

**FEATURES
SPECIAL
AWARDS
SECTION!**

Updated 2014

Kingman County 4-H

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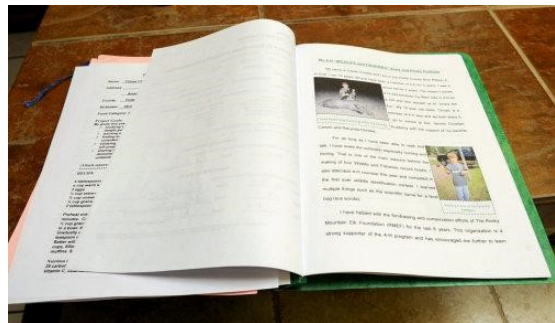
4-H KAP, Record Book & Awards

What is a 4-H Record Book?

When you join 4-H, you are provided with a stack of papers and a green 4-H binder to use as a record for your project and 4-H year experience. But what does it all mean? What do you do with it? This guide will help you answer those questions!

Let's start with the green binder. This is free courtesy of the Kingman County 4-H Council. You may fill out your name and club on the outside of the binder with a permanent marker. If you lose or destroy this binder, no big deal, it can be replaced at a low fee (usually \$2-\$3 depending on the current price from the 4-H catalog).

Believe it or not, some 4-H'ers fill their book to its full capacity and have to get creative in how they store their project materials. We've seen 4-H'ers use big 3-inch plastic binders, slide their 4-H record book cover in the outside sleeve, and separate their 4-H



years inside with tabs. That is also perfectly acceptable.

During your 4-H career you will refer to your 4-H record book at various times to apply for awards, scholarships, to share your achievements with others, etc. Keep this green binder handy and we have no doubt you will find it to be one of the most valuable archives you have.

If you need help figuring



out how to slip your documents into your binder, you can stop by the Extension Office for a quick lesson! It can be a bit tricky with the metal straps.

Now, we'll break down each section that you will put in your record book...

Page #1—Your Personal Page

The Personal Page is basically your "Welcome to my 4-H year". Each year you will put in a new Personal Page. You will update the year at the top with the current 4-H year and add a recent picture of yourself. This is typically your school photo, but it doesn't have to be.

This page is to be signed by you, your parent or guardian and your club leader.

Not having these signatures at the end of the 4-H year makes the book "incomplete" and you will not get credit for having done a record book if you are applying

for any awards.

You will be given a blank Personal Page each year, or you can download the form at www.kingman.ksu.edu.

This page, like all your Record Book documents, should be neat and legible.

Kingman County End-of-The-4-H-Year Awards (DETAILS INSIDE)

- Record Book Awards for Best 4-H Story and Most Complete Record Book.
- KAP County Champion Awards for the Kansas Award Portfolios. KAP Awards for Overall Livestock, Outdoorsman and FCS KAPS.
- Pin Awards.

Record Book thoughts....

- * Start early in the 4-H year.
- * Ask an older 4-H'er in your club to show you their record book.
- * Have photographs of you working on your project taken during the year to later insert in the Record Book or Kansas Award Portfolio.
- * Ask questions! Your leader and the Extension Office are happy to help you!

Tips for Neat Record Books

- ⇒ Captain all photos neatly and under the photograph.
- ⇒ Use tabs to divide the separate sections or 4-H years.
- ⇒ Always use the same color ink throughout your year's records.
- ⇒ Don't use crinkled or unclean paper.

Page # 2—Your 4-H Story

Your 4-H story is written each year and is a summary of your 4-H year in your own words. You have a maximum of 6 pages for your 4-H story so please do not limit yourself to a couple of sentences or even a couple of paragraphs.

A 4-H story can:

- Talk about goals you met or even goals you missed.

- Show skill development.
- Evaluate personal growth.
- Show challenges experienced throughout the year.
- Share what you learned.
- Discuss your experiences in each project or your favorite project.

4-H Stories can be hand-written by younger 4-H'ers but should be typed out by older youth. There are no spacing or margin requirements. Be yourself but be neat and tidy as well!

This is a cool thing to remember:

At the end of the 4-H year, when you turn in your 4-H Record Book, leaders nominate the "Best 4-H Story" in Junior, Intermediate and Senior Divisions. If chosen, you have an opportunity to win a great award from the Kingman County 4-H Council and other supporters.

Example of multi-project story that indicates personal growth and skill development:

Written by 13 year-old 4-H'er with 6 years experience in 4-H.

In 4-H we are challenged repeatedly, pushing ourselves to get our work done, help our club, friends, family, ourselves, other people including strangers. Just giving presentations to inform people that 4-H is not only animals, becomes a challenge.

I've been challenged to make people feel better when they are feeling down and become their best friend, rather than just a friend, when they need someone to talk to. Everyone is given the option to take a challenge or to drop it and quit. I've taken many challenges and kept with them by staying in all the clubs to which I have committed myself to.

4-H has helped me prepare for my future by challenging me to teach something I have learned in my projects to my club members; and by giving me the opportunity to be a teen leader. I enjoy helping the leaders who help me, everyday, I progress into a better person. I still have a way to grow, however, I know it will be easier for me because I have 4-H to help me through my teen age years. There is no gift to give nor are there any words to say that will cover the gratitude I have for 4-H. My leaders and the people in the 4-H office have become like my parents rather than just friends. Thanks for a great life!



Example of multi-project story that indicates growth and personal growth and skill development:

Written by 13 year-old 4-H'er with 6 years experience in 4-H.

This 4-H year has brought new experiences to me. I'm a teenager now. I turned 13 last October, and soon after I was elected President of Junior Council. The first meeting was so unruly I was ready to quit. I realized then how I must have caused problems for previous officers. Meetings have gone better since and I've enjoyed being President.

Another new experience was being a C.I.T. at the Prep Camp week-end. This was really great. I'm looking forward to becoming a CIT at summer camp in 1994.

I am a member of four 4-H clubs in addition to Junior Council. Finding sharks' teeth on a Marine Science Field trip was really exciting. Although there is a tree nursery in the family, I learned about the wild and native trees through the Forestry Club. The Vectors Rocket Club is one of my favorites. I enjoy building rockets and launching them. This year I was able to help the new members build their rockets and paint them. Cooking in the Calico Kids club is fun. I enjoy cooking. I hope I can do more with that next year. This year has been a year full of learning and new experiences for me.

Example of a multi-project story that indicates personal growth and skill development:

Written by 12 year-old 4-H'er with 3 years experience in cooking and sewing projects.

My 4-H Story

This year in 4-H I learned many things, like how to make button holes in sewing and why I shouldn't grease a non-stick cookie sheet. You can see by my records that I have gotten many awards and participated in many activities. All these things made me feel very good about myself, but the thing that made me feel the BEST was introducing my 7 year-old sister to 4-H. It made me happy to teach Pamela how to model and even happier that she has my old title, "Little Miss Fashion Revue." It was fun having her on my committees. I was very proud when she made a county presentation. Helping Pamela in 4-H made me realize how much I have grown. It wasn't long ago that the older 4-H'ers were guiding me. Now it's up to me to lead the way for my sister and other kids to help them "to make the best better."

Page #3—Your 4-H Permanent Record

The Permanent Record is a summary of your 4-H work in all projects for every year you are in 4-H. This listing of your accomplishments is a helpful reference when filling out other forms for 4-H, school, other youth programs, other activities in your community and with information for awards. Don't rely on your memory or the memory of your parents when it comes to thinking back as to what you did in your 4-H career! Jot it down in your Permanent Record!

The Permanent Record is a form that is UPDATED each year, NOT REPLACED each year. Once you start it, you just add to it with each new experience.

You can download this form at: www.kingman.ksu.edu. You will also receive a paper-copy of the document when you join 4-H, but if you are handy with a computer, it might be easier to update this document there rather than doing it by hand. Plus, it looks so much neater typed out rather than hand-written. There is no penalty for hand-writing your record.

The Permanent Record is broken down into four sections.

Section 1 - Groups/Organizations

List ALL the organizations you have been involved in. This isn't just 4-H. If you were in a school club, a church group, etc. In these instances where it is not a 4-H related group, you will put a * next to the item.

Section 2 - Communications/Presentations, Exhibits, Contests.

If you talked about your project at Club Days, if you presented at a school speech contest, if you competed on a livestock or FCS judging team, if you participated in a dog show, if you did ANYTHING in regards to a project whether it is IN or OUT of 4-H, put that here. Again, non-4-H related items should have a *.

Section 3 - Activities

Here you will list the events and activities that you participated in that you have not listed elsewhere in your Permanent Record. Examples would include the Achievement Celebration, fairgrounds clean-up, fund raising events, band events at school, singing at nursing homes for Christmas, playing on a

school or recreational basketball team. Basically, if you did something that was not directly PROJECT related, you would put it here. That is the main difference between section 2 and section 3. Put a * if this is a non-4-H activity.

Section 4 - Most Important Recognitions

Here you will list the most important recognitions you received during the year! Honors, awards, Camp Scholarship, County Project Award, Key Award, etc. You can list non-4-H related items, but as always, note it with a *.

4-H'ers are busy people, so what if you run out of space on your Permanent Record form? Easy, just duplicate the page and keep going! The download is a Word document, so you can copy and paste the page.

The Permanent Record might feel less like "work" if you fill it out as you progress through the 4-H year. Don't wait until the night before your record book is due to your leader before you fill this document out! You might forget some very important and special 4-H moments you've experienced in the year.

Other Sheets Included in your Record Book

Kingman County 4-H Activity Sheet

Each year you should be receiving or can download the 4-H Activity Check Sheet. Typically this is printed on green paper and lists numerous things that have been offered throughout the 4-H year on the club, county and state levels.

About the 4-H Activity Check Sheet

The 4-H Activity Check Sheet is used for a few purposes. 1 - It helps leaders track what members have done. They need this information when they fill out an annual Club Seal report to turn in to the Extension Office. 2 - It helps members track what THEY have done throughout the year. This helps double-check what you have and what you may have left out in your Record Book. 3 - It gives the Extension Staff, 4-H Council and 4-H Program Development Committee an idea of what events are well attended and what are not.

The perks of filling out the 4-H Activity Check Sheet

THIS FORM COMPLETES YOUR RECORD BOOK! You don't need to hole punch it and insert it in your Record Book but it DOES need to be with your book when you turn it into your leader. They will review the form and sign the back. YOU will also need to sign it. Doing this makes you a candidate to earn either a purple, blue, red or white seal sticker to commemorate your year's activities. You can place this on a designated form in your record book or on the inside cover of the book.

Photographs

Placing photographs with captions detailing your 4-H experiences and photographs are also a fun way to document your year in 4-H. Use no more than three pages per project. Use one for project work, one for project leadership and one for project citizenship. No more than 6 photos per page. Use white lightweight card stock, that bends and is durable. Do not use colored paper, construction paper or index dividers for photo pages.

Special Awards for Record Books

Each Age Division: Junior (7-8), Intermediate (9-13) and Senior (14 & up) will award prizes for Most Complete Record Book and Best 4-H Story.

Who decides these awards?

First, 4-H leaders screen the record books and provide the Extension Office with the candidates for these awards. Then, the books and stories are provided to a neighboring county to make the final decision. This group will also decide County Champions on Kansas Award Profile submissions.

My 4-H Record Book Checklist

Option #1

- Record Book is attractive and neat.
- Record is complete with no blank pages.
- I have filled in the record. The records are in my handwriting or I typed it.
- I have used one color ink.
- I have assembled the record book in the green 4-H binder.
- PERSONAL PAGE INCLUDED
 - Current 4-H year Personal Page
 - Projects are listed alphabetically.
 - Picture included on page.
 - All required signatures gathered.
- 4-H STORY
 - I have summarized my 4-H year and other events.
- PERMANENT RECORD
 - I have completed or updated my Permanent Record for the year.
- 4-H ACTIVITY SHEET
 - I have filled out an Activity Sheet and am ready for my leader to review and sign it.

Kansas Award Portfolio (KAP) Option #2

- Completed KAP project record
- KAP has been signed by 4-H member and parent
- Have included project story and required photographs, following KAP instructions
- KAP documents are placed in a separate binder.

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NEW INFORMATION & GUIDELINES!

The Kansas Award Portfolio Option for Record Keeping

Recognition of project excellence is another way to encourage and reward 4-H members. In order to compete for project awards at the county or state level, the Kansas Award Portfolio is used. Members must be enrolled in the project area for which they submit a KAP. All KAPS are turned in to the club leader who reviews them and then will turn them in to the Extension Office. These are due along, along with Record Books and Pin Applications to your club leader who will designate what date these materials are due to them in accordance with our county deadline. Please remember, the books first go to your CLUB LEADER and then your leader will turn them into the Extension Office.

There is no limit to the number of KAPs a member may complete and there is no limit to the number that a club can turn in for any project area. The age divisions are: Junior 7-8 years old; Intermediate 9-13 years old; and Senior 14 and over. Applying for a project area is a choice. Members may want to select 1 or 2 projects that they especially did a lot of work in or something that they focused on during the year. The information used in the KAP is taken directly from the members 4-H generic record forms and permanent records. Members just have to “re-package” the information into a different format.

At the county level, the top KAPs in each age division will receive award recognition. This signifies that the member did superior work in learning about a particular project and found a variety of ways to share their project work through community service, giving a talk, teaching others, etc. Many of the special awards also require the completion of a KAP in order to be considered for that special award. Senior level winners will be eligible to continue on to area and state KAP judging competitions.

Kansas Award Portfolio Project Areas Recognized

Beef	Meat Goats
Citizenship	Performing Arts
Clothing & Textiles	Pets
Communications	Photography
Dairy (cattle or goat)	Plant Science*
Dog Care and Training	(*includes Forestry)
Energy Management (small engines and electricity)	Poultry
Entomology	Rabbits
Environmental Science	Reading
Family Studies	Self-Determined
Fiber Arts	Sheep
Foods and Nutrition	Shooting Sports
Geology	Space Tech
Health and Wellness	Swine
Home Environment	Visual Arts
Horse	Wildlife
Leadership	Wood Science

NEW AWARDS FOR KINGMAN COUNTY 4-H KAPS!

Overall Livestock Award - For members who successfully turn in 1 livestock KAP and 2 other (member's choice) KAPs.

Family & Consumer Science Award - For members who successfully turn in 3 KAPs considered FCS-related (clothing and textiles, family studies, fiber arts, foods and nutrition, health and wellness, home environment, some self-determined).

Outdoorsman Award - For members who successfully turn in 3 KAPs considered to be that of the “outdoors” nature (shooting sports, wildlife, forestry, entomology, geology, some self-determined).

Building your KAP

The Kansas Award Portfolio will be a separate book which will highlight a specific project. A KAP is basically a “record book” detailing a specific project. You do not use your green 4-H Record Book binder for this. Rather, you use a separate paper or plastic binder. The KAP uses age specific forms with instructions on how to fill them out and what to include listed on each form.

These are available from the Extension Office or for download at www.kingman.ksu.edu OR the Kansas 4-H website at:

<http://www.kansas4-h.org/p.aspx?tabid=476>

We also have samples of KAP packets from another county you can come in and see, make copies of, and explore. This sample may give you insight as to what a KAP should look like!

Check out other resources to help you at www.kingman.ksu.edu.

Pin Awards

The Kansas 4-H program is set up so that members may earn a recognition pin each year that they are in 4-H. Applying for these pins is a choice that 4-h members make, however, it's strongly encouraged as it gives many members a chance to receive recognition. The form is a simple check sheet with a given set of requirements and optional choices. All forms are on our website at www.kingman.ksu.edu. Do not use the forms on the state web site because they are different from ours. The only exceptions to this include the Membership (first pin you can apply for), the Bronze (the second pin you can apply for), and the Key Award.

Members should review the requirements at the beginning of the year so they can plan to meet the necessary requirements for their pin. The plan is designed to be done in sequence with each level building to add more skills/requirements. A sample copy of the pin application forms are included in this section of the notebook.

Achievement pins are to be turned in to club leaders to review. They are due at the same time as 4-H Record Books and Kansas Award Portfolios.

Award	Basis for Selection	How to be Considered
Membership Pin	First in a series. Awarded at the conclusion of the 4-H year in which a member joins.	Complete the required STATE FORM and turn the form into your club leader by the club deadline.
Bronze Pin	Second in a series of pins. Awarded at the conclusion of the 4-H year. You must have received the first pin to continue to this pin.	Complete the required STATE FORM and turn the form into your club leader by the club deadline.
Clover Pin	Third in a series of pins. Awarded at the conclusion of the 4-H Year. You must have earned the first two pins in order to receive this pin.	Complete the KINGMAN COUNTY 4-H PIN APPLICATION PACKET and turn the form into your club leader by the club deadline.
Emerald Pin	Fourth in a series of pins. Awarded at the conclusion of the 4-H Year. You must have earned the first three pins in order to receive this pin.	Complete the KINGMAN COUNTY 4-H PIN APPLICATION PACKET and turn the form into your club leader by the club deadline.
Silver Pin	Fifth in a series of pins. Awarded at the conclusion of the 4-H Year. You must have earned the first four pins in order to receive this pin.	Complete the KINGMAN COUNTY 4-H PIN APPLICATION PACKET and turn the form into your club leader by the club deadline.
Guard for Silver Pin	Sixth in a series of pins. Awarded at the conclusion of the 4-H Year. You must have earned the first five pins in order to receive this pin.	Complete the KINGMAN COUNTY 4-H PIN APPLICATION PACKET and turn the form into your club leader by the club deadline.
Junior Leader Pin	Seventh in a series of pins. Awarded at the conclusion of the 4-H Year. You must have earned the first six pins in order to receive this pin.	Complete the KINGMAN COUNTY 4-H PIN APPLICATION PACKET and turn the form into your club leader by the club deadline.
Gold Pin	Eighth in a series of pins. Awarded at the conclusion of the 4-H Year. You must have earned the first seven pins in order to receive this pin.	Complete the KINGMAN COUNTY 4-H PIN APPLICATION PACKET and turn the form into your club leader by the club deadline.
Guard for the Gold Pin	Final of the series of pins. Awarded at the conclusion of the 4-H Year. You must have earned all the other pins to earn this pin.	Complete the KINGMAN COUNTY 4-H PIN APPLICATION PACKET and turn the form into your club leader by the club deadline.
Key Award	Must have passed 16th birthday as of Jan. 1 of current year. Completed 4 or more years of 4-H work. Enrolled in leadership 4 or more years.	Must complete the Key Award Application and submit to the club leader by the club deadline. This form will go directly to the Extension Office for review as it is a state award.