Leadership Examples:
✓ Serving as a project leader – club or county
✓ Serving as a superintendent
✓ Chair of a committee
✓ Officer for club or county wide group
✓ Serving as a mentor for younger members
✓ Organizing an event
✓ Serving on a committee.
✓ Teaching others how to do something
✓ Serving as a camp counselor
✓ Active member in Junior leaders

Both citizenship and leadership are quite abstract. These are difficult concepts for young children to understand. However, telling members why the club participates in an activity may help them add these terms to their vocabulary.

Try to include some citizenship and leadership into the activities and experiences for each project area.
HOW TO ASSEMBLE YOUR KAP

For County Level: (may use tabs for organization)

Placing all records in your 4-H record book or a white 3 ring binder notebook is best.

Order of Assembly:
1. Personal Page (be sure to sign)
2. 4-H Story (max. 6 pages -include all projects and events)
3. Permanent Record – New form then Old form if applicable (If enrolled for first time 2008 and later you wont have an old form)
4. KAP – For each project area you would like to be recognized for place in alphabetical order as written in personal page.

For Area and State Level: (no tabs allowed)

Placing each individual KAP in a white 3 ring binder is best.

Order of Assembly:
1. Personal Page (can be original or a clear photocopy)
2. The Signed KAP, include photos
3. 4-H Story

CITIZENSHIP VS. LEADERSHIP

Award applications, record applications, pin applications, scholarship applications and job applications all require some examples from these two “ship” words. Many job interview questions also focus on leadership and citizenship experiences.

What is the difference?

Citizenship is something done for the betterment of the community. Citizenship focuses on the unnecessary services that a person provides for his or her community. Citizenship can be considered a way to help others in need.

Citizenship Examples:
- Christmas Caroling
- a bingo event at the local retirement center
- a park clean-up day
- a trash pick up day
- Delivering treats to local people
- Decorating windows of local businesses
- Providing child care during a town meeting
- Collecting food for the food pantry
- Running errands for a shut-in person
- Clean-up after a natural disaster.

Leadership occurs when a person takes the initiative at a given time. Leadership is more behind-the-scenes. An effective leader is almost invisible. Leadership is organizing, delegating and allowing others to have a part.
Keep track of the following for better success at the end of the year! Keeping a daily journal of what you did for your projects will help out tremendously when you go to fill out your record sheet.

- Receipts for everything that you purchase for your projects
- The number of times you do chores, hours you repair pens, if you help with the family herd for livestock
- What you are feeding your livestock in the beginning and if you change feeds during the summer.
- How many times you help set the table, do dishes, if you help prepare something for a meal, if you go grocery shopping and learn something while there.
- The number of items you collect, the hours and dates that you spend collecting for entomology, forestry, geology, wildlife, etc.
- The number of project meetings and the number of hours that you practice with your dog, horse, shooting sports, sports fishing, etc.
- Every book you read and when you read to someone.
- The number of rolls of film you take trying to get that perfect picture.

### 4-H Events and Activities

Here is an outline of most of the activities that take place and the month in which it happens. Do not follow this strictly as some dates have to be changed. Check your newsletter to see the correct dates of all events.

#### OCTOBER
- Kansas 4-H Week, the 1st full week in October 4-H Sunday the Sunday of National 4-H week, where 4-H is highlighted in the service.
- Project Enrollment Fair, last weekend of National 4-H Week
- Club officers meet to fill in Club Program books for the year
- Clubs develop goals for the year
- 4-H Awards Dinner/Achievement Night
- School Assemblies held to promote 4-H
- Enrollment Cards Turned in to Club Leaders by the 1st of November

#### NOVEMBER
- 4-H Council Meets
- Officers Training
- Enrollment online due to the Extension Office by the 1st
- National 4-H Congress to Atlanta, Georgia
- Project Talk and Demonstration Training in preparedness for County Club Days

#### DECEMBER
- Project Materials handed out to 4-H members
- Club goals turned into the Extension Office
- Record Book Training
- State 4-H Youth Leadership Forum, Rock Springs
- Community Club Leaders Meet
- Day Camp Application due December 1st

#### JANUARY
- 4-H Council Meets
- Denver Educational Trip
- Final Plans for County Club Days
- NW Area KAA Judging
- Project Leaders Training
- Start working on Fair Judges and Superintendents

#### MARCH
- 4-H Council meets
- State KAA Judging
- State Volunteer Forum, Rock Springs
- State Ambassador Training, Rock Springs
- Record Book Workshop
APRIL
Community Leaders Meet
Changes for Fair books to fair boards for approval
Horse ID papers due by May 1st
Weigh in dates for Small livestock animals
National 4-H Conference
Shooting Sports Certification, Rock Springs
3I Show
Livestock Fitting and Showing Demonstration

MAY
4-H Council Meets
May 1st last day to add or drop any project
Spring Livestock Show
Camp Counselor Training

JUNE
Community Leaders Meet
Discovery Days
4-Clover Camp at Dodge City Community College
Heart of Kansas 4-H Camp, Rock Springs
State Geology Field Trip
State Shooting Sports Camp
Photo Adventure Camp
Swine and Sheep nominations due June 15th

Section 4: Most Important Recognition

# Every row that you write on should include the 4-H year 08-09
# This is the child’s decision. It could be anything from a red ribbon at food fair to a Top Blue at Regional Club Days or anything in between.
# Include School Awards
  • Character Counts
  • Perfect attendance
  • AR
  • Lettered in Football
# Include Community Awards
  • Won Parade Entry
  • Little League Baseball Champions
  • Farm Bureau Safety Poster Winner
Section 3: Activities
List the event that you attended and place an “X” in the appropriate level of participation.

Examples

✓ What did you do for National 4-H week?
✓ Did your club do something for 4-H Sunday?
✓ Did you attend officer training?
✓ Did you attend the Achievement Banquet?
✓ Did you help with any school assemblies to promote 4-H?
✓ What did you do for District Club Days?
✓ Did you go to Regional Club Days?
✓ Have you had any project meetings?
✓ Did you attend weigh in?
✓ Did you go to camp?
✓ Did you help with County Fair Pre/Post Cleanup?
✓ What events did you participate in at County Fair?
✓ Did you go to the State Fair?

Record 4-H participation, such as nursing home programs, sponsorships of club or county awards, fairground clean up, assistance to fair superintendent special fund raising efforts, etc.

JULY
4-H Council meets
Day Camps held in all three counties
NW/ SW District Horse Show
Lane County Fair
Ness County Fair

AUGUST
Community Leaders Meet
Record Book Workshop
Start Finding Names to Replace if Needed 4-H PDC,
Community Leaders, Project Leaders
Rush County Fair
State Dairy Show
NWYLF

SEPTEMBER
4-H Council Meets
Election of Officers
Kansas State Fair in Hutchinson
Record Books and KAA Due into Extension Offices
Achievement Plans due into Extension Office
Kansas Junior Livestock Show, Wichita
Clubs and Councils Financial Statements Due to Extension
Office by Sept. 30 Day Camp Summary Due September 1st
AWARDS YOU CAN WIN
BASED OFF OF RECORD BOOKS

Record Books are due to the Extension Office the last Wednesday of September of the current 4-H year.

Each 4-H member should obtain a Record Book and KAA Check Sheet from the Extension office to choose what awards you would like to be considered for.

Along with Project awards you may be considered for
Demonstrations
Best Jr Overall Book
Best Sr Overall Book
NS- Best First Year Record Book
Denver Educational Trip (4-Hers Freshman and older)
Citizenship Washington Focus
Overall Achievement

Section 2: Project Communications, Presentations, Exhibits, Contest, Judging, or Skillathons

✓ Every row that you write on should include the 4-H year 08-09.
✓ List projects in the same order as listed on your Personal page.

Examples:

<table>
<thead>
<tr>
<th>Year</th>
<th>Project</th>
<th>Description</th>
<th>Income</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-09</td>
<td>Photography– Pictures taken as School photographer</td>
<td>1500L</td>
<td>Income 0</td>
<td></td>
</tr>
<tr>
<td>08-09</td>
<td>Personal School photographer</td>
<td>500L</td>
<td>Expenses$50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Project</th>
<th>Description</th>
<th>Income</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>08-09</td>
<td>Demonstration: Moolicious Meals</td>
<td>2L</td>
<td>1B-Co. 1R Area 1R State 35 min. 69 Audience</td>
<td></td>
</tr>
</tbody>
</table>

✓ List the name of the presentation that you gave (in parenthesis place the project that it goes with)
✓ Write where given, use more than one line if you gave the presentation in multiple places.

Example: What’s in Your Barn (Beef) Club Days 1

✓ Have you done a talk at your club meeting?
✓ Did you do any promotional talks at school?
✓ Did you do any show and tells at school about your 4-H projects?
✓ Did you participate in Club Days?
✓ Did you participate in Regional Club Days?

✓ Place a number in each column even if it is a zero.
✓ Include the date (Example 2/06)
✓ Write in the column or tell what kind of judging you completed.
✓ Write in the placing if you placed if not put “part” for participation.

✓ Did you do any judging at Club Days?
✓ Did your club do any practice judgings?
✓ Did you attend any other contest?
✓ Did you go to Fort Hays to judge?

See the list at the top of the permanent record sheet, list event name, number of times and where.
PERMANENT RECORD

Keeping a calendar of all your activities will help you to better fill out the Permanent Record. This is a complete inventory of everything you do in 4-H from the day you start to the last day when you graduate from high school.

Every section should include something!
The year space should always contain two years (the 4-H year: example 2008-09 or 08-09)

Section 1: Meetings/ Committees/ Offices/ Leadership Roles

- Check with your club secretary as they keep roll for your club they can tell you how many meetings your club held, and how many you attended.
- Project meetings should match to how your projects are listed on your personal page. And should be broke out by project.
  Example: Beef
  Entomology
  Photography
- If you held an office in your club write the name of the office held, if you did not then write member.
- If you served on a committee list the name of the committee you served on (booth, financing etc.). If you served on more than one committee then list one committee name in each box going down the column, remember to include the year on each new line
- Every row that you write on should include the 4-H year 08-09.
- Go through the school calendar and write down all school activities
  # concerts
  # plays
  # awards ceremony
  # groups you belonged to
  # honor you won
  # etc.
- Go through and record all that you have done with Church
  # Christmas program
  # played or sang music for church
  # Sunday school
  # Vacation Bible School
  # Easter Sunrise service
  # Mother/Daughter or Father/Son Banquet
  # First Communion
  # etc
- Go through and record all your community events
  # Little League Basketball, football, baseball, tennis, etc.
  # Angel Tree for Christmas
  # Boy Scouts/Girl Scouts
  # Library Time

COUNTY ACHIEVEMENT PLAN FOR 4-H MEMBERS
RECOGNITION PINS AND DESCRIPTION

Requirements to be completed in the year for which application for the award is made.

4-H MEMBERSHIP PIN

1. Awarded to first year 4-H'ers.
2. Attend one over half of the remaining regularly scheduled meetings of your club or group after the point at which you join
3. Complete 4-H Permanent Record and Personal Page.

BRONZE ACHIEVEMENT PIN

1. Exhibit one or more of your projects at club tour, club exhibit day or county fair or an event similar to a county fair but with another title.
2. Attend one over half of the regularly scheduled meetings of your 4-H club or group.
3. Attend one club or county/district event.
4. At a minimum complete permanent record and personal page and turn it in to your 4-H Leader.

CLOVER ACHIEVEMENT PIN

1. Exhibit one or more of your projects at club tour, club exhibit day, the county fair or an event similar to a county fair but with another title.
2. Attend one over half of the regularly schedule meetings of your 4-H club or group.
3. Attend one 4-H Club or county/district event.
4. At a minimum complete your permanent record and personal page and turn it in to your 4-H Leader.
5. Complete during the current year, 3 optional requirements as listed on the Clover Achievement Pin application.
EMERALD ACHIEVEMENT PIN

1. Exhibit one or more of your projects at club tour, club exhibit day, the county fair or an event similar to a county fair but with another title.
2. Attend one over half of the regularly scheduled meetings of your 4-H club or group.
3. Present a program at a 4-H project meeting or at another 4-H club or group meeting.
4. Complete the current year’s record book and turn it in to your 4-H Leader.
5. Complete during the current year, 5 optional requirements as listed on the Emerald Achievement Pin application.

SILVER ACHIEVEMENT PIN

1. Exhibit one or more of your projects at club tour, club exhibit day, the county fair or an event similar to a county fair but with another title.
2. Attend one over half of the regularly scheduled meetings of your 4-H club or group.
3. Present a program at a 4-H project meeting or at another 4-H club or group meeting.
4. Complete the current year’s record book and turn it in to your 4-H Leader.
5. Complete during the current year, 6 of the optional requirement as listed on the Silver Achievement Pin application.

Senior members:
Use ½ page to introduce yourself
Use 2-3 pages for major project information
Use 1 page for other activities and events
Use 1 to 1 ½ pages to share leadership and citizenship information
Use 1/4 to ½ page for personal satisfaction and Future goals.

RECORD BOOK PICTURE PAGES

# The photo picture pages help tell the project story. Pictures are important because they help the judge “get to know you”, document the project and show sequence of project growth. Pictures should be taken from the very beginning of the 4-H year until the end.
# Photographs taken should be of value to help represent a chronological photo journal of the project year.
# Photos can help explain the written story and add interest and personality to the story as well.
# Pictures should include project involvement, project leadership, and project citizenship.
# Maximum of 3 pages of photos, one side of paper.
# Page 1- Project pictures, Page 2- Leadership activity pictures, Page 3- Citizenship activity pictures
# Pictures may be cropped, it is suggested to crop all pictures into squares or rectangles (not scrapbook style cropping)
# Captions: should be neatly written or typed, they should tell who, what, when, where and level of participation
# Level of participation is L= local, C=County, D= District, M= Multi County, S= State, and N=National
# DO NOT INCLUDE: Newspaper clippings, ribbons, certificates of honor or unrelated photos.
First and Second year members: (7-8 years olds)
Each KAP asks for 4-H Story. The 4-Her may choose to include an additional story that follows these guidelines.
The 4-H member should write in what they feel comfortable with.
The first sentence should tell who they are and club name.
Have them write one sentence per project.
Have them write what was the best thing they did in 4-H.

Third and Fourth year members:
Have them write in what they feel comfortable with.
The first couple of sentences should tell who they are, what club they belong to, how many years they have been in 4-H, and what officer or committees they held.
They should write 2-3 sentences about each project, more than just ribbon placings, judges like to read about what they learned.
There should be a couple of paragraphs that tell about other 4-H events they participated in (club days, camp, concession stand, club parties or field trips, etc)

Fifth and Sixth year members:
They may want to type on the computer or may start on notebook paper.
They need to write in pen or type on the computer
A paragraph should be written for each of the following
* introduction
* each project
* Leadership given
* Citizenship helped with
* Other 4-H events
* Conclusion of the year

The complete story should be 3-4 sheets long
Be sure to follow the guidelines for record book story if you plan to type your 4-H story.

SILVER GUARD ACHIEVEMENT PIN
1. Exhibit one or more of your projects at club tour, club exhibit day, the county fair or an event similar to a county fair but with another title.
2. Present a portion of program for at least one regularly scheduled meeting of your 4-H club or group.
3. Attend one over half of the regularly scheduled meetings at your 4-H club or group.
4. Complete the current year’s record book and turn it in to your 4-H Leader.
5. Complete during the current year, 8 of the optional requirements as listed on the Silver Guard Achievement Pin application.

LEADERSHIP ACHIEVEMENT PIN
1. Exhibit one or more of your projects at club tour, club exhibit day, the county fair or an event similar to a county fair but with another title.

2. Attend one over half of the regularly scheduled meetings at your 4-H club or group.
3. Present a portion of program for at least one regularly scheduled meeting of your 4-H club or group.
4. Enroll and participate in the Leadership Project for the current year.
5. Complete the current year’s record book and turn it in to your 4-H Leader.
6. Complete during the current year, 11 of the optional requirements as listed on the Leadership pin application.
GOLD ACHIEVEMENT PIN
1. Received the Leadership and Silver Guard achievement Pin
2. Exhibit one or more of your projects at club tour, club exhibit day, the county fair or an event similar to a county fair but with another title.
3. Enroll and participate in the Leadership Project for the current year.
4. Complete the current year’s record book and turn it in to your 4-H Leader.
5. Complete during the current year, 15 of the optional requirements as listed on the Gold Achievement Pin application

GOLD GUARD ACHIEVEMENT PIN
1. Received the Gold Pin.
2. Exhibit one or more of your projects at club tour, club exhibit day, the county fair or an event similar to a county fair but with another title.
3. Enroll and participate in the Leadership Project for the current year.
4. Complete the current year’s record book and turn it in to your 4-H Leader.
5. Be 15 years or older on January 1st of the current year.
6. Complete during the current year, 16 of the optional requirements as listed on the Gold Guard Achievement Pin application.

PENCIL, INK or TYPE???
The 4-H member should write all of their record book information. I know this is sometimes hard so parents need to keep encouraging. Complete your records a little at a time. 15 minute work sessions are great. If your 4-Her writes in pencil at school then they should write in pencil to complete their record book. If they have moved to ink at school, then ink is fine. If they choose to use the computer to type, but it is highly recommended that the 4-Her type the information. If you have any questions feel free to call the office as the agent would be glad to work with you and your children.

PERSONAL PAGE
★ Fill in all of the personal information
★ List your projects in ABC order
★ Place a picture of yourself
★ Make sure you sign, one of your parents sign and your club leader signs.

THE 4-H STORY
This is probably the MOST IMPORTANT part of your 4-H record. Here you tell about yourself and your 4-H experiences in your own words. Write a 4-H Story that gives a complete overview of your 4-H year experiences. The following are just guidelines, your child may write more if they would like.

General Guidelines:
✔ 6 pages maximum
✔ Use the following margins: 1 ½ inch top and left sides, 1 inch bottom and right sides
✔ double space only on one side of sheet
✔ Font size 12 point
✔ Title your story and sign the end of it
4-H STORY - This is a very important part of your records. This story is not to exceed six (6) pages, double spaced, one side of the paper - either typed or handwritten. Use 8 ½” X 11” paper with 1 ½” margin at the top and left side, and 1” margins at the bottom and right side of each page.

PERMANENT RECORD - Records for your entire 4-H career will be kept on this one record. It is used from year to year. This record is a summary of the total 4-H year involvement: Number of meetings attended, offices held and committees served on, summary of projects and exhibits, events attended, presentations, judging, other contests (such as style revue, dog show, etc.), most important recognition received, and involvement in the community, church and school and leadership, service or assistance given throughout the year.

PROJECT AREAS - KAP’s: There are 3 age breaks. Use the form for your age: 7-8, 9-13 & 14 and older. These are arranged alphabetically by project as listed on the personal page. Using tabs to separate them is helpful and makes your book more organized. Separate KAP’s will be used for each project in which you are enrolled. Record should be complete. Fill in all the blanks. If something does not apply, write “none” or put a dash in that space. Be sure and include signatures of project leader, if there was one, community leader and parents if it asks for them. The KAP has sections for goals, project summary, leadership/citizenship awards and photographs.

PICTURES - A maximum of 3 pages (one side of paper), mounted securely, may be included with each project KAP. Do not enclose photos in plastic sleeves. Pictures are important because they help show the growth that you’ve obtained with your 4-H projects. A caption, when used correctly, can add a lot to your photos. Include pictures that pertain to the project(s) enrolled in. Show yourself in a learning situation, assuming a leadership role (giving a talk, leading a meeting, working on a project, etc.), and citizenship (giving, sharing your project). Pictures should be action pictures that show you doing something. Do not include newspaper clippings, ribbons, certificates of honor, or unrelated photos.
THE WHY AND HOW OF 4-H RECORD BOOKS

Keeping accurate records is a way of life. By filling out 4-H record books, you are learning a practical skill that you will use in the future. Records allow us to look back, to evaluate our accomplishments and to set goals for self-improvement. Record books and KAPs are judged on 50% project work, 25% citizenship within the project, and 25% leadership within the project.

What is included in the 4-H Record Book?
* Personal Page
* 4-H story
* 4-H Permanent Record
* Project KAP’s

RECORD BOOK - All new members will receive one with their project records the first year that they enroll in 4-H. This cover will be used throughout your 4-H career. ONLY CURRENT YEAR RECORDS ARE SUBMITTED IN THIS BOOK EVERY YEAR.

ONLINE RECORDS - All 4-H Record Book Forms can be found on the Kansas 4-H website at www.Kansas4-h.org. Click on the “Awards” Tab, left hand side of screen for Member Achievement Awards, Kansas Key Award, Kansas Award Portfolios, and State 4-H Scholarship Application. Click on the “Record Keeping” tab for the Personal Page and Permanent Record.

PERSONAL PAGE - A new personal page is completed every year. Complete all blanks and list projects enrolled in this year in alphabetical order. The picture that you use should be a head and shoulder picture. Most use a current school picture. Include the necessary signatures - yours, a parent and your leader.