

4-H Story Instructions for KAP

The 4-H Story for the KAP (Kansas Award Portfolio) focuses on ONE project. Other projects may be mentioned if they relate.

Example, if the KAP is on your beef project, then write your story about your beef project. If you also are in the photography project, and you have taken photos related to beef and entered those in competitions or used them to sell your beef in advertisements, etc. then also talk about how your photography project has helped you in your beef project. Or perhaps you are in the woodworking project and you made a showbox to hold your cattle show equipment. This part of your woodworking project may also be included in your story.

For Pottawatomie County 4-H KAP's, 4-H'ers may write about other 4-H projects or 4-H experiences such as attending county camp in their 4-H Story **if they choose**. However, please separate these sections with a "descriptive heading" and put them at the end of your 4-H Story.

Example, if the KAP is on your geology project, then write your story about your geology project. If you also had other projects such as food and clothing and want to include these projects in your 4-H Story for your own remembrances, then simply put them at the end of the 4-H Story with a heading "Food Project" (write about your food project) and "Clothing Project" (write about your clothing project). When your Geology KAP is judged, the judges will simply ignore or not read those portions of your 4-H Story labeled "Food Project" or "Clothing Project". As a side note, the 4-H'er could submit three KAP's in this situation if they chose, one KAP for each of their three projects: Geology KAP, Clothing KAP, and a Food KAP. In this situation, the 4-H story should just be about each individual project unless the projects relate to each other as in the Beef KAP example above.

For the KAP 4-H Story do the following:

1. Use a computer or print or write clearly with an ink pen.
2. Paper: 8 ½ x 11 inch white paper. One side of page only.
3. Margins: Top, Right Side & Bottom: 1 inch
Left: 1 ½ inch
4. Font: Easily legible, no smaller than 10 point font.
5. Can be up to six pages, double spaced.
6. Use proper grammar, paragraph styling, punctuation, and spelling. If using a computer be sure to spell check and proof-read.
7. Use technology to your advantage such as bolding headings or key points, underlining, bullets, outlines, etc.
8. Do **not** use plastic sleeves.
9. The 4-H Story does not need to be signed.

Here is your opportunity to let the person reading your story get to know you personally and your life in this 4-H project.

Of course, most good stories start out with some type of introduction. Journalists call it a “lead.” The idea is to make it fun, interesting, surprising or informative. Your introduction should make the reader want to delve further into your 4-H Story.

The body of the 4-H Story should focus on activities and learning in the specific award program area. It’s okay to touch on other projects later in the story, especially if they tie in with the main project.

The 4-H Story is a time to expand on what you learned and how you shared your project with others. What were the highlights of the year (more than just awards and ribbons)? Did you have a project disaster? If so, tell what it taught you.

This is your opportunity to share information that wasn’t included in any other area of the KAP. Did you achieve a longtime goal? Did you learn something totally new? Did you solve a project problem?

Think about the people who have helped you be successful in this project. What have others done for you and with you in your 4-H project?

Don’t forget to consider your future when writing your 4-H Story. Will you take this project again? Why or why not? Has this project affected your career dreams? What did you learn that has helped you in everyday life?

These are just some sample questions to help you think about what you might include in your story. Focus on what you want to share about your project and what the reader needs to know in order to distinguish your KAP from all others.

Like every good story, the 4-H Story has several parts. Just remember, the 4-H Story should focus on one project. It is acceptable to include general information about other projects later in the story, especially if they tie in to the project featured in the KAP. Again, the 4-H Story is the time to let the reader get to know you and your project.

First is the introduction. It should capture the reader’s attention. It’s a way to get the reader interested in what you have to say. It’s a good time for an introduction of yourself and the focus of the project shared through this story.

The body of the story is where you shine. Tell the reader information they didn’t find in the other parts of the KAP. This is a time to tell what you learned, how you shared with others and about the highlights of your project. There are occasionally “down” times in the project and those are also learning experiences that can be included. Included in the body of the story may be tidbits about who helped you in your project work. Many people are part of your success story. Perhaps you can tell something about them and the knowledge they shared with you. Of course, a project may be a springboard for a future career or job exploration. If this project is closely tied into your future, tell how. Think if this project will be part of your 4-H future or not.

A conclusion isn't always necessary but it let's you wrap up your story neatly. It is here you can stress what makes your KAP stand out above the rest.

Your 4-H Story is about you and your 4-H experiences. It can be told in many different ways. First and foremost, keep it focused on the one project. There's no secret formula to writing a 4-H Story but remember to keep it interesting, informative and a maximum of six pages.