

## 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.**

## KANSAS 4-H AWARD PORTFOLIO (KAP)

### Why fill out a KAP instead of the project record sheets?

#### Introduction and General Information

The Kansas 4-H Award Portfolio consists of the following:

1. A complete original or copy of the Kansas 4-H personal Page
2. The signed KAP, includes Photos
3. 4-H Story, does not need to be signed

The KAP should be assembled in the order indicated in the assembly section of this document (last page). Detailed instructions for each section follow.

All sections and attachments should meet the following requirements.

1. Complete one KAP for each project for which you are to be considered. The August Project Selection Guide issue of the *Kansas 4-H Journal* lists all the county and state-sponsored 4-H awards programs for the new 4-H year. Individual counties may have additional locally sponsored awards. Because state awards may change and counties/districts do not always offer the same.  
awards programs as the State, be sure to use the most recent Kansas State Project Selection Guide to see if a recognition program is offered before you complete a KAP – so that you can be sure that your portfolio is included in the appropriate award category at the Area and State levels. For example: If your county/district does not offer a particular project award, for example, Performing Arts and you enrolled in “Self-Determined – Performing Arts” in your county/district you would find that the State Project Selection Guide identified Performing Arts as a State Project Award Area . In this case, for State recognition, you must complete the KAP Application within the State Award Project Area, i.e., Performing Arts not Self-Determined.
2. Use a computer or print clearly with an ink pen.
3. Paper (Personal Page, KAP & Story): 8 ½ X 11 inch white paper . One side of paper only.
4. Paper (Photos): 8 ½ x 11 inch white. Heavy photo paper is acceptable but not required. Strongly recommend the use of cardstock if you physically mount prints on the pages.
5. Margins: Top, Right Side and Bottom: 1 inch  
Left 1 ½ inches
6. Font: Easily legible, no smaller than 10 point font
7. Spacing: Double Spaced
8. Use proper grammar, paragraph styling, punctuation, and spelling. IF using a computer be sure to spell check and proof-read. Sometimes commonly used words are spelled correctly but not used correctly – for example country instead on county; goat instead of coat or boat; counsel instead of council; bred instead of bread; or lead instead of led.
9. Use Technology to your advantage such as bolding headlines for key points, underlining, bullets, outlines, etc.
10. Do **not** use plastic sleeves, divider tabs or table of contents page.
11. White space is ok.
12. Use action verbs to accurately describe what you have done. Did you “help” or did you “plan and conduct?” Some words to consider are:

Assisted	Directed	Maintained	Presented
Constructed	Explained	Managed	Revised
Coordinated	Initiated	Organized	Selected
Developed	Learned	Planned	
13. Ask for help with translation if you do not use English as your first language.

## 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.

## 4-H Events and Activities

**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.

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 1<sup>st</sup> 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 1<sup>st</sup> of November  
Community Leaders Meet

### NOVEMBER

4-H Council Meets  
Officers Training  
Enrollment online due to the Extension Office by the 1<sup>st</sup>  
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 1<sup>st</sup>  
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 1<sup>st</sup> 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 1<sup>st</sup>

**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:

08-09	2000	Photography– Pictures taken as	1500L	Income 0
		School photographer		
		Personal	500L	Expenses\$50
08-09	5	Demonstration:		
		Moolicious Meals	2L	1B-Co. 1R Area 1R State
				35 min. 69 Audience
- ✓ 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 judgments?
  - ✓ 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 schedule 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 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 1<sup>st</sup> of the current year.
6. Complete during the current year, 16 of the optional requirement 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](http://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**.

