Record keeping and Project Reporting are valuable skills taught to members of the Kansas 4-H program. Members are encouraged to keep a permanent record of all 4-H and Non-4-H Experiences and are encouraged to summarize their experiences on the Kansas 4-H Project Report Form for project recognition.

In Kingman County, we have the following two options for Record Book completion.

<u>Traditional Record Book Option</u>

The following items are the minimum requirements to be included for the Record Book to be considered complete.

The green 4-H Record Book is available at the extension office.

All of the following items must be completed to receive recognition as completing the year in 4-H and receive a year seal at the Achievement Celebration.

1. **Record Book Check Sheet** (from page 2 of this document)

2. Personal Page: include picture & all spaces signed

3. 4-H Story: There is no specific form required for the 4-H story. Please type or hand write legibly and place it in your record book. Page setup for the story should be as follows: Double spaced if typed, use 12-point font, 1-inch margin on the bottom and right side, 1 ½ inch margin on top and left side, print single-sided, 6 pages maximum. Please include an introduction about yourself, a paragraph telling about the work in **each** of your 4-H projects, and a conclusion. ***This is the story that will be used to determine the "Best Story Award" for Kingman County Achievement Celebration.***

4. Pictures: 6 pictures maximum per page with captions for each photo. Maximum of three pages of pictures

5. Permanent Record: up-to-date

6. Activity Sheet: Filled out & signed, place it loose at the front of your book

7. Pin Application: Filled out and signed, place it loose at the front of your book

Members may use tabs for each of the above numbers in the record book for a professional appearance. This step is optional.

Kingman County Record Book Check Sheet

4-H member: _____ Age Division: _____

4-H Age (as of Jan. 1): _____ Local Extension Unit: _____

SUBMIT TO COUNTY EVALUATION	Check if Included	Judge Comments
1. Record Book Check Sheet		
2. Personal Page ✓ Completed fully ✓ All projects listed alphabetically ✓ Picture ✓ Appropriate Signatures		
3. 4-H Story ✓ Handwritten: neat, on lined paper ✓ Typed: Page format- doubled spaced, 12 point font, 1" margin Bottom and right side, 1 1/2" margin Top and left side, single sided, 6 pages max ✓ Details about projects ✓ Details about 4-H year ✓ Details about; leadership, learning, citizenship, goals for next year		
4. Pictures		
5. Permanent Record ✓ Current and up to date		
6. Activity Sheet ✓ In loose in front of book ✓ Filled out completely ✓ Appropriate Signatures		
7. Pin Application (Optional) ✓ In loose in front of book ✓ Filled out completely ✓ Appropriate Signatures		

Project Recognition Option

The unique thing about the Project Report Forms is that they help you zero in on the projects you have completed! While expanding and sharing your knowledge! This division is also eligible for county, area, and state awards. To help you with this process refer to the Guide to Kansas 4-H Project Recognition. This publication can be found at kansas4h.org

For a project to be submitted for a county, area, or state award, the following are **REQUIRED IN A SEPARATE BOOK**. 4-H members can use a report cover or a 3-prong folder.

Please label each project folder with 4-Her's name, age, project name, County, Club, and 4-H year. For example,

> Chris Clover, 10 years old
> Beef
> Kingman County
> Happy Helpers 4-H Club
> 2021-22

1. Kingman County 4-H Project Recognition Check Sheet: (from page 5 of this document)

2. Personal Page: include picture & all spaces signed

3. Permanent Record: up to date. If the permanent record is submitted with the Traditional Record Book, please check the box on the check sheet. This does not have to be included in the folder.

4. Kansas General/Animal Project Report Form: this form is age-specific to the 4-H'er. To download the correct Project Report form, please select the age division necessary from the list below.

A separate 4-H Story is no longer required for the Project Report Forms. Members will include a story in Section 8: Project Reflection on the form. There is a set amount of space for each age group in this section. Only include information about the project that your report applies to. Follow the formatting guidelines listed on the document.

*Ages are as of January 1 of the current year; please be sure you download the correct document. * These forms can be found at kingman.ksu.edu, follow the links to the correct pages.

7-9 Year Old

[General Project Form](#)

[Animal Project Form](#)

10-13 Year Old

[General Project Form](#)

[Animal Project Form](#)

14-18 Year Old

[General Project Form](#)

[Animal Project Form](#)

If you chose not to also do a traditional 4-H Record book. Please be sure to include the following.

5. Activity sheet: filled out and signed, place it loose at the front of your book.

6. Pin application (optional) filled out and signed, place it loose at the front of your book.

Members may use tabs for each of the above numbers in the record book for a professional appearance. This step is optional.

Kingman County 4-H Project Recognition Check Sheet

K·STATE Research and Extension

4-H member: _____ Age Division: _____

4-H Age (as of Jan. 1): _____ Local Extension Unit: _____

Project Name:

SUBMIT TO COUNTY EVALUATION	Check if Included	Judge Comments
1. Label on Front of Folder ✓ 4-H'er name, age ✓ Project Name (General State Project Name: Specific Project Name If applicable) ✓ County ✓ Club ✓ 4-H year		
2. Kingman County 4-H Project Recognition Check Sheet		
3. Personal Page ✓ Completed fully ✓ All projects listed alphabetically ✓ Picture ✓ Appropriate Signatures		
4. Permanent Record ✓ Current and up to date ✓ Submitted with the Traditional Record Book ☐		
5. Kansas General/Animal Project Record Form ✓ Correct age form ✓ Correct project form ✓ Goals: Action, Result, Timetable ✓ Detailed ✓ All sections Included ✓ No Additional pages ✓ Appropriate Signatures		
6. Activity Sheet ✓ In loose in front of book ✓ Filled out completely ✓ Appropriate Signatures		
7. Pin Application (Optional) ✓ In loose in front of book ✓ Filled out completely ✓ Appropriate Signatures		

At the County Achievement Celebration, 4-H members will receive recognition in the following areas:

Most Involved Book
This is awarded based on total points earned on the Kingman County Activity Sheet and the quality of the book submitted.

Best 4-H Story
The 4-H Stories submitted with the Traditional Record Book Option are reviewed by an outside review team for the award.

County Project Champions
This is only awarded to 4-H members completing the Kansas General/Animal Project Report Form

The following is a list of the 2024/2025 Kansas 4-H Project Award Categories

Aerospace/Rocketry	Interior Design & Architecture
Ag Mechanics Welding	Leadership
Agronomy	Meat Goats
Astronomy	Performing Arts
Beef	Pets
Bucket Calf (Local Award Only)	Photography
Building Block Engineering	Poultry
Civic Engagement	Rabbits
Communications	Reading Adventures
Computer Science	Robotics
Dairy (State Dairy & Goats)	Self-Determined
Dairy Cattle (Local Award Only)	Sewing & Textile Design
Dairy Goats (Local Award Only)	Sheep
Dog	Shooting Sports
Electric & Renewable Energy	Shopping in Style
Entomology	Small Engines
Environmental Science	Swine
Family Studies	Veterinary Science
Fiber Arts	Visual Arts
Foods & Nutrition	Wildlife
Forestry	Woodworking
Geology	Uncrewed Aircraft Systems
Health & Wellness	*Only Senior Division KS General/Animal Project Report County Champions are able to go to the Area Screening*
Horse	
Horticulture & Landscape Design	