

Johnson County Record Books and Awards Resource

Additional Resources at

www.johnson.k-state.edu/4-h/forms-resources/record-books.html

Record Books

Why do we do 4-H Records?

1. Teaches practical skills for the future.
2. See progress as members grow and learn.
3. To establish members goals and planning for the 4-H club program.
4. To teach and give experiences in decision-making, responsibility, cooperation, planning, and setting individual goals and evaluation.
5. To develop member's record keeping skills and habits.
6. To aid them in managing their project (s)
7. To improve their skills in organization, spelling, grammar and math.
8. To manage their resources (financial and material).

What is a good record book?

In general terms, a good record book is one that is...

1. Accurate - make sure dates, amounts, and other information is correct and factual.
2. Complete - all blanks are filled out and signatures are obtained.
3. Neat - no scribbles, use pencil or pen but not both, older 4-Hers can use computer.
4. Truthful - remember your leaders/extension office read these and know if you have attended something.
5. Concise - to the point, free from duplication, most important information.
6. Properly assembled - follow the order given and don't add extras.

What is included in the 4-H Record Book?

Record Book Order

1. Pin application (currently working towards)
2. Current personal page
3. 4-H story
4. Kansas 4-H Permanent Record
5. Previous years records by year in the order listed above.

Membership Pins

Membership Pins

Membership pins are designed to recognize youth for achieving that level of participation in the 4-H program. This is not a competitive process. All youth who complete an application and whose application is judged as complete will receive a recognition pin.

Membership Pin Application

- Application should be filled out
- Must be signed by the 4-Her
- Parent must sign
- Leader will sign if you are worthy of the pin
- Make sure you keep this in front of the personal page the year it was earned


Key Award

The Kansas Key Award is one of the highest honors awarded to 4-H members across Kansas. As a 4-H award, the applicant needs to highlight 4-H related events, activities and achievements accomplished within the 4-H club, county/district, region or state.

Membership Pins	
	Membership
	Bronze
	Clover
	Emerald
	Silver
	Silver Guard
	Leadership
	Gold
	Gold Guard
	10 year pin
	11 year pin

Personal Page

- It should include a head and shoulder picture, such as a school picture.
- Projects should be listed in alphabetical order.
- Include the necessary signatures - yours, your parent, and your leader.


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Research and Extension

Personal Page
YEAR ___ to ___

Name _____ Birth Date _____
Club _____ This is my _____ year in 4-H
Extension _____
Unit _____
Address _____ City _____ Zip _____
Parent's or Guardian's Name _____
School You Attend _____ Grade or Year _____
I live on a farm ; in town (under 10,000) ; in a city (10,000-50,000) ;
in the country, but not on a farm ; in a suburb or city over 50,000 .

Phone _____ E-mail _____

Projects in which you are enrolled this year

Put
Your
Picture
Here

I have personally prepared this report and believe it to be correct.

Date _____ Signed _____
4-H Member

Approved:
Date _____ Signed _____
Parent or Guardian

Date _____ Signed _____
Community or Local 4-H Leader

A Personal Page should be filled out each year you are in 4-H and kept with your other 4-H records.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service
New Personal Page October 2008
K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, as amended. Kansas State University, County Extension Councils, Extension Districts, and United States Department of Agriculture Cooperating, Fred A. Cholick, Director.

4-H Story & Photos

- The 4-H story can be hand written if you are a younger member; 7-9 year olds may use pencil.
- The 4-H story should be like the final chapter of a book; tie the year together, summarize, and highlight important things learned and accomplished.
- The 4-H story should not exceed 6 pages, double spaced on one side of the paper.
- Focus on 4-H work, but can discuss how your 4-H work carried over into other parts of your life.
- Discuss goals set, offices/committees, learning, presentations, leadership, citizenship, successes and challenges within the 4-H year.
- Should be more than a fair ribbon placing report.
- A catchy opening, detailed body and strong conclusion are important.
- 4-H stories do not need to be signed by the member.
- General 4-H photos can follow the 4-H story, but no more than three pages of captioned, action photos; showing learning, leadership and citizenship is best. Photos are not required.

Permanent Record-Section 1

Example:

Date	* = Non 4-H	Meetings, Committees, Offices, Leadership Roles	# Held	# Led	# Attended	Level					Optional Hours
						Local	County/ District	Area/ Regional	State	National/ Int'l	
2007		Club Meetings, Song Leader	12	6	6	x					18
2007		Club Float Committee	5	0	5	x					12
2007		Foods Project Meetings	4	1	3	x					5
2007		Ambassadors	10	0	6		x				6
2007	*	Jazz Band	20	0	20	x					20
2007		Co Asst Photography Leader	3	1	3		x				6
9/19/07		KSF Photo Fun Day Teen Leader	1	1	1				x		4
2007		County Horse Club, Historian	12	0	12		x				5
2007		Horse Show Food Stand Committee, Chairman	3	3	3		x				2
2007	*	Open Class Fair Assistant Superintendent	1	0	1		x				2
2007	*	Rodeo Association, Calf-Roping Youth Committee	5	0	2			x			2.5
2007	*	Church Refreshments Committee	52	4	20	x					15
2007	*	School FACS Club, President	12	12	12	x					12
2007		Club, Bucket Calf Co-Project Leader	4	2	4	x					3
2007		Fairground Work Committee	4	0	2		x				4
2007		Club, Refreshments Committee	12	2	10	x					2
2007		Club, 4-H Council Fair Food Stand Committee	2	0	2		x				4
2007		Club, Food Bank Work Day Committee, Chairman	1	1	1	x					2
2007	*	Rodeo Association, Youth Member, Calf-Roping Committee	2	0	2			x			2

Permanent Record-Section 2

Date	* = Non-4-H	T = Team	Size of Project	PROJECT Communications, Presentations, Exhibits, Contest, Judging or Skill-A-thon	Level					OPTIONAL		
					Local	County/District	Area/Regional	State	National/Int'l	Hours	Audience	Income/Expense
				Photography Project Examples								
2007			2,000	Photography, Pictures taken	x					10		
	*		1,500	As School Photographer	x					3		0.00
			500	Personal	x					5		-50.00
			25	Photos exhibited	x	2P 2B		1P				
	*		35	Photos published		x						
2007			4	Demonstration: Proper Mounting Technique	x	x		x		2	35	
				Foods Project Examples								
2007			300	Foods – Meals Prepared						500		
				Exhibited Cupcakes		4P 10R		1B				
2007			5	Demonstrations: Moo-licious Meals	x	1B	1R	1R		35	69	
2007		T		FCS Judging (10th Place)		x				1		
				Horse Project Examples								
2007			3	Horses Cared For Daily	x					210		-1,250
2007		T	7	Horse Quiz Bowl Contests		x	x	x		32		- 200.0 0
2007			7	Horse Quiz Bowl Contests		x	x	x		8		
2007	*	T	7	FFA Horse Judging Contests			x	x		8		
2007			23	4-H Horse Shows (Classes)	x	x	x	x		20		-50.00
2007	*		63	Other Horse Shows (Classes)		x	x	x	x	50		- 250.0 0
				Beef Project Examples								
2007			5	Animals, 3 Heifers, 2 Steers	x					150		
2007			2	Demonstration: How to Lead a Buck-et Calf	x	x				1	3	
2007	*		38	FFA Livestock Judging Team	x	x	x	x		30		

Permanent Record-Section 3

Date	* = Non-4-H	Leadership	Citizenship	What You Did	Level					OPTIONAL		
					Local	County/District	Area/Regional	State	National/Int'l	Hours	Audience	Income/Expense
2007		X		Organized Photo Shoot at Park		x				2	10	
2007				Purchased new digital camera	x							-150.00
2007		X	X	Took 60 pictures for Horse Club - used 20 in historian book		x				3		
2007			X	Gave 20 pictures to other 4-Hers for their record books		x					20	
2007				Horse Quiz Bowl Practices		x				30		
5/10/07			X	Worked Horse Show Food Stand		x				2		
2007	*			FFA Horse Judging Team	x	x	x	x		4		
2007	*		X	Therapeutic Riding Association Spotter			x			20		
2007		X		Riding Lessons to 4Hers	x					25	3	45.00
2007	*	X		Riding Lessons to Non-4Hers	x					20	5	200.00
2007				Riding Lessons taken	x					25		-500.00
2007			X	Took pony to Club sponsored mini-fair at mall		x				4	50	
2007		X	X	Set-up & worked beef weigh-in and county beef show		x				8		
2007	*			FFA Livestock Judging Team	x	x	x	x		30		
2007			X	Painted livestock & arena fences		x				4		
6/1/07		X	X	Organized Club cookie bake for nursing home party	x					4	75	
2007			X	Made & served Club refreshments	x					1		
2007			X	Collected & Sorted Food at Regional Food Pantry			x			4		
2007			X	Donated to food bank	x					1		
2007		X		Illustrated Talk of the Growth of the Breed	x	x	x			.25		
2007	*		X	Lion's Club Pancake Feed Volunteer			x			3	300	
2007	*	X		Food Demonstrator for Grocery Store		x				.25	100	

KAP

Kansas Award Portfolio

In addition to keeping a 4-H record book is the competitive side of record keeping i.e. - project recognition. This is an optional activity for 4-H members. A KAP is a record kept on one specific project. You can do a KAP on one or your projects or all of your projects. ALL youth competing at the Area or State level MUST utilize the State KAP form. The KAP is project specific and requires that each project be submitted in separate folders/ notebooks.

There are different KAP forms for each of the 3 age groups . Here are the requirements for each KAP:

Age 7-8	Age 9-13	Age 14-18
Personal Page Goals Summary of 4-H Project Experiences 4-H Leadership and Citizenship Experience within this Project Awards and Recognition 4-H Project Story Photos	Personal Page 4-H Project Story Goals Summary of 4-H Project Experiences 4-H Leadership and Citizenship Experience within this Project Awards and Recognition in 4-H Non-4-H Experiences Related to this Project Photos	Personal Page 4-H Project Story Goals Summarization of Projects: Project time, Income, and Expense Report Awards and Recognition in 4-H 4-H Leadership and Citizenship Summary within the Specific Project Non 4-H Experiences Related to the Specific Project Photos

Officer Pins

Club Officer Pins:

Pins will be awarded providing the community leader fills out nomination form and the following officers complete the requirements listed in the Johnson County Award Procedures. Pins will only be awarded to the officer positions listed below. Any additional officer positions should be recognized at the club level.

Officer Pins

- President
- Vice President
- Secretary- requires book
- Corresponding Secretary- requires book
- Treasurer- requires book
- Historian- requires book
- Reporter- requires book
- Parliamentarian- requires book
- County Council Representative- requires County Council Activity Report

Club Officer Pins	
Club President	
Club Vice President	
Club Secretary	
Club Treasurer	
Club Reporter	
Club Historian	
Club Parliamentarian	
County Council Rep	