



# Cowley County

9-13

## Kansas Award Portfolio (CKAP)

### Information Page

**Do NOT turn in this page with your completed 9-13 CKAP.**

#### Needed for the KAP:

1. 3 prong folder with pockets
  - a. On the front, in the center, put 4-Her's name, club, county, and project area.
  - b. Put the pin application in the front pocket if they are eligible for one.
  - c. Hole punch paperwork and put them in the folder in this order: Personal Page, 4-H story, KAP, and then Permanent Record.
2. Current copies of the pin application (if eligible), Personal Page, and Permanent Record plus this KAP form. Please leave the pin application loose in the folder.
3. Approximately 3 days for 4-Her to do paperwork to prevent extra stress – 1 day to do personal page and photographs in the KAP, 1 day to do 4-H Story, and 1 day to do KAP. The parent can fill out the permanent record since it is much more detailed and spaces are smaller.
4. 4-H Story should introduce 4-Her and then tell a little about every project and **a lot** about the project area they are applying for. It can be handwritten on notebook paper or typed double spaced. As long as judges can read and understand what is written, the child will not be docked for punctuation or grammar at this age (since they still have a lot to learn). 1-3 pages is recommended depending on age.
5. Signatures.....4-H member must sign KAP to say they did it and it is truthful and the community leader must also sign KAP.

If more room is needed on a page, just make a copy of that page and write continued on 1<sup>st</sup> page. If you want to make your own sec. #2, you can do it in Word and just use that page instead.

#### NOTE:

**FAINT dotted lines are provided throughout the KAP tables for kids that need to list more things than there are spaces (esp. older kids). Just trace them if they are needed and if tracing is desired.**

This is a complete list of award programs in which applications are to be taken to area portfolio evaluation.

Beef (bucket calf, market steer, breeding heifer)	Environmental Science	Plant Science (Forestry, horticulture, and field crops)
Citizenship (local, state, national, and international civic and cultural studies, community service, or service learning)	Family Studies	Poultry
Clothing & Textiles (construction, buymanship or fashion revue)	Fiber Arts	Rabbits
Communications (public speaking or other media)	Foods & Nutrition	Reading
Dairy (cattle & goats)	Geology	Self-Determined
Dog Care & Training	Health & Wellness (health, fitness, bicycle, recreation, high adventure)	Sheep (market or breeding)
Energy Management (Electric/ Electronics, Small Engines, Power of the Wind)	Home Environment	Shooting Sports
Entomology	Horse	SpaceTech (aerospace, robotics, astronomy, GIS-GPS)
	Leadership	Swine (market or breeding)
	Meat Goats (market or breeding)	Visual Arts (inc. all art and craft mediums)
	Performing Arts (theatre, clowning, dance, vocal, & instrumental)	Wildlife (sports fishing)
	Pets	Wood Science (wood working)
	Photography	

**Cowley County**  
**Kansas Award Portfolio (KAP) Application**  
(9-13 CKAP)

Name \_\_\_\_\_ Project Award Area \_\_\_\_\_  
(from the list on information page)

Date of Birth \_\_\_\_\_ County/District \_\_\_\_\_

Club \_\_\_\_\_ Years in This Project \_\_\_\_\_

**Instructions for organizing the Cowley County Kansas 4-H Award Portfolio (CKAP)**

Complete this form and submit a separate award portfolio for each project or award program. The words should be those of the member, but it is acceptable for someone else to type the form. Additional information is available at [www.kansas4-h.org/Awards](http://www.kansas4-h.org/Awards).

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 being paid for doing it.

**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 (Nat'l) - two or more states; I - International (Int'l).

**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. Assemble the information in this order:

1. 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.
5. Font size - must be at least 10 point.

**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 \_\_\_\_\_

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Project Area

**Section 1: Goals**

On the line above, you wrote a project area you learned about and did many things in this year. **In the table below, write what your goals were (the things you wanted to learn about or do) at the beginning of the year for this project area.** If you wrote “visual arts” at the top of this page, your goals would be about drawing, ceramics, and leather craft if you did all of them. However, if you only did drawing, your goals would only be about drawing. **So if your project area has more than one project listed (see the list on the CKAP information page to check your project), you need to write goals for all of those that you did because they all count for that project area.**

Finally, if one or more of your goals was to teach something to someone, put an **X** under the column marked **L** (for Leadership) by those goals. If one or more of your goals had something to do with helping someone in that project area, put an **X** under the column marked **C** (for Citizenship which is helping someone) after each one of those. **Don't forget to do this!** If you have a goal that isn't a leadership or citizenship goal, just leave the box under “**L**” and “**C**” blank.

<b>Sec. #1 - Your Goals (think of as many as possible!) A goal is something you wanted to do, learn or make during this project year.</b>	<b>L</b>	<b>C</b>

## Section 2

### My \_\_\_\_\_ Project Experiences

**This is what I did or made in this project area at home, at meetings, and other places.**

**These are the things I learned from my leader or just by doing the project.**

**Section 2 (continued)**

**My \_\_\_\_\_ Project Experiences**

**This is what I exhibited and there ribbons/awards I received at the Cowley County Fair.**


**This is what I exhibited and the ribbons/awards I received at the Kansas State Fair or other shows)**


	List income and expenses for this project. Your income might be \$0, but you probably had expenses to actually do your project.	Add income and write the total in the "income row". Add expenses and write the total in the "expenses" row.
Income	-----	\$
Expenses	-----	\$
	Profit/Loss Subtract total expenses from total income and write that amount here. If your expenses are greater than your income, indicate a loss with a (-) before the total.	\$

## Section 3

### 4-H Leadership and Citizenship Experiences in \_\_\_\_\_ (Project Area)

For this project area, you probably went to some project meetings. On the first line, write the project from above and fill in the information about the number of meetings. Maybe you even were on a committee for that project. You lead a committee meeting if you are the committee chairman. You may have been a leader or Jr. Leader for that project. Below your project meetings for this project area, list any committees or officer or leader positions you held in the project. It is okay if you weren't an officer and/or on a committee. You can try to be one next year!

List below the project meetings held, Committees, Officer and Leader Positions	# of times meetings were held	# of times you went to meetings	# of times you led the meeting ( it can be 0)
_____ project meetings			
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

In this project you might have done some citizenship activities (like helping someone in the community, giving something you made in the project to someone, and other helping activities without being paid). If you did citizenship activities, list them and put an "X" under "**Citizenship**". You also may have done some leadership activities. If you planned an activity in this project, taught a person or group to do something related to this project; demonstrated how to do something at a 4-H meeting, 4-H Days or another event; or organized a project meeting, you did leadership activities. You will list these below, too, and put an "X" under "**Leadership**".

Citizenship and Leadership things you did	Citizenship	Leadership
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

### Section 4: 4-H Awards

During this 4-H year you probably received some awards. You might have gotten an award at a club meeting, at Achievement Night (such as pins, KAP awards), at the county fair (like grand or reserve champions, purples, spotlight awards), or at the state fair. Maybe you even got a scholarship (like camp scholarship)! Below list the awards you got. Start with any awards you got in the project you are doing this CKAP for and put an "\*" under "Project Related". Then, list all the awards you got this year in 4-H.

<b>Project Related</b>	<b>These are the awards I got in the _____ project and all the other awards I got in 4-H!</b>
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## Section 5: Non 4-H Leadership and Citizenship in

Project area from the highlighted area on p.1

In the next table you are going to list any meetings, committees, officer positions, or leadership positions you had that had something to do with the area of your project but had nothing to do with 4-H. For example, if your project area is photography and you were the photographer for your school newspaper or your church youth group, you would put that officer position here. A food example for a committee would be if a horse show asks you to be on a committee that will provide food for the people at the horse show.

Meetings, officer positions, leader positions, committees	# held	# attended	# led
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

Now list things that you did outside of 4-H that were related to your project. If you taught or helped someone through your project and it wasn't planned through 4-H, list it here. For example, if your project area is foods and you took food to a food pantry, you would put that here and put an X under citizenship (helping someone). An example for the goat project would be if you took your goat to a petting zoo someone put on for school kids – also citizenship. Finally, if you volunteered to teach your class at school about how to build a rocket and your project area is SpaceTech, you would write that down and then put an X under leadership (for teaching someone).

Citizenship and leadership things you did that weren't planned through 4-H	Citizenship	Leadership
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-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----



## Section 5 Continued: Non 4-H Awards

In this area you will list awards that you got anywhere other than 4-H. Start with awards (if you have any) that are related to the project area you picked on p.1. If you picked foods and nutrition as your project area and you won a prize in a baking contest you would put that down and put a \* under project related. After you put down awards that related to your project area, put ALL other awards you received anywhere other than 4-H. Some examples are honor roll, 1<sup>st</sup> place basketball team, band awards, perfect attendance, church youth volunteer of the month, or 2<sup>nd</sup> place in a turtle race.

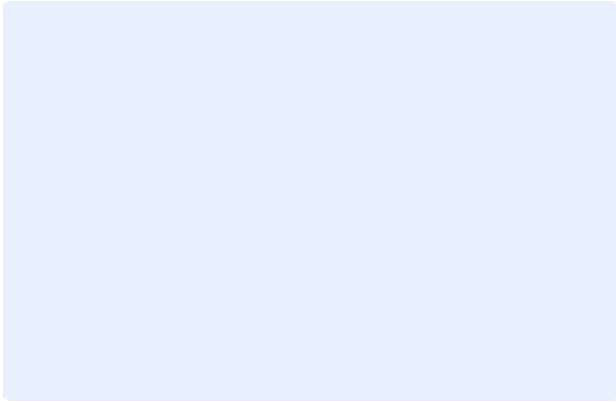
Project Related	These are the awards I got outside of 4-H!
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## SECTION 6: PHOTOGRAPHS

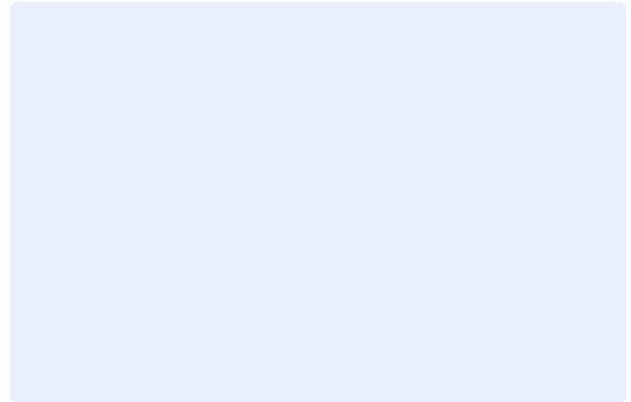
Photographs should include a maximum of three one-sided pages (no more than six pictures per page). Photos should be captioned and show project involvement, leadership and citizenship within this award program. The KAP now includes formatted pages and further instructions; however, digital photos, computer 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.**

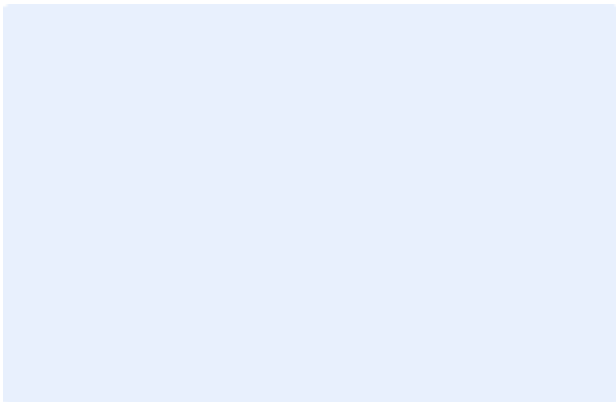
Pictures of you doing things, things you made or exhibited.



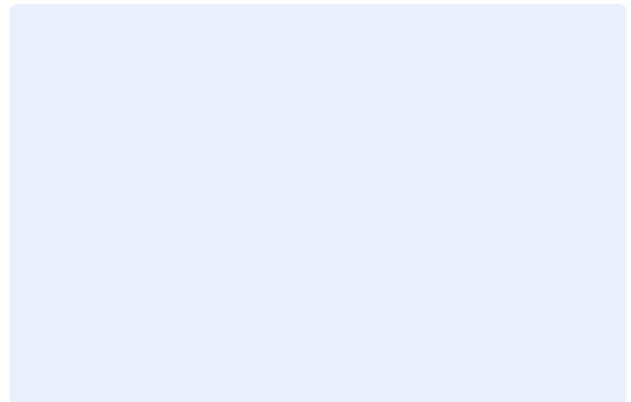
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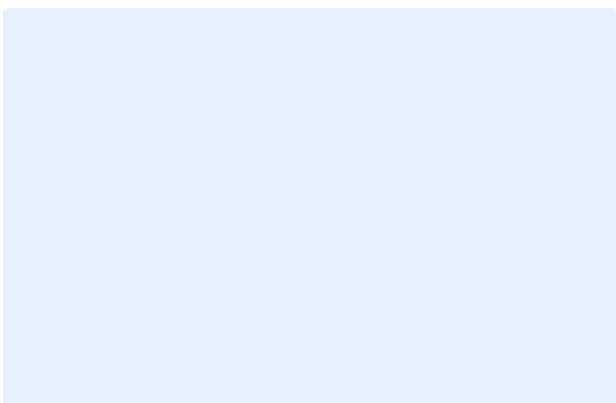
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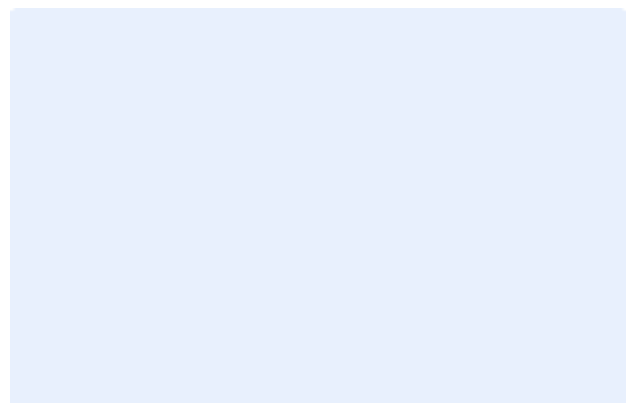
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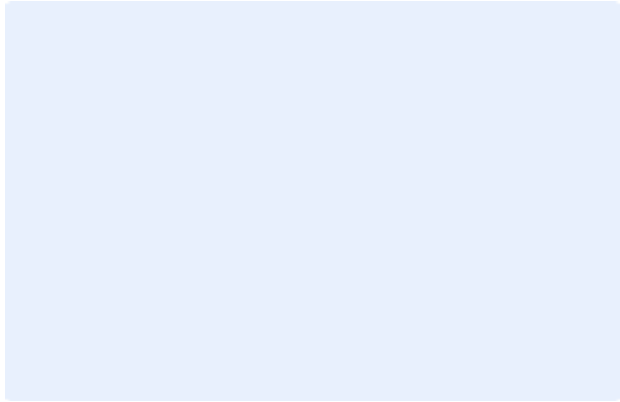
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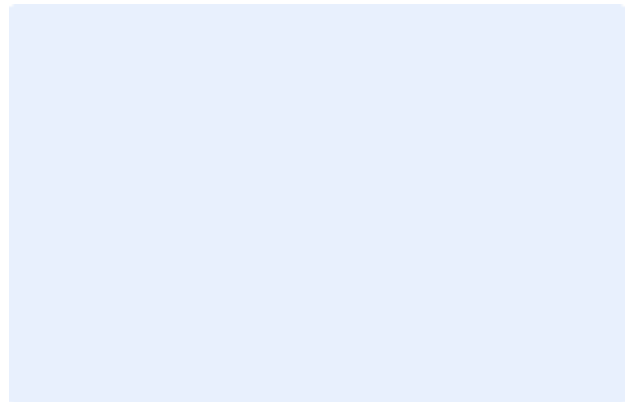
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**LEADERSHIP PHOTOGRAPHS - Maximum of six photos. Maximum 1 page - front side only**

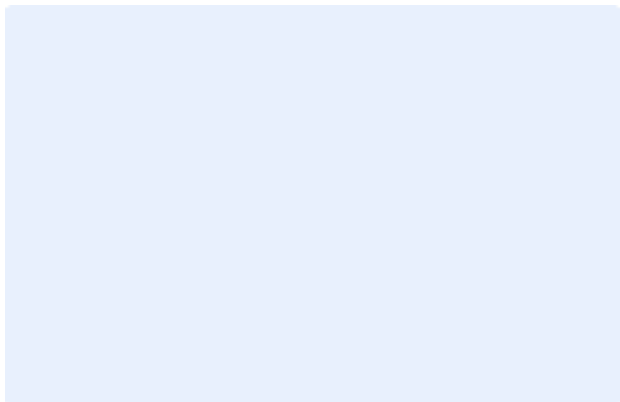
Photos of your project related leadership activities (teaching another person or a group skills or information including organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters). Be sure to include captions.



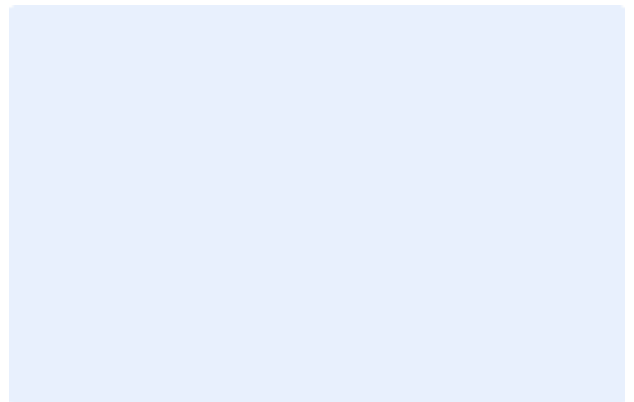
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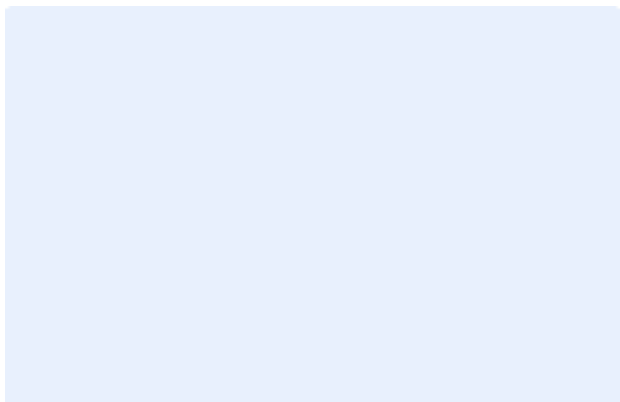
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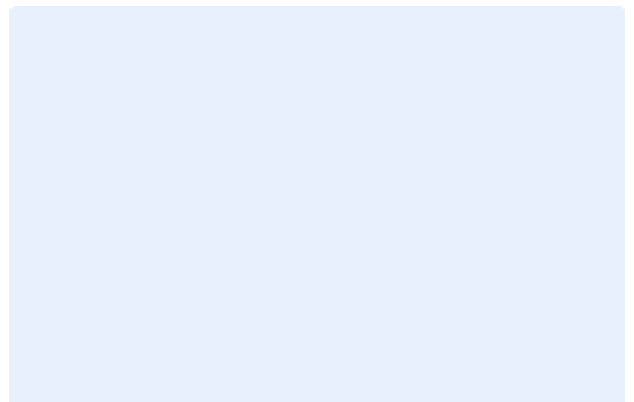
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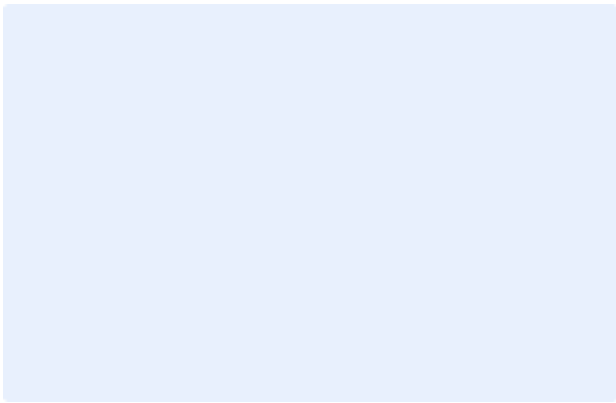


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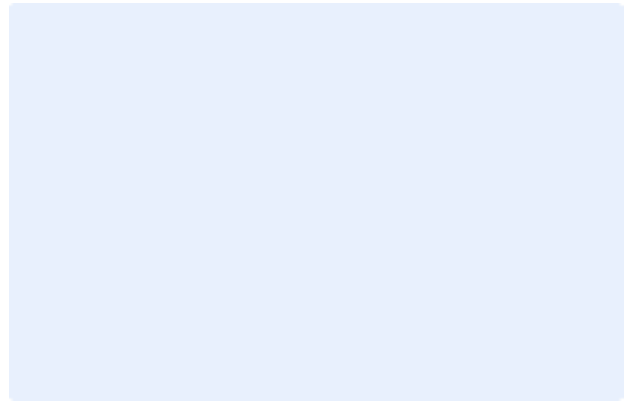


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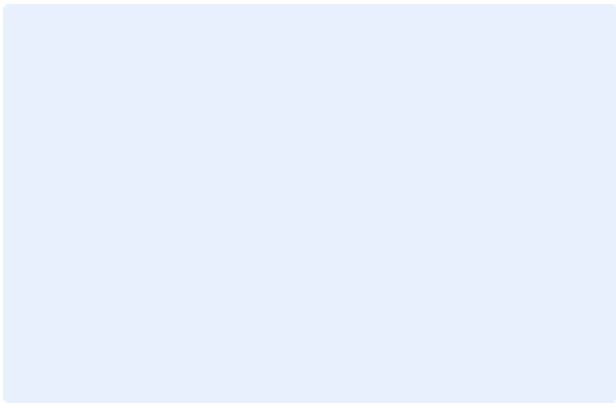
**CITIZENSHIP PHOTOGRAPHS - Maximum of six photos. Maximum 1 page - front side only**  
Photos of your project related citizenship activities (means helping out in your community and serving others). Be sure to include captions.



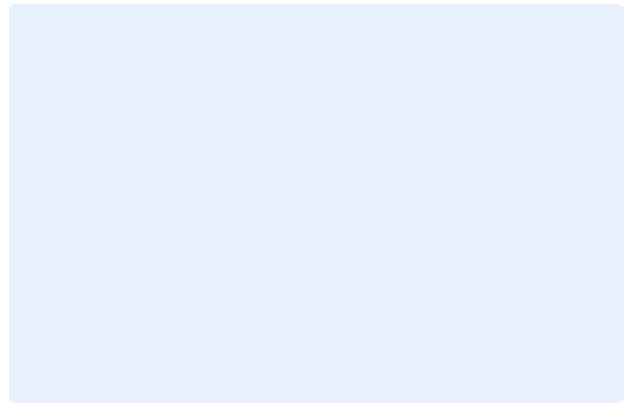
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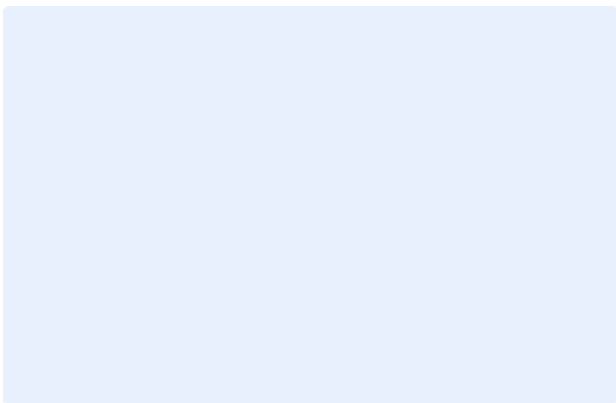
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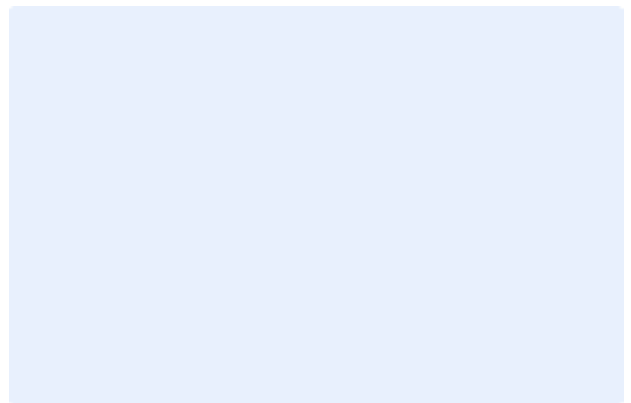
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