



MEMBER'S RECORD

KIOWA COUNTY

RECORD BOOK GUIDE

NAME

ADDRESS

CLUB

COUNTY

STATE

Table of Contents

General Information..... 2

What's in a complete record book, and in what order?

Required Pages..... 3

Kiowa County 4-H Highlights..... 3

Personal Page..... 3

Permanent Record..... 4

Difference between Leadership and Citizenship..... 5

Common Questions About Permanent Records..... 5-6

Not Required Pages

Kansas 4-H Guidelines to Member Achievement Pins..... 7

4-H Member Achievement PIN..... 9

How do I apply for a County Project PIN?

Required Pages..... 10

General or Animal Project Report Form..... 10

Project Learning Photos Pages & Participation Level Guide..... 11

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 '4-H 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.

What's in a complete record book, and in what order?

REQUIRED Pages for yearly Record Book Submission

1. Kiowa County 4-H Highlights
2. Personal Page
3. Permanent Record

Kiowa County 4-H Highlights

Each year, complete a new Kiowa County 4-H Highlights form. Fill out both the front and back, marking only the sections that apply to you. Leave any sections that do not apply blank. Count the total number of items you marked, then circle the appropriate range for your age division.

Include signatures from the member, parent/guardian, and 4-H leader.

***Temporarily attach to the front cover of the Record Book**

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 fields. List all projects you are enrolled for this 4-H year, in alphabetical order.

Include signatures from the member, parent/guardian, and 4-H leader.

Permanent Record

The permanent record should be updated at the end of each year; members continue using the same record rather than starting a new one annually. This record is important because it is used to evaluate project growth, talks and demonstrations, events attended, special recognitions, and other relevant activities.

Follow the instructions on the record form. When in doubt, read the headings of each section to determine what belongs there. **(See guide below when necessary).**

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 held in Kansas and at least one other U.S. state; not every state in the United States.)
- N - National (Nation-wide activities: National 4-H congress, CWF, etc.)
- I - International (Activities occurring in countries outside of the U.S.)

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.

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.

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.



Brand names appearing in this publication are for product identification purposes only. No endorsement is intended, nor is criticism implied of similar products not mentioned.

Publications from Kansas State University are available at: bookstore.ksre.ksu.edu

Date shown is that of publication or last revision. Contents of this publication may be freely reproduced for educational purposes. All other rights reserved. In each case, credit 4-H Youth Development, *Guidelines to Member Achievement Pins*, Kansas State University, October 2023.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

4H1170

October 2023

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director of K-State Research and Extension, Kansas State University, County Extension Councils, Extension Districts.

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.

***The ages listed on the pins are only a guide to help you stay on track. The age minimum requirement is needed to complete the pin application.**

- Membership - Minimum Age 7
- Bronze - Minimum Age 8
- Clover - Minimum Age 9
- Emerald - Minimum Age 10
- Silver - Minimum Age 11
- Silver Guard - Minimum Age 12
- Leadership - Minimum Age 13
- Gold - Minimum Age 14
- Gold Guard - Minimum Age 15
- Key Award - Minimum Age 16

***Temporarily attach to the front cover of the Record Book**

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 Highlights
2. Personal Page
3. Permanent Record
4. General or Animal Project Record Report Form per category in the applicable age division.

General or Animal Project Report Form

A 4-H member must complete **one Project Report Form per project area** (general or animal) when applying for a County Project PIN. The form should reflect **all work completed within that project area**, not individual items.

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 Page 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: 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 held in Kansas and at least one other U.S. state; not every state in the United States.)
- N - National (Nation-wide activities: National 4-H congress, CWF, etc.)
- I - International (Activities occurring in countries outside of the U.S.)

