

# TIPS FOR RECORD & KAP SUCCESS

## PLEASE READ - IMPORTANT INFORMATION!

### RECORD KEEPING

Each and every Meadowlark District 4-H Member is asked to complete a 4-H Recordbook as part of their annual 4-H enrollment requirements. The following information discusses what makes up a 4-H Recordbook and list the order items should be included within the recordbook for record keeping. Typing should not have preference over neatly hand-written records. Records that are legible with work done by the 4-H member is the most important aspect. Records should be kept into the future for consideration of scholarships, Key Award, personal reference and/or resume information.

#### Why do we do 4-H Records?

1. Teaches practical skills for the future.
2. See progress as members grow and learn.
3. To establish members goals and planning for the 4-H club program.
4. To teach and give experiences in decision-making, responsibility, cooperation, planning, and setting individual goals and evaluation.
5. To develop member's record keeping skills and habits.
6. To aid them in managing their project(s) - may not take so many projects when they think about the "paperwork" that has to be done with each project.
7. To improve their skills in organization, spelling, grammar and math.
8. To manage their resources (financial and material).

#### What is a good record book?

In general terms, a good record book is one that is...

1. Accurate - make sure dates, amounts, and other information is correct and factual.
2. Complete - all blanks are filled out and signatures are obtained.
3. Neat - no scribbles, use pencil or pen but not both, olders 4-Hers can use computer.
4. Truthful - remember your leaders/extension office read these and know if you have attended something.
5. Concise - to the point, free from duplication, most important information.
6. Properly assembled - follow the order given and don't add extras.

### **What is included in the 4-H Record Book?**

#### Record Book Order

1. Pin application (currently working towards)
2. Current MED personal page
3. 4-H story (optional general 4-H pictures may follow story - no more than 3 pages)
4. Kansas 4-H Permanent Record
5. Current MED project records for this 4-H year
  - \*Project records
  - \*Project story
  - \*Maximum of three pages of pictures, one side only.
6. Previous years records by year in the order listed above.

#### Pin Application

- ▶ Application should be filled out
- ▶ Must be signed by the 4-Her
- ▶ Parent must sign
- ▶ Leader will sign if youth did the work to be deserving of the pin
- ▶ Make sure you keep this in front of the personal page the year it was earned

### Meadowlark District Personal Page (Annual Record Sheet)

- ▶ It should include a head and shoulder picture of member, such as a school picture.
- ▶ Projects should be listed in alphabetical order.
- ▶ Include the necessary signatures - yours, your parent, and your leader.

### 4-H Story & Photos - General

- ▶ The 4-H story can be hand written if you are a younger member; 7-9 year olds may use pencil.
- ▶ The 4-H story should be like the final chapter of a book; tie the year together, summarize, and highlight important things learned and accomplished.
- ▶ The 4-H story should not exceed 6 pages, double spaced on one side of the paper.
- ▶ Focus on 4-H work, but can discuss how your 4-H work carried over into other parts of your life.
- ▶ Discuss goals set, offices/committees, learning, presentations, leadership, citizenship, successes and challenges within the 4-H year.
- ▶ Should be more than a fair ribbon placing report.
- ▶ A catchy opening, detailed body and strong conclusion are important.
- ▶ 4-H stories do not need to be signed by the member.
- ▶ General 4-H photos can follow the 4-H story, but no more than three pages of captioned, action photos; showing learning, leadership and citizenship is best. Some choose to include pictures within the body of the story, this should only be done if it enhances the story. Enclosing photo pages after the story is preferred.

### Permanent Record - Four Sectioned - Continual Record Sheet

- ▶ It should be kept neat since it will be added on to every year.
- ▶ Record all exhibits, offices held, events attended, and other participation for the entire 4-H year. Don't forget, you can include non-4-H entries too!
- ▶ Avoid taping extra paper to the permanent record, instead get an extra copy of the pages you need.
- ▶ It is a detailed document listing everything done by the member.
- ▶ It is important to utilize all the sections of the four-sectioned permanent record.
- ▶ For the purpose of project record competition/competition, only the current year 4-H Permanent record or portion of the permanent record will be evaluated, and can be submitted as such (current 4-H year - not the entire document).
- ▶ Current year forms should be placed on top of previous year forms, keeping the newest information on top, IF using new pages for each year.
- ▶ All Permanent Record pages should be kept together in the same section of record book.

### Meadowlark District Project Record Sheets - Annual Record Sheet

- ▶ Separate record sheets will be used for each project in which you are enrolled. Use the Meadowlark Extension District approved sheets with the District logo. Either the General Record Sheet or Animal Record Sheet.
- ▶ A project story allows you to share more about what you did and learned.
- ▶ **DO NOT** include project materials other than record sheets/approved supplements.
- ▶ Record should be complete, including signature of project leader or the parents in the absence of a project leader.
- ▶ Previous year(s) records should be placed in the same order as described above, following the current year, in the back of the record book. This places current year in front and any previous year's projects in the back.
- ▶ Protective sleeves (not recommended), tab dividers and other organizational items are optional and should not be given preference over those books without.
- ▶ **Members are strongly encouraged to work on records throughout the year as they do their project work. This makes it a much more manageable task to complete!!!**

### **Pages of Pictures For Each Project**

- ▶ Pictures are important because they document the project and show sequences of growth.
- ▶ Pictures should be secured to an 8 ½ x 11 inch page on inserted electronically.
- ▶ Each picture should have a caption describing what is taking place.
- ▶ Pictures are limited to three pages - with photos on one side of page only  
Pictures should show project achievement, project leadership and project citizenship.

### **Things to NOT include in your record book**

- ▶ Ribbons
- ▶ Recipe cards
- ▶ Copy of enrollment information
- ▶ Fair stall card
- ▶ Score cards
- ▶ Weigh in cards
- ▶ Registration papers
- ▶ Business cards
- ▶ Project Manuals
- ▶ Project instructions
- ▶ Newspaper clippings
- ▶ Show order sheets
- ▶ Educational information
- ▶ Fair entry cards
- ▶ Receipts (feed, vaccinations, kits, supplies)
- ▶ Pre-entry forms
- ▶ Premium statement
- ▶ Greeting cards/thank -you cards
- ▶ Anything that would go into a scrapbook

**Hints and tips for neatness and longevity of recordbook/KAP:** Utilizing page reinforcements is helpful, pictures should not be stapled/taped, photo adhesive mounts on back of photos looks better and is encouraged, black ink should be used in printer and with signatures. **Plain white** or lined notebook (8-1/2 X 11) paper should be used for stories and photo pages.

**FORM-FILLABLE**, Word and PDF approved documents can be found at:

[http://www.meadowlark.k-state.edu/4-h/project\\_records.html](http://www.meadowlark.k-state.edu/4-h/project_records.html) 4-H and Youth Tab - Project Records tabs

**REMEMBER!!!!** Only the current years records are evaluated for local project awards. However, you need to keep previous years records to be used as a historical document of your 4-H career. This record archive will become useful for filling out Key Award, Scholarship and potentially job applications later in life.

# 4-H Project Award Recognition

Beyond the basic requirement of keeping a 4-H recordbook is the competitive side of record keeping i.e. - project recognition. This is an optional activity for 4-H members, wishing to receive recognition for project work captured within the 4-H Record Book. Within Meadowlark District: The approved record sheets described above will constitute the basis for project evaluation. Junior aged youth (7-13 before January 1<sup>st</sup>) will be evaluated against Juniors, Senior aged youth (14-18 before January 1st) will be evaluated against Seniors for project recognition.

ANY SENIOR wishing to advance to the northeast area and possibly state project screening **MUST** utilize the state standard award application - Kansas Award Portfolio (KAP). The KAP is project specific and requires that each KAP be submitted in separate folders/ notebooks. KAP will NOT be accepted locally for project recognition. This means youth competing at this level, will have two systems to comply with - local (recordbook) and area/state (KAP).

## What makes up the KAP?

At most - each project specific KAP will be no more than nineteen (19) pages in total. It is important to place each project portfolio inside a cover and secure pages so they do not fall out. **Do not** use plastic sleeves, divider or table of contents. Label the front of each cover with your Name, Extension unit (county/district) club and name of the award program. Font size for this document must be at least 10 pt. Assemble information in this order:

1. Personal page from 4-H Recordbook (photocopy is fine or complete one for each project).
2. Project Specific 4-H Story: Not to exceed six(6) pages, double-spaced on one side of paper. Use the story to expand upon project knowledge, skills, accomplishments, personal growth, involvement, etc... within the project. Use 8-1/2 X 11 plain white paper. **THIS IS NOT YOUR GENERAL 4-H STORY!**
3. Kansas Award Portfolio (KAP) document (includes three(3) pages of photographs for a total of twelve (12) pages). There are five sections in the KAP covering: *Project Goals*, *Project Experiences*, *Project Leadership and Citizenship*, *4-H Awards and Recognition* and *Non- 4-H experiences related to the Project*. There are then three pages of photos covering *Project Learning photos*, *Project Leadership photos* and *Project Citizenship photos*. Six photos per page maximum, one side only, with clear captions.

There are no clear guidelines on what happens to past year(s) KAP. It is acceptable to place these in the 4-H record book with the past year(s) documents (personal page, story, project records). Record keeping and recognition go hand in hand, but are two separate areas. This is why record keeping should be done first and this information used to complete the award recognition form of KAP, for those wishing to receive project recognition.

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