

December 2019

To: Extension Agents with Responsibility for 4-H Awards
Area 4-H Specialists

From: Anissa Jepsen
Kansas State 4-H Youth Development Specialist

RE: **Preparing for Area KAP Screening**
Assembling KAP for Area and State Submission
Area KAP Screening Procedures
Selection of State Winners
State Evaluator Process

ALL STATE 4-H AWARD MATERIALS MAY BE FOUND AT:
www.kansas4-h.org under Resources/4-H Library/Awards and Recognition

Attached is information which will help you prepare for the 2020 area and state Kansas 4-H Award Portfolios (KAP) process. KAP's (**along with optional video**) are due to the State 4-H Office, no later than **Monday, March 2, 2020**.

The Area 4-H Specialists will be conducting the area screenings. The dates and locations are:

- January 9 - SW Area, Cimarron, Gray County Extension Office (Gather 9:30, Begin 10:00 AM)
- January 10- NW Area, Hays, Ellis County Extension Office (Gather, 9:30 AM Begin 10:00 AM)
- January 16- NE Area, Manhattan, Pottorf Hall, CICO Park (Gather 9 AM, Begin 9:30 AM)
- January 17 - SE Area, Eureka, Matt Samuels Community Building (Gather 9:15 AM, Begin 9:45 AM)

Your Area Specialist will be sending additional details regarding the area event and local judging requirements.

PREPARING EXTENSION UNIT WINNERS FOR AREA SCREENINGS

Each Extension Unit is responsible for getting their award portfolios to the area screening. If an Extension Unit sends award portfolios, they should also send 1-3 adults per county represented to judge.

- **Only one award portfolio per award program is allowed per county extension unit.** Extension Districts may submit one award portfolio equal to the number of counties comprising the district. Each 4-H'er must submit a separate award portfolio for each program they are eligible. Refer to Area KAP Screening – Attachment 1 for a list of program areas.
- Please note: All KAP's MUST use the specified form that is listed at (<http://www.kansas4-h.org/p.aspx?tabid=476>). KAP's not submitted in this form will not be evaluated at Area or State.
- Please remember: 4-H'ers with only one year in the project **ARE** eligible to have their applications submitted.
- State winners in project award categories will be confirmed to the county/district offices in April.
- Winners announced by K-State through press release prior to Emerald Circle.

Age Information

- 4-H'ers must have passed their 14th birthday **BEFORE** January 1, 2020
- **CANNOT HAVE** passed their 19th birthday before January 1, 2020, even if selected as a local winner prior to January.
- Eligible birth years for competing at the 2020 KAP evaluations are **2001, 2002, 2003, 2004, and 2005**.
- Please double check applicant's age. **DO NOT** send any applications that do not meet these age guidelines.

Eligibility of Past State Winners

- Youth may apply for an award for which they have **not** already been named a state winner.
- Youth are only eligible to take the National 4-H Congress once.
- If youth are named a state winner in a second area, they may receive recognition, but the National 4-H Congress opportunity will be offered to the alternate.

ASSEMBLING THE KAP

Please help youth order their KAPs as follows:

1. Personal Page (1 page)
2. 4-H Story (Maximum of 6 double-spaced pages, please refer to KAP Instructions which are posted at (<http://www.kansas4-h.org/p.aspx?tabid=476>) **It does not need to be signed.**
3. Kansas 4-H Award Portfolio, which includes photographs. (not to exceed 13 pages).
Do not include:
 - **4-H Permanent Records**
 - **dividers**
 - **plastic cover sheets**
4. **For STATE SCREENING ONLY-SUBMISSION** - Youth may submit their KAP as a **PDF** to ajepsen@ksu.edu with message line: KAP Project Area, last name, first name. Each KAP should be submitted as ONE PDF Document, the file name should be formatted: projectarea_lastname_firstname
5. **For STATE SCREENING ONLY- VIDEO** – Each State finalist has an option to submit a five-minute video based on their project. Each finalist will receive a list of questions needed for the presentation. This video should be submitted via a YouTube link emailed to ajepsen@ksu.edu with the KAP (one PDF file per KAP) on or before March 2, 2020. The video is optional, however, points area assigned for the video and may determine the winner if scores are close. Finalists should view and edit their video as needed. More information will be provided to State qualifiers.

AREA KAP SCREENING PROCEDURES

The following operational procedures will be followed in each Area:

1. Each Extension Unit may send a maximum of **3** people (paid or volunteer staff) to judge award portfolios times the number of counties that comprise the unit. No judge shall evaluate their own child's KAP. Volunteers will not judge their own club or action team members. Teams of evaluators should consist of representatives from different Extension units. Evaluation teams may need to score a KAP from their own Extension unit, however, it cannot be their own child's, or their club member.
2. KAP evaluators should have **previous training and/or experience with evaluating award applications**. It is recommended that the same volunteers should not return to judge after two consecutive years. A brief orientation for all judges will be conducted before the evaluation begins.
3. Teams of two evaluators, each representing different Extension units, will be assigned by the staff person facilitating the judging process. The KAP Evaluation Form will be used for scoring. The KAP Evaluation Form will be completed for at least the top 2 KAPs in an award program area. More may be scored if desired. Completed evaluation forms are confidential and should be seen only by the evaluation team and the staff person conducting the screening. If the decision of the evaluation team is that the KAP does not meet standards, another team will verify. If the second team indicates the KAP does meet standards, a third team will determine the outcome. The top two KAPs will be posted at the end of the judging.
4. Only the top two KAPs in each award category will represent the area at state judging. At state judging area rankings are not considered. A KAP feedback form will be completed for each KAP submitted and returned inside the KAP.

It is extremely important that your 4-H'ers have a copy of the KAP Evaluation Form as they begin to prepare for area and state. Please be sure your members who are sending on KAPs to the area have a copy of "KAP Instructions," October 2008, and a copy of the attached KAP Evaluation Form.

Be sure to make copies of the complete KAP are made before taking it to Area.

Selection of State Winners and Delegates to National 4-H Congress

All eligible winners will be given the opportunity to attend the 2020 National 4-H Congress in Atlanta, Georgia.

The Kansas delegation to Congress consists of 80% peer competition and 20% from two other tracks.

1. A random drawing from recipients of the prestigious Kansas 4-H Key Award to represent our state as Standard of Excellence Delegates. Extension units will nominate Key Award recipients and seven youth will be randomly selected to attend National 4-H Congress.
2. Each Extension Unit may select one Centennial Delegate attend National 4-H Congress using locally determined criteria

STATE KAP Evaluators Process

Extension Agents and volunteers who want to serve in this capacity are encouraged to complete form linked below on or before **January 15, 2020**. Please use the following link to sign up to be an Evaluator:

https://kstate.qualtrics.com/jfe/form/SV_23ru3hUfJjGK8O9

Purpose: To contribute to the selection process of the State Kansas Award Portfolio winners.

Locations: Remote. KAP's are evaluated electronically.

Requirements: Evaluators will sign a confidentially statement and receive additional information on how to score the KAP's. Each project area will have 3 individuals evaluate each KAP and video individually. An aggregate score will determine winners for the KAP Project Area.

Skills and Knowledge and Requirements:

- Previous experience of evaluating 4-H awards
- Ability to be fair and objective
- Committed to applying the 4-H KAP criteria for the selection process
- Access to reliable internet and technology

KSRE-4-H Department Provides:

- Notification to selected 4-H scholarship evaluators
- An orientation for evaluating 4-H Kansas Award Portfolios
- Timeline for evaluation
- Answer questions regarding process or applications.

Please have the following information ready to complete the KAP Evaluator Form:

Name

Role: Volunteer or Agent

Local Unit:

Phone:

Email:

Number of KAPs willing to evaluate:

Top three KAP areas to evaluate:

Why you want to evaluate KAPs?

Please complete form the following form: https://kstate.qualtrics.com/jfe/form/SV_23ru3hUfJjGK8O9, all volunteers will be approved by Local Extension Staff.

AREA KAP SCREENING - 2020 Guide for Extension Agents

This is a complete list of award programs in which applications are to be taken to area portfolio evaluation. You may use this list as a check sheet when assisting members prepare for area portfolio judging to avoid missing a portfolio that should be taken. All KAPs must meet the requirements listed elsewhere.

1. Beef
2. Citizenship (local, state, national, and international civic and cultural studies, community service, or service learning)
3. Clothing & Textiles (construction, buymanship or fashion revue)
4. Communications (public speaking or other media)
5. Dairy (cattle & goats)
6. Dog Care & Training
7. Energy Management (Electric/Electronics, Small Engines, Power of the Wind)
8. Entomology
9. Environmental Science
10. Family Studies
11. Fiber Arts
12. Foods & Nutrition
13. Geology
14. Health & Wellness (health, fitness, bicycle, recreation, high adventure)
15. Home Environment
16. Horse
17. Leadership
18. Meat Goats
19. Performing Arts (theatre, clowning, dance, vocal, & instrumental)
20. Pets
21. Photography
22. Plant Science (Forestry, horticulture, and field crops)
23. Poultry
24. Rabbits
25. Reading
26. Self-Determined
27. Sheep
28. Shooting Sports
29. SpaceTech (aerospace, robotics, astronomy, GIS-GPS)
30. Swine
31. Visual Arts (inc. all art and craft mediums)
32. Wildlife (sports fishing)
33. Wood Science (wood working)

KAP Preference for State Awards Program

****VERY IMPORTANT****

Email to ajepsen@ksu.edu if member is considered in more than one award program. Subject line should be: KAP Last name, first name –Preference list

1. Only 4-H'ers who submit award portfolios to State judging in more than one category **MUST** complete this form.
2. Send this to the ajepsen@ksu.edu with your award portfolios.

All project award winners will be selected by portfolio and presentation. Since members may submit multiple KAPs, this form is designed for the member's input on which awards program they would prefer recognition. 4-H Youth Development staff will use this information to make the final decision if your combined portfolio and interview scores rate highest in more than one project award category.

3. If a 4-H'er has more than one award portfolio submitted to state judging, please list in rank order, which award category(s) would be your first choice, second choice, etc. for recognition this year.

1. _____

2. _____

3. _____

4. _____

5. _____

Member's signature

County/District