Keeping records is an important life skill that can be developed in 4-H. 4-H members who excel in this area have the opportunity to win county and state awards in their chosen project area.

**Achievement Pins**
Achievement Pins are awarded to members based on application and completion of certain requirements. Only one Achievement Pin is awarded to a member in a year and the pins must be achieved in order. It is helpful to review the pin applications at the beginning of the 4-H year to be sure that you will be completing appropriate activities and leadership to meet pin requirements. Turn in your pin application loosely with your KAP:
- Membership
- Bronze
- Clover
- Emerald Silver
- Silver Guard
- Leadership
- Gold
- Gold Guard

**Personal Page**
There Personal Page is like a cover sheet for the record book. It gives the 4-H member’s personal information along with a picture.

**The 4-H Story**
The 4-H Story should focus on the project in which the 4-H member is seeking a project award. It should include information about the events and activities in the specific project, overview of additional projects and an overview of the 4-H year. The 4-H Story is an opportunity for the member to really emphasize what they learned in the project. It should include the up’s and down’s of the year. Tell about what you enjoyed and what you didn’t. Include information beyond what your result at the fair was. It is helpful if the 4-H Story is double spaced and the font is 12-point.

**Kansas Award Portfolio**
The Kansas Award Portfolio (KAP) is the award application for project awards. Cowley County uses the KAP designated for each age group, with the exception of 9-13 year olds. 9-13 year old Cowley County youth should complete the Cowley County KAP (CKAP) created for local use only. The appropriate KAP forms can be found on the Cowley County Extension website (www.cowley.ksu.edu) under “4-H Youth Development”, in the “Forms” link.

**Photographs**
The photograph pages are included as a part of the KAP. There may be up to 3 pages of photos. All pages must pertain to the project area in which the KAP is being applied. The first page is designated for project photos, the second is for leadership photos and the third is citizenship photos. Get out your camera and take pictures throughout the year. You may include up to six photographs per page with captions. The photograph pates are another opportunity to share your story. **Remember, the photos you share within your KAP must be related to the project area in which the award is being applied for.**

**Permanent Record**
The Permanent Record captures all of your 4-H and leadership activities throughout the year. It is a great tool for older members as they begin completing scholarship applications in preparation for college. A helpful tip is to keep a calendar throughout the year of your 4-H activities and project activities. Then you complete your Permanent Record, all of your information readily available. **NOTE:** The KAP form says that you do not need to complete the Permanent Record. Cowley County requires that the Permanent Record be turned in.

**How is My Record Book Scored?**
The Cowley County Awards Committee assembles volunteers at the end of September and first week of October each year to screen record books. If you are age 7-13, your record book will remain in the county to be screened by a local volunteer.

Record books of members in the Senior Division (14 and older) are sent out of county to be screened. County Champions are selected from the Senior age group. County Champions are eligible to send their books on the Area Screening, where they are reviewed for the possibility of being sent on for state project awards.
When the record books are received, they are grouped by age and project area. They are then reviewed to make sure that they are complete and in the correct area. Each record book should contain, the following in order:

- Correct outer label (Name, Club, County, Project-only from project award areas listed)
- Personal Page
- 4-H Story
- KAP (for one project area)
- Photographs (up to 3 pages)
- Permanent Record
- Correct signatures (member, parent, leader)
- Achievement Pin Applications should be turned in loose, not bound with the KAP. Only one copy of the Achievement Pin Application is required per member.

Record books are screened by an adult volunteer familiar with that particular project area. Screeners use a score sheet that is tailored for each age group. Based on total scores in each project area, a Junior Champion and Intermediate Champion may be selected locally. If the screeners determine that no record book is of Champion quality in a particular project area, an Intermediate and/or Junior Champion will not be designated.

Do I Have to Type My Record Book?
No. The state does not require that any age type their record book. However, it is strongly recommended, especially for members 14 and older. Typing results in a neater, cleaner more professional appearing book. Younger members’ books may be typed by a parent. The information should appear in the member’s own words.

Tips for a Better Record Book
Start early. Keeping records is an ongoing task. It is important to determine what your project goals are at the beginning of the 4-H year. Consider what you want to do and learn in your project for the 4-H year and WRITE IT DOWN. Complete your KAP form as you go throughout the year. Don’t wait until a week or two before the deadline to begin filling our your information.

Keep ongoing records of events and activities. Designate a notebook or folder where you keep information about your 4-H projects and activities for the year.

Be neat and organized. Typos and mistakes are distracting to a record book screener. Double check your award for mistakes before turning it in.

Ask for help. Extension Agents and the Awards Committee are happy to share information, review books and offer helpful tips. Several clubs in Cowley County turn in a large number of books each year. Contact families from those clubs and ask for suggestions.

Have fun! This is an opportunity to reflect on the fun you had in your projects for the year.

Project Award Areas
The following is a list of project award areas. You will notice that some project are combined.

- Beef (includes Bucket Calf)
- Citizenship
- Clothing and Textiles (includes Buymanship and Construction)
- Communications (Public Speaking or other medias)
- Dairy (includes cattle and goats)
- Dog Care and Training
- Energy Management (Electric/Electronics, Small Engines, Power of the Wind)
- Entomology
- Environmental Science
- Family Studies
- Fiber Arts (Patchwork and Quilting, Needle Arts, Macrame)
- Foods and Nutrition
- Geology
- Health and Wellness (health, fitness, bicycle, recreation, high adventure)
- Home Environment
- Horse
- Leadership
- Meat Goats
- Performing Arts (theatre, clowning, dance, vocal, instrumental)
- Pets
- Photography
- Plant Science (forestry, horticulture and field crops)
- Poultry
- Rabbits
- Reading
- Self-Determined
- Sheep
- Shooting Sports
- Space Tech (aerospace, robotics, astronomy)
- Swine
- Visual Arts (includes all art and craft mediums)
- Wildlife (includes sport fishing)
- Wood Science (woodworking)