

September, 2018

Dear 4-H members, parents and leaders,

Record book time is here! Record books and pin applications should be turned in to your 4-H community leader at the time they request so they can check them over and sign them. Please check with the community leaders for earlier club due dates.

Remember 4-H record books are due to the Extension Office September 28th. A 24-hour grace time will be allowed BUT they must be signed and dated, so it is your responsibility to meet with your community leader and get them signed by October 1st! Absolutely NO Kap's will be accepted after 5 pm on October 1 so go to your leader and get them signed ahead of time.

Remember there are 3 options:

1. All members must complete a basic record book to apply for an achievement pin: A complete record book must have a personal page, a 4-H story and a permanent record. It can be in the green 4-H record book cover (ask for one if you have never before received one) OR a 3-ring notebook. Pin applications require your signature, a parent and two leaders. Unsigned pin applications will not be approved.

2. 4-H members in the 7-13 age group who want to apply for a county project award : you must complete a KAP (the state 7-8 year old form) and place it in the record book with a divider behind the personal page, story and permanent record. The form will not allow you to add pages but feel free to make your story longer

3. Members 14 and older: You must complete a KAP as outlined on the KAP 14 and older form (Personal page, story and KAP with pictures). Each KAP must be in a separate 3-ring notebook or binder. NO pages can be added or expanded. The KAP for this age group can only be 13 pages long, so if your computer isn't working with this document your computer may not be updated. If complete this will count as a "completed record" for your pin application.

If you have questions, please contact your community leader, another parent or leader or talk to Berny at the Extension Office.

Sincerely,

**Berny Unruh
DEA, 4-H and Youth Development agent**

Record Book Guidelines

One of the requirements on the Achievement Pin application is to complete a 4-H record book. In Barton County, a completed record book consists of:

1. A personal page (with all required signatures)
2. A 4-H Story (minimum of 1 and maximum of 6 pages long)
3. A complete Permanent Record

This can be handwritten or done completely on the computer. The record book will not be “judged” unless you are applying for a county project award.

1. The **Personal Page** can be downloaded and saved on your computer. Go to www.cottonwood.ksu.edu and look under “4-H and Youth” on the left side and then look under “4-H Forms and Record keeping”. On the Personal Page list all your projects in alphabetically order. You may need to look at the enrollment card to determine the proper names of the project. For instance, “Clothing” is the project and “construction” or “buymanship” is the phase you are enrolled in. So list is as “Clothing - Construction” Don’t forget to add a picture and get all the necessary signatures.

2. **The 4-H Story** is a chance for you to share your thoughts about the year. Consider following this outline for your story:

- start with a brief introduction of yourself. Tell why you took the projects you did and what you hoped to accomplish during the year.
- use the next few pages to tell more about your projects and activities in detail. Be sure to include any problems you had and how you resolved them.
- share about any leadership or citizenship you did in your projects, give specific details on meetings attended, any presentations given and any assistance you received.

3. The **Permanent Record** can also be saved to your computer and you can add to it each year. A permanent record in Word is at www.cottonwood.ksu.edu under “4-H and Youth” and “Forms and Recordkeeping”. A sample permanent record is also posted here.

The permanent record is divided into 4 sections. Try to record the month and year for each entry as this will make it easier to sort at the end of the year.

Section 1 is Groups and Organizations. This includes all 4-H groups as well as non-4-H (school, community, church) groups you participate in. You can enter each meeting you attend on a separate line or summarize the totals for the year.

Section 2 is Communications/Presentations, Exhibits or Contests. This would be for any time you share your projects or activities with any other group or person. It would be helpful to include hours spent preparing, number in audience, as well as any income or expense incurred.

Section 3 is Activities. This is where you will list events and activities that you attended or participated in that are not included anywhere else in the Permanent Record. This includes 4-H and non 4-H.

Section 4 is for important recognitions for both 4-H and non 4-H. Include everything you feel is important to you - even a blue ribbon.

County Project Awards

It is also a good idea to keep a record of your accomplishments in each of your projects. This can be recorded on a record sheet of your choice.

HOWEVER, if you want to apply for a **county project award** you must complete a KAP (Kansas Award Portfolio). The project award areas that will be recognized at the Achievement Celebration are listed on the Nomination Form. The checksheet to nominate yourself was in the September newsletter and is also included here. Complete this nomination form and lay it in the front of your 4-H Record book.

The KAP form can be found at www.cottonwood.ksu.edu under “4-H and Youth” and then click on “Forms”. In Barton County, if you are 7-13 years old, you will use the state form for 7-8 year olds. If you are 14 and older, you **MUST** use the KAP form for 14 and older.

At the County Achievement Celebration in November, a County Award Pin will be given to the top KAP in the junior division (age 7-13) and in the senior division (age 14 and older). The top senior KAP will be eligible to advance to Area KAP judging in January.

If you believe you have worked hard on a project and have reported your accomplishments on the KAP form, then you can “nominate” yourself to be considered for a county award. Be sure to include pictures and include a story. If you wrote a 4-H story about all your projects, just copy and paste that story for your KAP.

7-13 Year olds : If you are applying for more than one county project award, please use divider tabs to identify each project area. The nearby county who has been asked to judge our records will greatly appreciate this.

14 and older: You must place the KAP for each project award in a separate 3-ring notebook or binder. Please read the front page of the KAP for instructions (ex. There is no permanent record needed in a KAP)

Your records can be in a three-ring notebook or in the green 4-H record book cover. It is not necessary to place your record sheets in page protectors. In fact when KAP’s advance to area judging, you can **not** have sheet protectors.

Our project KAP’s will be evaluated by a committee. The evaluation scoresheet that will be used can also be found at www.kansas4-h.org under “Resources” and “4-H Library” and “Awards”. Leadership, citizenship and project accomplishments are considered. The best way to really share all those things is to add pictures and a story.

Pictures

You should have photos showing your project work and any leadership and citizenship completed for each project area. There can be a total of 3 pages of pictures for each KAP. You can mount them on heavier paper or photo paper. Do not enclose them in plastic sleeves. Don’t forget to include creative captions. For example: don’t say “This is me modeling a dress I made” instead say, “The silky fabric I used to construct this dress for myself was a real challenge”.

Citizenship and Leadership

We talk about citizenship and leadership in 4-H often. These two terms may be difficult to understand so it might be helpful if parents and leaders explain “why” the club is doing a certain activity.

First, let’s define citizenship. **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.

You will find some examples of citizenship and leadership at the bottom of the page. This is to help stir your creativity. There are many others and there is a much longer list at the Extension Office.

Leadership is a little different. Leadership occurs when a person takes the “initiative at a given time” to help get a project done. Leadership is teaching or leading the group. Leadership can also be organizing, delegating and allowing others to have a part. You do not have to be the president of a club to be a leader. You do have to take the initiative to “lead” a project or a group.

Citizenship Examples:

- ▶ Christmas caroling
- ▶ Bingo event at the retirement center
- ▶ Park clean up day
- ▶ trash pick up day
- ▶ Delivering treats to local people
- ▶ Decorating windows of businesses
- ▶ Providing child care for a meeting
- ▶ Collect food for the food pantry
- ▶ Clean up after a natural disaster
- ▶ Help with fair set up and clean up
- ▶ Plan a beautification project
- ▶ Clean up the local park
- ▶ Install a flagpole in the community
- ▶ Collect aluminum cans
- ▶ Participate in bake n’ take week
- ▶ Decorate a Christmas trees for a health care center
- ▶ Work on a community project
- ▶ Plant a garden for the neighborhood
- ▶ Read to the elderly or children
- ▶ Help with a health fair or a blood drive
- ▶ Raise money for the honor flight program

Leadership Examples

- ▶ Serve as a project leader for the club
- ▶ Serve as county project leader
- ▶ Chair a committee
- ▶ Be an officer for a club or group
- ▶ Organize an event
- ▶ Serve on a committee
- ▶ Teach others how to do something
- ▶ Serve as a camp counselor
- ▶ Be an active participant in the junior leader group
- ▶ Plan a community bike rodeo
- ▶ Organize a group to make items for a local preschool
- ▶ Help judge 4-H books from another county
- ▶ Assist and teach younger members
- ▶ Initiate a green and white day at your school - not just 4-H members!
- ▶ Plan a special program for the Seniors in your community
- ▶ Plan a fund-raiser for a special need
- ▶ Involve the disabled in a 4-H project

Achievement Pins

4-H members can apply for an achievement pin each year. The guidelines are designed so members will set goals and work to accomplish those goals during the year. It would be most beneficial to obtain the form at the beginning of the 4-H year and make a plan for how you will meet the standards.

The pins must be earned in order and a member would receive one pin in a year. Exceptions to this would be:

- * If the membership pin was not received after the first year, the member can move on to the Bronze.
- * If a member starts 4-H at age 12 or when they are in high school, they can start with the emerald or silver pin and only in certain circumstances could a member be allowed to earn more than one pin in a year. If you have questions, please visit with the 4-H agent.

For the bronze pin and above, 4-H members must turn in a completed record book which consists of a personal page, a 4-H Story and a completed Permanent Record. All work must be done in the current year, except for several optional requirements for the gold pin and gold guard.

In Barton County you may apply for a *Yearly membership Pin in any year that you are in 4-H. Usually this would be in a year when you are not able to meet all the requirements for the next pin.

The Achievement Pin order is:

1. Membership - For first year members
 2. Bronze
 3. Clover
 4. Emerald
 5. Silver
 6. Silver Guard
 7. Leadership
 8. Gold
 9. Gold Guard
- * Yearly membership pin

Key Award - for members 16 and older

This is a separate state pin application and different than the series listed above. The 4-H member must plan ahead for this and meet 9 of the 11 requirements. Extemporaneous speaking will not count as a planned prepared demonstration or public speaking talk.

Applications that are **incomplete** or inaccurate will not be accepted. The Key Award can be received in the same year as an Achievement pin.

AWARD NOMINATION FORM

Member Name _____

Place a check mark by the awards you are applying for and place this in the front of your record book. This is due **September 28th** to the Cottonwood District Extension Office-Great Bend.

Project Award Areas

To apply for a project award your record book must have a completed KAP with pictures and a story about what you have done and learned in this project. You also must be enrolled in the project area to compete for a county award.

- _____ Beef
- _____ Bucket Calf
- _____ Citizenship
- _____ Clothing and Textiles
- _____ Communications (Public Speaking)
- _____ Dairy (includes dairy cattle and goats)
- _____ Dog Care and Training
- _____ Energy Management (Small Engines, Electric and Power of the Wind)
- _____ Entomology
- _____ Environmental Science
- _____ Family Studies
- _____ Fiber Arts (Quilting, Crochet, etc.)
- _____ Foods and Nutrition
- _____ Geology
- _____ Health and Wellness (Health, Fitness, Bicycle and Recreation)
- _____ Home Environment
- _____ Horse
- _____ Leadership
- _____ Meat Goats
- _____ Performing Arts
- _____ Pets (Cats, hand pets, aquarium pets)
- _____ Photography
- _____ Plant Science (Crops, Horticulture, Flowers and Forestry)
- _____ Poultry
- _____ Rabbits
- _____ Reading
- _____ Self-determined
- _____ Sheep
- _____ Shooting Sports
- _____ Space Tech (Rocketry and Robotics)
- _____ Swine
- _____ Visual Arts
- _____ Wildlife
- _____ Wood Science (woodworking)

4-H Achievement Pins

Place the achievement pin application (one only) inside the front cover of your record book.

- _____ Membership Pin
 - _____ Bronze Pin
 - _____ Clover Pin
 - _____ Emerald pin
 - _____ Silver Pin
 - _____ Silver Guard Pin
 - _____ Leadership Pin
 - _____ Gold pin
 - _____ Gold Guard Pin
 - _____ Yearly Pin (Barton County Form)
-

_____ Key Award is a State Application and is separate from the above pin series. Must be 16. You may apply for the Key Award and an achievement pin the same year.

Other Award Areas: Due September 28th.

- _____ Reporter Book
- _____ Secretary Book
- _____ Treasurer Book
- _____ Historian Book

The Friend of 4-H award will be a nomination from each club and voted on by members of 4-H Council. Due at 4-H Council (October 15th)

The Barton County 4-H Club Summary Report is to be completed by the club officers and leaders to receive the seal for your charter. Due October 15th.