



How to Complete a KAP Kansas 4-H Award Portfolio

Pottawatomie County

INTRODUCTION

What IS a KAP?

- **KAP** = **K**ansas 4-H **A**ward **P**ortfolio
- KAP is the application the state 4-H office uses to **select** state 4-H project award winners.
- Each KAP covers only one project for one 4-H year (October 1 thru September 30)

How does Pottawatomie County 4-H use the KAP?

- Used to select the county project award winners.
- Three age divisions:
 - 1) Junior, ages 7 to 9
 - 2) Intermediate, ages 10 to 13
 - 3) Senior, ages 14 to 18

3 Main Areas to KAP

LEARNING



Learning what lures to use to catch wipers.

LEADERSHIP



Teaching others about my fishing project thru exhibits and talks.

CITIZENSHIP



Picking up trash before fishing at Pottawatomie County Lake #2.

Wildlife (Fishing) Project Example

Step 1: Start at the *Beginning* of the 4-H Year = October 1

- Choose one project
- List ideas of what you want to do with that project in the following 4 areas:
 - 1) Project learning
 - 2) Leadership within the project (sharing with others)
 - 3) Citizenship within the project (helping your community without compensation)
 - 4) Non 4-H experiences related to the project
- Make a time line for the 4-H year on how and when you would be able to accomplish each idea.

Step 2: Set Goals

Selecting from the ideas in Step 1 and considering the time line for each idea:

- Set and list your goals for your project in each of the following 4 areas:
 - 1) Project learning
 - 2) Leadership within the project (sharing with others)
 - 3) Citizenship within the project (helping your community without compensation)
 - 4) Non 4-H experiences related to the project
- Set a start date and a finish date for each goal.
- Arrange the start/finish dates on a calendar.
- Display the calendar where you can view the calendar daily.
- Develop your own reward system for accomplishing a goal.

Step 3: Work your plan

- 1) Using your calendar as a guide, start your plan to accomplish each goal.
- 2) For each goal keep track of the following:
 - Names, dates, locations of events (i.e. project meetings, competitions)
 - What you did
 - Who helped/taught you
 - What did you learn
 - Any interesting or amusing comments from others
 - Take a photo with you in the picture
 - When completed write a brief paragraph to use in your 4-H story
- 3) Reward yourself when a goal is completed.

Step 4: Complete the KAP Form

- 1) Fill out the correct KAP form found on the Pottawatomie County 4-H website according to your 4-H age.

Junior Division Ages 7-9: Fill out KAP 7 to 9 yrs old

Intermediate Division Ages 10-13: Fill out KAP 10 to 18 yrs old (*omit section 2B & 2C*)

Senior Division Ages 14-18: Fill out KAP 10 to 18 yrs old

- 2) Fill out the Permanent Record for the current year.

This is a Pottawatomie County requirement.



Questions?

Comments?

Contact Pottawatomie County Extension Office