

# Record Book Requirements

 Due to the Extension Office by October 1st!

(Late books are not eligible for pins, regional competition or awards)

 Must submit a record book in order to qualify for any member achievement pin past the membership pin.

 Must be submitted in this order: Personal Page, 4-H Story, Permanent Record, KAP. Each project record must be submitted in its own folder and contain all components.

**Personal Page:** List all projects in alphabetical order. Signatures from 4-Her, Parent and a 4-H Leader MUST be included.

**4-H Story:** A 4-H story highlighting the project should be included with each project record. The story should be no more than six pages (double spaced) and contain an introduction that tells the reader about the 4-Her and the project. The body should contain information on experiences related to the project and any difficulties experienced.

**Permanent Record:** The same permanent record will follow a 4-Her throughout their term in 4-H. Experiences, activities and awards should be recorded year round. A copy of the permanent record should be placed with EACH project submitted for judging. The permanent record becomes a great reference for older 4-Hers when they start to complete scholarship and college applications.

**KAP:** The Kansas Award Portfolio is a project specific worksheet that walks a 4-Her through the experiences in ONE project during the previous year. Different forms are available for 7-8 year olds, 9-13 year olds, and 14+ year olds. Please fill out the form that corresponds with the 4-Hers **4-H age** (the age they were on January 1st of the current year). Rawlins County requires that each KAP include at least 3 goals and 3 statements of experience. For the "pictures" section, please include one page of pictures related to leadership in the project, one page of pictures related to citizenship in the project and one page of pictures related to the project itself (example—constructing the item or working with the animal). All pictures must include captions.

# Record Book Awards

- Best KAP for each age group (7-8, 9-13, 14-18 year olds)
- Overall Best KAP (Sponsored by Farm Credit)
- Best First Year 4-Her record book
- Best Clothing Construction record book
- Best Horse record book
- Best Photography record book
- Best Leadership record book
- Best Dog record book

