

Johnson County Record Books and Awards Resource

Additional Resources at

www.johnson.k-state.edu/4-h/forms-resources/record-books.html

Record Books

Why do we do 4-H Records?

1. Teaches practical skills for the future.
2. See progress as members grow and learn.
3. To establish members goals and planning for the 4-H club program.
4. To teach and give experiences in decision-making, responsibility, cooperation, planning, and setting individual goals and evaluation.
5. To develop member's record keeping skills and habits.
6. To aid them in managing their project (s)
7. To improve their skills in organization, spelling, grammar and math.
8. To manage their resources (financial and material).

What is a good record book?

In general terms, a good record book is one that is...

1. Accurate - make sure dates, amounts, and other information is correct and factual.
2. Complete - all blanks are filled out and signatures are obtained.
3. Neat - no scribbles, use pencil or pen but not both, older 4-Hers can use computer.
4. Truthful - remember your leaders/extension office read these and know if you have attended something.
5. Concise - to the point, free from duplication, most important information.
6. Properly assembled - follow the order given and don't add extras.

What is included in the 4-H Record Book?

Record Book Order

1. Pin application (currently working towards)
2. Current personal page
3. 4-H story
4. Kansas 4-H Permanent Record
5. Previous years records by year in the order listed above.

Membership Pins

Membership Pins

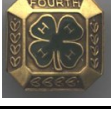
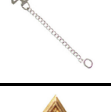
Membership pins are designed to recognize youth for achieving that level of participation in the 4-H program. This is not a competitive process. All youth who complete an application and whose application is judged as complete will receive a recognition pin.

Membership Pin Application

- Application should be filled out
- Must be signed by the 4-H'er
- Parent must sign
- Leader will sign if you are worthy of the pin
- Make sure you keep this in front of the personal page the year it was earned

Key Award

The Kansas Key Award is one of the highest honors awarded to 4-H members across Kansas. As a 4-H award, the applicant needs to highlight 4-H related events, activities and achievements accomplished within the 4-H club, county/district, region or state. Beginning with the Class of 2028, the 4-H Key Award also satisfies one of the two "Postsecondary Assets" required for high school graduation (www.ksde.gov).

Membership Pins	
	Membership 1st Year
	Bronze 2nd Year
	Clover 3rd Year
	Emerald 4th Year
	Silver 5th Year
	Silver Guard 6th Year
	Leadership 7th Year
	Gold 8th Year
	Gold Guard 9th Year
	10 year pin
	11 year pin
	12 Year Pin

Personal Page

- It should include a head and shoulder picture, such as a school picture.
- Projects should be listed in alphabetical order.
- Include the necessary signatures - yours, your parent, and your leader.


KSTATE
Kansas State University
Research and Extension

Personal Page

YEAR ____ to ____

Name _____ Birth Date _____
Club _____ This is my ____ year in 4-H
Extension _____
Unit _____
Address _____ City _____ Zip _____
Parent's or Guardian's Name _____
School You Attend _____ Grade or Year _____
I live on a farm ☐; in town (under 10,000) ☐; in a city (10,000-50,000) ☐;
in the country, but not on a farm ☐; in a suburb or city over 50,000 ☐.

Phone _____ E-mail _____

Projects in which you are enrolled this year

Put
Your
Picture
Here

I have personally prepared this report and believe it to be correct.

Date _____ Signed _____
4-H Member

Approved:

Date _____ Signed _____
Parent or Guardian

Date _____ Signed _____
Community or Local 4-H Leader

A Personal Page should be filled out each year you are in 4-H and kept with your other 4-H records.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service
New Personal Page October 2008
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, as amended. Kansas State University, County Extension Councils, Extension Districts, and United States Department of Agriculture Cooperating, Fred A. Choleick, Director.

4-H Story & Photos

- The 4-H story can be hand written if you are a younger member; 7-9 year olds may use pencil.
- The 4-H story should be like the final chapter of a book; tie the year together, summarize, and highlight important things learned and accomplished.
- The 4-H story should not exceed 6 pages, double spaced on one side of the paper.
- Focus on 4-H work, but can discuss how your 4-H work carried over into other parts of your life.
- Discuss goals set, offices/committees, learning, presentations, leadership, citizenship, successes and challenges within the 4-H year.
- Should be more than a fair ribbon placing report.
- A catchy opening, detailed body and strong conclusion are important.
- 4-H stories do not need to be signed by the member.
- General 4-H photos can follow the 4-H story, but no more than three pages of captioned, action photos; showing learning, leadership and citizenship is best.

Permanent Record-Section 1

Permanent Record - Four Sections

- It should be kept neat
- Record all exhibits, offices held, events attended, and other participation for the entire 4-H year.
- It is a detailed document listing everything done by the member.
- It is important to utilize the four-sectioned permanent record.



Kansas 4-H Permanent Record

Bring up to date at the end of each year.

Name	Address	
Club	County/District	Birth Date

Section 1—Groups/Organizations

List all groups/organizations you participated in, i.e. 4-H, school, community and/or faith. If the group is non 4-H related enter an * in the non 4-H column. For each group, list elected offices (such as reporter, vice president, etc.) and other positions or roles you held (such as junior project leader, project leader, committee chairman or committee participant). Indicate the total number of meetings held, the number you lead and the number of meetings you attended in the appropriate level column. Hours (includes preparation, organization, practice and activity time, but does not include travel, sleeping, meals, etc.) are optional, but may be useful for other applications. This section is used to complete the Meetings, Committees, Offices part of Section 3 and Section 5 in the KAP.

[illegible]

Permanent Record-Section 1

Example:

Date	* = Non 4-H	Meetings, Committees, Offices, Leadership Roles	# Held	# Led	# Attended	Level					Optional Hours
						Local	County/ District	Area/ Regional	State	National/ Int'l	
2007		Club Meetings, Song Leader	12	6	6	x					18
2007		Club Float Committee	5	0	5	x					12
2007		Foods Project Meetings	4	1	3	x					5
2007		Ambassadors	10	0	6			x			6
2007	*	Jazz Band	20	0	20	x					20
2007		Co Asst Photography Leader	3	1	3		x				6
9/19/07		KSF Photo Fun Day Teen Leader	1	1	1					x	4
2007		County Horse Club, Historian	12	0	12		x				5
2007		Horse Show Food Stand Committee, Chairman	3	3	3		x				2
2007	*	Open Class Fair Assistant Superintendent	1	0	1		x				2
2007	*	Rodeo Association, Calf-Roping Youth Committee	5	0	2				x		2.5
2007	*	Church Refreshments Committee	52	4	20	x					15
2007	*	School FACS Club, President	12	12	12	x					12
2007		Club, Bucket Calf Co-Project Leader	4	2	4	x					3
2007		Fairground Work Committee	4	0	2		x				4
2007		Club, Refreshments Committee	12	2	10	x					2
2007		Club, 4-H Council Fair Food Stand Committee	2	0	2		x				4
2007		Club, Food Bank Work Day Committee, Chairman	1	1	1	x					2
2007	*	Rodeo Association, Youth Member, Calf-Roping Committee	2	0	2				x		2

Permanent Record-Section 2

Section 2—Communications/Presentations, Exhibits, Contests

List all projects completed. If the group is non 4-H related enter an * in the non 4-H column. Examples include, but are not limited to, fair exhibits, judging contests, quiz bowls, skill-a-thons, demonstrations, illustrated talks, project talks, articles written, web pages developed, TV or radio presentations, county/district and regional club days activities, forensics and debate contests, fitting and showing, tractor driving, fashion revue, dog shows, horse shows, photography exhibits, etc. Size of Project may be indicated by the number of garments, animals, acres, articles made, hours involved, or another identifier of your choice. For contests, indicate whether it was an individual or team effort. For evaluated activities (exhibits and contests) indicate the number and placing with the appropriate letter: Purple (P), Blue (B), Red (R), White (W) and Participation or Other (O) in the level column. Hours (includes preparation, organization, practice and activity time, but does not include travel, sleeping, meals, etc.), audience and income/expense are optional, but may be useful for other applications. This section may be used in completing the Summarization of Project Experiences/4-H Experiences of Section 2 and What You Did of Section 3 and 5 in the KAP.

[illegible]

Permanent Record-Section 2

Date	* = Non-4-H	T = Team	Size of Project	PROJECT Communications, Presentations, Exhibits, Contest, Judging or Skill-A-thon	Level					OPTIONAL		
					Local	County/District	Area/Regional	State	National/Int'l	Hours	Audience	Income/Expense
				Photography Project Examples								
2007			2,000	Photography, Pictures taken	x					10		
	*		1,500	As School Photographer	x					3		0.00
			500	Personal	x					5		-50.00
			25	Photos exhibited	x	2P 2B		1P				
	*		35	Photos published		x						
2007			4	Demonstration: Proper Mounting Technique	x	x		x		2	35	
				Foods Project Examples								
2007			300	Foods – Meals Prepared						500		
				Exhibited Cupcakes		4P 10R		1B				
2007			5	Demonstrations: Moo-licious Meals	x	1B	1R	1R		35	69	
2007		T		FCS Judging (10th Place)		x				1		
				Horse Project Examples								
2007			3	Horses Cared For Daily	x					210		-1,250
2007		T	7	Horse Quiz Bowl Contests								- 200.0 0
2007			7	Horse Quiz Bowl Contests		x	x	x		32		
2007	*	T	7	FFA Horse Judging Contests			x	x		8		
2007			23	4-H Horse Shows (Classes)	x	x	x	x		20		-50.00
2007	*		63	Other Horse Shows (Classes)								- 250.0 0
				Beef Project Examples								
2007			5	Animals, 3 Heifers, 2 Steers	x					150		
2007			2	Demonstration: How to Lead a Buck-et Calf	x	x				1	3	
2007	*		38	FFA Livestock Judging Team	x	x	x	x		30		

Permanent Record-Section 3

Section 3—Activities

List the events and activities (not included in other sections of the permanent record) that you attended or participated in for 4-H, school and community. Examples include achievement programs, talent shows, camps, regional 4-H days, nursing home programs, sponsorship of club or county awards, fairground clean up, assistance to fair superintendent, special fund-raising efforts, band, teams, or FFA. If the activity was non 4-H related enter an * in the non 4-H column. Indicate whether your involvement was leadership, citizenship or both and the level of participation in the level column. Hours (includes preparation, organization, practice and activity time, but does not include travel, sleeping, meals, etc.), audience and income/expense are optional, but may be useful for other applications. This section is used to complete the Summarization of Project Experiences/4-H Experiences of Section 2 and What You Did of Section 3 and Section 5 in the KAP.

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.

[illegible]

Permanent Record-Section 3

Date	* = Non-4-H	Leadership	Citizenship	What You Did	Level					OPTIONAL		
					Local	County/District	Area/Regional	State	National/Int'l	Hours	Audience	Income/Expense
2007		X		Organized Photo Shoot at Park		x				2	10	
2007				Purchased new digital camera	x							-150.00
2007		X	X	Took 60 pictures for Horse Club - used 20 in historian book		x				3		
2007			X	Gave 20 pictures to other 4-Hers for their record books		x					20	
2007				Horse Quiz Bowl Practices		x				30		
5/10/07			X	Worked Horse Show Food Stand		x				2		
2007	*			FFA Horse Judging Team	x	x	x	x		4		
2007	*		X	Therapeutic Riding Association Spotter			x			20		
2007		X		Riding Lessons to 4Hers	x					25	3	45.00
2007	*	X		Riding Lessons to Non-4Hers	x					20	5	200.00
2007				Riding Lessons taken	x					25		-500.00
2007			X	Took pony to Club sponsored mini-fair at mall		x				4	50	
2007		X	X	Set-up & worked beef weigh-in and county beef show		x				8		
2007	*			FFA Livestock Judging Team	x	x	x	x		30		
2007			X	Painted livestock & arena fences		x				4		
6/1/07		X	X	Organized Club cookie bake for nursing home party	x					4	75	
2007			X	Made & served Club refreshments	x					1		
2007			X	Collected & Sorted Food at Regional Food Pantry			x			4		
2007			X	Donated to food bank	x					1		
2007		X		Illustrated Talk of the Growth of the Breed	x	x	x			.25		
2007	*		X	Lion's Club Pancake Feed Volunteer			x			3	300	
2007	*	X		Food Demonstrator for Grocery Store		x				.25	100	

Permanent Record-Section 4

List the most important recognitions you received during the year—honors, awards, out-of-county trips, etc. Example: Camp Scholarship, National 4-H Congress, 4-H Key Award, County Project Award, School Achievement Award, Letter. If the recognition is non 4-H related, identify it with an * in the non 4-H column. The section is used to complete the Awards & Recognitions portions of Section 4 and Section 5 of the KAP.

[illegible]

Permanent Record-Section 4

Date	* = Non-4-H	Kind of Recognition	Level				
			Local	County/District	Area/Regional	State	National/Int'l
7/2007		Grand Champion Steer		X			
7/2007		Grand Champion Photography		X			
10/2007		Leadership Pin		X			
10/2007		Key Award				X	
2/14/2007		Horse Quiz Bowl Team, State Champion (1st Place)				x	
10/31/2007		Horse Quiz Bowl Team, National Competition (2nd Place)					x
10/2007		County Project Award, Horse		X			
10/2007		County Project Award, Beef		X			
10/2007		County Project Award, Performing Arts		X			
10/2007		County Project Award, Photography		X			
3/2007	*	KMEA Area & State Solo Competitions – ratings			x	x	
5/2007	*	Marching & Jazz Band Letters	x				
6/2007	*	Therapeutic Riding Volunteer – 100 hour pin			x		
9/1/2007	*	Recognized in paper for work with Food Pantry		x			
6/20/2007	*	Newspaper Best Frozen Dessert for Dads (2nd Place)		x			
5/31/2007	*	High School Journalism Action Photography Awards (1st Place)	x		x		
5/31/2007	*	FFA – Green Hand Award	x				
11/15/2007	*	High School Football Letter	x				
2007		Best Camp Handwasher Award			x		

Project Report Form

Project Report Form

In addition to keeping a 4-H record book, a Project Report Form summarizes all work completed within a specific project area and **is a record kept on all your work in one specific project**. NOTE: Completion of at least one project report form is required for all membership pin applications (Bronze—12 Year Pin). If you are completing your Project Report Form for County-Level Judging, those forms will be judged at the County Awards Judging. Winners will be chosen in the Senior Division (ages 14-18) and those winners will have the opportunity to submit their forms to the Regional Judging Level.

Junior: Age 7-8	Intermediate: Age 9-13	Senior: Age 14-18
Project Recognition Check Sheet	Project Recognition Check Sheet	Project Recognition Check Sheet
Personal Page	Personal Page	Personal Page
Project Report Form	Project Report Form	Project Report Form
• Section 1 Project Goals • Section 2 Project Presentations • Section 3 Project Learning Experiences • Section 4 Project Exhibits • Section 5 Project Leadership • Section 6 Project Citizenship • Section 7 Project Financial Record • Section 8 Project Reflection • Section 9 Project Photos (6 total photos)	• Section 1 Project Goals • Section 2 Project Presentations • Section 3 Project Learning Experiences • Section 4 Project Exhibits • Section 5 Project Leadership • Section 6 Project Citizenship • Section 7 Project Financial Record • Section 8 Project Reflection • Section 9 Project Photos (12 total photos—6 learning photos and 6 combined leadership & citizenship photos)	• Section 1 Project Goals • Section 2 Project Presentations • Section 3 Project Learning Experiences • Section 4 Project Exhibits • Section 5 Project Leadership • Section 6 Project Citizenship • Section 7 Project Financial Record • Section 8 Project Reflection • Section 9 Project Photos (18 total photos—6 learning photos, 6 leadership photos and 6 citizenship photos)
4-H Permanent Record	4-H Permanent Record	4-H Permanent Record
Photos	Photos	Photos

Additional Resources at

[Local Record Keeping and Project Report Forms | K-State | Kansas State University](#)
[Guide to KANSAS 4-H Project Recognition](#)

Officer Pins

Club Officer Pins:

Pins will be awarded providing the 4-H'er completes their Officer Pin Score Sheet and/or Officer Book (requirements listed in the Johnson County Award Procedures). Pins will only be awarded to the officer positions listed below. Any additional officer positions should be recognized at the club level.

Officer Pins

- President—requires form
- Vice President—requires form
- Secretary—requires book
- Corresponding Secretary—requires book
- Treasurer—requires book
- Historian—requires book
- Reporter—requires book
- Parliamentarian—requires book
- County Council Representative—requires County Council Activity Report
- County Council Officers—same requirements as Club Officers

Club Officer Pins	
Club President	
Club Vice President	
Club Secretary	
Club Treasurer	
Club Reporter	
Club Historian	
Club Parliamentarian	
County Council Rep	