

Morris County 4-H Record Book Instructions

****updated 1/20/2020****

Record book forms are located on the Flint Hills District website at www.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 Information.

Junior Division (7-8 Year Olds)

2019-2020 4-H year will be the first year to transition to the 7-8 year old KAP form. 4-Hers in the Junior Division **CAN** submit KAP's for all projects in **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 the green Kansas 4-H record book cover.

1. Personal Page
2. General 4-H Story
3. Kansas 4-H Permanent Record (Revised 2009)
4. KAP for 7-8 year olds **AND** story about this project is in the document **AND** pictures
 - If enrolled in multiple projects, include a KAP form complete with project story, and pictures for each project enrolled.

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

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

Intermediate Division (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
3. Kansas Award Portfolio pages
 - 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.
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.

* 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 2009) needs to be submitted to the Extension Office. It can be placed inside the cover of one of the 4-Her's KAP books.