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 4-H record sheets will constitute the basis for project evaluation. Junior aged youth (7-13 before January 1st) 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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