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:

- 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 1: GOALS

(Maximum 19 Entries in this Section)

Examples of Goals: Learn to knit with two colors of yarn; Learn to operate a lathe; Prepare and present a program on bike safety; Bake sugarless cookies for the senior center once a month.

Indicate whether the goal is project learning, leadership or citizenship with an X in the appropriate column. One goal may involve multiple levels, for example; I want to learn bicycle safety, teach bicycle safety to our club and the after-school day care program might have an X in learning, leadership and citizenship.

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Learning	Leadership	Citizenship	My Project Goals

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)
Income (M	aximum 7 Entries in this Section)		
	Total:		
Expense (N	Maximum 7 Entries in this Section)		
	Total:		

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 3: AWARDS & RECOGNITION IN 4-H (ALL PROJECTS)

(Maximum 7 Entries in this Section)

List the most meaningful awards and recognition you received this year. Place an X beside awards & recognition relating directly to this award portfolio. See the Kansas 4-H Permanent Record Section 4.

Project Related	Local	County/ District	Area/ Regional	State	National/ Int'l

SECTION 4A: 4-H LEADERSHIP & CITIZENSHIP SUMMARY WITHIN THIS PROJECT

(Maximum 7 Entries in this Section)

Summarize your 4-H meetings/committees/organizations, your level of involvement (ex: a member or an officer or chairperson) and the level of participation. Project meetings or project club meetings should only be included if related to this award portfolio. To the extent possible, include the actual numbers, not just an "X". The # Attended should equal the total for all levels of participation (the sum of L, C/D, A/R, S, N, I). See Kansas 4-H Permanent Record Section 1.

Meetings, Committees, Offices	# Held	# Led	# Attended	Local	County/ District	Area/ Regional	State	National/ Int'l

SECTION 4B: 4-H LEADERSHIP & CITIZENSHIP EXPERIENCES WITHIN THIS PROJECT

(Maximum 17 Entries in this Section)

Include leadership, citizenship and presentations given or prepared i.e., talks, demonstrations, webpage development, articles written, slide shows, numbers of hours, number of people reached (audience), money raised, and number of times at each level of participation within the table below. Record keeping tools that may be helpful include: Kansas 4-H Permanent Record Section 2 and 3, project records, income expense records, etc.

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.

Citizenship means helping out in your community and serving others without compensation.

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Leadership	Citizenship	What You Did	Local	County/ District	Area/ Regional	State	National/ International	Hours	Audience

SECTION 5: NON 4-H EXPERIENCES RELATED TO THIS PROJECT

(Maximum 7 Entries in this Section)

Summarize your non-4-H meetings/committees/organizations, your level of involvement (ex: a member or an officer or chairperson) and the level of participation. To the extent possible, include actual numbers, not just an "X". The # Attended should be the sum of L, C/D, A/R, S, N, I. See Kansas 4-H Permanent Record Section 1.

Meetings, Committees, Offices	# Held	# Led	# Attended	Local	County/ District	le	National/ International
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(Maximum 8 Entries in this Section List the most meaningful non-4-H awards and recognitions you received this year. (Note: May be non-project related). Place asterisks (*) beside awards & recognition relating directly to this award portfolio. See Kansas 4-H Permanent Record Section 4 or other record keeping tools.

Project Related	Awards and Recognition	Local	County/ District	Area/ Regional	State	National/ International

(Maximum 19 Entries in this Section)

List your most meaningful non-4-H experiences related to this project. May include, but is not limited to, school (FFA, clubs, groups/teams, activities); community, faith based activities/organizations; breed associations, etc. See Kansas 4-H Permanent Record Section 2 and 3.

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.

Citizenship means helping out in your community and serving others without compensation.

Citize	nsnip	means helping out in your community and serving other	ers wit	nout co	ompen	sation			
Leadership	Citizenship	What You Did	Local	County/ District	Area/ Regional	State	National/ Int'l	Hours	Audience

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.

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.

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

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.