

2014 Morris County 4-H Record Book Instructions

Record book forms are located on the Flint Hills District website at flinthills.ksu.edu. Once at the website click on the 4-H Youth Development tab located on the left-hand side of the screen. Then click on Morris County Forms.

Junior Division (7-8 Year Olds)

4-Hers in the Junior Division should submit **one** record book portfolio. The portfolio should be assembled in the order listed below. Examples of portfolios may include a three-prong folder, three-ring binder, or green Kansas 4-H record book cover.

1. Personal Page
2. General 4-H Story
3. Kansas 4-H Permanent Record (Revised 2008)
4. Junior Project Achievement Award Application **AND** project story **AND** pictures
 - If enrolled in multiple projects, include a Junior Project Achievement Award Application, project story, and pictures for each project enrolled.

*Green Record Check Sheet can be placed inside the cover of the record book portfolio.

*Membership Achievement Pin application can be placed inside the cover of the record book portfolio.

Intermediate (9-13) and Senior Division (14-18)

The Kansas Awards Portfolio (KAP) is **project-specific**. A **separate** portfolio should be submitted for each project. Each KAP should be assembled in the following order:

1. Personal Page
2. 4-H Story
 - Needs to be **project specific** and not exceed 6 pages, double-spaced on one side of the paper. The story should be used to expand project knowledge, skills, accomplishments, personal growth, etc.
3. Kansas Award Portfolio pages
 - Kansas Award Portfolio pages that correspond with the 4-Her's age (Intermediate or Senior)
4. Photographs
 - Can 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 the KAP's specific project.

*Green Record Check Sheet can be placed inside the cover of one of the 4-Her's KAP books.

*Membership Achievement Pin application can be placed inside the cover of one of the 4-Her's KAP books.

*Only one copy of the Kansas 4-H Permanent Record (Revised 2008) needs to be submitted to the Extension Office. It can be placed inside the cover of one of the 4-Her's KAP books.