

Pottawatomie County 4-H KAP Instructions

Updated October 2016

Pottawatomie County 4-H uses the Kansas 4-H Award Portfolio (KAP) to select its county project award winners.

Age Divisions

There are three age divisions for Pottawatomie County 4-H project awards:

- 1) Junior, ages 7 to 9
- 2) Intermediate, ages 10 to 13
- 3) Senior, ages 14 to 18

Certificate of Completion

All 4-H'ers submitting a KAP will receive a certificate of completion at the annual Pottawatomie County 4-H Achievement Ceremony in October. Each certificate will list the projects that a KAP was completed, with an *asterisk indicating which project(s) were county project award winners.

County Project Award Winners

Only the top two KAP's per division (Jr, Int., Sr.) will be designated as county project award winners and awarded a project award pin. In addition, the judges will be given the discretion to give less or reject KAPs of substandard quality.

The Divisions for Junior ages (7-9) and Intermediate ages (10-13) will have only the top two selected and ranked out of all KAP's submitted.

In the senior division (ages 14-18) the top five KAPs will be ranked. Only the top #1 ranked KAP will be eligible for area KAP judging. In addition, any Intermediates who will be 14 before January 1 of the coming year will have their KAPs judged with the Senior Division since they would be eligible for Area Competition.

4-H Permanent Records

Pottawatomie County 4-H **requires that the current year's 4-H Permanent Record be included** with a KAP for county judging.

If a 4-H'er submits more than one project KAP they only need to include the Permanent Record in one of the KAP's (in the additional KAP's add a page in the back of the KAP that states: "Permanent Record is included in the _____ Project KAP.")

In the senior division, KAPs selected for area judging will simply remove their 4-H Permanent Record prior to area judging.

Forms for the 4-H Permanent Record are found on the state 4-H website at:

<http://www.kansas4-h.org/resources/4-h-library/record-keeping/index.html>

OR on the Pottawatomie County 4-H website at:

<http://www.pottawatomie.k-state.edu/4-h/ks-4-h-award-portfolio.html>

KAP Forms for 4-H'ers ages 7-9

Pottawatomie County 4-H'ers ages 7-9 will use the state "Kansas 4-H Award Portfolio (KAP 7-8 Year Olds)" form. This form is on the state 4-H website at:

<http://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/kansas-award-portfolio.html>

OR the same form has been revised in the heading only for Pottawatomie County to reflect the age group 7-9. This form is on the Pottawatomie County 4-H website at:

<http://www.pottawatomie.k-state.edu/4-h/ks-4-h-award-portfolio.html>

KAP Forms for 4-H'ers ages 10-18

Pottawatomie County 4-H'ers ages 10-18 will use the "Kansas 4-H Award Portfolio (KAP Revised 9/15/2014)" form. In the future as the state 4-H office updates the KAP for state project awards, Pottawatomie County will likewise require the updated form to be used for ages 10-18. This form is on the state 4-H website at:

<http://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/kansas-award-portfolio.html>

OR the same form is on the Pottawatomie County 4-H website at:

<http://www.pottawatomie.k-state.edu/4-h/ks-4-h-award-portfolio.html>

Organizing the Kansas 4-H Award Portfolio (KAP) for Pottawatomie County Judging:

For Pottawatomie County 4-H judging, organize the KAP in the following manner:

- 1) Put each portfolio inside a cover and secure pages so they do not fall out. Do not use plastic sleeves, dividers, or table of contents. Suggest using a ½" 3-ring binder.
- 2) Label the front cover with your name, county, club, and name of the project. Font size must be at least 10 point. Larger is better.
- 3) Assemble the information in this order:

- a. Personal Page (clear photocopy is acceptable)
- b. 4-H Story (not to exceed 6 pages, double-spaced on one side of paper)
- c. Kansas Award Portfolio (KAP) Form
- d. Photographs

The KAP form now includes formatted pages for dragging/dropping photos along with areas for captions plus instructions for the photographs. There is a maximum of three one-sided pages with no more than six pictures per page. Photos must be captioned and show project involvement for photo page 1, leadership within the project for photo page 2, and citizenship within the project for photo page 3. Photo paper or card stock is acceptable. Photos cannot be hinged.

- e. Permanent Record for current year (**REQUIRED ONLY FOR POTTAWATOMIE COUNTY JUDGING**). Permanent Record information from previous years may be included but is not required.

- 4) Signatures from three individuals are required on both the personal page and also on the KAP:
 - a. 4-H member signature
 - b. Parent/guardian signature
 - c. 4-H Club Leader signature

Frequently Asked Questions

Why is Pottawatomie County using the “Kansas 4-H Award Portfolio (KAP) Revised 9/15/2014” for all ages 10 thru 18?

In September 2014 the state 4-H office came out with a new “Kansas 4-H Award Portfolio (KAP) Revised 9/15/2014” form. This form was used to determine the 2015 State Project Award Winners. Use of this form became mandatory for the 2016 State Project Award Winners. If any other version of the form was used at area judging in January 2016, the application was disqualified and not judged.

Pottawatomie County has chosen to follow the state’s stricter rules so that our county 4-H project award winners in the senior division are already using the correct KAP form to submit for area judging. The KAP 9/15/2014 form can no longer “be expanded”. The number of lines to enter information is now limited. If a 4-H’er has more to put down than what there is space for, the 4-H’er will now have to combine, condense or choose what’s most important.

In addition, Pottawatomie County has chosen to have the Intermediate 4-H age group use the same form. This allows the Intermediate Age group to become familiar with using the same form as the Senior age group. **The Intermediate 4-H age group does not need to complete the “optional sections”, Section 2B and 2C.** Even though the “KAP Revised 9/15/14” form is lengthy, a 4-H’er in the intermediate age group does not need to fill out every single blank line. Try to fill a line or two in each section and one to three photos rather than six photos in each of the three photo sections. As the 4-H’er grows with their project, each year they will be able to fill out a few more lines and add more photos. The goal is by the time Intermediate 4-H’ers become 14 they will already be fully familiar with the KAP form and therefore better able to compete at area judging.

What is a project award?

A project award is an award that encompasses a 4-H’ers entire work in a given project for one 4-H year. This award is based on what the 4-H’er did and learned in their project plus leadership and citizenship activities within that project. There are over 30 projects at the state 4-H level: beef, citizenship, clothing & textiles, communications, dairy cattle, dairy goats, dog care & training, energy management, *etc.* – thus over 30 project awards.

A listing of projects is found on the following state 4-H website page:

<http://www.kansas4-h.org/projects/>

What is a 4-H year?

Each 4-H year begins on October 1st and runs thru September 30.

Example: The 2016-2017 4-H year is October 1, 2016 thru September 30, 2017.

How does Pottawatomie County 4-H select its project award winners?

Pottawatomie County 4-H uses the Kansas 4-H Award Portfolio (KAP) to select its county project award winners. Pottawatomie County divides its project award winners into three divisions based on age: Junior, ages 7 to 9; Intermediate, ages 10 to 13; Senior, ages 14 to 18.

What is a KAP?

KAP stands for **K**ansas **4-H** **A**ward **P**ortfolio. This is the application that the state 4-H office uses to select state 4-H project award winners.

Is there an age restriction for being a state 4-H project award winner?

Yes, only 4-H youth who are 14 to 18 years old by January 1st of the year that the award is given may apply. Each year the area and state selection process occurs from January thru April with awards being presented at the Emerald Banquet in June. *Example: To apply for the 2017 State Swine Project award, a 4-H'er must be 14 to 18 years old by January 1, 2017.*

What 4-H year applies to submitting a KAP for state competition?

The award is based on the previous year's 4-H work and not the current year. *Example: 4-H'ers who are state project award winners at the June 2017 Emerald Banquet, were judged on work completed in the 2015-2016 4-H year which was October 1, 2015 thru September 30, 2016.*

What are the steps for a 4-H'er to become a state 4-H project award winner?

First, a 4-H'er must be their county 4-H project award winner. County project award winners are announced in October at the Pottawatomie County 4-H Achievement Banquet & Award Ceremony.

Second, a 4-H'ers KAP must be one of the top two KAPs at area judging. Area judging occurs in January. Area judging involves two judges working together to select the top two KAPs for each project. There are four area judging competitions. The maximum KAPs submitted for state competitions is eight (4 areas x 2 per area = 8 per project).

Third, area winners submit their KAP's along with a 5 minute video to the state 4-H Office in March. Three judges independently review the KAP's and videos using "online judging" and score each one. Judges submit their scores online. There is no consultation between the judges. Scores are tallied with the highest score being the state project award winner. These winners are presented their project "medallions" at the Emerald Banquet in Manhattan the first week of June.