

Kansas 4-H Record Books

Training Orientation for Meadowlark District
Leaders, Parents, and 4-H Youth

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Records Versus Awards

- Who Does Records???
 - ALL 4-H Members within Meadowlark District
 - Information Compiled in Record Book
 - Record Book Completion Required for Membership & Year/Achievement Pin Applications
- Who Does Awards??
 - 4-H Members wishing to compete for County/District, Area, and State 4-H Project Awards
 - All members use the approved Kansas 4-H record forms (*found on the MED 4-H Project Records website*)
 - Seniors (age 14+) will need to do more at Area & State levels

What Makes Up a Record Book???

Three Ring Binder Containing the Following:

1. Kansas 4-H Personal Page
2. Age Appropriate, Overall 4-H Story
3. General, non-project 4-H pictures may follow story, no more than 3 pages, max of 6 photos per page
4. Kansas 4-H Project Record Report for each project
5. Kansas 4-H Permanent Record
6. Records from past year(s)

What is NOT included in a Record Book???

- Plastic Page Protectors
- Ribbons
- Recipe cards
- Fair stall card
- Score cards
- Weigh in cards
- Registration papers
- Business cards
- Project Manuals
- Newspaper clippings
- Show order sheets
- Educational information
- Fair entry cards
- Fair judging forms (*blueprints or plans, cost per wear, space tech summary, etc.*)
- Receipts (*feed, vaccinations, kits, supplies*)
- Pre-entry forms
- Premium statement
- Greeting cards/thank-you notes
- Anything that would go into a scrapbook

What is submitted for Records Judging at the end of the year?

4-H members will submit to their Community Club Leader, by the local deadline, in a 3-ring binder,

CURRENT YEAR of each of the following:

- Achievement pin application (*if applying for a pin*)
- Personal Page
- General Story/Photos
- Project Reports (one per project area)
- Permanent Record

Previous years records are NOT submitted

Record Book Components



Kansas 4-H Personal Information Page

Name: _____ Birth Date: _____
4-H Club: _____ This is my _____ year in 4-H
Local Extension Unit: _____
Address: _____ City: _____ Zip: _____
Parent's or Guardian's Name: _____
School You Attend: _____ Grade or Year: _____
Phone: _____ E-mail: _____

In alphabetical order, list projects in which you are enrolled this year:

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 Club Leader

Revised September 2020

Personal Page

- Personal Information for 4-H Member
- Listing of all 4-H Projects Enrolled In
 - Alphabetical listing preferred/recommended
- Place for Member Picture
- Needs to be Signed by Youth, Parent, and Community Leader
- New Personal Page Completed Yearly
- Hard Copy or Interactive Forms Available

Record Book Components

4-H Story 2021

#1 (Poor Example)

My name is Johnny 4-Her. I'm sixteen years old and a member of the Happy Go Lucky 4-H club in Meadowlark District. This year I was enrolled in the Hard-shelled Turtle project. I was a junior leader for my club, did some stuff like presentations and helping at the local, area, state and national level. At the fair I was a junior superintendent and got the champion turtle exhibit, two blues and a red. Something new I tried this year was incubating my own turtles. I did some community service too. High school and church activities kept me pretty busy this year too. This year was fun and I plan to be in the 4-H turtle project next year.

The 4-H Year 2021

#2 (Good Example)

Have you ever been told that a teenager is the busiest person on the face of the earth??? I sure felt like that described my life this year with all the activities happening for me, both inside and outside of the 4-H program. Hello, my name is Johnny 4-Her, a nine year member of the Happy Go Lucky 4-H club in Meadowlark District. As a sixteen year old high school sophomore, I've found that it takes organization, planning and prioritization to balance all of my 4-H, school, church and personal activities. While this year has been extremely busy, it has been equally enjoyable and rewarding. Here are the highlights of my experiences this past year.

Leadership, citizenship, poultry and hard-shelled turtles were my 4-H projects. Four projects may not seem like many, but I've found that these are the things I enjoy most in 4-H. They also allow me the chance to carryover into the rest of my life and the things I'm most involved in. An example of this is the Nemaha South FFA chapter and Northeastern Kansas FFA region where I serve as the chapter and area Vice President officer. 4-H has given me the leadership and public speaking confidence to become a leader and contributor to the FFA program. One of the fun events for our chapter was the annual FFA Petting Zoo at the county Agriculture Experience day. Serving as the chairperson for this committee allowed me the chance to utilize leadership skills, reach out to my 4-H friends for assistance, and gave me cross-over with my 4-H turtle project. This event was promoted to over five hundred area students, with two hundred and seventy five actually participating in the day. It was a lot of work planning and promoting, but was well worth the effort to see the smiles on the kids faces!

Within the Happy Go Lucky 4-H club I've served as the club treasurer and chairman of the Topeka Zoo fund-raising project committee and served on the out-reach committee to the long-term care home. Both committees allowed me the opportunity to reach some of my personal goals in project work through leadership and citizenship activities. The Topeka zoo has been requesting funds to enhance the reptile display. Our committee decided to raise funds through the sale of Power-punch cards from local vendors. This also fit well within the club project of Citizenship, as we helped to promote businesses and the Topeka zoo project. Personally, I felt like the zoo needed some improvement in their turtle display area and felt this was a win-win for everyone.

continued for six pages discussing goals, activities and success.....

General 4-H Story

- The 4-H story can be hand written if you are a younger member - BE NEAT!
- 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. Give an introduction of yourself, family, school and community involvement.
- 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.

General 4-H Photos

- OPITIONAL – not required, but a place to put “general” photos that do not specifically fit a project area.
- General 4-H photos may follow the 4-H story, but no more than three pages of photos showing youth action and participation, with captions; showing learning, leadership and citizenship.
- Photos should show work that is NOT related to 4-H Projects. This can include club activities, community service, ceremonies and other **non-project** specific 4-H work.

Kansas 4-H Project Report Forms

- Available as a PDF form-fillable document on MED 4-H website OR Meadowlark PILOTING ZBooks, online project reports
- Separate, approved record report will be used for each project in which you are enrolled (*not one per exhibit or animal, etc...*)
- Some projects have multiple project phases; you must summarize all work in each phase into ONE project area (*IE: Breeding Beef and Market Beef is just Beef*)
- Three levels: Junior (7-9), Intermediate (10-13), Senior (14-18)
Designed to be progressive in the amount of information entered based upon age
- Two report types: Animal (*any animal*) & General (*non-animal*)

Kansas 4-H Project Report Forms

- Not every section of the record sheet may apply to your project work, that's OK! Simply put a "N/A" or "doesn't apply" in sections that you do not use or do not apply to your project
- Fixed fields – not expandable, information must fit within provided space; especially for competitive, recognition side. Youth must summarize and "group" similar items together if you run out of space on the form.
 - ***Note:** ZBooks allows unlimited entries, but must use "include in record book" to have it show up in printed "final" report
- Reports must be printed and submitted in paper form, with the remainder of the record book

4-H Project Report

Section 1 – Project Goals

- Successful 4-H projects begin with written goals that provide a plan for the year.
- Begin with goals designed to provide learning, technical skills, leadership and citizenship experiences for the individual.
- What new skills would you like to gain? Who is going to help you along the way?
- Setting measurable goals will help guide you through positive 4-H project learning experiences. Setting 4-H Project Goals (4H1100), will help guide the goal setting process at the beginning of each 4-H year.

4-H Project Report

Section 2- Project Presentations

- 4-H members are asked to record any and all forms of communication related to their 4-H project.
- Examples may include but are not limited to: Project Talks, Demonstrations, Public Speaking, newspaper articles, blog entries, social media, and other digital media.
- If a given presentation is evaluated, the 4-H member should record the rating received.

4-H Project Report

Section 3- Project Learning Experiences

- This section is where you report what you have learned and done within your 4-H project this year.
- List all of the new and fun things you have done and learned that are related to your 4- H project.
- Include activities such as, but not limited to project meetings, workshops, clinics, contests, tours, field trips, research, computer learning programs, completed curriculum activities, interviews, job shadows, etc.
- These learning activities may be completed in a project setting or may be the result of an independently conducted project.

4-H Project Report

Section 4- Project Exhibits

- Record project-related exhibits, entries and displays.
- May include 4-H events and non-4-H events such as school or community showcases.
- This is one section that may need to be summarized by “exhibit type” IE: Spring Shows, ARBA shows, Kansas State Fair; versus listing each individual exhibit

4-H Project Report

Section 5- Project Leadership Experiences

- Record your leadership experiences within the project. Be as specific as possible.
- Leadership is teaching another person or a group, skills or information, also includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters.
- When appropriate, include quantities or frequencies, and your level of involvement. Include elected, appointed and volunteer leadership.
- Indicate the level of where the leadership took place. L (Local), C/D (County or District), R (Regional), S (State), M (Multi-State), N (National), I (International).
- Do NOT include leadership that occurred as part of performing a community service activity. Providing primary leadership to a community service effort should be reported in Section 6.

4-H Project Report

Section 6 – Project Citizenship

- Record your Citizenship experiences within the project. Be as specific as possible.
- Citizenship means helping out in your community and serving others without compensation.
- List civic engagement, community service or service-learning projects that might include: clean ups, collections, repairs, construction, care packets, visitations, education, and donations.
- Please indicate the level of where the Citizenship took place and the time given. L (Local), C/D (County or District), R (Regional), S (State), M (Multi-State), N (National), I (International).

4-H Project Report

Section 7- Project Financial Journal

- This section is where you will record all project related finances, both income and expense.
- The focus in this section is on accuracy and being thorough, not on total profit or loss.
- All project areas will incur some type of expense and most will provide an opportunity for income, IE premium money.
- On the Animal Project Report there are sections to document inventory of animals, expenses, income and animal performance related to the 4-H project.
- Be as detailed and specific as possible.

4-H Project Report

Section 8- Project Reflection

(Formerly considered a project story in previous records/KAP's.)

- Age 7-9 report - There are questions to answer as a reflection of the project during the year. There is also a question for a parent/guardian to answer.
- Ages 10 and up reports - Should focus on the project learning and experiences in one project from the current 4-H year. However, it may also include information or references from prior years when appropriate to demonstrate growth and variety.
- Should not just be a repetition of what is in the project report. Include new information, expand on the entries to 'tell the story' of your project work.
- Organize your writing by including an introduction, body and conclusion. Introduction should capture the reader's attention. Body expands upon the entries in the record, sharing your experiences, growth, frustrations, challenges, highlights and future project plans. Conclusion ties it all together, summarizing your project reflection, including career goals and acknowledging who helped you along the way.

4-H Project Report

Section 9- Photos

- Insert photos that demonstrate learning, leadership and citizenship within the project. Please note that landscape oriented photos work better in the form. Include captions in the spaces provided. Please indicate the level of where the leadership took place. L (Local), C/D (County or District), R (Regional), S (State), M (Multi-State), N (National), I (International).

Maximum photos by age division:

- Junior – 6 total photos
- Intermediate – 12 total photos: 6 learning photos and 6 combined leadership & citizenship photos
- Senior – 18 total photos: 6 learning, 6 leadership and 6 citizenship photos
- The photos used are very important and should reflect growth, development and involvement within the 4-H project.
- Use photos that show the member doing things, learning and teaching others, and especially having FUN in their 4-H project work.

4-H Permanent Record

- Four Sections to Capture ALL 4-H and Non-4-H Activities, for Your Entire 4-H Career
- Can Be As Many Pages As Needed
- Utilized as the Main Source of Record Keeping for ALL 4-H Members
- Hard Copy or Electronic Versions Available (Rich Text, Word, PDF OR ZBooks form)
- Electronic Word Forms Have Ability to Sort
- Newest Information On Top/In Front or Year by Year

Permanent Record



Kansas 4-H Permanent Record

Bring up to date at the end of each year. Place this record behind your current year's Personal Page.

Name _____ Address _____
 Club _____ County/District _____ Birth Date _____

Section 1—Groups/Organizations

List all 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 not 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.

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	6					
2007		Club Float Committee	5		5	5					
2007		Foods Project Meetings	4	1	3	3					
2007		Ambassadors	10		6		6				6.0
2007	*	Jazz Band	20		20	20					
2007		Co Asst Photography Leader	3	1	3		3				
9/19/07		KSF Photo Fun Day Teen Ldr	1	1					1		4.0
2007		County Horse Club, Historian	12		12	12					
2007		Horse Show Food Stand Committee, Chairman	3	3	3						
2007	*	School Paper Photographer									
2007	*	Open Class Fair Assistant Superintendent					1				2.0
2007	*	Rodeo Association, Calf-Roping Youth Committee	5		2			2			
2007	*	Church Refreshments Committee	52	4	20	20					
2007	*	School FACS Club, President	12	12	12	12					12.0
2007		Club, Bucket Calf Co-Project Leader	4	2	4	4					3.0
2007		Fairground Work Committee	4		2		2				4.0
2007		Club, Refreshments Committee	12	2	10	10					
2007		Club, 4-H Council Fair Food Stand Committee	2		2		2				4.0
2007		Club, Food Bank Work Day Committee, Chairman	1	2	2	2					
2007	*	Rodeo Association, Youth Member, Calf-Roping Committee						2			2.0

Permanent Record – Sect 1

Groups and Organizations

- List ALL Groups & Organizations Involved With (4-H, School, Faith, Community, etc..)
- List ALL Offices Held & Other Positions
- Enter a Real Date, Not Just a Year if Possible
- Note All Non-4H With Asterisk (*)
- Indicate Number of Meetings Held, Number Led and Number Attended
- Choose the Proper Level of Participation
- **OPTIONAL?** -- Include Hours Involved

Permanent Record

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-a-thons, 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.

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 As School Photographer	1,500							0.00
		25	Personal Photos exhibited	500		2P 2B		1P			-50.00
	*	35	Photos published	20		2B		35			
2007		4	Demonstration: Proper Mounting Technique	1	2		1		2.0	35	
Foods Project Examples											
2007		300	Foods – Meals Prepared Exhibited Cupcakes			4P 10R		1B			
2007		5	Demonstrations: Moo-licious Meals	2	1B	1R	1R		35	69	
2007	T		FCS Judging		10 th						
Horse Project Examples											
2007		3	Horses Cared For Daily	3					210.0		-1,250.00
2007	T	7	Horse Quiz Bowl Contests		2	4	1		32.0		-200.00
2007		7	Horse Quiz Bowl Contests		2	4	1				
2007	* T	7	FFA Horse Judging Contests			6	1				
2007	*		4-H Horse Shows (Classes)	5	10	5	3				-50.00
2007	*		Other Horse Shows (Classes)	10	40	10	3				-250.00
Beef Project Examples											
2007		5	Animals, 3 Heifers, 2 Steers								
2007			Demonstration: How to Lead a Bucket Calf	1	1					3	
2007	*		FFA Livestock Judging Team	30	5	2	1		30		

Permanent Record – Sect 2

Communications/Presentations Exhibits, Contests

- List What You Did In Projects
- Enter a Real Date, Not Just a Year if Possible
- Note All Non-4H With Asterisk (*)
- Indicate if Result of Teamwork
- Choose the Proper Level of Participation
 - Mark Ribbon Placing, Ranking, or Participation
- **OPTIONAL?** -- Include Hours Involved, Audience, and Income/Expense

Permanent Record

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.

Date	* = Non-4-H	Leadership	Citizenship	What You Did	Level					OPTIONAL			
					Local	County/District	Area/Regional	State	National/Int'l	Hours	Audience	Income/Expense	
				Photography Project Examples									
2007		X		Organized Photo Shoot at Park		1				2.0	10		
2007				Purchased new digital camera								-150.00	
2007		X	X	Took 60 pictures for Horse Club - used 20 in historian book									
2007			X	Gave 20 pictures to other 4-Hers for their record books							20		
				Horse Project Examples									
2007				Horse Quiz Bowl Practices		2.0				30.0			
5/10/07			X	Worked Horse Show Food Stand		1				2.0			
2007	*			FFA Horse Judging Team	20	2	2	1					
2007	*		X	Therapeutic Riding Association Spotter			20			20			
2007		X		Riding Lessons to 4-Hers	15						3	45.00	
2007	*	X		Riding Lessons to Non-4-Hers	20						5	200.00	
2007				Riding Lessons taken	25					25.0		-500.00	
2007			X	Took pony to Club sponsored mini-fair at mall		X				4.0	50		
				Beef Project Examples									
2007		X	X	Set-up & worked beef weigh-in and county beef show		3				8.0			
2007	*			FFA Livestock Judging Team	30	5	2	1		30			
2007			X	Painted livestock & arena fences		3				4.0			
				Foods Project Examples									
6/1/07		X	X	Organized Club cookie bake for nursing home party	1					4.0	75		
2007			X	Made & served Club refreshments	2					1.0			
2007			X	Collected & Sorted Food at Regional Food Pantry			1			4.0			
2007			X	Donated to food bank	2					1.0			
2007		X		Illustrated Talk of the Growth of the Breed	1	1	1						
2007	*		X	Lion's Club Pancake Feed Volunteer				1		3.0	300		
2007	*	X		Food Demonstrator for Grocery Store	2.5						100		

Permanent Record – Sect 3

Activities

- List Events & Activities (not included in other sections of permanent record) Attended or Participated In
- Enter a Real Date, Not Just a Year if Possible
- Note All Non-4H With Asterisk (*)
- Indicate Leadership and/or Citizenship
- Choose the Proper Level of Participation
- **OPTIONAL?** -- Include Hours Involved, Audience, and Income/Expense

Permanent Record – Sect 4

Most Important Recognitions

- List Current Year's Honors, Awards, Special Trips, 4-H Awards, School Awards, Church Recognition, Etc...
- Enter a Real Date, Not Just a Year if Possible
- Note All Non-4H With Asterisk (*)
- Choose the Proper Level of Participation

QUESTIONS ??????

