

# Kansas 4-H Award Portfolio (KAP)

## 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” 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” for more expanded definitions, detailed instructions, and examples of how to complete this application:

- **Leadership** is teaching another person or a group skills or information; includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters.
- **Citizenship** means assisting in your community and serving others without compensation.
- **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:

1. **Personal Page from 4-H Record Book** (clear photocopy is acceptable on all records)
2. **4-H Project 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 leadership, citizenship, and involvement 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 form has been redesigned and electronically fillable versions have been created.
2. Section 2 has been expanded to include separate pages for financial and/or graphic information.
3. Video presentations will be included in the final selection of the State Project Winners in lieu of interviews.

# 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

Indicate whether the goal is project learning, leadership or citizenship with an X in the appropriate column. One goal may involve multiple levels. See the table below for examples.

Learning	Leadership	Citizenship	Example Project Goals
X			Learn to knit with two colors of yarn
X		X	Teach my calf to lead and take it to a community petting zoo
X	X	X	Sugarless Cookies – learn to bake, prepare demonstration, give to Senior Center monthly
X	X		Attend one or more clinics and teach what I learned to my club

Learning	Leadership	Citizenship	My Project Goals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## 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).

[Click here to enter text](#)

## SECTION 2B: PROJECT TIME, INCOME, AND EXPENSE REPORT

Provide information relating to the expenses incurred, time spent, and income received because of this project. This includes expenses that were not paid by the 4-Her but were directly used in this project.

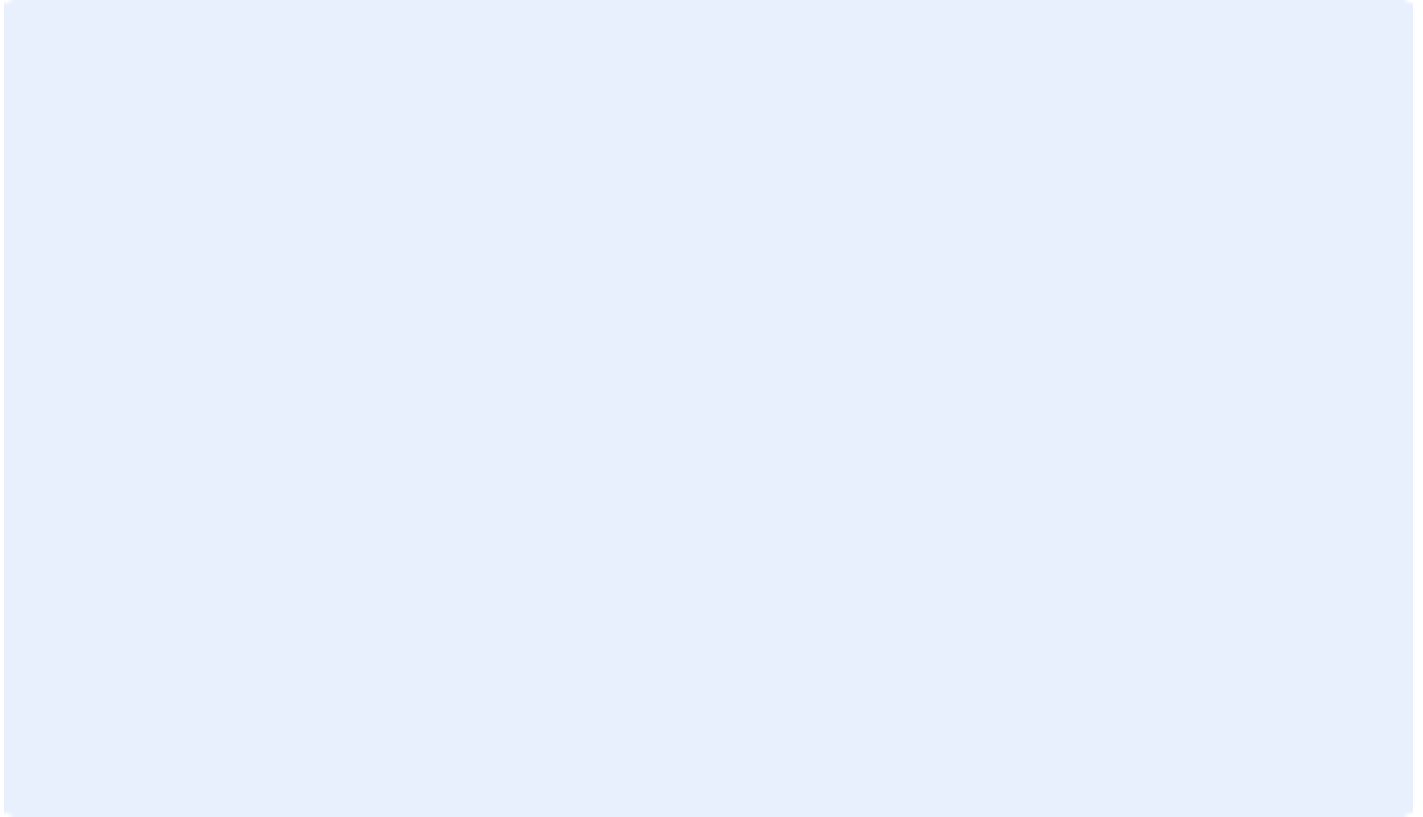
Date	Description	Amount	Time (Opt)
<b>Income (Auctions, Premiums, Sales, Services, Value of Products/Services Provided, Etc.)</b>			
<b>Total Income:</b>			
<b>Expense (Animals, Equipment, Lessons, Material, Supplies Purchased, Fees Paid, Etc.)</b>			
<b>Total Expense:</b>			
<b>Net Gain (Loss) – Subtract Total Expense from Total Income:</b>			

### Comments:

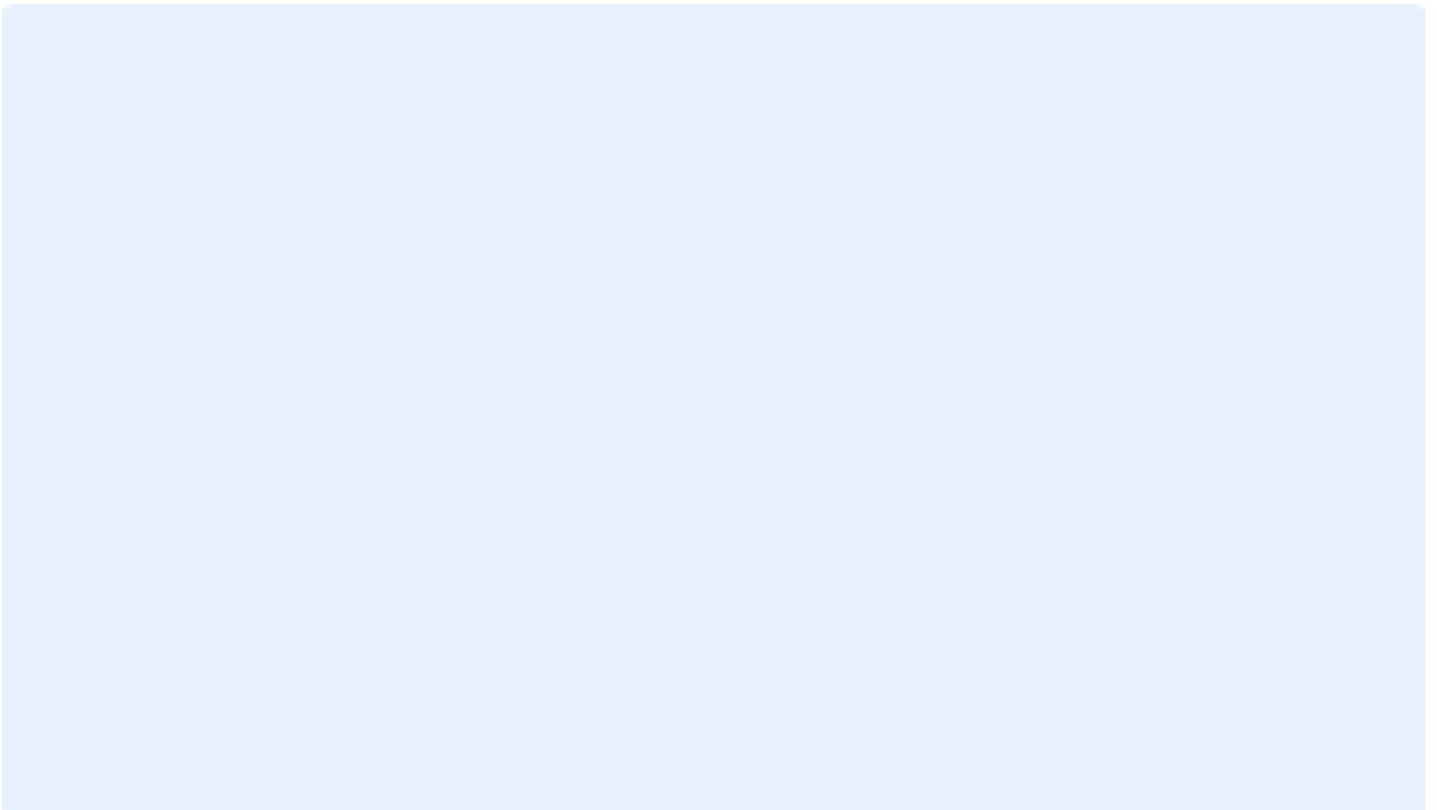
[Click here to enter text](#)

## SECTION 2C: PROJECT TIME, INCOME, AND EXPENSE SUPPORTING GRAPHICS (OPTIONAL)

Please provide any charts or graphs 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 AND RECOGNITION IN 4-H (ALL PROJECTS)

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	Awards and Recognition	Local	County/ District	Area/ Regional	State	National/ Int'l

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

**Do NOT exceed space provided in this form**

**Summarize** your 4-H meetings/committees/groups, 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, Groups	# Held	# Led	# Attended	Local	County/ District	Area/ Regional	State	National/ Int'l





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

**Do NOT exceed space provided in this form**

Summarize your non-4-H meetings/committees/groups, 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, Groups	# Held	# Led	# Attended	Local	County/ District	Area/ Regional	State	National/ Int'l

List the most meaningful non-4-H awards and/or recognitions you received this year. (Note: May be non-project related). Place asterisks (\*) beside awards and 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/ Int'l
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

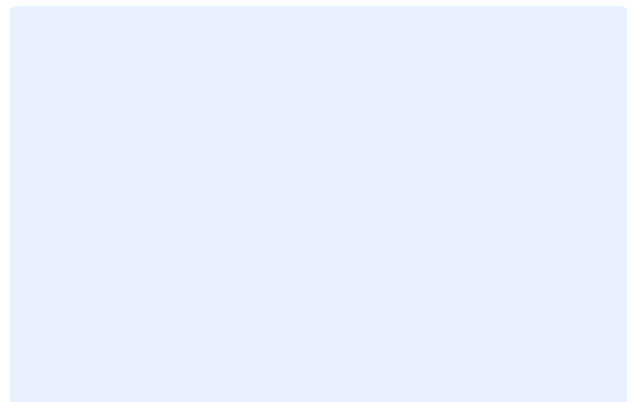
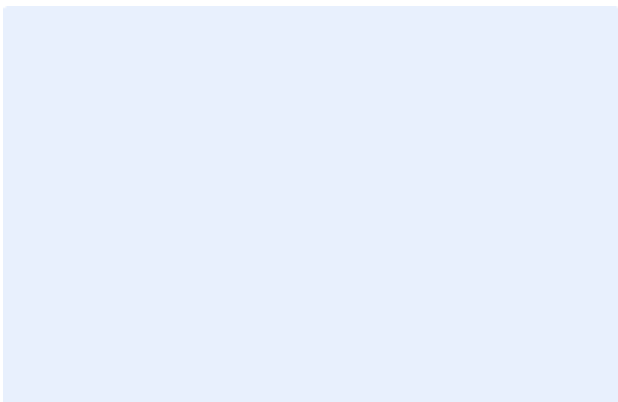
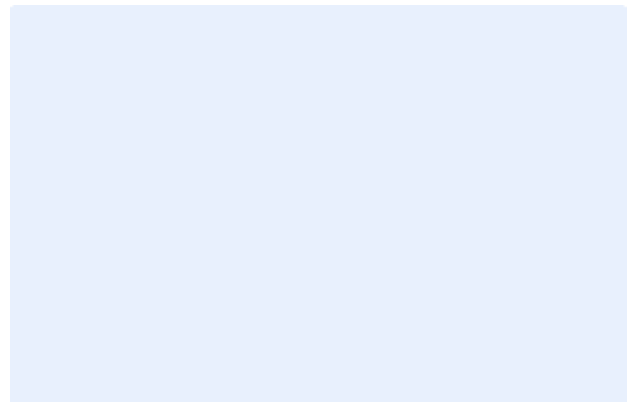
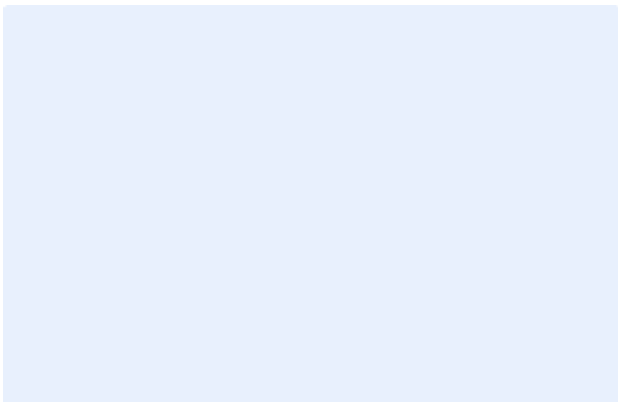
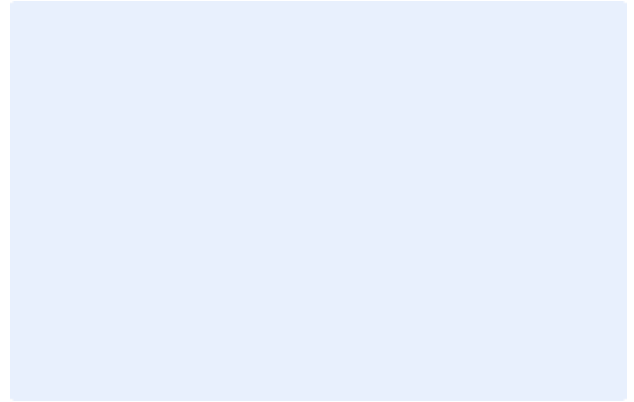
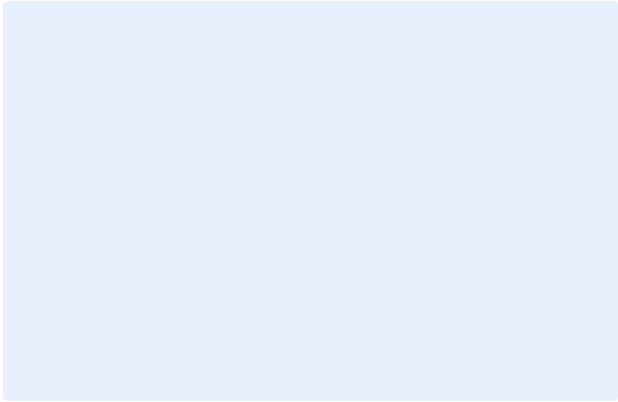


## SECTION 6: PHOTOGRAPHS

Photographs should include a maximum of three one-sided pages (no more than six pictures per page). Photos should be captioned and show project leadership, citizenship, and involvement 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.

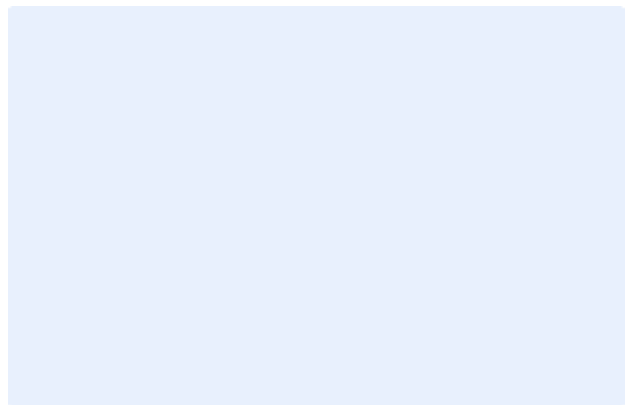
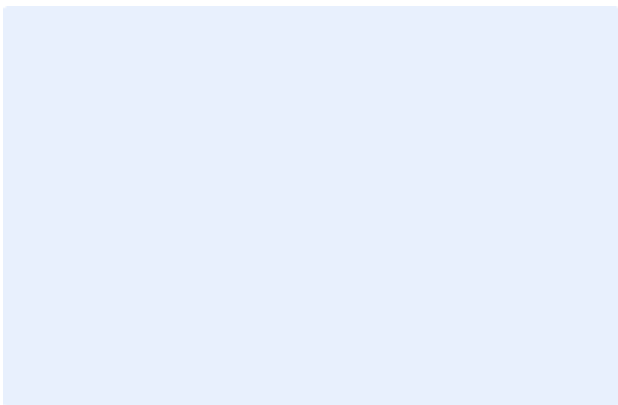
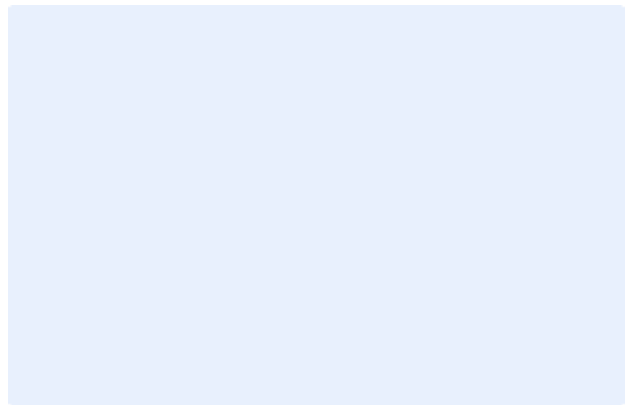
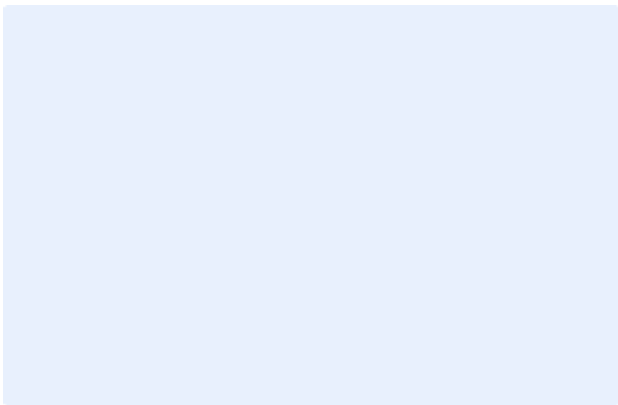
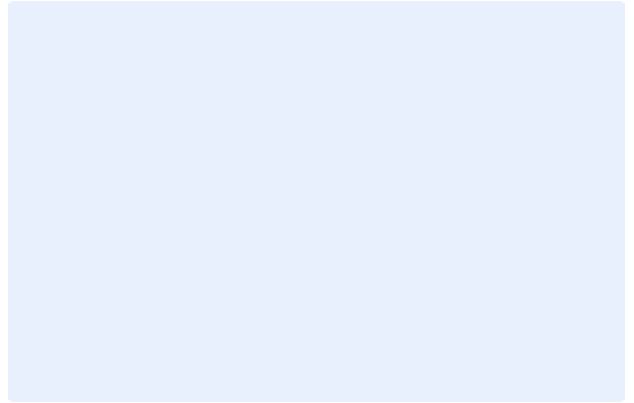
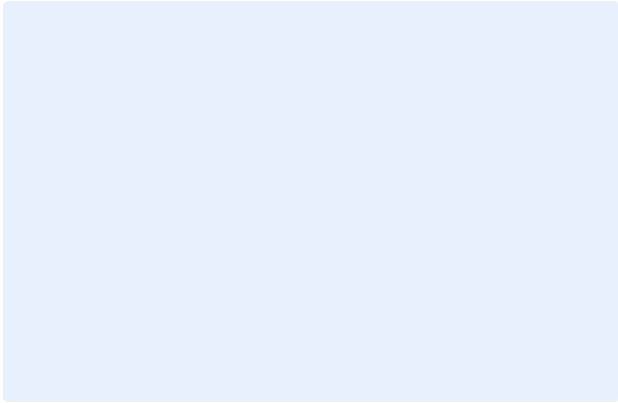
### **PROJECT PHOTOGRAPHS - Maximum of six photos. Maximum 1 page – front side only.**

Pictures of you doing things, things you made or exhibited.



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

Photos of your project related leadership activities (teaching another person or a group skills or information; includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters). Be sure to include captions.



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

Photos of your project related citizenship activities (assisting in your community and serving others without compensation). Be sure to include captions.

