

## KANSAS 4-H AWARD PORTFOLIO (KAP)

Name Chris Clover Project Award Area Foods & Nutrition

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

Club Happy Clovers 4-H Club Years in Project 8

### 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" (New Publication) for detailed instructions, definitions and examples of how to complete this application.

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 compensation.

**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. 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 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.

### Key Changes:

1. The Permanent Record is not included in the portfolio. It may be used as a supporting record keeping document, training tool or for evaluation at the local level but should not be included in the packet sent to area or state judging.
2. Photography project; DO NOT add any additional photo pages.
3. Communications (formerly Public Speaking) project no longer includes a speech.
4. Interviews will be included in final selection of the State Project Winners.

**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**

Learning	Leadership	Citizenship	My <b>goals</b> for this project or award program were: (Examples: Learn to knit with two colors of yarn; Learn to operate a lathe; Prepare and present a program on bike safety; Bake sugarless cookies for the senior center once a month.) Indicate whether the goal is project learning, leadership or citizenship with an X in the appropriate column. One goal may involve multiple levels, for example; I want to learn bicycle safety, teach bicycle safety to our club and the after-school day care program might have an X in learning, leadership and citizenship.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Learn how to make yeast rolls <input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tour a local bakery
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Serve as an assistant foods project leader for my club
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Make a healthy snack to take to a local nursing home two times this year
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assist with food preparation for the annual 4-H Foundation fundraiser
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attend all food project meetings held this year
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exhibit at least five food items at the fair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in all Family and Consumer Sciences judging contests
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Give a foods demonstration for my club and at 4-H Club Day
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Learn about whole grains
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Provide a healthy snack for my month of club refreshments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Serve as chair of club committee for decorating fair foods table
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Serve on county fair BBQ committee
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in beef cook-off contest
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lead at least one foods project meeting
<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"/>	
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## SECTION 2: 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).

### **\*Learned to make yeast rolls (L)**

- The most difficult part was getting the water to the correct temperature so that the yeast didn't die
- Another hard part was learning how long to knead the bread to get the right texture
- Made yeast rolls four times this year

### **\*Toured Dillons Bakery on April 5th (L)**

- Learned how the bakery staff make their products
- Learned about the bakery ordering system
- Learned about the bakery staff schedule

### **\*As Assistant Foods Project Leader (L)**

- Learned patience when working with younger 4-H members
- Learned how to plan out a project meeting

### **\*Learned about whole grains (L)**

- At least half the grains we should eat should be whole grains
- Whole grains contain valuable antioxidants
- Eating whole grains reduces the risk of heart disease, stroke, cancer, and diabetes
- Whole grains contain the bran, germ, and endosperm of a grain, instead of just the endosperm contained in refined grains

### **\*Exhibited six items at the fair (C)**

- Learned that spraying the sides of a loaf pan will make bread have a line, you should spray just the bottom to prevent this
- Learned it is important to read the fair book and follow the rules

### **\*Participated in two Family and Consumer Sciences Judging Contests (C)**

- Learned about cooking chicken to make it food safe
- Learned about handling raw meat safely

### **\*Gave a demonstration titled "Bread in a Bag" for my club and at 4-H Club Day (L, C)**

- Learned to be sure all needed items are packed before leaving home
- Learned that you should always wear an apron when giving a foods demonstration
- Learned to pick a less messy topic for my demonstration next year

<b>Activity/Item</b>	<b>Level</b>	<b>Quantity</b>	<b>Hours</b>	<b>Income/Expense</b>
Cupcakes sold at garage sale	L	24	3	\$24.00
Cake sold at Fair Auction	C	1	4	\$200.00
Supplies for cupcakes and cake	L, C			(\$15.00)
<b>Total Income</b>			7	<b>\$209.00</b>





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

### Do not exceed space provided in form.

Summarize your non-4-H meetings/committees/organizations, your level of involvement (were you 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 equal the sum of L, C/D, A/R, S, N, I. See Kansas 4-H Permanent Record Section 1.

Meetings, Committees, Offices	# Held	# Attended	# Lead	Local	County/ District	Area/ Regional	State	National/ Int'l
Bible School Snack-Time Assistant	5	5	1	5				
FCCLA President	12	12	12	12				
Open Class Foods Assistant at Fair					1			
Neighborhood Block Party Refreshments Comt.	2	2		2				
FCCLA Community Service Committee Chair	6	6	6	6				

List your most meaningful non-4-H experiences related to this project. May include, but is not limited to, school (FFA, clubs, groups/teams, activities); community, faith based activities/organizations; breed associations, etc. See Kansas 4-H Permanent Record Section 2 and 3.

**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.

Leadership	Citizenship	What You Did	Local	County/ District	Area/ Regional	State	National/ Int'l	Hours	Audience
<input type="checkbox"/>	<input type="checkbox"/>	FCCLA National Leadership Conference					1		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assistant at Historical Society fundraiser		1					
<input type="checkbox"/>	<input type="checkbox"/>	with food/drinks							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Donated food to Boy Scout fundraiser	1						
<input type="checkbox"/>	<input type="checkbox"/>	FCCLA State Leadership Showcase				1			
<input type="checkbox"/>	<input type="checkbox"/>	FCCLA Culinary Arts STAR Event				1			
<input type="checkbox"/>	<input type="checkbox"/>	Beef Cookoff Contest				1			
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
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<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

List the most meaningful non-4-H awards and recognitions you received this year. (Note: May be non-project related). Place asterisks (\*) beside awards & recognition relating directly to this award portfolio. (See Kansas 4-H Permanent Record Section 4 or other record keeping tools.)

* = project related	Awards and Recognitions	Local	County/ District	Area/ Regional	State	National/ Int'l
*	FCCLA Member of the Year	X	X			
	Selected for Junior National Honor Society	X				
	Recognized as Top 10 school leader	X				

**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.

**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.



**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.