



How to Complete a KAP

Kansas 4-H Award Portfolio

Pottawatomie County

SECTION 4: 4-H Leadership & Citizenship

Section 4: 4-H Leadership & Citizenship within this Project

Review Definitions

LEADERSHIP IS . . .

- **Teaching** another person or a group - skills or information
- Includes **organizing** or coordinating an activity, event, or meeting
- Includes selecting and **preparing** materials
- Includes **selecting** presenters

CITIZENSHIP IS . . .

- ❖ **Helping** out in your community without being paid
- ❖ **Serving** others without being paid

Section 4: 4-H Leadership & Citizenship within this Project

List only 4-H items

There are 2 parts to this section.

Section 4A – List involvement in meetings, committees, offices

Section 4B – List leadership and citizenship experiences

SECTION 4A: 4-H LEADERSHIP & CITIZENSHIP SUMMARY WITHIN THIS PROJECT

(Maximum 7 Entries in this Section)

Meetings, Committees, Offices	# Held	# Led	# Attended	Local	County/ District	Area/ Regional	State	National/ Int'l

Section 4A

Section 4A: 4-H Leadership & Citizenship

1) **List any meetings, committees, offices** that deal directly with your **project first**.

IF you still have blank lines, may fill in with **“other”** 4-H club or county items.

i.e. 4-H Club Secretary, County 4-H Council Reporter

2) List your **Level of Involvement**

Were you a member OR an officer OR a chairperson?

3) List your **Level of Participation**

What number was held? What number did you attend? Did you lead any part of it?

Of those that you attended, were they local, county, state or national?

The number you put in these categories should sum up to the number placed under “# Attended”.

SECTION 4A: 4-H LEADERSHIP & CITIZENSHIP SUMMARY WITHIN THIS PROJECT

(Maximum 7 Entries in this Section)

Meetings, Committees, Offices	# Held	# Led	# Attended	Local	County/ District	Area/ Regional	State	National/ Int'l
Club Food Project Jr Leader, project meetings held	6	2	5	5				
4-H Club Refreshments Committee Chairperson	12	12	12	12				
4-H Club Fund Raising Committee (led bake sale event)	11	4	11	11				
County 4-H Club Day Food Stand Committee, Co-Chair	3	2	3		3			
County 4-H Council Food Stand Committee, member	4	0	3		3			
Kansas State Fair 4-H Food Judging Committee, member	2	0	2				2	
Citizenship In Action Breakfast Committee, vice chair	3	1	2				2	

Example:
Foods &
Nutrition Project

SECTION 4B: 4-H LEADERSHIP & CITIZENSHIP EXPERIENCES WITHIN THIS PROJECT

(Maximum 17 Entries in this Section)

Leadership	Citizenship	What You Did	Local	County/ District	Area/ Regional	State	National/ International	Hours	Audience
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								
<input type="checkbox"/>	<input type="checkbox"/>								

Section 4B

Section 4B: 4-H Leadership & Citizenship

- 1) List “*what you did*” in your **project**.
- 2) Decide if “*what you did*” was **Leadership** and/or **Citizenship** or neither.
- 3) Was “*what you did*” a **local, county, state** or **national** item?
Describe using a number in these boxes including ribbon placing.
- 4) May list the **time** in **hours** to complete “*what you did*”.
Hours includes preparation, organization, practice & activity time – not travel, sleep, meals.
- 5) May list the **number** of people in the **audience** for “*what you did*”.
- 6) List Leadership first, Citizenship second, then fill in remaining lines with neither.

Section 4B: 4-H Leadership & Citizenship

“What You Did” in your **project** includes:

- Presentations *i.e.* project talks, demonstrations, slide shows
- Exhibits
- Contests *i.e.* judging, quiz bowl, skill-a-thon
- Articles written *i.e.* newspaper, newsletter
- Webpage development
- Money raised
- Helping at events *i.e.* weigh-ins, shows, award ceremonies, food stands
- Size of your project *i.e.* number of animals cared for, number of photos taken

SECTION 4B: 4-H LEADERSHIP & CITIZENSHIP EXPERIENCES WITHIN THIS PROJECT

(Maximum 17 Entries in this Section)

Leadership	Citizenship	What You Did	Local	County/ District	Area/ Regional	State	National/ International	Hours	Audience
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Led club food project meeting on measuring ingredients, prepared utensils and ingredients	1					2.5	10
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Led a second club food project meeting on the food pyramid, brought a variety of food items	1					3.5	15
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Led club refreshments committee in organizing who would be providing refreshments at each meeting	12					2	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Presented Demonstration "Shake 'Em & Bake 'Em"	1	1B	1B	1R		8	80
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exhibited a poster explaining the food pyramid at fairs		1P		1P			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Led the club's bake sale to raise money	1					5	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Made cookies, bread, pies for club's bake sale	1					12	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Made & served club refreshments for one meeting	1					3	45
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sorted and shelved food donations at local food pantry	5					10	
<input type="checkbox"/>	<input type="checkbox"/>	Made 52 meals for my family which included planning the menu and shopping for groceries	52					208	4
<input type="checkbox"/>	<input type="checkbox"/>	Exhibited spritz cookies, whole wheat bread, peach pie at fairs		1P, 2R		1P			
<input type="checkbox"/>	<input type="checkbox"/>	Participated in family & consumer sciences judging, selected to be on county team for state fair	2	2		1			

Example:
Foods & Nutrition
Project



Questions?

Comments?

Contact Pottawatomie County Extension Office