Kansas 4-H Award Portfolio & Record Keeping System

Training Orientation for Meadowlark District Leaders, Parents, and 4-H Youth

Ross Mosteller, District 4-H Youth Development Agent
Records Versus Awards

Who Does Records???
- **ALL** 4-H Members in Meadowlark District
- Information Compiled in Record Book
- Record Book Completion Required for Membership & Year/Achievement Pin Applications

Who Does Awards??
- 4-H Members Wishing to Compete for County/District, Area, and State 4-H Project Awards
- Juniors utilize Meadowlark District Approved Records
- Seniors utilize Kansas Award Portfolio (KAP)*
- Youth Completing KAP Need Record Book as well
Records Versus Awards

Record Book is a Cumulative Document of all 4-H Experiences, with Current Year on Top or In The Front; past Years in back.

KAP is a Document Representing Current Year’s Work in ONE Project ONLY.
What Makes Up a Record Book???

- Three Ring Binder or Other Durable Holder Containing the Following:
  1. Personal Page
  2. Age Appropriate 4-H Story OR Project Specific Story/Stories from KAP
  3. Revised Four (4) Section Permanent Record
  4. Meadowlark District Project Record Sheets for current year
  5. Records from past year(s) work
Personal Page

- Personal Information for 4-H Member
- Listing of all 4-H Projects Enrolled In
  - Alphabetical listing preferred/recommended
- Place for Member Picture
- Needs to be Signed by Youth, Parent, and Community Leader
- New Personal Page Completed Yearly
- Hard Copy or Interactive Forms Available
4-H Permanent Record

This Form Has Been Condensed Into Four Sections Instead of Eleven
Can Be As Many Pages As Needed
Utilized as the Main Source of Record Keeping for ALL 4-H Members
Hard Copy or Electronic Versions Available (Rich Text, Word, or PDF)
Allows for Easy Copy & Paste Into KAP
Electronic Forms Have Ability to Sort
Permanent Record – Sect 1
Groups and Organizations

- List ALL Groups & Organizations Involved With (4-H, School, Faith, Community, etc.)
- List ALL Offices Held & Other Positions
- Enter a Real Date, Not Just a Year if Possible
- Note All Non-4H With Asterisk (*)
- Indicate Number of Meetings Held, Number Led and Number Attended
- Choose the Proper Level of Participation
- **OPTIONAL?** -- Include Hours Involved
- Used to Complete Sections 3 & 5 in KAP
Permanent Record – Sect 2
Communications/Presentations
Exhibits, Contests

- List What You Did In Projects
- Enter a Real Date, Not Just a Year if Possible
- Note All Non-4H With Asterisk (*)
- Indicate if Result of Teamwork
- Choose the Proper Level of Participation
  - Mark Ribbon Placing, Ranking, or Participation
- OPTIONAL? -- Include Hours Involved, Audience, and Income/Expense
- Used to Complete Sections 2, 3, & 5 in KAP
List Events & Activities (not included in other sections of permanent record) Attended or Participated In
Enter a Real Date, Not Just a Year if Possible
Note All Non-4H With Asterisk (*)
Indicate Leadership and/or Citizenship
Choose the Proper Level of Participation
OPTIONAL? -- Include Hours Involved, Audience, and Income/Expense
Used to Complete Sections 2, 3, & 5 in KAP
Permanent Record – Sect 4
Most Important Recognitions

- List Current Year’s Honors, Awards, Special Trips, 4-H Awards, School Awards, Church Recognition, Etc...
- Enter a Real Date, Not Just a Year if Possible
- Note All Non-4H With Asterisk (*)
- Choose the Proper Level of Participation
- Used to Complete Sections 4 & 5 in KAP
What is a KAP???

Kansas 4-H Award Portfolio

Award Application Form for Projects

Replaces the KAA as the 4-H Award Form

Reflects the Work of a Specific Project in the Preceding 4-H Year

Required for Each Project Area Senior 14 years of age (except grandfathered youth)

* (except grandfathered youth)
What’s Included in KAP???

- Personal Page: From Record Book
- **Project Specific** Story (no more that six pages)
- Kansas Award Portfolio
  - Includes: Goals, Project Experiences, Leadership & Citizenship within Project, Awards & Recognition in 4-H, Non-4-H Experiences related to Project, Project/Leadership/Citizenship Photos (maximum of six per page, three pages total)

**NOTE:** Permanent Record Included locally NOT at Area/State!
KAP – Page One

List Name, Project Award Area, Age, County/District, Club, Years in Project

Read Instructions for Organizing and Completing the KAP

Review Key Changes

- This will be removed in the future
Section 1: Goals

List Goals For the Project or Award Area

Indicate if was Project Learning, Leadership or Citizenship with an “X”
Section 2: Summarization of 4-H Project Experiences within project for award year

Maximum of 1 Page – Front Side Only

Do NOT Add Pages

Provide Examples of Learning & Growth & indicate at which level this occurred

“Free – Flowing” part of KAP

Utilizes Permanent Record Section 2 & 3

- as well as any supporting records
Section 3: 4-H Leadership & Citizenship within the Project Area
Do NOT Exceed Space in Form
Top is Meetings, Committees, Offices
  - Reference Permanent Record Section 1
Bottom is What You Did
  - Permanent Record Section 2 & 3
Use Actual Numbers Not Just “X”
Continuation of Section 3, Experiences

Section 4: Awards and Recognition in 4-H

- Place an Asterisks (*) Beside Those Items Relating Directly to Project
- This Is The area to Place ALL Important 4-H Recognition i.e. Key Award, Kansas Youth Council Officer, etc...
- Reference Permanent Record Section 4
Section 5: NON-4H Experiences Related to The Project Area

Do NOT Exceed Space Provided

Top is Meetings, Committees, Offices

Middle is Non-4-H Related Experiences

Bottom is Non-4-H Related Awards/Recognition

Whenever Possible Use Actual Numbers Not Just an “X”

Permanent Record Sections 1-4
Section Six: Project Photo Page
Show Project Involvement Within Project

Section Seven: Leadership Photo Page
Show Project Related Leadership Activities

Section Eight: Citizenship Photo Page
Show Project Related Citizenship Activities

Maximum of Six Photos
Maximum of One Page, Single Sided
Photos Should Be Captioned

Photos Can NOT Be Hinged or Stacked

If using Action Photos, include you in the photo(s). Include others in the photo(s) leading activities, such as leading a project meeting.

Avoid “Fancy” or “Scrapbook” type pages.

A picture is worth a thousand words, make the most of the six allowed per page!!!
Meadowlark District Recognition & Records Policy

AGE: Junior 13 & below Senior 14 & up

PERMANENT RECORD: Revised 4 Section

MEMBERSHIP RECOGNITION:
Recognized for years in 4-H by completing record book and attending half of club mtgs

ACHIEVEMENT RECOGNITION: Follow the Kansas 4-H Achievement Level Awards

PROJECT AWARD RECOGNITION:
Juniors use MED Project Records, Seniors use KAP after January 1st, 2010 (grandfather clause)