

Please read ahead of the process!
2021 Virtual Regional 4-H KAP Screening Details

- Goal:** To evaluate the Kansas 4-H Award Portfolios in a manner that treats all 4-H members with consistency, objectivity, and equality, in order to select the top portfolios in each award program to advance to Kansas 4-H state judging.
- 1) This is an important task and one that should be taken seriously. Every 4-H member deserves the courtesy of his/her portfolio receiving the undivided attention of the evaluators.
 - 2) While evaluation teams are working, they should not be interrupted.
 - 3) To use the scorecard, evaluation teams will have two members, to the extent possible, staff member and a volunteer, each from different counties/districts. **Under no circumstances should any team member evaluate an award program in which any team member would evaluate an application from their own child, or a volunteer evaluate an application from their own club.** The team that begins one award program must stay together and complete the entire program, since they will evaluate consistently together. It's more critical for each team to be consistent, than consistency between teams.
 - 4) We have tried to match you with a partner who indicated a similar project interest as yours. Your first project area will be assigned. All applications are in a folder. When finished complete all forms and return back to the main zoom room for further instructions.
 - 5) We will evaluate the KAP's this year using the KAP Evaluation Score Sheet. The notes section of the score sheet is for your use for scoring. It will not be given to the member. As a team, we ask you to complete it on at least the top 2 KAP's. More may be scored, if desired. On the other hand, you need not complete it for any KAP's if you don't think any application is worthy to send on to state. If this is the case, tell your staff facilitator and they will ask another team to verify. If the second team indicates the KAP is worthy of state competition, a third team will determine the outcome.
 - 6) Please fill out the electronic KAP Evaluation Comment form for each KAP. Each member taking the time to complete a KAP deserves comments and suggestions. **Each KAP should have one Evaluation Comment Qualtrics form completed. It should be jointly completed by the team. If you make comments, be sure that they are constructive, clear and something you would find helpful to your own child or 4-H member.**
 - 7) We suggest this process as a way to manage this task:
 - A. As a team, make a quick review of the number of applications in your project folder.
 - B. Divide them in two groups - - don't review any from your local unit in your first half. Review your group of applications this first time rather quickly, using the criteria provided. The purpose of this review is to identify what you believe are the stronger and weaker applications. Discuss your "weaker" pile with the other team member and let them verify or pull out any applications they wish for further consideration. Make a list of agreed upon not to be scored applications. As a team you will need to complete the comment form for them.
 - C. Take the "stronger" applications and as a team, identify at least the top two to four, if merited, for which you will complete the KAP evaluation score sheet on at least the top two. **The KAP Evaluation Score Sheets need to be scanned and uploaded into the project folder in One Drive.**
 - D. Please complete the Qualtrics Evaluation Comment form for each of the applications. Please make a list and make sure you've completed one for each KAP.

- E.** If you have a question, please ask. The KAP Evaluation Score Sheet has been keyed to help you find that evidence in the Kansas Award Portfolio (KAP). It is suggested that the team review the KAP together or come to a consensus on the points to be awarded, and then let one person fill out the score sheet. Add the points and come up with grand total. The KAPs with the top two scores will go on to the state.
- F.** Complete the Qualtrics KAP Screening Judge's Report Form. Return to the main zoom room to see if additional projects need to be evaluated.
- 8) A record of the top applications by Award Program will be maintained. Results of the evaluation team's selection of the top two KAPs, if merited, **will be e-mailed out to Extension Staff**. The decision of the evaluation team is final, just as in any other 4-H competitive event.
- 9) Important information on Age - 4-H'ers **must** have passed their 14th birthday before Jan. 1, 2021 and **must not** have passed their 19th birthday before Jan. 1, 2021, to compete. Eligible birth years are 2002 - 2006.
- 10) County/district "rules" and practices vary, don't impose your local rules on others, and follow the state standards as on the information provided. You must judge what is presented to you. If the book has progressed from the club to the county/district to area screening, your responsibility is to evaluate what is before you.
- 11) Tips on how the KAP should be assembled. 1. Personal Page (1 page); 2. 4-H Story (maximum of 6 pages); 3. The signed Kansas 4-H Award Portfolio, which includes the pages of photographs (3 pages maximum one-sided only, and limited to six pictures per page). All instructions regarding the assembly of the portfolio should be followed. The 4-H story need not be signed by the 4-H member.
- 12) KAP instructions indicate the form "should" be typed. This does not mean it "must" be typed. Typing is suggested as most applications are typed, and it gives a more equal advantage to all 4-H'ers if it is typed. A handwritten application should not be eliminated, but can be evaluated in the "neatness" category on the score sheet. Many KAPs are completed using the computer. The spacing may be a bit different than the printed form. Try not to give an advantage to those who may have had more room to write information.

Thank you for your help today!

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