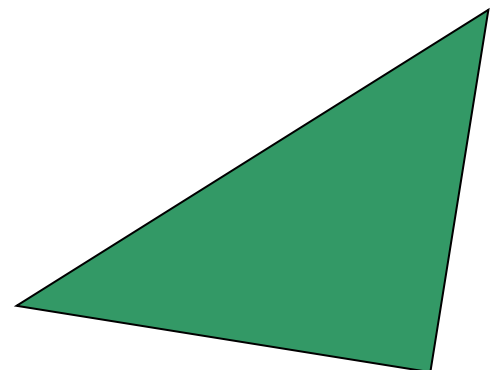


**Simplified
4-H Kansas
Award
Portfolio
Hints**



This information will give you tips and partial examples on how to complete each section of the Simplified Kansas Award Portfolio (KAP). Before you go through the step-by-step instruction, consider the following.

The amount, variety and quality of work will be important in a 4-H record that shows excellence. Equally important is how you shared what you learned in projects with others through demonstrations, exhibits, talks, radio programs, etc. This is leadership. What you attend or participate in to learn more about your project also contributes to your accomplishments. Helping out in your community and serving others is demonstrating good citizenship. Think how you can be involved with your 4-H project in community service.

Many of the record keeping forms can be found in Adobe Acrobat form-filler on the Geary County 4-H website (<http://www.geary.ksu.edu>) under 4-H Youth Development and 4-H Forms.

Complete one KAP for each project. A list of projects and corresponding award programs is attached. Print or write clearly with an ink pen or use a typewriter or word processor on your KAP. Since the 4-H year includes two calendar years, give the specific years. Example: 2014-15.

Section 1: Goals

Most successful projects begin with well-founded goals that provide a plan to increase your personal knowledge, technical skills, and leadership abilities. A 4-H record that shows excellence will begin with goals designed to provide learning, leadership and citizenship experiences for the individual.

Ideally, goals should be set at the beginning of the project experience because they teach decision-making and allow the 4-Hers to plan their own learning experiences. Goals tell what you plan to learn, make or do. Your goals should be detailed enough to keep the project on track and to evaluate your progress; flexible enough to grow with the project and to determine when you have reached a stopping point or need to change directions; and provide a balance between project learning and activities, leadership and citizenship. Even though you are completing this application for just one year, it is reasonable to expect an excellent project record to have several goals within that year.

EXAMPLES:

- Attend a shooting sports competition
- Learn about the settings on my camera
- Feed my goat so it weighs at least 60 pounds by fair
- Learn to crochet
- Attend at least half of the dog project meetings
- Practice answering questions for fashion revue judging so I am ready
- Learn to use the oven
- Make supper for my family at least once a week
- Grow five different types of vegetables
- Make crafts to take to the nursing home
- Give a demonstration about my project

Section 2: Summary of 4-H Project Experiences

The principle of 4-H work is learning by doing. This section is where you report what you have learned and done within your 4-H project this year. Your experiences and/or learning should be age appropriate and detailed enough to evaluate your progress; include an indication of the size and amount of work accomplished.

Even though you are completing this application for one year, it is reasonable to expect an excellent project record to have a variety of age appropriate project experiences within the year.

Examples of learning experiences include, but are not limited to, judging schools, camps, contests and tours. The activities and things learned provide evidence of growth in this project. Leadership and citizenship activities are included in the next section, thus you do not need to list them here, but may feel free to include some of what you learned in doing them.

EXAMPLES:

Foods & Nutrition Project

1. Share some of the things you did in this 4-H project this year.	Made supper for my family at least once a week Made cookies for 4-H Club meeting refreshments Donated canned food to the Food Pantry Attended 2 project meetings Exhibited 3 items at the fair Toured the Baking Science Department at K-State Open House
2. What did you learn?	Learned how to use the oven Learned how to make spaghetti, lasagna, hamburgers, oatmeal cookies, cornbread Learned that a lot of families don't have enough food to eat Learned how to make sure my cookies don't get too dark from the fair judge
3. What would you change?	Make sure to practice my fair recipes before fair time Be less messy in the kitchen so I don't have to clean up so much
4. Will you take this project next year?	Yes _____ X _____ No _____ Maybe _____
5. Why?	I like cooking and want to learn how to make different things like cakes and pies in the future I also like to eat what I cook

Photography Project

1. Share some of the things you did in this 4-H project this year.	Took over 500 pictures Entered 5 photos in the fair Attended 2 project meetings Shadowed a professional photographer taking family photos
2. What did you learn?	Learned to use the settings on my camera Learned how to mount my photos for the fair Learned about the rule of thirds Learned about posing family members for photos
3. What would you change?	Remember to take my camera with me more often so I can take pictures wherever I go Don't wait until the last minute to print my pictures for fair
4. Will you take this project next year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe <input type="checkbox"/>
5. Why?	I like taking pictures I want to be a professional photographer someday

Section 3: 4-H Leadership & Citizenship Experiences Within This Project

Summarize your 4-H meetings/committees/organizations. Project meetings or project club meetings should only be included if related to this project. Leadership is teaching another person or a group how to do something and Citizenship means helping out in your community and serving others without being paid for it.

Even though you are completing this application for just one year, it is reasonable to expect an excellent project record to include both leadership and citizenship activities within that year. Note that in all tables, every line item will not necessarily have something in every box.

EXAMPLES for the Meetings, Committees, Events, Activities table:

Meetings, Committees, Events, Activities	Number Held	Number Attended
Beef Project Examples		
Bucket Calf Project Meetings	2	2
Livestock Judging	1	1
Foods Project Examples		
Foods Project Meetings	4	3
Club Refreshments Committee	2	2
Fair Foods Judging	1	1

EXAMPLES for the What You Did table:

What You Did in this Project	Where You Did It
Horse Project Examples	
Gave a project talk	Club Meeting
Took care of neighbors horses when they were on vacation	Neighbor's Farm
Helped set up the trail pattern at the horse show	County Fair
Foods Project Examples	
Served drinks at the 4-H Foundation Bingo Event	4-H Building
Fair Cleanup	Fairgrounds
Donated canned food to the food pantry	Food Pantry
Gave a demonstration	4-H Day

Section 4: Awards & Recognition in 4-H

List the most meaningful awards and recognition you received this year.

EXAMPLES:

Got a purple ribbon on my cookies
Placed in the top ten at the shooting sports competition
Qualified for state fair with my knitting project
Received a foods project medal
Received membership pin
Got a blue in sheep showmanship

Section 5: 4-H Project Story

Use the space given to tell more about your project. You can share challenges that you faced, what your favorite part of the project is, etc.

Section 6: Photographs

Include no more than 3 pages of pictures about your project. Action photos are much better than pictures of just your completed project. Include pictures of you making your project, talking to the judge about your project, giving a demonstration about your project, showing your animals, donating food to the food pantry, participating in a project meeting, etc. For the photography project, you can also include some of the photographs that you have taken throughout the year.

How to Assemble Your KAP

Assemble your records in the notebook given to you with the cover page completely filled out. The records should be placed in this order:

1. The **Personal Page**

List projects in alphabetical order.

A current picture is a must! It does not need to be as big as the space allowed; place a piece of colored construction paper over the space and glue your picture to the colored construction paper.

Signatures are very important. The member, member's parent or guardian and community leader all need to sign.

2. Your **4-H Story** (not to exceed six pages, double spaced on one side of the paper).

If your story is already written on the back side of your Personal Page, you do not need to re-copy it. If you write a longer story, it may be typed or word processed.

Your 4-H story is an important part of your records. Try to convey how your total 4-H year affected you and your family. This is where you can expand on facts and figures by telling what your experiences have meant to you and how 4-H has developed your confidence and attitude. The story adds warmth and depth to information in the KAP. It should not be a re-listing of what has already been said in other parts of your KAP.

The following outline may help you in developing your story.

- I. *Introduction*: Should capture the reader's attention and introduce you.
- II. *Project information*: Tell about your projects, how 4-H helped you learn things you didn't know before, how your project grew in size and scope, and some things you tried successfully or unsuccessfully.
- III. *Leadership and Citizenship*: Explain how 4-H has helped you become a better leader and citizen, increased your interest and participation in community affairs, and what you have learned from team efforts.
- IV. *Personal satisfaction, future goals*: Describe how 4-H participation has helped you feel good about yourself and influenced your school and career goals. Tell about your plans for next year or the years after.

3. **General 4-H Pictures**

You may have a maximum of three pages of photos, one side of paper, mounted with rubber cement on heavy paper (but not so heavy that it does not bend). Photos may be cropped to allow more pictures on a page. Photos should have captions, but they should not cover up the photo. Do not enclose photos in plastic sleeves as the glare makes them hard to see.

Pictures are important because they help the judge get to know you, document the project, and show sequences of growth. Avoid photo corners, white glue, and cellophane tape. They allow pictures to fall off. Use paper that is substantial enough to support the picture, but flexible enough for the pages to turn easily. The caption, when used correctly, can add a lot to your photos. Captions may include: the year, activity, audience, and level of participation.

4. A copy of your Kansas 4-H **Permanent Record**.

Since you will only summarize one year's project work in the KAP, the Permanent Record is very important because it is where the judge will need to look to help assess project growth, as well as talks and demonstrations you have given, events attended, special recognitions, and other important information. The newly revised record should be included followed by previous records, if applicable.

5. The **Kansas 4-H Award Portfolio (KAP)** for each project.

For easier judging, each project should be separated with divider tabs and the KAP's should be in alphabetical order as they are listed on the Personal Page.

6. **Project Pictures**

A maximum of three pages of photos should be placed behind each KAP. Each page should contain a maximum of six pictures. The pictures should have captions and follow the guidelines for the general 4-H pictures.

4-H Projects and Award Programs

<u>Project</u>	<u>Award Program</u>
Beef (except Bucket Calf)	Beef
Bucket Calf	Bucket Calf (no state award given)
Dairy Cattle	Dairy
Dog Care & Training	Dog Care & Training
Goats (Dairy)	Dairy
Goats (Meat)	Meat Goats
Horse	Horse
Pets (includes Pets and Cat)	Pets
Poultry	Poultry
Rabbits	Rabbits
Sheep	Sheep
Swine	Swine
Clothing & Textiles (includes Buymanship and Construction)	Clothing & Textiles
Family Studies	Family Studies
Fiber Arts	Fiber Arts
Foods & Nutrition	Foods & Nutrition
Home Environment	Home Environment
Performing Arts	Performing Arts
Visual Arts and Crafts	Visual Arts
Citizenship	Citizenship
Communications (includes Public Speaking)	Communications
Health & Wellness (includes Bicycle, Health/Fitness, Outdoor Adventures, and Recreation)	Health & Wellness
Leadership	Leadership
Photography	Photography
Reading	Reading
Self-Determined	Self-Determined
Entomology	Entomology
Geology	Geology
Shooting Sports	Shooting Sports
Wildlife (includes Wildlife and Sport Fishing)	Wildlife
Energy Management (includes Electric/Electronics, Small Engines, and Power of the Wind)	Energy Management
Environmental Science (includes Exploring Your Environment and Water)	Environmental Science
Plant Science (includes Forestry, Horticulture, Floriculture, and Field Crops)	Plant Science
Space Tech (includes Rocketry/Aerospace, Astronomy, Robotics, Geospatial, and Computers)	Space Tech
Woodworking	Wood Science