

# Kansas 4-H Award Portfolio (KAP) Revised 9/15/14

## 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. For area and state judging, the form should 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.

## Definitions

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 compensation.
- **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 - two or more states;      I – International
- **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. Font size - must be at least 10 point. 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.

## Key Changes

1. The Permanent Record is not included in the portfolio. It may be used as a supporting record keeping document, training tool or for evaluation at the local level but should not be included in the packet sent to area or state judging.
2. Photography project; DO NOT add any additional photo pages.
3. Communications (formerly Public Speaking) project no longer includes a speech.
4. Interviews will be included in final selection of the State Project Winners.

# Kansas 4-H Award Portfolio (KAP)

## Member Information

Name:

Date of Birth:

Project Award Area:

Years in Project:

County/District:

Club:

Key Award Recipient:  Yes  No

Year Awarded:

## 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 2A: SUMMARIZATION OF 4-H PROJECT EXPERIENCES**

**Maximum 1 Page – Front Side Only; This page only – Do NOT add pages**

Provide examples of learning experiences, (including, but not limited to, judging schools, camps, contests, tours) and things learned that provide evidence of growth in this project. Include challenges 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. Use any format of your choosing, (narrative, bullets, charts, tables).

**SECTION 2B: PROJECT TIME, INCOME, AND EXPENSE REPORT (OPTIONAL)**

**(Maximum 7 Entries in each of Income and Expense in this Section)**

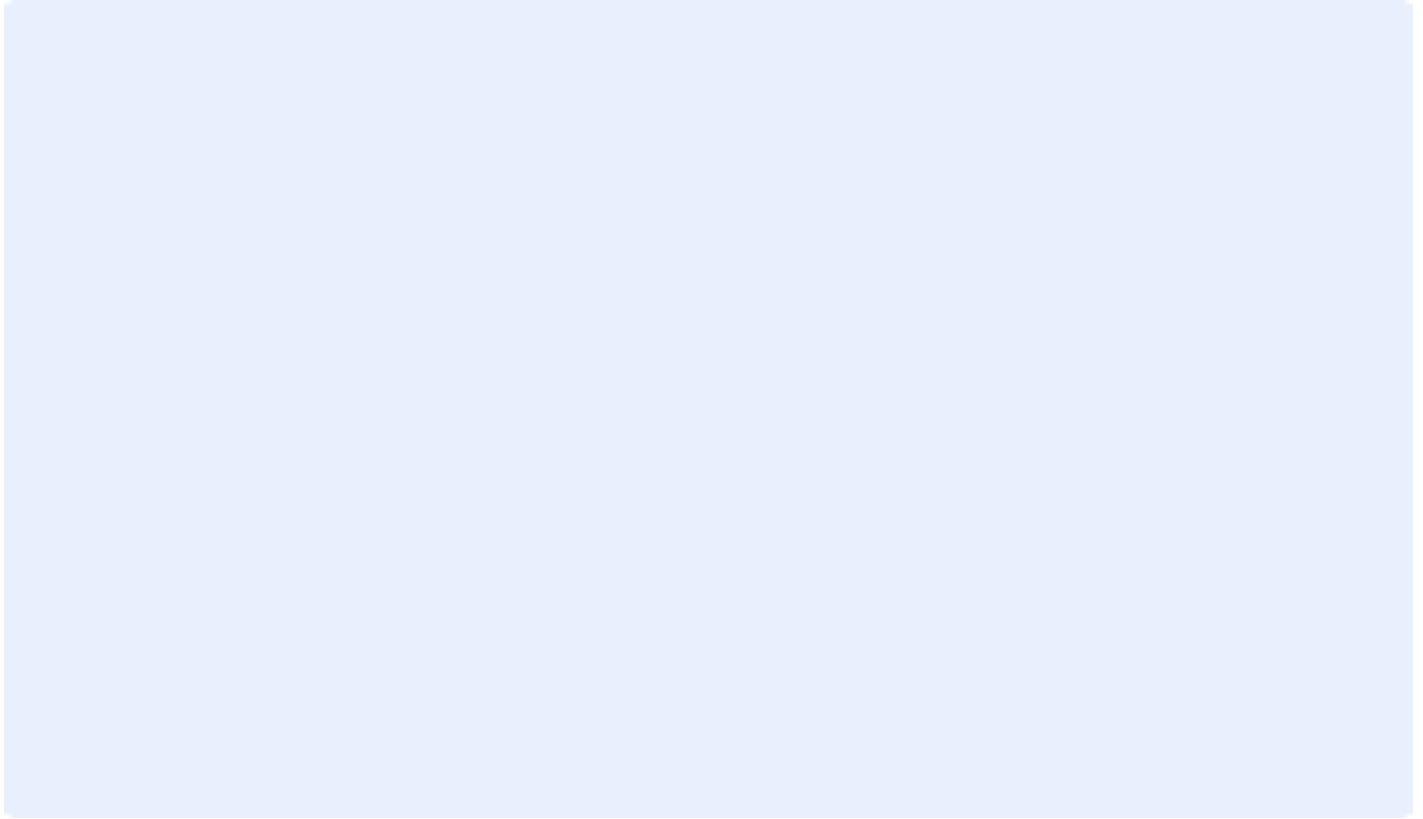
Provide information relating to the expenses incurred, time spent, and income received because of this project. This should include expenses that may not have been paid by the 4-Her but were directly used in this project, as well as any income received from sales, auctions, and premiums.

Date	Description	Amount	Time (Opt)
<b>Income (Maximum 7 Entries in this Section)</b>			
	<b>Total:</b>		
<b>Expense (Maximum 7 Entries in this Section)</b>			
	<b>Total:</b>		

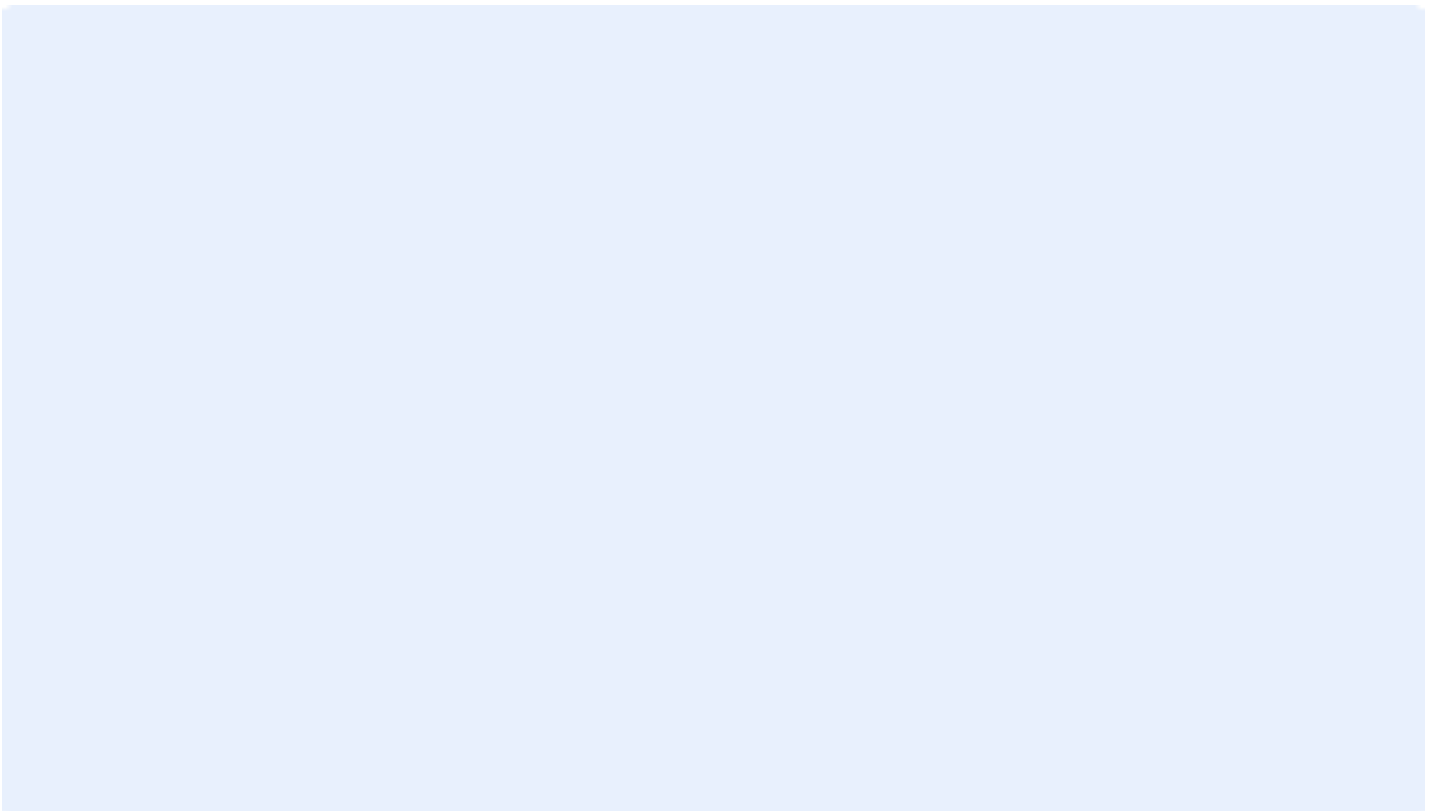
**Comments:**

## **SECTION 2C: PROJECT TIME, INCOME, AND EXPENSE SUPPORTING GRAPHICS (OPTIONAL)**

Please provide any charts, graphs or pictures relating to the project's income, expenses or time spent. This could include things such as expenses per month, rate of gain for livestock projects, expected profit, etc.



---











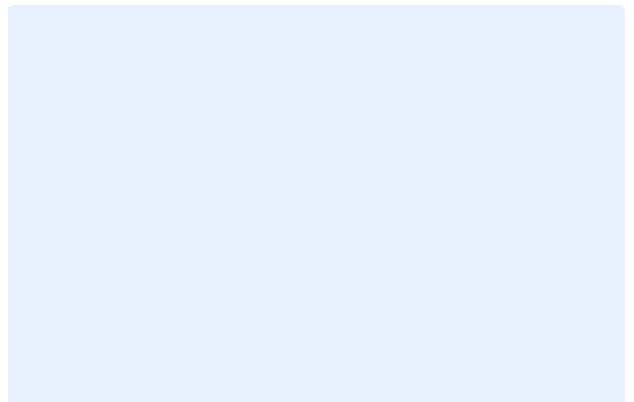
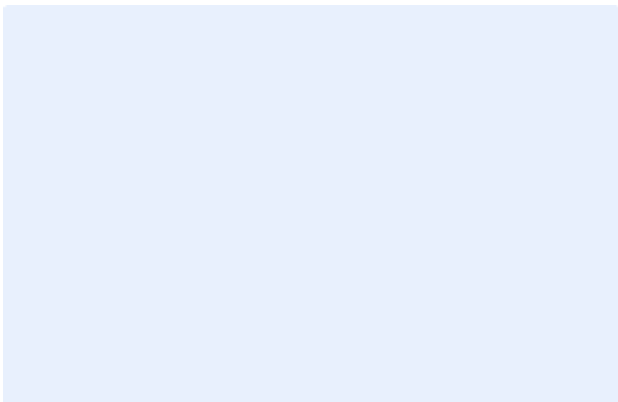
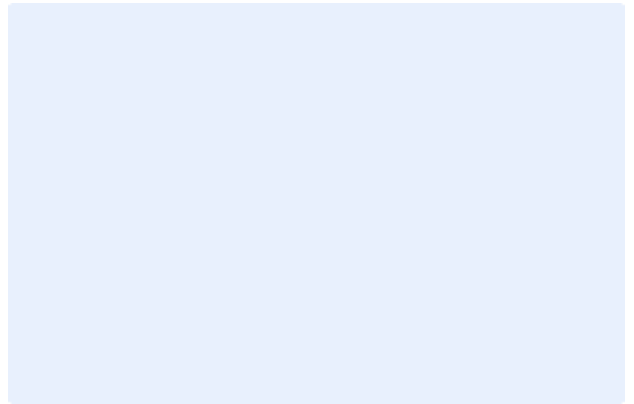
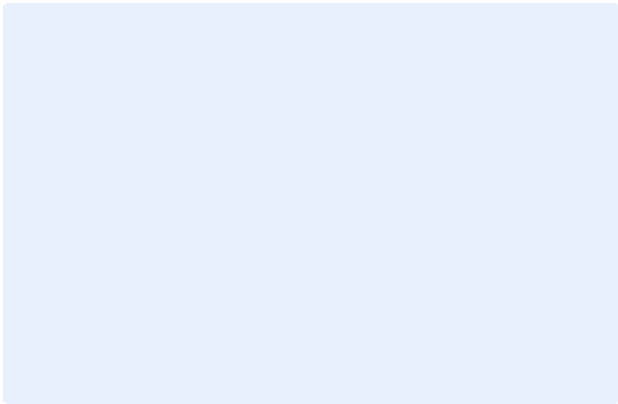
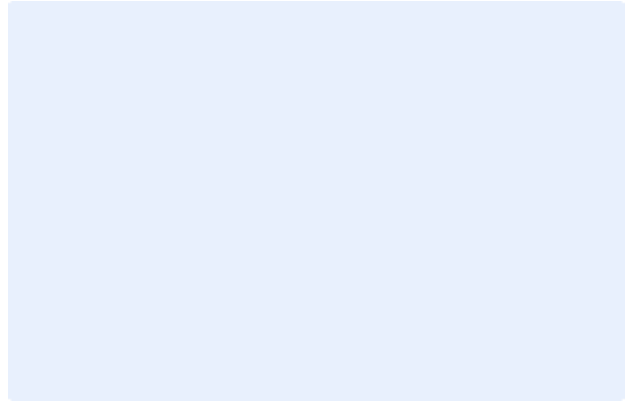
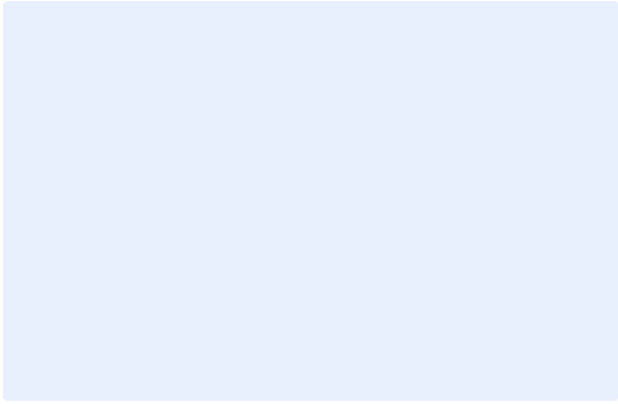


**SECTION 6: PHOTOGRAPHS**

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.

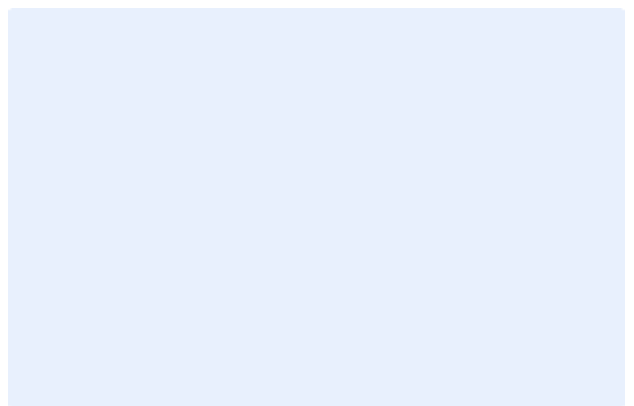
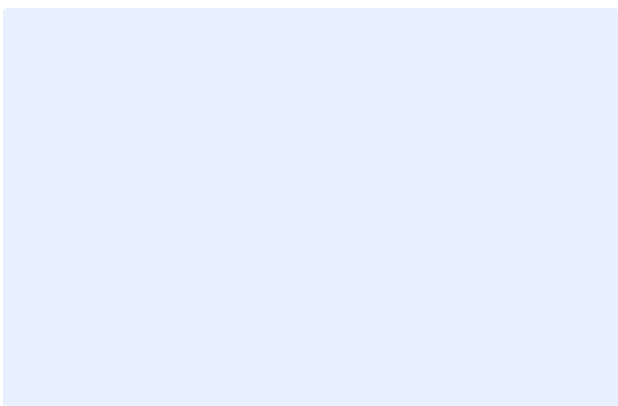
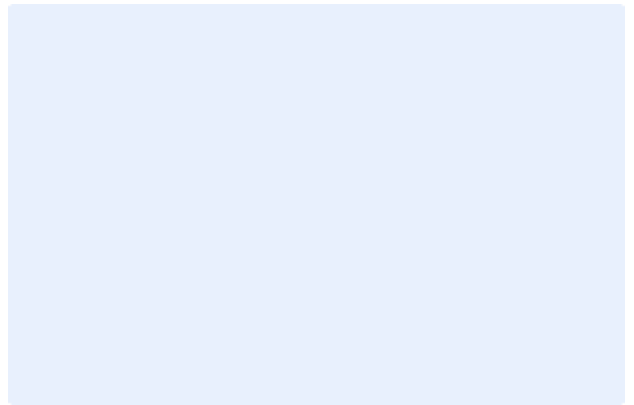
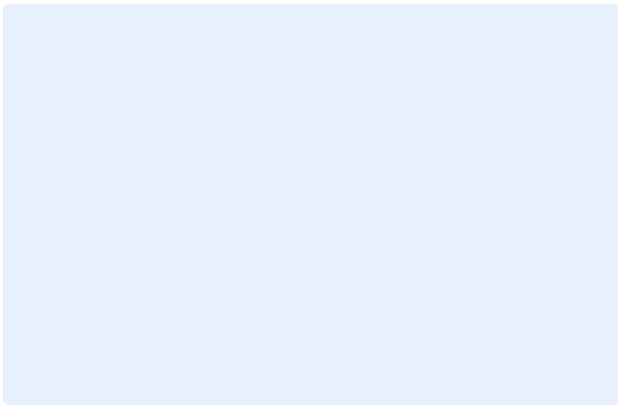
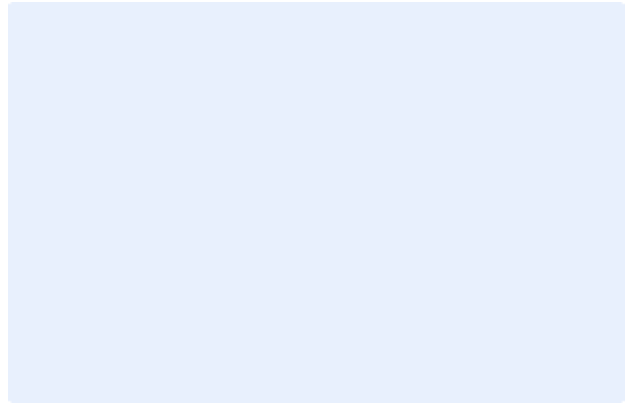
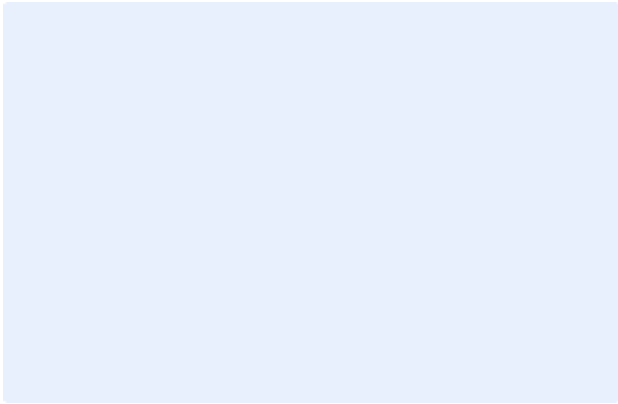
**PROJECT PHOTOGRAPHS - Maximum of six photos. Maximum 1 page – front side only.**

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



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

Photos of your project related 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.



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

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

