

Date: November 5, 2020

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

From: Amy M. Sollock
Southwest Region, 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

Attached is information which will help you prepare for the 2021 regional and state Kansas 4-H Award Portfolios (KAP) evaluation process. If a KAP is selected to advance to the state level, the KAP and video are due to the State 4-H Office, no later than Monday, March 2, 2020.

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

January 14 - SE Area, Fredonia, Location TBA (Gather 9:15 AM, Begin 9:45 AM)
January 21 - SW Region, Gray County Extension Office (Gather 9:30, Begin 10:00 AM)
January 21- NE Area, Manhattan, Pottorf Hall, CICO Park (Gather 9 AM, Begin 9:30 AM)
January 22- NW Area, Ellis County Extension Office (Gather, 9:30 AM Begin 10:00 AM)

Your Regional 4-H Specialist will be sending additional details regarding regional screening and local judging requirements. *We are considering alternate plans due to Covid-19 safety protocols. If plans change, we will communicate as soon as possible.*

PREPARING LOCAL EXTENSION UNIT PROJECT WINNERS FOR REGIONAL SCREENINGS

Each Extension Unit is responsible for getting their KAPs to the regional 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 Regional KAP Screening – Attachment 1 for a list of program areas.
- All KAP's MUST use the current version of the form dated 9/15/2014, as provided [here](#). KAP's not submitted on this form will not be evaluated at Regional or State levels.



- 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 Regional Screening
- 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 announced to the county/district offices in April.

Age Information

- 4-H'ers must have passed their 14th birthday BEFORE January 1, 2021
- CANNOT HAVE passed their 19th birthday before January 1, 2021, even if selected as a local winner prior to January.
- Eligible birth years for competing at the 2020 KAP evaluations are 2002, 2003, 2004, 2005 and 2006.
- Please double check applicant's age. DO NOT send any applications that do not meet these age guidelines.

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](#)). 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



REGIONAL KAP SCREENING PROCEDURES

The following operational procedures will be followed in each Region:

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 region at state judging. At state judging, regional rankings are not considered. A KAP feedback form will be completed for each KAP submitted and returned inside the KAP.



STATE KAP EVALUATION PROCESS

1. If a KAP is selected to advance to the state level, the KAP and video are due no later than Monday, March 1, 2021.
2. Youth will submit each KAP as ONE PDF Document. The file name should be formatted: projectarea_lastname_firstname. *Example: Entomology Sollock Amy*
3. 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. 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 provided to State qualifiers.
4. Youth will submit their KAP(s) and video(s) using the following link no later than Monday, March 1, 2021: [2021 Kansas 4-H State Project Award Submission](#)

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

1. The 4-H member with the winning KAP in each award area are eligible to attend the 2021 National 4-H Congress in Atlanta, Georgia.
2. **Past State Winners** may apply for an award for which they have not already been named a state winner.
3. Youth are only eligible to take the trip to National 4-H Congress once.
4. 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.
5. The Kansas delegation to Congress consists of 80% peer competition and 20% from two other tracks.
 - a. 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.
 - b. Each Extension Unit may select one Centennial Delegate attend National 4-H Congress using locally determined criteria



STATE KAP Evaluators Process

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 confidentiality 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.

Extension Agents and volunteers who want to serve in this capacity are encouraged to complete a short form linked here on or before February 1, 2021:

https://kstate.qualtrics.com/jfe/form/SV_eaHWf7RhRAYgWY5



Attachment 1

Kansas 4-H Project Recognition Award Areas

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
3. Clothing & Textiles (construction and buymanship)
4. Communications
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
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 (includes all art and craft mediums, ceramics, leather, etc.)
32. Wildlife
33. Wood Science (wood working)



Attachment 2

KAP Preference for State Awards Program

****VERY IMPORTANT****

All project award winners will be selected by KAP and video 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

1. Only 4-H'ers who submit award portfolios to State judging in more than one category MUST complete this form.
2. Email this completed form when submitting KAP's to asollock@ksu.edu.
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

Local Extension Unit

Kansas State University, County Extension
Councils, Extension Districts, and U.S.
Department of Agriculture Cooperating.

K-State Research and Extension is an equal
opportunity provider and employer.

*Knowledge
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