# 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.

Ме	mbership Pins
	Membership
SECOND VI	Bronze
THE HARD TO SERVICE AND ADDRESS OF THE PARTY	Clover
100 U 11	Emerald
	Silver
H. Berton Broken	Silver Guard
*	Leadership
SHOW SHOWN	Gold
THE CONTRACTOR OF THE PARTY OF	Gold Guard
NEW TOWNS	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.

		Personal Page		Research ar
		YEAR to		
Name		TEAR TO	Birth Date	
Club			_	year in 4
Extension Unit				
Address		City		Zip
Parent's or Gua	rdian's Name			
School You Atte	end	G	rade or Year	
I live on a farm	; in town (under 10	),000)∏; in a city (10,0	00-50,000)[]	
in the coun	try, but not on a farm	; in a suburb or city o	ver 50,000 🗌	
Phone	E-mail			
Projects in whic	h you are enrolled this	s year	_	
			_	
				Put Your
			_	Picture
				Here
			_	
			_	
			_	
			_	
I have personal	ly propored this report	and baliave it to be corre	t	
Date	Signed	and believe it to be corr	ect.	
	- Olgillou	4-H Me	mber	
Approved:	Signed			
Approved: Date	Olgillou		Quardian	
		Parent or 0	Juarulan	
	Signed	Parent or 0	Juardian	
Date				r
Date	Signed	Community or Lo	cal 4-H Leade	
Date	Signed		cal 4-H Leade	
Date  Date  A Personal Page records.	Signed	Community or Lo	ocal 4-H Leade	your other 4-H

# **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** - Four Sections

- It should be kept neat
- Record all exhibits, offices held, events attended, and other participation for the entire 4-H year.
- It is a detailed document listing everything done by the member.
- It is important to utilize the four-sectioned permanent record.

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#### Kansas 4-H Permanent Record

Address	
County/District	Birth Date

#### Section 1—Groups/Organizations

List <u>all</u> groups/organizations you participated in, i.e. 4-H, school, community and/or faith. If the group is non 4-H related enter an \* in the non 4-H column. For each group, list elected offices (such as reporter, vice president, etc.) and other positions or roles you held (such as junior project leader, project leader, committee chairman or committee participant). Indicate the total number of meetings held, the number you lead and the number of meetings you attended in the appropriate level column. Hours (includes preparation, organization, practice and activity time, but does <u>not</u> include travel, sleeping, meals, etc.) are optional, but may be useful for other applications. This section is used to complete the Meetings, Committees, Offices part of Section 3 and Section 5 in the KAP.

								Level			Optional
Date	* = Non 4-H	Meetings, Committees, Offices, Leadership Roles	pləH#	pe7#	# Attended	Local	County/ District	Area/ Regional	State	National/Int'l	Hours
	$\vdash$										
	_										
-	-										

#### Example:

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

#### Section 2—Communications/Presentations, Exhibits, Contests

List all projects completed. If the group is non 4-H related enter an \* in the non 4-H column. Examples include, but are not limited to, fair exhibits, judging contests, quiz bowls, skill-athons, demonstrations, illustrated talks, project talks, articles written, web pages developed, TV or radio presentations, county/district and regional club days activities, forensics and debate contests, fitting and showing, tractor driving, fashion revue, dog shows, horse shows, photography exhibits, etc. Size of Project may be indicated by the number of garments, animals, acres, articles made, hours involved, or another identifier of your choice. For contests, indicate whether it was an individual or team effort. For evaluated activities (exhibits and contests) indicate the number and placing with the appropriate letter: Purple (P), Blue (B), Red (R), White (W) and Participation or Other (O) in the level column. Hours (includes preparation, organization, practice and activity time, but does not include travel, sleeping, meals, etc.), audience and income/expense are optional, but may be useful for other applications. This section may be used in completing the Summarization of Project Experiences/4-H Experiences of Section 2 and What You Did of Section 3 and 5 in the KAP.

						l	evel				OPTIC	NAL
Date	* = Non 4-H	T = Team	Size of Project	PROJECT Communications, Presentations, Exhibits, Contest, Judging or Skill-A-thon	Local	County/District	Area/Regional	State	National/Int'l	Hours	Audience	Income/ Expense
		$\vdash$										

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

#### Section 3—Activities

List the events and activities (not included in other sections of the permanent record) that you attended or participated in for 4-H, school and community. Examples include achievement programs, talent shows, camps, regional 4-H days, nursing home programs, sponsorship of club or county awards, fairground clean up, assistance to fair superintendent, special fund-raising efforts, band, teams, or FFA. If the activity was non 4-H related enter an \* in the non 4-H column. Indicate whether your involvement was leadership, citizenship or both and the level of participation in the level column. Hours (includes preparation, organization, practice and activity time, but does not include travel, sleeping, meals, etc.), audience and income/expense are optional, but may be useful for other applications. This section is used to complete the Summarization of Project Experiences/4-H Experiences of Section 2 and What You Did of Section 3 and Section 5 in the KAP.

**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.

					Level					C	PTION	IAL
Date	* = Non 4-H	Leadership	Citizenship	What You Did	Local	County/District	Area/Regional	State	National/Int'l	Hours	Audience	Income/ Expense
	$\dashv$											
	$\dashv$											
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	_											
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	$\dashv$											
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						I	Level				OPTIONA Hours  2 10 3 20 30		
Date	* = Non-4-H	Leadership	Citizenship	What You Did	Local	County/District	Area/Regional	State	National/Int'l	Hours	Audience	Income/ Expense	
2007		Х		Organized Photo Shoot at Park		х				2	10		
2007				Purchased new digital camera	х							-150.00	
2007		Х	Х	Took 60 pictures for Horse Club - used 20 in historian book		х				3		130.00	
2007			Х	Gave 20 pictures to other 4-Hers for their record books		х					20		
2007				Horse Quiz Bowl Practices		х				30			
5/10/07			Х	Worked Horse Show Food Stand		х				2			
2007	*			FFA Horse Judging Team	х	х	х	Х		4			
2007	*		Х	Therapeutic Riding Association Spotter			Х			20			
2007		Х		Riding Lessons to 4Hers	х					25	3	45.00	
2007	*	Х		Riding Lessons to Non-4Hers	х					20	5	200.00	
2007				Riding Lessons taken	х					25		-500.00	
2007			Х	Took pony to Club sponsored mini-fair at mall		Х				4	50		
2007		Х	Х	Set-up & worked beef weigh-in and county beef show		х				8			
2007	*			FFA Livestock Judging Team	х	х	х	х		30			
2007			Х	Painted livestock & arena fences	_	х				4			
6/1/07		Х	Х	Organized Club cookie bake for nursing home party	х					4	75		
2007			Х	Made & served Club refreshments	х					1			
2007			Х	Collected & Sorted Food at Regional Food Pantry			х			4			
2007			Х	Donated to food bank	х					1			
2007		Х		Illustrated Talk of the Growth of the Breed	х	х	х			.25			
2007	*		Х	Lion's Club Pancake Feed Volunteer			х			3	300		
2007	*	Х		Food Demonstrator for Grocery Store		Х				.25	100		

#### Section 4—Most Important Recognitions

List the most important recognitions you received during the year—honors, awards, out-of-county trips, etc. Example: Camp Scholarship, National 4-H Congress, 4-H Key Award, County Project Award, School Achievement Award, Letter. If the recognition is non 4-H related, identify it with an \* in the non 4-H column. The section is used to complete the Awards & Recognitions portions of Section 4 and Section 5 of the KAP.

			Leve		
Date # Kind of Recognition	Local	County/District	Area/Regional	State	National/Int'I
	-				
	$\longrightarrow$				
	$\overline{}$				
	-				
	-				

					Lev	el	
	* = Non-4-H		Local	County/District	Area/Regional	State	National/Int'l
Date		Kind of Recognition					
7/2007		Grand Champion Steer		Х			
7/2007		Grand Champion Photography		Х			
10/2007		Leadership Pin		Х			
10/2007		Key Award				Х	
2/14/2007		Horse Quiz Bowl Team, State Champion (1st Place)				х	
10/31/2007		Horse Quiz Bowl Team, National Competition (2nd Place)					х
10/2007		County Project Award, Horse		Х			
10/2007		County Project Award, Beef		Х			
10/2007		County Project Award, Performing Arts		Х			
10/2007		County Project Award, Photography		Х			
3/2007	*	KMEA Area & State Solo Competitions – ratings			х	х	
5/2007	*	Marching & Jazz Band Letters	х				
6/2007	*	Therapeutic Riding Volunteer – 100 hour pin			х		
9/1/2007	*	Recognized in paper for work with Food Pantry		х			
6/20/2007	*	Newspaper Best Frozen Dessert for Dads (2nd Place)		х			
5/31/2007	*	High School Journalism Action Photography Awards (1st Place)	х		х		
5/31/2007	*	FFA – Green Hand Award	х				
11/15/2007	*	High School Football Letter	х				
2007		Best Camp Handwasher Award			х		



#### 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	Personal Page	Personal Page
Goals	4-H Project Story	4-H Protect Story
Summary of 4-H Project Experiences	Goals	Goals
4-H Leadership and Citizenship Experience within this Project	Summary of 4-H Project Experiences	Summarization of Projects:
	4-H Leadership and Citizenship Experi-	Project time, Income, and Expense Re-
Awards and Recognition	ence within this Project	port
4-H Project Story	Awards and Recognition in 4-H	Awards and Recognition in 4-H
Photos	Non-4-H Experiences Related to this Pro-	4-H Leadership and Citizenship Summary
	ject	within the Specific Project
	Photos	Non 4-H Experiences Related to the Spe-
		cific 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	E COLOR	
Club Vice President	CLUB	
Club Secretary	CLUB	
Club Treasurer	CLUB	
Club Reporter	CLUB	
Club Historian		
Club Parliamentarian	300	
County Council Rep	COUNTY	