Filling out your Recordbooks can give you a sense of accomplishment so you can say...

Just For the Record

I Did it!

I Rule!
4-H Record Books can be COOL... if you make them FUN not boring
Why are they so IMPORTANT you ask ??
It’s a way to record your trials & triumphs that you had during the year.

Keeping good records will help you win trips, awards & college scholarships.
When should I fill out my 4-H records??
Records are also like personal journals—

Recordbook keeping should be done throughout the year. If you wait until the last minute, you may forget something!

It is better to keep track of what you do in the project... when you do it. Write it down!
Keep some kind of record at the time you do the project!

* Fill out your project record sheets at that time or write everything down in a notebook

* Keep a calendar in a handy location (such as the refrigerator) & every time you do something related to your 4-H project, write it down!
GREAT JOB
YOU ROCK!!

Now it is time to fill out & assemble your 4-H Recordbook
My 4-H Record Book
The first page in your recordbook should be your Personal Page.

- The personal page is the first page in your 4-H Recordbook that someone will read.
- This allows the person reading it, to learn your name, age, school, grade, 4-H Club, how many years you have been in 4-H, & parents name.
- It is important to fill in the number of years that you have been enrolled in the project.
- Be sure you have all the signatures required at the bottom of the page.
The 2nd set of papers in your recordbook should be your **Permanent Pages**

- *The 4-H Permanent Record* is a summary of your 4-H work in all projects for every year you are in 4-H. This listing of your accomplishments is a helpful reference when filling out other forms for 4-H, school, other youth programs, other activities in your community, and with information for awards.

- The permanent record should be updated every year and kept behind the *new* personal page for the current year.
• Your 4-H Story should be placed in your recordbook after your permanent pages.
• It should be an essay of your 4-H experiences.
• Be creative.. introduce yourself, include your age, family, where you live, where you go to school, interests, when & why you joined 4-H.
• Tell about the your 4-H projects.. what you did, problems encountered. What were the highlights of this year in the project??
• Tell about items made, skills & knowledge learned, what you enjoyed the most about the project.
• Tell your participation in the club & community events.
• What 4-H means to you now & the future. What are your future plans in your projects?
• Your story can be hand written or computer generated, just make sure your hand written story is readable.
• If you hand write your story and read it many years later... it will give you the best memories 😊
• BE CREATIVE, BE YOURSELF, BE ORIGINAL!
Record Book Project Sheets

• A 4-H project sheet should be filled out for every project that you completed for the current year.

• Be sure you have the proper signatures required for each of the project sheets.

• Be sure to include pictures of your project & any leadership or citizenship you did within the project.

• They should be placed in your record book after your 4-H Story.
Now you have accomplished filling out your record book & you can shout...

Just For the Record
I Did it!

I Rule!
What do I need to do to be eligible for awards??
To be eligible for county project awards:

You must complete a KAP (Kansas Award Profile) for each project area that you wish to compete in. The KAP is totally separate from your recordbook.
The KAP's are available at the Extension Office or an electronic fillable form is available on our website at:

Now it’s time to start filling out your Kansas Award Profile.

The KAP’s are broken down into two age groups:
4-H members ages 7-13 should fill out a Junior KAP. Pencil is recommended for 4-H'ers 7-13 years of age.
Members that are ages 14-18 need to fill out a regular KAP.

4-H'ers 14-18 should type or submit a computer generated KAP.

Pencil is acceptable...just remember a hand written KAP, may be competing against someone who has typed theirs.
Again.. It is better to keep track of what you do in the project... throughout the year.
Write it down!
If you wait until the last minute, you may forget something!
Section 1: Goals

Examples:

- Learn new skills
- Learn how to use new tools such as:
- Exhibit my project at the county fair
- Go on field trips
- Share the project with others
- Use my project...
- Develop a science fair project
- Prepare new (recipes, etc.)
- Participate in a judging school
- Participate in events
- Practice new procedures and/or methods
- Participate in National 4-H Week promoting my project
- Serve as a Jr. Leader within the project
- Teach others about my project at (daycamps, preschools, etc.)

- Organize & conduct a field trip for the project
- Assist in the project area at the fair
- Promote the project at church, school, etc.
- Promote the project (displays, posters, etc.)
- Sponsor project awards
- Donate project products
- Plan a community service within the project
- Plan activities for (nursing home, Sr. Citizen or learning disability person) within the project
- BE SPECIFIC with your goals!
Section 2: Summary

Share some of the things you did in this project. Examples:

- Used library materials for information
- Researched different (recipes, patterns, methods, etc.)
- Organized...
- Practiced safety procedures
- Participated in ...
- Judged ....
- Constructed ....
- Managed ...
- Prepared ...
- Planted ...
- Attended ...
- Incorporated ...
- Operated ...
- Presented ...
- Field trips...
- Learned how to use (equipment, tools, machinery, appliances, etc.)

Include problems
- Lessons learned
- What mistakes were made
- What did you learn from your mistakes?
- What would you do differently?
- BE SPECIFIC!
- TELL ALL THERE IS TO KNOW!
Section 3: Leadership & Citizenship

Did you share your project with others?? Examples:

• This section needs to pertain to your project such as project meetings, project events, committee meetings, etc.
• Leadership is teaching another person or a group how to do something...
• Leadership example: Assisted, taught, presented (talks, demonstrations)
• Citizenship means helping out in your community and serving others without being paid for it.
• Citizenship example: Sponsored, shared, donated, etc.
Section 4: Awards & Recognition

• List the awards, ribbons, etc., you received in the current year at fair, club days, etc.

• Any recognition you received within the project in the current year. Such as.. newspaper articles, etc.
Section 5: on Sr. KAP (Only)
Non-4-H experiences related to this project!

- Summarize your non 4-H (meetings, committees, organizations, activities)
- Include your level of involvement & the level of participation.
- Include numbers, not just X’s
- Explain if it was local, county, district, national, etc.
- This can include school, church, FFA, groups, teams, etc.
- Again.. BE SPECIFIC!!
Section 5 on Jr KAP
& Section 6 on the Sr. KAP:

4-H Story

- It should be an essay of your 4-H experiences.
- Be creative. introduce yourself, include your age, family, where you live, where you go to school, interests, when & why you joined 4-H.
- Tell about the 4-H project. what you did, problems encountered. What were the highlights of this year in the project??
- Tell about items made, skills & knowledge learned, what you enjoyed the most about the project.
- Make this your main paragraph.

- Tell a “little” about your other projects, your participation in the club & community events.
- Tell what 4-H means to you now & the future. What are your future plans in the project?
- Jr. KAP’s can be hand written, just make sure your hand written story is readable.
- Sr. KAP’s should be computer generated.
- BE CREATIVE, BE YOURSELF, BE ORIGINAL!
Photographs:

- You can use a maximum 1 page of 6 photos
- Front side only
- Remember to label your pictures with when & what.
- Be sure to include photos of leadership & citizenship
- Cropping is acceptable
Last step:

• Be sure that you have all signatures required.
• Your KAP needs to be secured in a (clear front) folder or portfolio
• The front cover needs to be labeled with your name, county/district, club & project name.
• Assemble & secure in this order for Jr KAP: Personal Page, KAP & photographs.
• Assemble & secure in this order for Sr. KAP: Personal Page, 4-H Story, KAP & Photographs
• Be sure to turn in your record book & KAP’s by the due date.
• AND you are FINISHED!!
YOU DID IT!

You are so AWESOME!!

Good luck at the Achievement Banquet 😊