

**Central Kansas District**  
**4-H Award Application Completion Details**  
**for the Kansas 4-H Key Award**

1. Review the Kansas 4-H Key Award Application beginning at age 12. Applicant has to have completed 4 or more years of 4-H work, enrolled in 4-H Leadership for 4 years or more, and has to have passed their 16<sup>th</sup> birthday before January 1 of the current 4-H year.
2. When answering the questions on the application, write as if the person reading it is NOT someone familiar with 4-H.
3. Take advantage of early review opportunities. An optional review is highly recommended at the Mid-Year Review (May 1). We understand that life happens, however, lack of planning on your part does not mean an appeal will be granted.
4. Please use an attached page any time the font starts to get smaller. Note this in the application by typing “see attached page” in the blank. Label each response on the attached sheet as it corresponds to the Key Award.
5. Tips for specific questions:
  - B.1.a. List 4 different NAMED 4-H members.
  - B.1.b. Be very careful for what level it is asking for (i.e., club, district, etc.).
  - B.1.c. Make sure to list number of meetings AND how many members attended.
  - B.2. Specify level: Is it club or district?
  - B.3. Specify level: Is it a club or district committee?
  - B.4. Do not list project with range of years (even if you were in more than just one year).  
For example:      Foods                      2019-2020  
                            Rabbit                      2018-2019  
                            Self-Determined      2017-2018  
                            Reading                      2016-2017
  - B.6. This MUST be at the district level and NOT club, NOT regional, etc.
  - B.11. This question MUST address life skills (see list in question B.1.a.). Be specific with the accomplishments and results.
6. Have someone proof read for grammar and spelling.
7. List all years as 4-H years (i.e., 2019-2020). List all years with most recent year first.
8. Know, understand, and be aware of the difference between a Club deadline and a District deadline. The Key Award should be submitted to the club leader the same time all pin applications are due for them to review, sign, and submit to the Extension Office.

