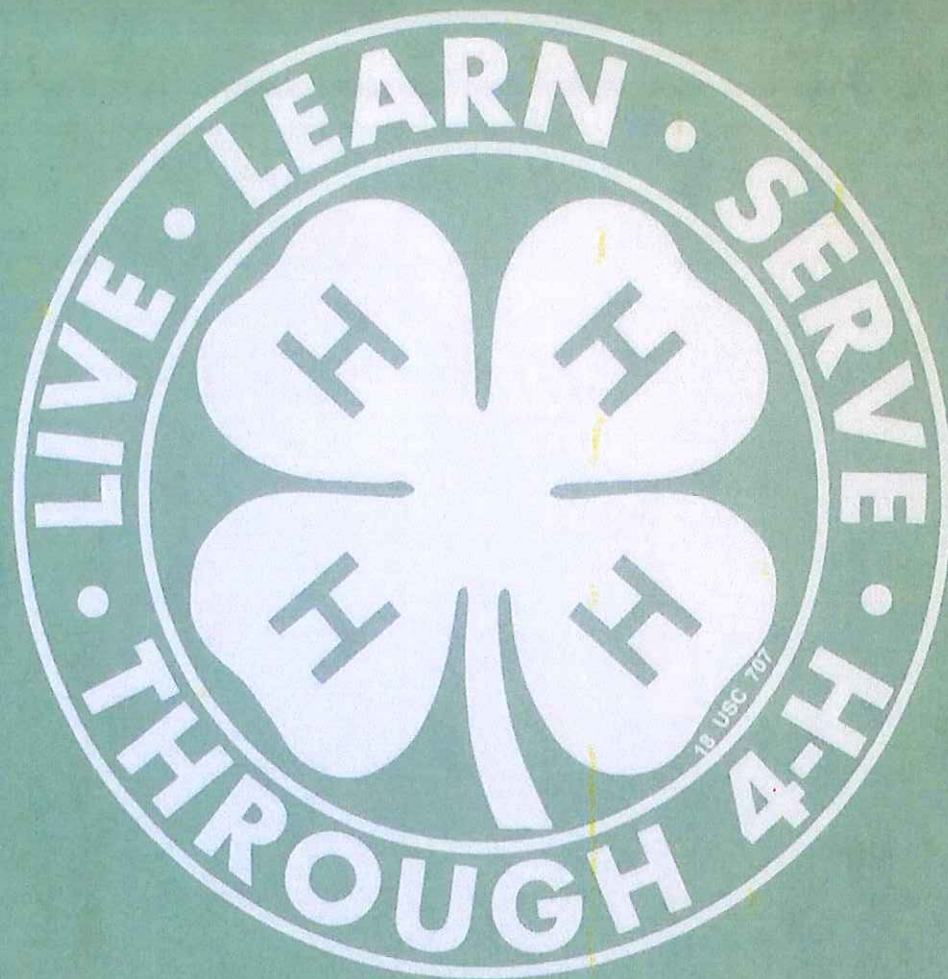




MEMBER'S RECORD

KIOWA COUNTY

RECORD BOOK GUIDE

NAME

ADDRESS

CLUB

COUNTY

STATE

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General Information

These guidelines are provided to assist Kiowa County 4-H members with completing their record books.

All necessary materials are available at the Kiowa County K-State Extension Office or on the website under the '4-H Youth Development' section, under 'Record Books.'

Assemble your record book in a standard cover, ensuring that all pages are securely fastened. You may use dividers to separate each year.

Do not include newspaper clippings, ribbons, certificates, or unrelated photographs.

Kansas 4-H Member Recognition

Guidelines to Member Achievement Pins

Kansas 4-H Member Achievement pins are designed to recognize 4-H members as they reach milestones throughout their 4-H journey. The pins are awarded in a series. As a member's 4-H journey progresses, the achievement pin requirements expand to challenge individuals to explore and engage in more opportunities to develop life skills. The following guidelines are to be used statewide in all local Extension Units. This ensures consistency and maintains the integrity of the recognition.

1. 4-H members are allowed to receive only 1 Member Achievement Pin per year.
2. 4-H members may not earn the same pin more than once throughout their 4-H career.
3. 4-H members may start with any pin but may not move backwards. Pins are intended to be completed in sequential order. For example, if a young person joins 4-H for the first time as a 15-year-old, they may choose which pin to start with, and must advance from that point. 4-H'ers may choose to skip a pin but are not allowed to move backwards.
4. The application will represent the 4-H experience of the current 4-H year, unless specifically noted on the application.
5. 4-H members may engage through in-person, hybrid, virtual, and distance learning opportunities to meet the requirements listed on each award application.
6. 4-H members needing an accommodation should make a request as outlined in Kansas 4-H Policy.
7. Pin applications must be signed by:
 - a. 4-H member
 - b. Parent/Guardian
 - c. 4-H Club Leader

*Independent Members will have their Mentor sign in place of a Club Leader.
8. Written feedback is an important part of educational experience. A sample template is provided to maximize encouraging feedback with a growth mindset.
9. Local Units may choose to provide additional recognition opportunities but may not modify the Member Achievement Pin system as outlined.
10. Each local Extension Unit should develop a method to track and record Member Achievement Pins awarded. Kansas 4-H recommends utilizing 4HOnline for this purpose.
11. Local Units should have a standing Awards & Recognition committee to review, select, and award Member Achievement Pins.



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What is included in a complete record book and what order is it put together?

Member Achievement PIN

Please read the Kansas 4-H Guidelines for Member Achievement Pins located two pages earlier.

The applications are easy to complete, but gradually become where you have to complete a few more items at the next level. This application is optional and not required. The list of pins are listed below.

- Membership
- Bronze
- Clover
- Emerald
- Silver
- Silver Guard
- Leadership
- Gold
- Gold Guard
- Key Award

***Temporarily attach to the front cover of the 4-H Members Record Book**

REQUIRED Pages for yearly Record Book Submission

1. Kiowa County 4-H Activity Check Sheet
2. Personal Page
3. Permanent Record

Kiowa County 4-H Activity Check Sheet

Each year, complete a new Kiowa County 4-H Activity Check Sheet, filling out only the sections that apply to you. Leave any non-applicable sections blank.

Personal Page

Each year, complete a new personal page that includes a recent photo (head and shoulders). A school picture is recommended.

Complete all blank spaces.

List all projects you are enrolled in for the year in alphabetical order.

Be sure the page includes signatures from the 4-H member, a parent or guardian, and your community or local 4-H club leader.

Permanent Record

Common Questions About Permanent Records

Q: Does this mean I have to re-enter all my previous years into the new format?

A: NO! You simply keep your old Permanent Record with your other 4-H records and start this year with a new format.

Q: Do I have to use all the columns for hours, number attended, etc.?

A. No. Not all activities will have that kind of information, but some do, so it's up to you to include as much or as little information as you want.

Q: Do I just do this once a year?

A. Ideally, you could use this form all year long and keep adding information as it occurs. Or you can also keep track of your information on a calendar, spread sheet, or other format, and use this as a yearly summary. How you use it is up to you. Be sure to check for any local requirements in your club and county/district.

Q: If I don't have to turn in a permanent record for the Kansas Award Portfolio, why should I do this paperwork?

A. Ask any high school senior 4-H member ---- and they will tell you that the Permanent Record saved them tons of work when filling out scholarship applications!!! It's also a great tool to use when you are getting ready for summer jobs and preparing a resume. Plus it's a good way to see your 4-H year at a glance and realize all the great things you have done. And record keeping is a skill that 4-H teaches. Not everyone likes to keep records, but it's a part of our everyday lives and something that we all have to do.

The permanent record is very important for this is where evaluators will need to look to help assess project growth, as well as talks and demonstrations the 4-H member has given, events attended, special recognitions, and other information.

Follow the instructions on the record form. When in doubt, read the headings of each section to determine what belongs there. **What events are considered in each level area?**

- L - Local Club (club level activities: club meetings, club community service, etc.)
- C/D - County/District (County/District wide activities: County 4-H day, County Fair, County Shows, etc.)
- R - Regional; more than one county/district (Regional activities: Regional 4-H day, Wildhorse Camp, etc.)
- S - State (State wide activities: KYLF, Discovery Days, State Fair, etc.)
- M - Multi-State (Multi-State activities: activities that happen with at least Kansas and one other state; not every state in the United States.)
- N - National (Nation-wide activities: National 4-H congress, CWF, etc.)
- I - International (Activities that happen in countries outside of the United States.)

How does a 4-H member determine if something qualifies as leadership or citizenship?

- Leadership is teaching another person or a group skills or information and includes organizing or coordinating an activity, event, or meeting; selecting and preparing materials, and selecting presenters.
- Citizenship means helping out in your community and serving others without compensation.

How do I apply for a County Project PIN?

REQUIRED Pages for yearly Record Book Submission for County

Project PIN:

1. Kiowa County 4-H Activity Check Sheet
2. Personal Page
3. Permanent Record
4. Kiowa County Personal Achievement Score Sheet
5. General or Animal Project Record Report Form per category in the applicable age division.

Kiowa County Personal Achievement Score Sheet

Each year, complete a new Kiowa County Personal Achievement Score Sheet. You only need to fill out **one score sheet** for all of your project pin applications.

Instructions:

1. **Fill out applicable sections** – Complete only the sections that apply to you. Leave any sections that do not apply blank.
2. **Calculate points** – In most areas, take the points listed and multiply them by the number of times you completed that activity.
3. **Total the front page** – Add the numbers on the front page and write the total in the space provided at the bottom right corner.
4. **Transfer to back page** – Turn the sheet over and transfer your front-page total to the box provided on the back page.
5. **Add back page points** – Add up the points from the back page and record that total in the designated space in the same box.
6. **Calculate grand total** – Add your front page total and back page total together to get your **grand total score**.

General or Animal Project Report Form

A 4-H member must complete **one Project Report Form for every general or animal project area** in which they wish to apply for a County Project PIN.

Age divisions are as follows:

- Junior: ages 7–9
- Intermediate: ages 10–13
- Senior: ages 14–18

Each age division has its own form, and a separate form is required for each animal or general project. **Please be sure you are completing the correct form for both your age group and project type.**

Project Learning Photos Pages

Photos are important because they help judges get to know the 4-H'er, document the project, and show growth. You may include up to **6 photos per page** per class. Higher classes allow more pages. **Each photo must include a caption and the participation level (see guide below).**

Photo Requirements by Age Division:

- **Juniors (7–9):** 1 page showing learning, leadership, and citizenship.
- **Intermediates (10–13):** 1 page of project learning, 1 page of leadership/citizenship.
- **Seniors (14–18):** 1 page of project learning, 1 page of leadership, 1 page of citizenship.

Participation Level Guide:

- **L – Local Club:** Club-level activities (meetings, club community service, etc.)
- **C/D – County/District:** County/District-wide activities (4-H Day, Fair, shows, etc.)
- **R – Regional:** Multi-county/district activities (Regional 4-H Day, Wildhorse Camp, etc.)
- **S – State:** Statewide activities (KYLF, Discovery Days, State Fair, etc.)
- **M – Multi-State:** Activities involving Kansas + at least one other state
- **N – National:** Nationwide activities (National 4-H Congress, CWF, etc.)
- **I – International:** Activities outside the United States