluation).

Your record book documents all the hard work and effort you put into your project this year.



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Why do I have to do a 4-H Record Book?

*Reasonably complete Record Books are **REQUIRED** in order to show your project at County Fair.*

*If you showed at Fair and don't turn in a **COMPLETED** Record Book at the end of the 4-H year, you **CANNOT** show at County Fair the following year!*



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Where do I get a Dog Record Book?



Dog Record Books are updated each year by CSU Staff.

Dog Record Books (e-Records) can be downloaded as a Word.doc from the Colorado 4-H website

<http://co4h.colostate.edu/program-areas/animals/>

There is a different Dog Record Book for each 4-H age level – be sure to download the correct book for your age

- *Junior – ages 8-10*
- *Intermediate – ages 11-13*
- *Senior – ages 14-18*

Dog Junior Record



Start Date: _____	<input type="checkbox"/> Leader or Agent Initials
End Date: _____	<input type="checkbox"/> Leader or Agent Initials

Updated Oct. 2019

Project: _____	Name: _____
Animal Name: _____	
Year in this Project: (include current year)	
Birthdate: _____ (mm/dd/yy)	Club: _____
Age as of December 31 of current year: _____	
	County: _____

I declare that the information in this book is correct and all 4-H requirements have been completed, to the best of my knowledge.

Member's Signature _____

date

Leader's Signature _____

date

Parent's Signature _____

date

PROJECT AGREEMENT

I, _____ (the 4-H member) will be responsible for the primary care of my animal project. I will keep accurate records throughout the project year and agree to finish this record as part of completing my 4-H small animal project.

Signed _____ (Member) Date _____

I, _____ (4-H parent) will be responsible for helping my child in the care of their project. I agree to make this an educational experience and do all I can to teach my child ethical principles of care, treatment, training and record keeping related to this project.

Signed _____ (Parent/Guardian) Date _____

Records may be completed on the computer or neatly hand-written.

START DATE and **Club Leader's Initials** at the beginning of the year. **END DATE** and **Club Leader's Initials** at the end of the year.

PARENT and **MEMBER** sign **Project Agreement** and **Humane Treatment Policy**

This is your **COMPLETION STATEMENT** to be signed by **YOU, YOUR PARENT** and **YOUR LEADER** at the end of the year before turning in your book.

DOG PROJECT HUMANE TREATMENT POLICY

I, _____, know that I am responsible for the care and welfare of my 4-H project animals. I promise to care for and train them in a humane and ethical manner.

I know that a healthy animal needs the proper kind and amount of food, water, shelter and health care. I know that it is my responsibility to provide that care.

It is my duty to see that my animals are cared for properly.

I know that training is required to have my project animal perform and respond in an acceptable manner. I understand that cruel or excessively harsh training practices are not to be used in the Colorado 4-H program.

I will be honest and consistent in my care and training of my project animal.

Member Signature

Date _____



GOALS!

PROJECT GOAL -- What do you want to **ACCOMPLISH** with your **dog** this year?

PERSONAL GOAL – What do you want to learn about **dogs** in general this year?

SERVICE GOALS – **For Seniors Only** – How will you use what you learn in this project to help others?



GOALS!



S

Specific – Clearly state with detail what you want to do.

M

Measurable – How will you know if you have completed your goal?

A

Attainable – Are you in control of your goal or does your goal rely on others

R

Realistic – Do you have everything you need to be able to accomplish your goal? Or do you need something else first?

T

Time Frame – How long will it take to accomplish your goal? Can you get it done this 4-H year?

Project Goals

(To be completed at the first meeting or at the beginning of the year)

Definition of "Project Goals: Things/items to accomplish with your project dog(s).

Definition of "Personal Goals: Things/items you wish to learn about dogs in general.

You will be required to fill out "Project "and "Personal" Goals based on your age.

Juniors members: You are required to do two (2) Project goals and one (1) personal goal that you wish to accomplish by the end of the project year.

Below are questions to help you choose your goals for this year.

What can you do to become a better animal owner?

What skills relating to this project do you plan to develop this year?

Junior
Record Book

Project Goals:

Goal 1: I want to teach my dog to sit without commands.

Goal 2: _____

Personal Goal:

Goal 1: _____

All
GOALS
should be
about the
Dog
Project.

Project Goals

(To be completed at the first meeting or at the beginning of the year)

Definition of "Project Goals: Things/items to accomplish with your project dog(s).

Definition of "Personal Goals: Things/items you wish to learn about dogs in general.

You will be required to fill out "Project "and "Personal" Goals based on your age.

Intermediate members: You are required to do two (2) Project goals and two (2) personal goals that you wish to accomplish by the end of the project year. Each goal will need at least three steps list necessary to reach the goal.

Questions to think of to help you choose your goals for this year.

What can you do to become a better animal owner?

What skills relating to this project do you plan to develop this year?

Intermediate
Record Book

Project Goals:

Goal 1: I want to teach my dog to sit without commands.

Three Steps. *Use complete sentences here!*

1.

1. I will practice everyday.

2.

2. I will make the practice fun.

3.

3. I will reward my dog with treats.

Goal 2: _____

Three Steps

1.

2.

3.



- ❖ Juniors will do 2 PROJECT Goals and 1 PERSONAL Goal.
- ❖ Intermediates will do 2 of each Goal and list 3 steps to achieve each Goal.
- ❖ Seniors will do 2 PROJECT and 2 PERSONAL Goals including steps, PLUS 2 SERVICE Goals with steps.

IMPORTANT names and Contact information

4-H Leader <i>YOUR CLUB LEADER'S NAME HERE</i>	Phone: <i>CLUB LEADER'S PHONE</i>
Veterinarian <i>YOUR VETERINARIAN'S NAME HERE</i>	Phone: <i>VET'S PHONE</i>
Trainer <i>4-H TRAINERS – JANET WALKER, DENISE YOUNG</i>	Phone:
Local Extension Office <i>BRENDA KWANG, EXTENSION AGENT</i>	Phone: <i>303-678-6238</i>
Other <i>YOUR PARENT'S NAME HERE</i>	Phone: <i>PARENT'S PHONE</i>
Other <i>4-H DOG SUPERINTENDENT – ANNE JANICKI</i>	Phone:



Dog's Name _____

GENERAL DOG CARE

Junior & Intermediate Books

Care	What I am already doing	What I need to improve
1. Brush my dog's teeth and clean my dog's ears		
2. My dog receives an annual checkup by a veterinarian and vaccines as required		
3. Trim my dog's claws, and brush my dog's coat at least once a month		
4. Provide proper housing and bedding		
5. Provide clean, fresh water at all times		
6. Feed my dog daily or more often as needed		
7. Keep food and water bowls clean		
8. Keep crates, carriers, pens, kennels, and bedding clean		
9. I have read the first section of Chapter 18 (page 165) of the Dog Resource Handbook		
10. My dog has been spayed or neutered		
11. My dog has an ID on them at all times (tag, tattoo, or microchip)		
12. My dog does not roam free or unsupervised		
13. Clean up after my dog when we walk outside		
14. Do not allow my dog to approach another dog or person without permission		

As dog owners, we are responsible for taking good care of our dogs.

JUNIORS and **INTERMEDIATES** will complete this checklist listing the items you are already doing to care for your pup and which items you need to improve.

Don't forget to list your dog's name at the top of the page.

If you have more than one project dog, you will need a separate page for each pup.



Dog Inspection Log

At the beginning of your 4-H project year, ask your 4-H leader/trainer to help you inspect and evaluate your dog in the areas listed below. Comments made should include what improvements need to happen, if any. Do a second evaluation prior to your county fair and make comments on what improvements have been made in each area.

Points Checked	First Inspection Date and Comments (Improvements needed)	Second Inspection Date and Comments (Improvements needed)
Condition of coat—clean, matted, brittle	Don't forget to include the date of your inspections!	
Condition of skin—healthy, dry, irritated		
Condition of eyes—clear, runny, matter		
Condition of ears—clean, dirty, infected		
Body weight—ideal, fat, thin		
Conditions of gums—pale, inflamed, healthy		
Condition of teeth —clean, tartar, stained		
Condition of nails—short, long		
Temperament—friendly, shy, aggressive		



Everyone needs to inspect their dogs using the information in Chapter 16 of the 4-H Dog Handbook.

Body Condition Score

A helpful tool to use when assessing the overall health of an animal is body condition scoring. Body condition scoring is used to assign a value, 1-5 based on defined criteria. Evaluation of an animal's body condition involves both visual examination and palpation of the bone structure, especially the ribs, vertebrae and pelvis. Specific criteria for scoring the body condition of the dog is described below.

Body condition scores:

- 1.) Emaciated, poor
- 2.) Under-conditioned, thin
- 3.) Well-conditioned, optimal
- 4.) Over-conditioned, fat
- 5.) Obese, grossly fat

Seniors need to determine their dog's Body Condition Score using the provided [web link](https://www.cvm.tamu.edu/services/nutrition/body-condition).

- 1.) The ribs, vertebrae and pelvic bones are prominent. The abdomen is extremely concave. Muscle loss is apparent.
- 2.) The ribs, lumbar vertebrae and pelvic bones are easily seen. The abdomen is concave.
- 3.) The ribs, lumbar vertebrae and pelvic bones are easily palpable with a slight fat cover. There is an apparent indentation at the abdomen, visible from above and from the side.
- 4.) The ribs and lumbar vertebrae are difficult to palpate. Pelvic bones can be palpated with moderate fat/tissue cover. The abdomen is not indented.
- 5.) The ribs and lumbar vertebrae are extremely difficult or impossible to palpate. The pelvic bones are difficult to palpate. The abdomen is bulging. <https://www.cvm.tamu.edu/services/nutrition/body-condition>

<https://www.cvm.tamu.edu/services/nutrition/body-condition>

What is your dog's score?

Always answer all questions using complete sentences!

What does the score tell you about the health of your dog?

[illegible]

Feeding Record

JUNIOR

Answers to the following questions should reflect age and knowledge; older members should give more complete and detailed answers.

What do feed your animal? (Example: brand name of food and how much)

Don't forget to include fresh water!

Attach the nutrition label from the feed bag and list the first three ingredients:

JUNIORS -- Paste a copy of the nutrition label from your dog food here and list the first 3 ingredients!

[illegible]

List any snacks or treats that you give your animal

Remember to answer all questions in complete sentences!

<div><div>Dog's Name</div><div>INTERMEDIATE</div></div> <div>Feeding Record</div>	
<p>Answers to the following questions should reflect age and knowledge; older members should give more complete and detailed answers.</p> <p>What do feed your animal? Please include any nutritional supplements that are being given. (Example: brand name of food and how much)</p> <p>Don't forget to include fresh water!</p>	
<p>What is the main ingredient of the food?</p> <p>Remember to answer all questions in complete sentences!</p>	
<p>Why is this ingredient a good choice for your dog?</p>	
<p>How do you know this is a complete and balanced dog food for the maintenance of your dog?</p>	
<p>What is the protein, fat and fiber content in this food?</p>	
<p>What other snacks or treats do give your dog?</p>	

INTERMEDIATE

Feeding Record

Answers to the following questions should reflect age and knowledge; older members should give more complete and detailed answers.

What do feed your animal? Please include any nutritional supplements that are being given. (Example: brand name of food and how much)

Don't forget to include fresh water!

What is the main ingredient of the food?

Remember to answer all questions in complete sentences!

Why is this ingredient a good choice for your dog?

How do you know this is a complete and balanced dog food for the maintenance of your dog?

What is the protein, fat and fiber content in this food?

What other snacks or treats do give your dog?

Dog's Name _____

SENIOR

Feeding Record

Answers to the following questions should reflect age and knowledge; older members should give more complete and detailed answers.

<p>What do feed your animal? Please include any nutritional supplements that are being given. (Example: brand name of food and how much)</p> <p style="text-align: center; font-size: 1.5em; color: red; font-weight: bold;">Don't forget to include fresh water!</p>
<p>What is the main ingredient of the food?</p> <p style="text-align: center; font-size: 1.5em; color: red; font-weight: bold;">Remember to answer all questions in complete sentences!</p>
<p>Why is this ingredient a good choice for your dog?</p>
<p>How do you know this is a complete and balanced dog food for the maintenance of your dog?</p>
<p>Why is protein a requirement for dogs?</p>
<p>Why is it important to have quality animal based protein verses plant based protein?</p>
<p>Why is fat important in a dog's diet?</p>
<p>List at least three foods that should be avoided when feeding your dog?</p>
<p>What other snacks or treats do give your dog?</p>

SENIOR

Feeding Record

Answers to the following questions should reflect age and knowledge; older members should give more complete and detailed answers.

What do feed your animal? Please include any nutritional supplements that are being given. (Example: brand name of food and how much)

Don't forget to include fresh water!

What is the main ingredient of the food?

Remember to answer all questions in complete sentences!

Why is this ingredient a good choice for your dog?

How do you know this is a complete and balanced dog food for the maintenance of your dog?

Why is protein a requirement for dogs?

Why is it important to have quality animal based protein verses plant based protein?

Why is fat important in a dog's diet?

List at least three foods that should be avoided when feeding your dog?

What other snacks or treats do give your dog?




Dogs need proper nutrition to stay healthy, and WATER is an important component of their diet! More dogs die of dehydration than malnutrition!!

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Health Care Record

Use this page to record

- All Vet visits including illness, vaccinations, annual check-ups
 - Any dog grooming including baths, nail trims and any professional grooming
 - You will also need to attach a copy of your pup's RABIES CERTIFICATE. This is the document that came with the tag.
 - Remember to record any vet or grooming services on your EXPENSE page!
- 
- If no vet visits or grooming this year, write N/A on the form.

Dog's Name _____

HEALTH CARE RECORD

Your dog's health is maintained by regular exercise, good nutrition, care and grooming. Your veterinarian can give vaccinations to prevent disease and can help with sickness, accidents or special problems. Your dog should have the locally required vaccinations, and any other required vaccinations for participating in shows. NOTE: Rabies Vaccination paper as required by State must be attached herein (small photo on the Dog ID form is not acceptable). If your dog (s) do not have current Rabies vaccinations, a written statement from your veterinarian stating why not, MUST be included herein if Rabies vaccination is not current. If no vet visits, please write N/A on the form. Be sure all vet costs are recorded on the "Expense Report" section. **Copy of the Rabies Certificate from vet's office must be attached.**

Health Care Report: (record all vet visits, accidents, sickness, treatments and heartworm prevention) these costs should be reported under expenses

Date	Reason for health report	Description of treatment or name of medication
1/2/21	Annual Vet Visit	Rabies Vaccine
1/5/21	Home nail trim	Trimmed nails with Dremmel tool

(Add additional pages as needed.)



COLORADO 4-H DOG IDENTIFICATION FORM


(Dog ID Due by May 1st in 4-H Online)

NOTE: You will need to get the Dog information from 4-H Online and insert into e-record here.

You will need to add each dog into 4-H Online that you have designated in your 4-H dog project. Upload/update a picture of your dog and the dog's shot records. Please contact your Extension office for questions or help in uploading the pictures and the vaccination records.

Please keep this page in and insert your printed 4-H Online Dog ID(s) after this page in your record book.

How to Add an Animal:

1. Log-in to 4-H Online using your family email
2. Go to the Member List, click  "View" to select family member.
3. Using the left side navigation, click on "Animals".
4. Next, select "Add an Animal", then "Add New Animal".
5. Select "Dog" from drop down list.
6. Fill out the information and add photos according to ALL county instructions.
7. Save all information when completed.
8. Members may modified/edit animal information until county deadline date.

*Currently Printing out the information is not available. Contact your local county extension office with any questions or look for more information under the following website: <https://co4h.colostate.edu/program-areas/4honline/>



Dog ID Form

This is an easy page! Just print out your DOG ID from your 4HOnline account and put it in your book in place of this page!

DON'T FORGET .. *You MUST complete your DOG ID in 4HOnline before 5/1 in order to participate in any Fun Matches or County Fair!!*
No Exceptions!

List items (for example: Crate(s), leads, collars, shampoo, toothbrush, etc.) you currently have on hand related to your project on the first day of project. Start with supplies on hand and add any equipment/supplies you obtain throughout the year.

(Add additional pages as needed.)

- *Leashes*
- *Collars*
- *Food and Water Bowls*
- *Toys*
- *Dog Beds*
- *Grooming supplies*
- *Etc.*



Record all expenses related to your animal project for the year. Include items such as food, equipment, vet costs, show expenses, grooming items etc. Seniors may do their expenses in any financially based computer program (i.e., QuickBooks, Quicken or Excel) and the report printed must have a grand total. Be sure to have regular food purchases throughout the year, as well as chronological.

Date	Description of Item	Number of Items	Amount
Example:	50 lbs dog food	1 bag	\$XXX.XX
10/5/20	40 lbs IAMS Dog Food	1 bag	\$45.00
1/2/21	Annual Vet Exam	N/A	\$60.00
Total Mileage Expenses (taken from Activity Log page 13)		283 miles	\$144.33
		Total Expenses:	\$249.33

List items in Chronological Order



- **DOG FOOD** – *list regular purchases!*
- **VET VISITS/GROOMING** – *should match your Health Record page!*
- **DOG SHOW ENTRY FEES**
- **EQUIPMENT PURCHASES**

Remember to **TOTAL** your **EXPENSES** at the bottom of the page
(and check your math 😊)

Don't forget to include your **MILEAGE EXPENSES** from your **Activity Log**! *You can use the standard IRS Mileage Reimbursement Rate to calculate this expense.*

Record all income that is earned by member and used in the care of or equipment needed for their project dog (s). Include any show/award premiums at local County Dog Show. Write: No income if there were no earnings. List chores or outside jobs done to earn money to help pay for all dog related expenses. List amount earned per chore or job.

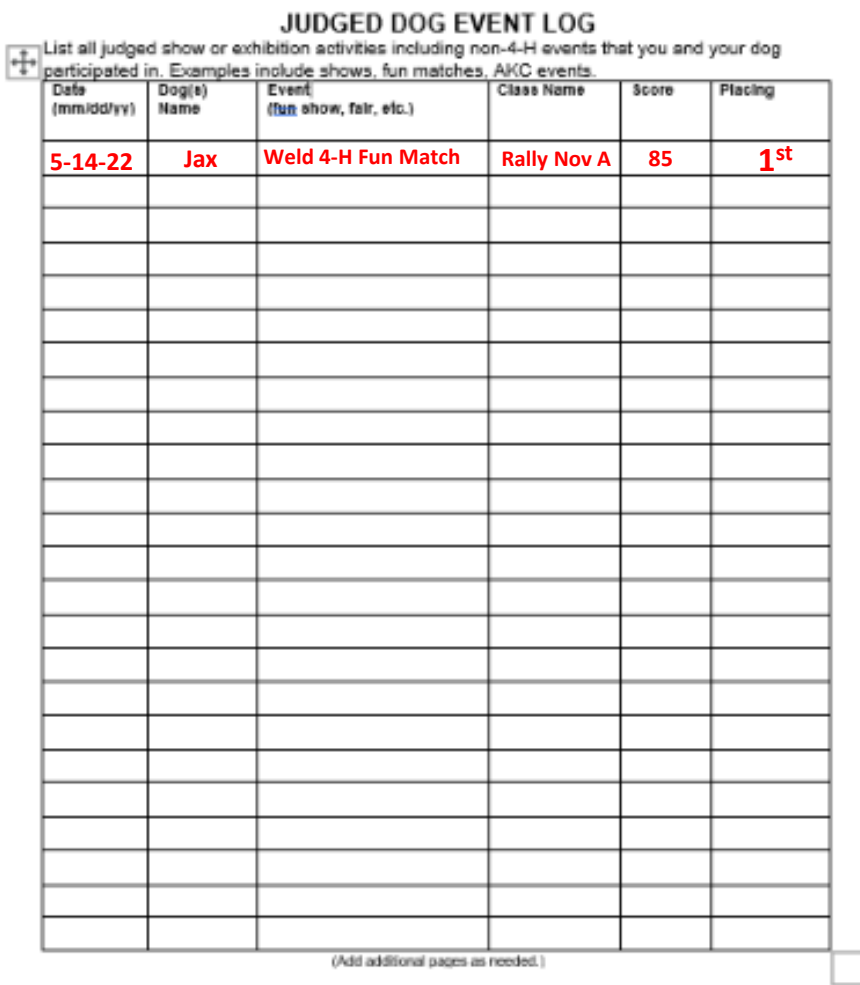
→ List items in Chronological Order

Total	\$25.00
-------	---------

\$25.00

Don't forget to TOTAL your INCOME





This is where you list the **SHOWS** where you **EXHIBITED** your dog.

- 4-H Fun Matches
- AKC/UKC Dog Shows
- County Fair
- State Fair

EVERYONE should have at least ONE show listed on this page to complete their **EXHIBITION** requirement!

List all dog specific activities whether 4-H or other (for example: Hunting, Tracking, Lure Coursing, etc.) that you have participated in. List Demonstrations, Community Service, Trainings, Meetings, Shows.

Please keep your descriptions brief: describe the activity and what experience you learned, good or bad.

Total mileage and time by the standard mileage rate and add it to your expense record.

List items in Chronological Order

(Add additional pages as needed.)

15

SENIORS *also need to record the ROUND TRIP MILEAGE for each activity!! You will add this total to your EXPENSE page.*





- Dog's Name at top
- Beginning Date
- End Date

Almost
Done!

Restate
each of
your
GOALS.

Be sure to
answer in
complete
sentences!



Goal Evaluation

Goals help you to achieve more when you review them each year. At the End of the year, answer the following questions.

Project Goal #1 I want to teach my dog to sit without commands.

Did you accomplish this goal? YES I accomplished this goal.

If you did accomplish this goal, please list 3 steps you used to reach it.

1. Use complete sentences here!
2. 1. I practiced everyday.
3. 2. I made the practice fun.
3. I rewarded my dog with treats.

Project Goal #2

Did you accomplish this goal?

If you did accomplish this goal, please list 3 steps you used to reach it.

- 1.
- 2.
- 3.

Personal Goal # 1

Did you accomplish this goal?

If you did accomplish this goal, please list 3 steps you used to reach it.

- 1.
- 2.
- 3.

**Junior
Book**

Goal Evaluation

Goals help you to achieve more when you review them each year. At the End of the year, answer the following questions.

Project Goal #1 I want to teach my dog to sit without commands.

Did you accomplish this goal? YES I accomplished this goal.

What did you learn or what was the most difficult aspect about completing the goal? Give one or two examples.
I learned that my dog responds much better when I have a positive attitude.
When I first started training, I got frustrated and my dog was shy.
When I was positive, he enjoyed our training.

If you did not accomplish this goal, please explain why:
N/A

If you did not accomplish this goal, what changes can you make to accomplish this goal next year?

Project Goal #2

Did you accomplish this goal?

What did you learn or what was the most difficult aspect about completing the goal? Give one or two examples.

If you did not accomplish this goal, please explain why:

If you did not accomplish this goal, what changes can you make to accomplish this goal next year?

Personal Goal #1

Did you accomplish this goal?

What did you learn or what was the most difficult aspect about completing the goal? Give one or two examples.

If you did not accomplish this goal, please explain why:

If you did not accomplish this goal, what changes can you make to accomplish this goal next year?

Personal Goal #2

Did you accomplish this goal?

What did you learn or what was the most difficult aspect about completing the goal? Give one or two examples.

If you did not accomplish this goal, please explain why:

If you did not accomplish this goal, what changes can you make to accomplish this goal next year?

**Int/Senior
Book**

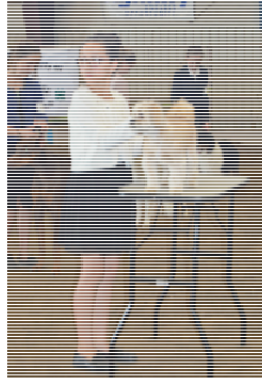
At the end of the 4-H year, did you achieve your **GOALS?**

Photographs from your 4-H Project

A minimum of four pictures with a descriptive caption for each are expected. A maximum of two separate sheets of paper. **LIMIT PHOTOS TO THE DOG PROJECT OR ACTIVITIES ONLY**



Gaiting Jett in the Showmanship Ring



Tabling Poppy in the Junior Showmanship Ring



Max jumping the Broad Jump in Rally.



Glenda and I won First Place in Obedience!

Share some **PHOTOS** of your dog project activities!! Remember to include:

- At least 4 photos
- No more than 2 pages of photos
- Captions for each photo
- Limit photos to the 4-H Dog Project or Dog Activities



4-H Story

Length and Format Guidelines

You can type or hand-write your story. If you hand-write the story, use pencil or ink on lined white notebook paper. The majority of your story must be about your dog project.

Length of Story: minimum of 1 page.

If a computer is used to write the story, use plain white paper with 12-point font.

Leave at least 1-inch margins, so the story can be read if inserted into a report cover.

Story can be single or double-spaced as long as it does not exceed two pages.

Younger members may want to double-space their story, so you can see what you are writing.

Be sure to use proper grammar and sentence structure.

Edit your story when finished. You can use spell check.

Have someone else read your story.

Please answer the following questions to help write your story:

Why did you choose this project?

Did you learn what you had hoped to learn?

Did anyone help you and how did they help you?

What did you like the best about your project?

What would you do differently if you were to do it again?

What is your favorite thing about being a 4-H member?



**HOPE YOU AND YOUR PUP HAD A
REALLY FUN YEAR!**



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At the end of the year, write your 4-H Story about your experiences in the Dog Project!

Answer the questions to help write your story

- **JUNIOR** stories - ½ page long
- **INTERMEDIATE** stories - 1 page minimum
- **SENIOR** stories - 1 page minimum
- Single or double space -- 12 pt font, 1" margins
- Use proper grammar and sentence structure (*complete sentences with subjects and verbs*).
- Spell check your story at the end.

Wrapping up your 4-H Year!

*At the end of the year, be sure to sign your **Completion Statement** and get your **Leader's signature** on your completed book!!*

*Put your completed Record Book in a hard pressboard report cover. You can use a 4-H cover or you can use a plain one. Some members also use page protectors.
NO 3-RING OR LOOSELEAF BINDERS.*

*Record Books are **DUE** in the Extension Office before **4:00 pm on the Friday after Labor Day** – (Some clubs may have earlier deadlines – check with your Leader.)*



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Final Tips!

DO NOT WAIT UNTIL THE LAST MINUTE TO WORK ON YOUR RECORD BOOK!!

You will need to bring your MOSTLY COMPLETE Record Book to Fair in order to show your dog.

Most pages are easy to complete; other pages require record-keeping throughout the year – keep things current.

If you have more than 1 project dog, you will need to keep separate records for each one.

Use complete sentences and correct grammar. Also pay careful attention to the directions!

Record Book rubrics/scoresheets and other resources can be found on the Boulder County 4-H website at <https://boulder.extension.colostate.edu/4h/project-record-book/>



**More information?
Contact the CSU Extension
Office in Boulder County**

**303-678-6238
Boulder4-H.org**



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