

# KANSAS 4-H AWARD PORTFOLIO (9-13 KAP)

Name \_\_\_\_\_ Project Award Area \_\_\_\_\_

Date of Birth \_\_\_\_\_ County/District \_\_\_\_\_

Club \_\_\_\_\_ Years in Project \_\_\_\_\_

## Instructions for organizing the Kansas 4-H Award Portfolio (KAP)

Complete this form and submit a separate award portfolio for each project or award program. The form may be legibly hand written or it may be typed or computer generated to increase legibility. The words should be those of the member, but it is acceptable for someone else to type the form. See "The Kansas 4-H Award Portfolio Instructions" (New Publication) for detailed instructions, definitions and examples of how to complete this application.

Throughout this application, the following definitions apply. See "The Kansas 4-H Award Portfolio Instructions" (New Publication) for more expanded definitions, detailed instructions, and examples of how to complete this application:

**Citizenship** means helping out in your community and serving others without being paid for doing it.

**Leadership** is teaching another person or a group skills or information and includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters.

**Hours** include the activity time and preparation/organization/practice time. They would not include personal time (travel, sleeping, meals, etc).

**Level of participation:** L - club/school/local community; C/D - county/district; A/R - area/regional within Kansas; S - State (Kansas or one other state); N - National (Nat'l) - two or more states; I - International (Int'l).

**Non-4-H Experiences:** May include, but is not limited to: school (FFA, clubs, groups/teams, activities); community (clubs, groups/teams); faith based activities/organizations; breed associations.

**Page:** Use one side of the paper only (front). No printing, pictures or other information is to be included on the back side of any page. Use white paper only.

**Contents:** Put each portfolio inside a cover and secure pages so they don't fall out. Do not use plastic sleeves, dividers, or table of contents. Label the front of each cover with your name, county/district, club, and name of the award program. Assemble the information in this order:

1. Personal Page from 4-H Record Book (clear photocopy is acceptable on all records)
2. 4-H Story - Not to exceed 6 pages, double-spaced on one side of paper. Use the story to expand on your project knowledge, skills, accomplishments, personal growth, etc.
3. Kansas Award Portfolio (KAP)
4. Photographs - include a maximum of three one-sided pages (no more than six pictures per page). Photos should be captioned and show project involvement, leadership and citizenship within this award program. The KAP now includes formatted pages and further instructions; however, digital photos, computer generated photo pages, color photocopies, and cropping, are acceptable. Photo paper or card stock is acceptable. Photos cannot be hinged.

## Statement by 4-H Member

As a person of character who is trustworthy, responsible and fair, I have personally prepared this portfolio and certify that it accurately reflects my work. I will respect the judge's final decision.

Date \_\_\_\_\_ 4-H Member \_\_\_\_\_

## Approval of this Portfolio

We have reviewed this portfolio and believe it is correct and I/we will respect the judge's final decision.

Date \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_ 4-H Club Leader \_\_\_\_\_

**SECTION 1: GOALS**

Learning	Leadership	Citizenship	My <b>goals</b> for this project or award program were: (Examples: Learn to knit with two colors of yarn; Learn to operate a lathe; Prepare and present a program on bike safety; Bake sugarless cookies for the senior center once a month.) Indicate whether the goal is project learning, leadership or citizenship with an X in the appropriate column. One goal may involve multiple levels, for example; I want to learn bicycle safety, teach bicycle safety to our club and the after-school day care program might have an X in learning, leadership and citizenship.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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**SECTION 2: SUMMARY OF 4-H PROJECT EXPERIENCES**

Maximum 1 page – front side only.  
(This page only – Do NOT add pages)

Provide examples of 4-H experiences where you learned new things (including, but not limited to, judging schools, camps, contests, tours) in this project. Include problems or difficulties you have faced and how you overcame them. Where appropriate, indicate level of participation (L, C/D, A/R, S, N, I). Record keeping tools that may be helpful include: Kansas 4-H Permanent Record Section 2 and 3, project records, income expense records, etc.

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### SECTION 3: 4-H LEADERSHIP & CITIZENSHIP EXPERIENCES WITHIN THIS PROJECT

**Do not exceed space provided in form.**

Summarize your 4-H meetings/committees/organizations, your level of involvement (were you a member or an officer or chairperson) and the level of participation. Project meetings or project club meetings should only be included if related to this award portfolio. To the extent possible, include the actual numbers, not just an "X". The # Attended should equal the total for all levels of participation (the sum of L, C/D, A/R, S, N, I). See Kansas 4-H Permanent Record Section 1.

Meetings, Committees, Offices	# Held	# Led	# Attended	Local	County/ District	Area/ Regional	State	National/ Int'l

Include leadership, citizenship and presentations given or prepared i.e., talks, demonstrations, webpage development, articles written, slide shows, numbers of hours, number of people reached (audience), money raised, and number of times at each level of participation within the table below. Record keeping tools that may be helpful include: Kansas 4-H Permanent Record Section 2 and 3, project records, income expense records, etc.

**Leadership** is teaching another person or a group skills or information and includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters.

**Citizenship** means helping out in your community and serving others without being paid for it.

Leadership	Citizenship	What You Did	Local	County/ District	Area/ Regional	State	National/ Int'l	Hours	Audience
<input type="checkbox"/>	<input type="checkbox"/>								
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<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
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**SECTION 3: 4-H LEADERSHIP & CITIZENSHIP EXPERIENCES WITHIN THIS PROJECT Cont.**

Leadership	Citizenship	What You Did	Local	County/ District	Area/ Regional	State	National/ Int'l	Hours	Audience
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**SECTION 4: AWARDS & RECOGNITION IN 4-H**

List the most meaningful awards and recognition you received this year. Place asterisks (\*) beside awards & recognition relating directly to this award portfolio. See the Kansas 4-H Permanent Record Section 4 or other record keeping tools.

* = project related	Awards and Recognitions	Local	County/ District	Area/ Regional	State	National/ Int'l

## SECTION 5: NON-4-H EXPERIENCES RELATED TO THIS PROJECT

### Do not exceed space provided in form.

Summarize your non-4-H meetings/committees/organizations, your level of involvement (were you a member or an officer or chairperson) and the level of participation. To the extent possible, include actual numbers, not just an "X". The # Attended should equal the sum of L, C/D, A/R, S, N, I. See Kansas 4-H Permanent Record Section 1.

Meetings, Committees, Offices	# Held	# Attended	# Lead	Local	County/ District	Area/ Regional	State	National/ Int'l

List your most meaningful non-4-H experiences related to this project. May include, but is not limited to: school (FFA, clubs, groups/teams, activities); community; faith based activities/organizations; breed associations; etc. See Kansas 4-H Permanent Record Section 2 and 3.

**Leadership** is teaching another person or a group skills or information and includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters.

**Citizenship** means helping out in your community and serving others without compensation.

Leadership	Citizenship	What You Did	Local	County/ District	Area/ Regional	State	National/ Int'l	Hours	Audience
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<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
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List the most meaningful non-4-H awards and recognitions you received this year. (Note: May be non-project related). Place asterisks (\*) beside awards & recognition relating directly to this award portfolio. (See Kansas 4-H Permanent Record Section 4 or other record keeping tools.)

* = project related	Awards and Recognitions	Local	County/ District	Area/ Regional	State	National/ Int'l

**SECTION 6: PHOTOGRAPHS Page 1**

Photographs should include a maximum of three one-sided pages (no more than six pictures per page). Photos should be captioned and show project involvement, leadership and citizenship within this award program. The KAP now includes formatted pages and further instructions; however, digital photos, computer generated photo pages, color photocopies, and cropping, are acceptable. Photos cannot be hinged.

**PHOTOGRAPHS Maximum of six photos. Maximum 1 page – front side only.**

Pictures of you doing things, things you made or exhibited.

**SECTION 6: PHOTOGRAPHS Page 2**

**LEADERSHIP PHOTOGRAPHS**

Photos of your project related to leadership activities (teaching another person or a group skills or information including organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters). Be sure to include captions.

**PHOTOGRAPHS Maximum of six photos. Maximum 1 page – front side only.**

Pictures of you doing things, things you made or exhibited.



**SECTION 6: PHOTOGRAPHS Page 3**

**CITIZENSHIP PHOTOGRAPHS**

Photos of your project related citizenship activities (means helping out in your community and serving others). Be sure to include captions.

**PHOTOGRAPHS Maximum of six photos. Maximum 1 page – front side only.**

Pictures of you doing things, things you made or exhibited.