

## Steps to Complete a General 4-H Record Book

### 1. Record Book Check List

### 2. Personal Page

### 3. General 4-H Story

Write about all your 4-H involvement. Include all projects and experiences. 6 pages maximum, double spaced; only front of page. No smaller than 10 font. Use computer or print clearly. Does not have to be signed.

### 4. General 4-H Pictures (Optional)

Up to three pages. Should support story. No more than 6 pictures per page. Only use front side of page. Write descriptive caption for each picture.

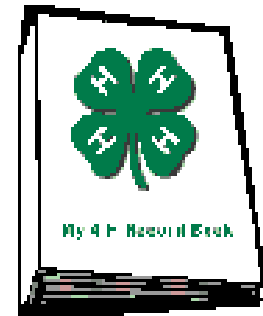
### 5. Permanent Record

Must be included for county use only.

A Record Book cover is given free to each member in the first year. There is a \$5.00 charge to replace it.

By completing this form of a record book only, the member is invited to the Achievement Celebration without charge. All other family members not completing a record book will need to purchase a ticket for the event.

# Leavenworth County 4-H Record Book Instructions



*Record book forms & resources are available at:  
[www.leavenworth.ksu.edu](http://www.leavenworth.ksu.edu)*

- ◆ *Select 4-H Youth Development tab.*
- ◆ *Then select Forms and Resources*
- ◆ *Scroll down to Record Book section.  
Make selections for documents here.*

**A completed Record Book is required to attend the Achievement Celebration for free.**

- Members may select to either complete a Kansas Award Portfolio (KAP) per program area or complete a general record book.
- Only one copy of a completed up to date Permanent Record is required to be turned in for either choice.
- A Kansas Award Portfolio (KAP) is completed for one project per KAP. The member may choose to complete a KAP for each project enrolled or only one. The more completed –the more chances the member has in the awards selection. Each KAP has a detailed project story relating the project of the KAP-**not a general 4-H story**. A KAP record is required to be considered for County Awards. Senior County Award KAP winners will be sent on to be evaluated for Area Screening. If selected it will be sent on to the State level for judging.
- A general record book will not be considered for any awards. It will allow the member to be invited to attend the Achievement Celebration for free. A completed up to date Permanent Record must be included with this record book. It should be a general record book with no KAP's included.

### ***Keep In Mind...***

**JUNIORS**— ages 7 - 12 as of January 1 of current year.

**SENIORS**—ages 13 - 18 as of January 1 of current year.

- Submit record books for awards by “Program Area.”
  - Ex. You are enrolled in breeding and market beef. Your KAP is submitted in “Beef”.
  - Ex. You are enrolled in construction and/or buymanship. Your KAP is submitted in “Clothing & Textiles”.

No newspaper articles or extras (i.e. plastic sleeves, dividers, etc.) may be included in the record book/KAP.

KAP binders are available in the Extension Office.

## **Steps to Complete a KAP**

Each project needs a separate KAP record book. No dividers or plastic sheets between sections are allowed.

**Complete a Kansas Award Checklist.** List each project in which you are submitting a KAP. Submit it to club leader.

**Permanent Record.** Submit one copy of the completed up to date Permanent Record in a separate binder or folder to leader. Each project needs a separate KAP record book.

**Record Book Check Sheet**—To be inserted in front left pocket of binder/folder with Permanent Record for leader use. Must have a purple rating to be nominated for awards.

**Select age appropriate KAP form from website and follow the specific instructions for completion and assembly.**  
**KAP Record Book order:**

1. **Personal Page**- Can be a copy.
2. **4-H Project Story**—See age specific KAP for details.
  - 13 & up. Story should be in depth about project including project skills learned, leadership in the project and citizenship related to project. Other projects can be referred to briefly.
3. **Kansas 4-H Award Portfolio (KAP)**
  - Complete a separate KAP for each program area (project) you wish to have considered for an award. See KAP instructions on Leavenworth County web site for details and guidelines. This includes the Photo pages of the KAP.
  - 7-12 year olds. Use Junior KAP.
  - 13 & up. Use Senior KAP

**Note:** Make sure all guidelines have been followed and all signatures are completed where needed.