

Midway Extension District #15



4-H Record Book, KAPs And Achievement Pins Handbook



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THE WHY AND HOW OF 4-H RECORD BOOKS

Record Books, KAPs and Achievement Pin Applications, are all due to either Extension Office 8 days following the conclusion of the Kansas State Fair. This will always fall on a Monday at the end of September.



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 judge on 50% project work, 25% citizenship within the project and 25% leadership within the project.

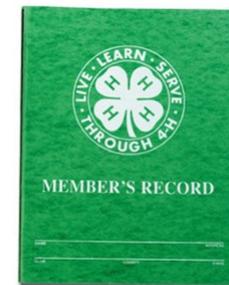
What is included in the 4-H Record Book?

The basic Record Book includes (in this order):

- Personal Page
- 4-H Story
- 4-H Permanent Record
- Photographs (optional)
- Simplified Kansas 4-H Record/Project Record (optional)
- Current year Record Book information can go in front of all previous years.

Your Record Book can be in a 4-H Record Book Cover (available at the Extension Office) or in a folder/notebook. The Record Book is separate from the KAP. It is **REQUIRED** to receive your Achievement Pin.

All forms for the Record Book can be found at our website:
http://www.midway.k-state.edu/4-h/resources/forms/record_keeping



Putting Your Record Book Together

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**.

4-H STORY This is probably the MOST IMPORTANT part of your 4-H record. Here is where you tell about yourself and your 4-H experiences in your own words. Write a 4-H Story that give a complete overview of your 4-H year.

General Guidelines:

- 6 pages maximum
- Margins—1½" top and left, 1" bottom and right
- Double space, one side of paper
- Typed (font size 11 point) or handwritten (pencil if you write in pencil at school, pen if you use pen)
- Title your story and Sign the end of it
- **First and Second Year Members:** (7-8 year olds)
 - * The 4-H member should write in what they feel comfortable with.
 - * The first sentence should tell who you are and club name.
 - * Write at least one sentence per project.
 - * Write what was the best thing you did in 4-H
- **Third and Fourth Year Members:**
 - * The 4-H member should write in what they feel comfortable with.
 - * The first couple of sentences should tell who you are, what club you belong to, how many years you have been in 4-H, and what officer or committees you've held.
 - * Write at least 2-3 sentences about each project. More than just ribbon placings, judges like to read about what you've learned.

KEY AWARD

The Kansas Key Award is one of the highest honors awarded to 4-H members across Kansas. As a 4-H award, the applicant needs to highlight 4-H related events, activities and achievements accomplished within the 4-H club, county/district, region or state.

Basic Requirements:

- * Passed 16th birthday before January 1 of current year.
- * Completed for or more years of 4-H work.
- * Enrolled in 4-H Leadership four or more years.

Other Requirements:

- * Must meet at least eight of the ten items listed on the Key Award application. All requirements for each item MUST be met.

Community Service Requirement:

- * Explain how you have used the 4-H life skills you have gained through 4-H to provide leadership wither with a group or as an individual to accomplish a community service success.



PLAN 7—LEADERSHIP PIN

- * Exhibit one or more of your projects at a club tour, club exhibit day, county fair or an event similar to a county fair but with another title.
- * Attend a majority (more than half) of the regularly scheduled meetings of your club.
- * Present a program number at a 4-H project meeting or at another 4-H club or group meeting.
- * Enroll and participate in the 4-H Leadership project.
- * Complete your 4-H Record Book and turn into Extension Office.
- * Complete 11 optional requirements listed on the Leadership Achievement application.

PLAN 8—GOLD PIN

- * Exhibit one or more of your projects at a club tour, club exhibit day, county fair or an event similar to a county fair but with another title.
- * Attend a majority (more than half) of the regularly scheduled meetings of your club.
- * Present a program number at a 4-H project meeting or at another 4-H club or group meeting.
- * Complete your 4-H Record Book and turn into Extension Office.
- * Complete 15 optional requirements listed on the Leadership Achievement application.

PLAN 9—GOLD GUARD PIN

- * Exhibit one or more of your projects at a club tour, club exhibit day, county fair or an event similar to a county fair but with another title.
- * Attend a majority (more than half) of the regularly scheduled meetings of your club.
- * Present a program number at a 4-H project meeting or at another 4-H club or group meeting.
- * Complete your 4-H Record Book and turn into Extension Office.
- * Be 15 years or older before January 1 of the current year.
- * Complete 16 optional requirements listed on the Leadership Achievement application.

- * There should be a couple of paragraphs that tell about other 4-H events you've participated in (Club Day, Camp, Concession Stands, etc.)

• Fifth and Sixth Year Members:

- * May want to type on computer or use notebook paper (writing in pen).
- * 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 pages long.

• 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 1-1½ pages to share Leadership and Citizenship information.
- * Use ¼-½ page for personal satisfaction and future goals.

4-H PERMANENT RECORD Records for your entire 4-H career will be kept on this record. This record is a summary of your total 4-H year involvement. Keeping a calendar of all your activities will help you better fill out the Permanent Record. **Every section should include something!** The year space should always contain two years (the 4-H year—ie: 2015-16 or 15-16).

• Section 1: Meetings/Committees/Offices/Leadership Roles

- * Club Meetings—check with your club Secretary as they keep roll for your club. They can tell you how many meetings your club has held and how many you attended.
- * Project Meetings—should match how your projects are listed on your personal page and broke out by project (ie: Beef, Entomology, Photography)
- * If you held an office in your club, write the name of the office held; if not, then write member.

(continued on next page)

- * If you served on a committee, list the name of the committee you served on (booth, finance, etc.). If you served on more than one committee, then list 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.
- * Go through the school calendar and write down all school activities:
 - Concerts
 - Plays
 - Awards Ceremony
 - Groups you belonged to
 - Honors 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 sports,
 - Angel Tree for Christmas
 - Boy Scouts/Girl Scouts
 - Library Time
 - Etc.



PLAN 4—EMERALD PIN

- * Exhibit one or more of your projects at a club tour, club exhibit day, county fair or an event similar to a county fair but with another title.
- * Attend a majority (more than half) of the regularly scheduled meetings of your club.
- * Present a program number at a 4-H project meeting or at another 4-H club or group meeting.
- * Complete your 4-H Record Book and turn into Extension Office.
- * Complete 5 optional requirements listed on the Emerald Achievement application.

PLAN 5—SILVER PIN

- * Exhibit one or more of your projects at a club tour, club exhibit day, county fair or an event similar to a county fair but with another title.
- * Attend a majority (more than half) of the regularly scheduled meetings of your club.
- * Present a program number at a 4-H project meeting or at another 4-H club or group meeting.
- * Complete your 4-H Record Book and turn into Extension Office.
- * Complete 6 optional requirements listed on the Silver Achievement application.

PLAN 6—SILVER GUARD PIN

- * Exhibit one or more of your projects at a club tour, club exhibit day, county fair or an event similar to a county fair but with another title.
- * Attend a majority (more than half) of the regularly scheduled meetings of your club.
- * Present a program number at a 4-H project meeting or at another 4-H club or group meeting.
- * Complete your 4-H Record Book and turn into Extension Office.
- * Complete 8 optional requirements listed on the Silver Guard Achievement application.

4-H MEMBER ACHIEVEMENT PIN PLANS



Here are the requirements to be completed in the year for which application for the award is made. You may receive only one achievement pin in a 4-H year.

All forms for the achievement pins can be found at our website:
http://www.midway.k-state.edu/4-h/resources/forms/achievement_pins

PLAN 1—4-H MEMBERSHIP PIN

- * Awarded to first year 4-H'ers.
- * Attend a majority (more than one-half) of the remaining regularly scheduled meetings of your club after you join.

PLAN 2—BRONZE ACHIEVEMENT PIN

- * Exhibit one or more of your projects at a club tour, club exhibit day, county fair or an event similar to a county fair but with another title.
- * Attend a majority (more than half) of the regularly scheduled meetings of your club.
- * Attend one club or county/district event.
- * Complete your 4-H Record Book and turn into Extension Office.

PLAN 3—CLOVER PIN

- * Exhibit one or more of your projects at a club tour, club exhibit day, county fair or an event similar to a county fair but with another title.
- * Attend a majority (more than half) of the regularly scheduled meetings of your club.
- * Present a program number at a 4-H project meeting or at another 4-H club or group meeting.
- * Complete your 4-H Record Book and turn into Extension Office.
- * Complete 3 optional requirements listed on the Clover Achievement application.

• Section 2: Project Communications, Presentations, Exhibits, Contests, Judging or Skillathons

- * Every row that you write on should include the 4-H year.
- * List projects in the same order as listed on your Personal Page.
- * 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 Day
 - ~ Have you done a talk at your club meeting?
 - ~ Did you do any promotional talks at school?
 - ~ Did you do any show & tells at school about your 4-H projects?
 - ~ Did you participate in Club Day?
 - ~ Did you participate in Regional Club Day?
- * Place a number in each column, even if it is a zero.
- * Include the date (ie: 2/6)
- * Write in the column or tell what kind of judging you completed.
- * Write in the placing if you placed; if not, write "part" for participation.
 - ~ Did you do any judging at Club Day?
 - ~ 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.



- **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 Day?
 - ~ Did you go to Regional Club Day?
 - ~ 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 the 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.
- * This section can also be used for non 4-H activities as well.

- **Section 4: Most Important Recognition**

- * Every row that you write on should include the 4-H year.
- * This is the 4-H'ers decision. It could be anything from a Red Ribbon at the Food Fair to a Top Blue at Regional Club Day or anything in-between.
- * Include School Awards:
 - ~ Character Counts
 - ~ Perfect Attendance
 - ~ AR
 - ~ Lettered in Sports
- * Include Community Awards:
 - ~ Won Parade Entry

- Use a computer or print clearly with an ink pen.
- Paper (Personal Page, KAP & Story): 8 ½ x 11 inch white paper. One **side** of page only.
- 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.
- Margins: Top, Right Side & Bottom: 1 inches Left: 1 ½ inch
- Font: Easily legible, no smaller than 10 point font
- Spacing: Double Spaced
- 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 of county; goat instead of coat or boat; counsel instead of council; bred instead of bread; or lead instead of led.
- Use technology to your advantage such as bolding headings or key points, underlining, bullets, outlines, etc.
- Do not use plastic sleeves, divider tabs or table of contents page.
- White space is ok.
- 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
- Ask for help with translation if you do not use English as your first language.

KANSAS AWARD PORTFOLIO

The Kansas Award Portfolio (KAP) is a project record and should be turned in for each project you want to be eligible for a County Award. Each KAP needs to be in a **separate** folder/binder.

What is included in the 4-H KAP?

The KAP includes (in this order):

- 4-H Personal Page
- 4-H Project Story
- KAP Application (photographs are part of the application)

All forms for the Record Book can be found at our website:
http://www.midway.k-state.edu/4-h/resources/forms/other_awards

All sections and attachments should meet the following requirements:

- Complete one KAP for each project for which you are to be considered. Because State Awards may change and counties/districts do not always offer the same award 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 level. 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.

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 helped 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 the 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, the number of hours that you practice with your dog, horse, shooting sports, etc.
- Every book you read and when you read to someone.



CITIZENSHIP vs. LEADERSHIP

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

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
- Delivering treats to local people
- Decorating windows of local businesses
- Providing child care during a town meeting
- Collecting food for the Food Pantry
- 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.

Leadership Examples:

- Serving as a project leader—club or county
- Serving as a superintendent
- Serving on a committee or chairing a committee
- Officer for club or county wide group
- Serving as a mentor for younger members
- Organizing an event
- Serving as a camp counselor
- Active member in Junior Leaders

Try to include some Citizenship and Leadership into the activities and experiences for each project area.

PHOTOGRAPHS (optional) 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.
- Pictures should be action pictures that show you doing something.
- 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: 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.
- DO NOT ENCLOSE PHOTOS IN PLASTIC SLEEVES.

