

Record Book FAQ Sheet

Q: I am submitting more than 1 KAP for judging, what does that look like?

A: Submit ONE KAP per folder. Each KAP should contain:

- A copy of your permanent record
- A copy of your current year personal page
- The project KAP
- 4-H story RELATED TO THE PROJECT
- 3 pages of PROJECT RELATED pictures (one page showing citizenship, one page showing leadership and one page of project photos)

Q: Do I keep the contents of my record book from year to year?

A: Yes!! While you submit one KAP per folder for judging each year, it is a great idea to keep a “master” record book for your entire 4-H career. The permanent record is updated throughout the year and it can be fun to watch your progression through each year’s personal page.

Q: Does the KAP go by actual age or 4-H age?

A: 4-H age. KAP age groups are 7-8, 9-13, 14+. You MUST complete the correct KAP for your 4-H age (the age you were on January 1st of the current year).

Q: What forms do I use?

A: All forms are available on the Rawlins County Extension Website at www.rawlins.ksu.edu, under 4-H Youth Development > Forms and Applications > KAP – Resources and Forms

Q: How many KAPs should I do each year?

A: KAPs can be very involved, it is not necessary to complete one for each project you do. Pick the one or two projects you were most involved with and spend your efforts completing the forms fully.