

## 2018 DISTRICT 4-H AWARDS & RECOGNITION INFORMATION

It's hard to imagine that the end of another 4-H year is upon us. With the end of the 4-H year comes time to finish filling out the pin applications, record books, Kansas Award Portfolio's, etc. This document highlights the Central Kansas District 4-H Awards System and what awards and recognition are available to 4-H members. 4-H'ers and Parents are strongly encouraged to read this document thoroughly. If you have any questions, please call or email Sarah. The next four pages are also available on the District website, <http://www.centrankansas.ksu.edu/> under 4-H Youth Development, Awards & Recognition and 4-H'ers Forms and Documents. Note: Events occurring after the due date for District awards will count towards the next 4-H year.



### Pin Applications/Member Achievement Plan (Revised 09/17)

Top off the 2017-18 year in style...apply for the Achievement Pins! How, you may ask? The Achievement Pin Application is available on the District website (<http://www.centrankansas.ksu.edu/4-h>). The 4-H Member Achievement Plan is found under 4-H Youth Development → Awards & Recognition → Member Achievement Plan. Regardless of what pin the 4-H member is applying for, they will all fill out the same form, but the items required will vary (see the details on the first page).

The Achievement Pins or **Standard of Excellence Award Categories**: Where a "standard" is set and completion of categories is determined by a minimum requirement.

- |                   |                          |
|-------------------|--------------------------|
| 1. Membership Pin | 7. Leadership Pin        |
| 2. Bronze Pin     | Must be enrolled in:     |
| 3. Clover Pin     | Citizenship & Leadership |
| 4. Emerald Pin    | 8. Gold Pin              |
| 5. Silver Pin     | 9. Gold Guard            |
| 6. Silver Guard   | 10. Citizenship Pin      |

### Please note:

- Only one Achievement Pin can be received by each 4-H member per year.
- A pin may be skipped, but once a pin is skipped, a 4-H'er may not go back and apply for it. For example: If a 4-H'er received the Emerald Pin in 2013, receives the Silver Guard in 2014, he/she cannot apply for the Silver Pin in 2015.
- **Only Central Kansas District 4-H Member Achievement Plan Applications will be accepted. Be sure to download the application from the District website.**
- Members are encouraged to **check all boxes** for the events/activities/accomplishments. This will assist the review committee if there is a problem with one of the items selected on the application.

### Appeal Process for Deferred Pin Applications/Member Achievement Plans (2017)

If a 4-H member has his/her pin application deferred on the club level, the organizational leader is to notify the 4-H member. If the 4-H member wishes to appeal the deferral, they may do so by completing the Appeal Process form. The Appeal Process form is found under 4-H Youth Development → Awards & Recognition → Member Achievement Plan.

### Kansas 4-H Key Award (September 2017)

The Kansas 4-H Key Award is a state award. The basic requirements are: 1) a 4-H'er must have passed his/her 16<sup>th</sup> birthday before January 1 of the current year; 2) completed four or more years of 4-H work; and 3) enrolled in leadership for four or more years. There are several other requirements for this award. The Kansas 4-H Key Award is found under 4-H Youth Development → Awards & Recognition → Key Award Application (found under Additional Award Forms). **While this award application is due on September 24, 5 p.m., there is an optional "review deadline" of August 27, 5 p.m.** If a 4-H member submits their Key Award Application by August 27, the Trips & Awards Committee will review it and provide them feedback on what they will need to change in order for the 4-H member to receive the Kansas 4-H Key Award. If a 4-H member does not turn an application in until September 24, 5 p.m., and the application is not thorough, the 4-H member will not receive an opportunity to revise the application. They will have to apply for the award the following year, if eligible.

Please note: A 4-H member may apply for the Kansas 4-H Key Award (State Award) in addition to an Achievement Pin (District Award) in the same year.

## Ten-Year Award (2017)

In order for a 4-H member to receive a plaque for being in 4-H for 10 years, he/she will need to complete the Ten-Year Award Application. The Ten-Year Award Application is found under 4-H Youth Development → Awards & Recognition → Ten-Year Award Application (found under Additional Award Forms). This application will be due September 24, 5 p.m.

## Outstanding 4-H'er Award

Do you want to be considered for the Outstanding 4-H'er Award? Are you wondering what you need to do to be considered? If you are a 4-H member 15 years old and older before January 1 of the current year, and want to apply for this award, the first thing to do is to complete and turn in a Kansas Award Portfolio (KAP) in any 4-H project award area by September 24. After all the books are judged, the members with the top scoring books will be interviewed by a panel on Sunday, October 7, in the afternoon. Interviewees will be notified by email with their scheduled time and location of the interview.

The Outstanding 4-H'er(s) will be named at the *Central Kansas District 4-H Celebration of Achievements*. If you are selected to interview, you will want to dress in business professional attire. This means, guys, you will want to wear dress pants, button up shirt and tie, no tennis or athletic shoes. A suit jacket is optional, but you may want to try to borrow one if you don't have one. Girls, a dress, skirt, or dress slacks and top is appropriate...no spaghetti straps.

Remember your appearance is someone's first impression of you and will set the tone of your interview. You should also prepare by reviewing your KAP...you will probably be asked some questions about your leadership roles and other things you accomplished this year so make sure you have a copy of your KAP because your KAP will not be returned until the *Central Kansas District 4-H Celebration of Achievements*.

This award may only be received once during a member's 4-H career.

## Kansas Award Portfolio (KAP)

Did you know that the true completion of your 4-H project is the final report you write...a.k.a. your Record Book or the Kansas Award Portfolio (KAP)? The number one question asked about KAP's is "who can apply?" The answer is any 4-H member. All 4-H'ers will submit their KAPs to their club leaders and the leaders will turn all of the KAPs in to either Extension Office. So, if your goal is to receive a District Award in a 4-H Project Area, then you will want to fill out the KAP. KAP Project Awards can be received more than once during a 4-H member's career. Below are the 4-H Project Award Areas.

### 2017 – 2018 4-H Project Award Areas

- Beef
- Citizenship
- Clothing & Textiles  
(includes construction, buymanship, fashion revue)
- Communications  
(includes public speaking & other medias)
- Dairy (cattle & goats)
- Dog Care & Training
- Energy Management  
(includes electric/electronics, small engines, power of the wind)
- Entomology
- Environmental Science
- Family Studies
- Fiber Arts
- Foods & Nutrition  
(includes foods preservation)
- Geology
- Health & Wellness  
(includes health, fitness, bicycle, recreation, high adventure)
- Home Environment
- Horse
- Leadership
- Meat Goats
- Performing Arts
- Pets  
(includes cats & hand pets)
- Photography
- Plant Science  
(includes forestry, horticulture, field crops)
- Poultry
- Rabbits
- Reading
- Self-Determined  
(includes CO<sub>2</sub> cars and welding)
- Sheep
- Shooting Sports
- Space Tech  
(includes aerospace, robotics, astronomy, UAS)
- Swine
- Visual Arts
- Wildlife  
(includes sport fishing)
- Wood Science

There are three age levels for the 4-H Project Awards. They are 7-8 year olds, 9-12 year olds, and 13 years old and older. All KAP Forms are available on the District website under 4-H Youth Development → Awards & Recognition → Kansas Award Portfolio (KAP) Documents. The awards will be divided by age groups: 7-8 years old; 9-12 years old; and 13 years old and older. Guidelines for the different age groups are:

✿ **7-8 years old** (Updated 09/13/2011)

This age group will fill out the KAP for the 7-8 year olds. Instead of a 6 page typed (or handwritten) story AND 3 pages of pictures, the 4-H'er will be given 4 total pages to provide pictures and a story. In order for the 4-H'er to tell their 4-H story and share pictures of their projects, they will be allowed to draw, use stickers, color, use photographs, clipart, and handwrite or type their story. The main guideline is that they stay within the 4 page requirement. This age group will need to turn in their award application in a **red or blue** notebook. Everyone in the 7-8 year old group that has turned in a KAP will all receive a participation certificate and a "token" of recognition (i.e., 4-H item such as a pencil, key chain, magnet, etc.).



✿ **9-12 years old** (Updated 07/22/2009)

This group will need to use the KAP for the 9-13 year olds (We use the state form and it will state it is for 9-13 year olds, but for the Central Kansas District it will be only for 9-12 year olds). The guidelines on the KAP will need to be followed. This age group will need to turn in their award application in a **white** notebook.

✿ **13 years old and older** (Revised 09/15/2014)

This group will need to fill out the KAP for the 14 years old and older (We use the state form and it will state it is for 14 years old and older, but for the Central Kansas District it will be for those 13 years old and older). They will need to follow the guidelines on the KAP as set forth by the State 4-H Office for the area and state contests. This age group will need to turn in their award application in a **black** notebook.

The 9-12 year old group & 13 years old and older group will be recognized using the following guideline: Youth will be recognized based on the enrollment in the age group. 10% or up to 4 books/individuals may be recognized. But, if 15 or more books are turned in a project area more youth may be recognized. For every 5 books over 10, one more 4-H'er may receive recognition. For example, if the photography project had 23 award recognition books turned in and had an enrollment of 43, 6 books/individuals may be recognized (10% up to 4 and for every additional 5 books after 10, 1 more youth can be recognized...4+1+1 = 6). Only books in the 9-13 year old and 14 year old and older groups that warrant recognition will be recognized for an award.

The **notebooks** should be ½ inch or 1 inch 3-ring binder. No clipart or pictures are allowed on the cover page. The notebooks should have a label (or sheet of paper for the presentation/view binder notebooks) with the following:

4-H'ers name (First and Last name)  
Central Kansas District  
4-H Club Name  
4-H Project Area

### **Additional Club Forms**

For the 4-H member who just wants to keep records and not compete for a 4-H Project Award, they will need to complete the Central Kansas District 4-H Project Record (Revised 2015) for them. This form will replace the Generic 4-H Project Record Form. The Central Kansas District 4-H Project Record will NOT be used for a District Project Award, only for the 4-H'ers who just want to fill out a record book on their project. This form would count towards the record book requirement for the achievement pin applications. The Central Kansas District 4-H Project Record is found under 4-H Youth Development → Awards & Recognition → Central Kansas District 4-H Project Record (found under Record Keeping Materials) OR under 4-H Youth Development → Record Keeping Materials → Central Kansas District 4-H Project Record.

In addition to the Central Kansas District 4-H Project Record, the 4-H Permanent Record (10/01/2008) is also a great record keeping tool for 4-H members. The Permanent Record is found under 4-H Youth Development → Awards & Recognition → Permanent Record (found under Record Keeping Materials) OR under 4-H Youth Development → Record Keeping Materials → Permanent Record.

Most clubs use the CKD Record Book Check Sheet (Revised 09/2017) to help review the 4-H Record Books and KAP's before they come to the Extension Office. The CKD Record Book Check Sheet is found under 4-H Youth Development → Awards & Recognition → CKD Record Book Check Sheet (found under Record Keeping Materials) OR under 4-H Youth Development → Record Keeping Materials → CKD Record Book Check Sheet.

A complete 4-H Record Book includes: the Central Kansas District 4-H Project Record Form for each project enrolled in (that a KAP is not completed), 4-H Personal Page, Permanent Record, 4-H Story, and Pictures.

Also, organizational leaders, the Club Summary (or annual summary) (Revised 09/2017) for the club seal is available under 4-H Youth Development → Organizational Leaders → Club Summary. This form is due September 24, 5 p.m., to either Extension Office.

Don't forget that the Club Secretary's Book is also due to the Extension Office on September 24.

### **Awards Specific to the Minneapolis Area Club Members - \$50 award**

Below is a list of project areas that are included in this series of awards. The recipients of these awards are the senior winners in the respective project based on the 4-H'ers KAP.

- Beef Award – Everett Harris Award
- Citizenship Award, Leadership Award – Sponsored by: Ottawa County 4-H Foundation
- Lucky Seven 4-H Club Horse Award – Sponsored by: Ottawa County 4-H Foundation
- Sheep Award, Swine Award – Sponsored by: Ottawa County Pork Producers Association

### **Additional District Awards**

**4-H Alumni** – Due September 24, 5 p.m.

**Each 4-H Community Club or Individual** can nominate an individual(s) for this award. The nomination should be typed and the requirements are as follows:

- ✿ Submit a name of someone whom you feel has contributed a great deal to Central Kansas District 4-H
- ✿ The nominee does not have to serve in a volunteer leader role
- ✿ The nominee should be a past 4-H member, but does not have to have been a 4-H member in the Central Kansas District (Ottawa or Saline County)
- ✿ While a nomination form can be found under 4-H Youth Development → Organizational Leaders → 2017-18 Leader Forms, nominations can be made in a letter form to the review committee and contain the criteria mentioned above.

**Family of the Year** – Due September 24, 5 p.m.

**Each 4-H Community Club or Individual** can nominate several families for this award (one nomination form per family). The nomination should be typed and the requirements are as follows:

- ✿ To be eligible, at least one member of the family must be a current Central Kansas District 4-H'er or 4-H volunteer leader
- ✿ The selection criteria for this award includes:
  - Balance of total family involvement in 4-H
  - Contributions family has made to the 4-H program (most weight given to club and local levels)
  - Years of service to 4-H
  - Involvement and contributions given to community
  - Evidence family has benefited from 4-H
- ✿ While a nomination form can be found under 4-H Youth Development → Organizational Leaders → 2017-18 Leader Forms, nominations can be made in a letter form to the review committee and contain the criteria mentioned above.

**Friend of 4-H** – Due September 24, 5 p.m.

**Each 4-H Community Club** can nominate a maximum of one individual for this award. The nomination should be typed and the requirements are as follows:

- ✿ Submit a name of someone whom you feel has contributed a great deal to Central Kansas District 4-H
- ✿ The nominee does not have to serve in a volunteer leader role
- ✿ The nominee does not have to be a past 4-H member
- ✿ While a nomination form can be found under 4-H Youth Development → Organizational Leaders → 2017-18 Leader Forms, nominations can be made in a letter form to the review committee and contain the criteria mentioned above.

### **Volunteer of the Year Award**

This award is for individuals who have served as 4-H volunteers for **less than 10 years** at the district or state level as determined before January 1 of the current year. Nominations can come from the club or individuals. Self-nominations are accepted and encouraged. One award will be given each year. Nominations may be made in a letter form indicating why the nominee is deserving of this award. This nomination will be due September 24, 5 p.m., to either Extension Office.

### **Outstanding Lifetime Volunteer Award**

This award is for individuals who have served **10 or more years** at the district or state level as determined before January 1 of the current year. Nominations can come from the club or individuals. Self-nominations are accepted and encouraged. One award will be given each year. Nominations may be made in a letter form indicating why the nominee is deserving of this award. This nomination will be due September 24, 5 p.m., to either Extension Office.

*At the time of updating the award information, we had not received details from the state regarding the 4-H alumni, volunteer of the year, and outstanding lifetime volunteer awards. Therefore we do not know if there will be state awards in these areas for 2019.*