

# 4-H Clover News

**K-STATE**  
Research and Extension



Ford County Monthly Newsletter

September 2024

## How to Reach Us:

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### Check us out on the web!

www.ford.ksu.edu  
www.kansas4-h.org  
facebook.com/fordcounty4h



## Personal note from Ethel...

*I want to express my appreciation to all of our 4-H families, (parents and members) for your support during the hospital stay and death of my husband in July and August. These months are very busy months for 4-H, and my absence I know caused some unavoidable delays during the Fair and within the Extension Office. A thank you to those that sent me sympathy cards, plants, flowers, gave to his memorial and/or attended the rosary and/or funeral. I value your support of my family and myself and it has helped me in so many ways, during these very difficult days. Thank you!*

*Ethel*

## Record Books DUE October 1st!

It's that time of the year! The 4-H Year ends and a new year begins on October 1st! What does this mean for YOU? The Project Record(s) book, Achievement Pin Applications, etc. are DUE to the Extension Office by 5:00 p.m. on **October 1**. Inside this newsletter is helpful information on how to fill out your Record Books. Our website, under 4-H record books, has other resources. If you need additional assistance, please ask us for help!



### September 6-15

We will transport pre-  
-entered exhibits to  
the State Fair. **Please  
bring your exhibits**

**to the Extension Office  
before 5:00 pm on Friday,  
August 30.** Please remove  
county fair ribbons/cards before  
bringing to the office. Exhibits  
must be wrapped and/or boxed to

protect them. We will attach  
entry cards and scoresheets.  
Transportation of large exhibits  
and animals will be the  
responsibility of 4-H families.  
**Food and horticulture exhibits  
may be brought to the parking  
lot across from the Extension  
Office on Thursday, Sept. 5  
between 7:15-8:00 a.m. All  
exhibits will be judged on this  
day at the State Fair.**

THANK YOU!

## COUNTY FAIR THANK YOU UPDATE

The premium letter containing the list of Thank You's will be mailed shortly. We appreciate everyone's patience as we finalized donations and premium points. This letter contains a list of sponsors that the 4-H'ers are requested to do Thank You's to in order to receive their premium check. We have some wonderful community sponsors who provide very generous donations for your premiums.

Thank You notes for general donation sponsors can be written, printed, pictures, etc. and also signed by all members in your club, family, group of friends, etc. An example would be if your club decided to do a thank you to the County Commissioners, it can be one card/letter with all members signing their name. The club leader or one person can bring the envelope to the office and we will check off the members of the club for that sponsor. If one of more of your kids have the same sponsor (for example a medallion), both can sign one Thank You.

Remember a Thank You should be in an envelope with the name of the person/business you are thanking on the front, along with your return address and a stamp. We will fill out the address for you. If the thank you is to the Extension Office, Ford County 4-H Foundation, Fair Association, FCE Council, it does not need a stamp.



**EXTENSION ANNUAL ELECTION**

The Ford County Extension Program Development Committee Election date will be determined soon. Check out next months newsletter for more details.

The members of each PDC work together with agents to develop local extension programming: a deliberate, continuing sequence of planned events, activities, and strategies focused on a common outcome.

In accordance with Kansas Extension Law, representatives to serve in agriculture, family and consumer sciences, 4-H youth development and economic vitality will be elected on a county-wide basis to serve a two-year term. All persons 18 years of age or older and living within the legal boundaries of Ford County are invited and eligible for nomination and to vote.

Candidates will be running for the four Program Development Committee (PDC) areas. The PDC areas are: Agriculture & Natural Resources; Community Development; Family and Consumer Sciences; and 4-H Youth Development.

If you would be interested in running for a term for one of the PDC areas, please let us know.

## Shooting Sports News

Congratulations to the Shooting Sports members for a successful Ford County Shoot! Members who qualified to go to State include: Ike Breuer, David Fischer, Kyle Ruehle, Quinlan Simon, and Jayden Torres.

The next Shooting Sports practice will be September 22nd. Questions? Contact Troy Robertson.

Shotgun and archery are the only 2 disciplines Ford County currently offer. Contact the office to volunteer and be sure to enroll after October 1st.



## **4-H COUNCIL & COMMUNITY LEADERS**

Community Club Leaders will meet at 6:30 pm and 4-H Council will meet at 7:00 pm at the fair building on Monday, September 23. If you are unable to attend the 4-H Council meeting, please make sure you find someone else from your club to attend in your spot. Remind your substitute they are taking the place of the club's elected representative.

**Per ByLaws approved on 1/22/24, Officer elections will be held at the November meeting. Also, note, a member may not serve the same office for more than two consecutive years unless there are not other nominees. Officer nomination forms will be used again this year and are available on our website. If you want to try for an officer position, the form must be submitted to the office prior to the 4-H Council meeting.**

## **COUNTY AWARDS-CLUBS NOMINATE**

The nomination forms for the 4-H Alumni Award, Family of the Year and the 4-H Meritorious Award are available online. Each year these awards are presented at the 4-H Achievement Night. The **Alumni Award** is presented to a past 4-H'er (does not have to be a Ford County resident) and have given leadership and dedication to the total 4-H program in Ford County. Must have been out of 4-H for at least 2 years. The **Family of the Year Award** goes to a Ford County 4-H Family who has been an outstanding star throughout our program for several years. The **Meritorious Award** is given to a person or business who has supported 4-H for several years in various areas. Nominations are due at the September 4-H Council meeting or prior to the Extension Office. Past winners are listed on our website. The agents have several possible names/businesses which they are willing to share with clubs for possible nominations.

## **4-H AMBASSADOR/EXCHANGE MTG**

The next Ambassador/Exchange meeting will be Monday, October 28 @7:00 pm. We are making plans for our exchange for 2025 travel to Minnesota.

If you are interested in possibly joining, contact Ethel for more information.

## **ONLINE 4-H MEMBER ENROLLMENT 2024-25**

4-H Member Enrollment will be done online. You can begin enrollment and re-enrollment on October 1. Please wait until this date to enroll. The Club with the most re-enrollments by November 15 of current members will receive a pizza party.

All enrollment will need to be completed online at <https://v2.4honline.com> for new and re-enrollments. Remember the State 4-H Office has a \$15 per member fee. If you had an account in 4HOnline, login to the system by entering your email address and password. Click [Sign In]. Continue to Youth Member Enrollment on Page 6 (Section 4) to enroll youth members or Page 4 (Section 3) to Add a New Member to the Family. TIPS: If you have forgotten your password, click "Reset Password?" to receive an email with a link to set a new password. You will need to select your club and desired projects this year when you enroll.

At the end of each 4-H'er enrollment there will be a screen concerning the fee and payment options. Options on the screen will include: Pay online, Mail a check, Request a Waiver, or Use a Coupon Code. If you have more than one child and do not want several debit/credit card transactions you will need to indicate check or coupon, otherwise each will be it's own transaction. If your club has voted to pay for their member's fee you would select "Coupon Code". Please let us know if your club or someone else is sponsoring your fee. Coupon Codes will be insert prior to approval. If you select "Check", please send your check to our office, made out to Ford County 4-H Council and we will use our county coupon code. Enrollment will not become active until our office or the State 4-H Office has received payment of the fee. If you have any questions, please contact the office. There are instructions on the online website for re-enrolling.

It is very important to keep your emails and phone numbers for yourself, family and 4-H'er, current and list your service provider in the online system. This is our means of communicating with you if you want to receive text messages, phone calls, emails and newsletters. Also if you would like your kids to receive the newsletter by email, list their email address in the individual profile information. This will allow 4-H'ers as well as families to receive newsletters.

Don't forget to update the 4-H'er Health information If you need to change t-shirt sizes, please email the office throughout the year with the new size needed.

# 4-H Club Officer Elections

As you prepare to elect your officers at your September 4-H meeting, consider these guidelines:

★ **Nominate and vote for the member who will carry out the responsibilities of the office well.** *Remember to vote for the person you think will do the job and also attend meetings on a regular bases.* Elections should not be a popularity contest.

★ It is suggested to vote on each office individually. It takes time but allows important learning time for members.

★ Consider having members sign up for the office they are interested in or allow members to nominate themselves from the floor for an office.

★ Nomination does not need a second. It can simply be, "I nominate Joe"

★ In order to "close the nominations" for each office, a motion, second and a vote is required.

★ Voting should be done by ballot. Once again this does take time, but it is the proper way to vote. Ballots should be counted by members who are not running for office.

★ Each member should have one vote per office.

★ In cases where there are more than one person in an office (ex: if there are two song leaders) each member would vote for the corresponding candidates (2 votes for 2 song leaders).

★ **Remember Community Club leaders should be visited with and arranged to serve by the Parent's Committee of each club.**

## National 4-H Week

National 4-H Week is **October 6-12, 2024!** This means that your club window displays should be up by October 6.

This is a great marketing tool for 4-H, so lets get creative!

National theme is —"4-H Proud, 4-H Grown"

Here are some other tips to market 4-H year round, but especially during National 4-H Week!

★ Wear your 4-H shirts to school!

★ Talk to your friends about your favorite 4-H activities and projects, they'll be interested in joining too!

★ Hold an "open house" 4-H meeting and invite all of your friends to come check out your club and see what 4-H is all about!

★ Check out the Spirit Week daily ideas to the right.

★ If your club is doing a community service project or anything interesting, tell the office and send us some pictures. We're more than happy to write a news release to let the public know about all the good 4-H is doing for the community.

## Future Dates to Remember

### September

2	Closed for Labor Day
5	State Fair Food/Hort Exhibits due (7:15-8:00 am)
6-15	Kansas State Fair
17	Pick up state Fair exhibits from office After this day
23	4-H Com. Leader/4-H Council Mtgs.

### October

1	New 4-H Year Begins
1	Record Books due
6-12	National 4-H Week
12-13	48 Hours of 4-H
28	Exchange/Ambassador mtg.

### November

2	Achievement Night
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**NATIONAL 4-H WEEK** 

**4-H PROUD, 4-H GROWN!**

OCTOBER 6-12, 2024

Sunday	Selfie Sunday	
Monday	Monday Motivation	
Tuesday	Tuesday Trivia	
Wednesday	4-H Spirit Day!	
Thursday	Throwback Thursday	
Friday	Friday Night Lights	
Saturday	Saturday Service- #484H	

**K-STATE**  
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Kansas State University Agricultural Experiment Station and Cooperative Extension Service.  
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## National 4-H Week Gift Card Giveaway!

Get entered to win a \$20 gift card during National 4-H Week, October 6-12! You can get 1 entry every day by following these easy steps— That's 7 chances to win! Let's flood Facebook with Ford County 4-H during National 4-H week!

- ★ Post a picture of yourself wearing a 4-H t-shirt on Facebook and tag Ford County 4-H in it.
- ★ Make any post promoting Ford County 4-H on your page so that your friends can see it and tag Ford County 4-H in it.

## KYLF and 4-H Volunteer Forum

Kansas 4-H Leadership Weekend will soon be on the web with registration. "Sailing into Leader-arr-ship" is the theme for the 2024 Forum.

The Forums will be held November 23-24, 2024 at Rock Springs 4-H Center. KYLF is for youth ages 14-18 by December 31, 2024 and KVF is for all Kansas 4-H Volunteers. KYLF will feature leadership workshops, Youth Council Elections, and opportunities to learn and have fun. The Kansas 4-H Volunteer forum will feature workshops and information to help volunteers be more effective and learn from each other.

Registration deadline is October 15 for both events at an early bird rate or before November 1 at the regular rate. There will also be an option for coming in Friday evening. Scholarships are available for both of these events! Contact the office for more details.

## NEW 4-H PROGRAM FACEBOOK PAGE

We will be starting a new Ford County 4-H Facebook page as we have had some issues with the current page. We will begin this October 1 and will have the new name and link to follow listed in the October newsletter for all of you to "like" and "follow".



## Shout Outs

- ★ The KidFest Chair, Brandi Stein, and all the club members who helped with the DC Days Kidfest in the Park !!
- ★ Exchange members for a successful Rodeo Kiddie Corral !!
- ★ Exchange members/parents for a successful Boomgaar's Re-grand Opening Hot Dog fund raiser.
- ★ All members who pre-entered for State Fair!
- ★ To all Fair Board members for a great Fair! To the Pillars of the Community Fair Sub-committee for a great event!



## STATE CLOVERBUDS (5-6 YEAR OLDS) PROGRAM AND POLICIES

The overall purpose of the 4-H Cloverbuds program is to foster the development of life skills that are essential for the cognitive, social, emotional and physical maturation of five-and six-year olds by providing a unique educational opportunity.

### Goals for Kansas 4-H Cloverbuds

- **Self-understanding skills** (Initiating independence and self-direction)
- **Social skills** (Getting along with others)
- **Decision-making skills** (Making positive choices)
- **Learning skills** (Learning to learn)
- **Mastering physical skills** (Enjoying constructive and creative play)

### Principles for Kansas 4-H Cloverbuds

- Fun
- Activity focused
- Noncompetitive
- Group-centered learning
- Leader directed
- Positive
- Success oriented

4-H Cloverbuds exhibits can be showcased at fairs and public events, but a 4-H Cloverbuds member may not participate as a competitive exhibit in traditional 4-H events. They may exhibit or showcase activity related items from their Cloverbuds experiences but not participate as a competitive exhibitor and is not eligible to receive premiums or awards in 4-H events. The Cloverbud member is allowed to showcase a pet from the approved list in accordance with 4-H Cloverbuds pet policies. The member may not own and/or show 4-H live-stock. Approved Pets are: Amphibians—frogs, toads; Ant Farms; Cats; Dogs; Guinea Pigs; Fish; Gerbils; Parakeets; rabbits; hamsters; mice; rats. All pets must be caged, leashed, and/or contained as appropriate and manageable/under-control.

### PARLIE PRO CORNER.....

*It is suggested by the State 4-H Office that clubs should review their club Bylaws on a yearly basis. A question we are asked frequently is what is a quorum to conduct club business. This should be answered by first looking in your Bylaws. What the State 4-H Office suggested in their Bylaw template is stated below.*

#### Article IV - Quorum

**A quorum shall consist of members present for the regular meeting.**

But you could also have a specific number or something similar to the wording below.

**What is a quorum?** The number of eligible voting members allowed to conduct business.

**September is usually when clubs are voting for their new officers.**

There are several acceptable methods to elect officers, and several of these ideas might also be used in combination.

The first method, often used in larger clubs, is a nominating committee. This committee of three to five members is usually appointed by the president. Two persons are usually nominated for each office. Each prospective officer is asked if they will serve prior to completing the slate of candidates. The slate of officer candidates is then presented at the club meeting as a committee report. It is always acceptable to nominate others from the floor.

The second method is to have members at one meeting sign up for the offices for which they would like to be elected, ahead of time. Nominations are also open from the floor.

The third method of electing officers is by nomination from the floor. In this method, the past president calls for nominations from the floor for president. After nominations are closed for president, the nominees are voted on prior to receiving nominations for vice president.

For all methods, voting should be by secret ballot as members write the name of their choice on a slip of paper. One by one, each office is filled by members elected by the majority of votes cast.

Any member not voted into an office can be nominated for another office from the floor. Candidates should be given the opportunity to address the club about why they wish to be elected.

# ACHIEVEMENT PINS

## What are they?

Achievement Pins are like little awards or goals 4-H'ers can work towards each year.

## Who can get them?

Anyone in the 4-H Program can earn achievement pins.

## Where can I find the applications & paper work?

Go to <https://www.ford.k-state.edu/4-h/4hforms/awardsandrecognitionforms/index.html> to find all of the pin applications.

## Where do I start?

If you are new to the award pin process, start at the beginning. Some of the pin levels require lots of effort and some are just as easy as attending club meetings! Remember to have your club leader sign all of your paperwork!

*Ford County 4-H Achievement Night will be a Potluck meal, Saturday, November 2, 6:30 pm at the Ford County Fair Building.*

## Did You Know?

The Ford County 4-H Foundation gives a cash prize to the club who turns in the largest percentage of Record Books. Even if you do not apply for an award you should turn in a complete book to count for your Club's total. Also, our local 4-H Foundation Scholarships and Awards trips require a Complete Record Book to apply for the awards.

- ★ **Membership Pin** - First in a series of 4-H Achievement Pins. Must attend more than half of the club meetings and complete record book.
- ★ **Bronze Pin** - Second in the series of pins. Exhibit at Fair, complete 4-H record book, attend over ½ of club meetings, attend one county or club event.
- ★ **Clover Pin** - Third in the series of pins. Exhibit at Fair, attend over ½ of club meetings, complete record book and complete three of optional guidelines.
- ★ **Emerald Pin** - Fourth in the series of pins. Exhibit at the Fair, attend over ½ of club meetings, give a presentation, complete 4-H record book, and complete 5 of optional guidelines.
- ★ **Silver Pin** - Fifth in the series of pins. Exhibit at the Fair, attend over ½ of club meetings, give a presentation, complete 4-H record book, and complete 6 of optional guidelines.
- ★ **Guard for Silver Pin** - Sixth in the series of pins. Must have received the previous pin, exhibit at the Fair, attend over ½ of club meetings, give a presentation, complete 4-H record book, and complete 8 of optional guidelines.
- ★ **Leadership Pin** - Seventh in the series of pins. Must have received the previous pin, exhibit at the Fair, attend over ½ of club meetings, give a presentation, complete 4-H record book, enroll in Leadership project for the current year and complete 11 of optional guidelines.
- ★ **Gold Pin** - Eighth in the series of pins. Must have received the previous pin, exhibit at the Fair, attend over ½ of club meetings, complete 4-H record book, enroll in Leadership project for the current year and complete 15 of optional guidelines.
- ★ **Guard for Gold Pin** - Ninth in the series of pins. Must have received the previous pin, exhibit at the Fair, attend over ½ of club meetings, complete 4-H record book, enroll in Leadership project for the current year, be 15+ on January 1 of current year, and complete 16 of optional guidelines.

# RECORD KEEPING AND PROJECT REPORTS

## GENERAL GUIDELINES

The project report should represent the work and thoughts of the 4-H member and should not be completed by the parent or other adult volunteer.

### General vs. Animal Project Report Forms

Project areas related to animals, with the exception of Dog & Pets, need to use the Animal Project Report Form, i.e. Horse, Poultry, Rabbits, Beef, Sheep, Swine, Meat Goat and Dairy. All other projects, including Dog and Pets, will use the General Project Report Form.

<b>Age Divisions:</b>	Junior	Ages 7-9, before January 1 of the current year.
	Intermediate	Ages 10-13, before January 1 of the current year.
	Senior	Ages 14-18, before January 1 of the current year.

### Grammar & Punctuation

For all age divisions, members are encouraged to write using proper grammar and punctuation that is age appropriate for the individual member.

### Hand Writing

4-H members in the Junior division (4-H age 7-9) are encouraged to fill out their record by hand, or at minimum, an adult can help type verbatim what the youth has recorded. Handwriting at any age and in any part of the Project Report is acceptable. When doing so, make sure to write legibly.

## ACCESSING PROJECT REPORT FORMS

\*Please note that both options will be evaluated in the same manner, with no advantage being given to either method. Information included in either method will be the same.

### **Fillable PDF Forms- Option A**

All Project Reports are available as form fillable PDF's from <https://www.kansas4-h.org/resources/awards-and-recognition/ProjectRecognition.html>. *Forms must be downloaded and saved to your device before entering the information, or you run the risk of losing your work.* It is important to have the most current version of Adobe Acrobat Reader DC. Please check Kansas4H.org for instructions and information.

### **Online ZBooks- Option B**

This is an online record keeping option available via a website (<https://4h.zsuite.org>). Remember— One "account" per family. Each family creates one log in and they will create profile for each child within the family account. Each 4-H'er can create a project report form for the project in which their enrolled, as well as create their Permanent Record. It's pretty self-explanatory, but to help, there are video tutorials available here: <https://www.kansas4-h.org/resources/awards-and-recognition/ZBooks.html>.

Most sections offer unlimited entries. A drop-down option allows users to choose which entries will be included in the "Final Project Report". The number of entries in the final report is determined by section and age level. Looking though all entries, it would be appropriate to prioritize, combine and/or summarize entries for the final report. Examples include:

**Section 3:** Project learning Experiences - Entries for preparing multiple separate family meals could be summarized in one line.

**Section 4:** Project Exhibits and Showcase Opportunities - Entries for multiple spring shows could be summarized in one line.

**Section 7:** Project Finances - Multiple entries for purchasing art supplies could be summarized in one line of art supply purchase. Please note when printing section 7, some tables will print landscape orientation.



## RECORD KEEPING AND PROJECT REPORTS ....continued

### **Goal Setting - Getting Started**

Prior to or at the beginning of the 4-H year, a member should begin identifying, setting and recording personal goals for themselves in each project area. Parents, club leaders, adult volunteers, and local Extension Staff play an important role in helping guide young people through this process. Members should record their personal goals and then begin work toward achieving those goals. It is important to record anything the member would like to learn or do. Refer to Setting 4-H Project Goals, 4H1100 for guidance.

### **Journaling - As Things Happen**

Record keeping is going to be an important part of a member's life. Members will keep records in high school, in college, and at work whether they own their own business or work for someone else. Now is the time to learn how to keep good records. The most important thing about 4-H record keeping is to know what records you need to keep and to find a comfortable way to collect information. Some of the most common ways of keeping up with 4-H records include a calendar, smart phone, computer, an index box, computer, or a notebook. These are further defined below.

**Calendar Method** – Keep a calendar in a handy location (such as on the refrigerator) and every time the member does something related to 4-H, school, church or other organizations, write it down. Then at the end of each month place the calendar in a safe place until it is time to assemble the RecordBook.

**Smart Device** – If an electronic smart device is available, utilize ZBooks to record activities, trainings, clinics, leadership roles, service activities, project experiences, etc.

**Index Box Method** – Get a 3-inch by 5-inch box, index cards and some dividers. Label each of the dividers as one of the sections in the report form discussed later in this guide. Then each time the member does something, write it down on an index card, then file the card in the section marked by the divider. For example: If the 4-H member were to go to the nursing home for recreation with the residents, then have him/her write it down and put the card behind the community service divider. After maintaining the "4-H File Box" for a year, pull the cards out and select the most important activities for the 4-H Record Book. Do not forget to date each card.

**Binder, Folder or Spiral Notebook Method** – Grab a binder, file folder or notebook and organize each activity by type or by date. This is an easy first step to start out until the member gets the hang of record keeping. Keep any programs, receipts, notes or documents from your activities.

### **Reflecting – Looking Back (also see page 10 for more information)**

Below are some questions to help a member start reflecting on his/her project experiences as he or she prepares to complete a Project Report. Follow size and spacing guidelines in the form.

What did you learn from your project(s)? How did you grow in your project? Did you master any skills?

Did you meet any of your goals? If so, what helped you attain those? If not, what were some obstacles that might have prevented you from reaching your goals?

How did your project change or grow within the year or from previous years?

Did you serve in any type of leadership capacity?

What impact did your involvement have on you, your club, or community?

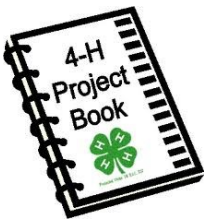
How have your project experiences influenced your future? Examples: career, leisure time, or other.

### **Photos**

Insert photos that demonstrate learning, leadership and citizenship within the project. Please note that landscape-oriented photos work better in the form. Include captions in the spaces provided. Please indicate the level of where the leadership took place. L (Local), C/D (County or District), R (Regional), S (State), M (Multi-State), N (National), I (International).

Maximum photos by age division: Junior – 6 total photos; Intermediate – 12 total photos: 6 learning photos and 6 combined leadership & citizenship photos; Senior – 18 total photos: 6 learning photos, 6 leadership photos and 6 citizenship photos.

The photos used are very important and should reflect growth, development and involvement within the 4-H project. Use photos that show the member doing things, learning and teaching others, and especially having FUN in their 4-H project work.



## RECORD BOOKS? – Why turn in a Record Book?

The Record Book is an organized summary of your entire 4-H experience that contains a comprehensive report of your goals, plans and accomplishments. It is one way to make a formal review of your goals and achievements and is a helpful tool to plan your own growth for the future. Your records and report will be a good keepsake for years after you've finished your 4-H career. The record you build opens doors to many awards and benefits such as medals, trips, scholarships and other kinds of recognitions. Completing a record book will make it easier to apply for scholarships and state level awards.

4-H Members develop the following life skills through record keeping

- \* Maintaining records of 4-H project and club work, school and community activities
- \* Keeping personal and business records
- \* Improving communication with other people
- \* Learning time management and organizational skills
- \* Learning responsibility and developing goal setting skills

**Do I have to do a Record Book for EVERY project I'm enrolled in?** The answer to that question is **NO!** Only fill out a record for the projects you would like to be considered for an award in. For example, Suzy is enrolled in Beef, Foods and Visual Arts. She only actively participated in the Beef and Visual Arts Projects during the year. She did take one entry of cookies to the fair. Because she was highly active in Beef and Visual Arts, those would be the Projects she would consider doing a record for. Also some areas only require one record even if you are in 2 separate projects (example is Market and Breeding Beef = 1 record and include both in the record, Clothing Construction and Clothing Buymanship = 1 record)

### What kind of awards can I apply for?

Project areas will award a certain number (a percentage of the total number of 4-H'ers enrolled in the project) of 'project pins' to the award winners (only projects listed on the back of the Ford County check sheet will be considered for project winners.) Please use the Ford County Check Sheet and not the State Check Sheet when you turn your record book in.

Visit: <https://www.ford.k-state.edu/4-h/>

To find all of the forms needed to fill out your record books. Most forms are available in a writeable PDF or Word Doc. If you need materials printed out, we can do so at the office!

Additional resources include:

4-H Record Books—Purpose

Guide to Kanas 4-H Project Recognition

4-H Record Book Goals

Citizenship vs Leadership

### **JUNIORS (7-9 YEAR OLDS)**

Should fill out the Junior Record for 7 & 9 year olds . Complete the general or the livestock record depending on the project. These are found on our website. Eligible to win county awards only.

### **INTERMEDIATE (10-13 OLDS)**

Should fill out the Intermediate Record for 10-13 year olds . Complete the general or the livestock record depending on the project. These are found on our website. Members younger than 14 can receive county awards.

### **SENIORS (AGES 14 & OLDER)**

Should fill out the Senior Record for 14 & older. Complete the general or the livestock record depending on the project. These are found on our website. Members who are 14 and older are eligible for area judging.

# Helpful Record Book Information.....

## PERSONAL PAGE

Only ONE (1) copy is needed for the entire record book.

- Make sure every item is filled out
- Include a color photo
- List ALL projects that you are enrolled in, even if you are not completing a KAP for that specific project.
- Projects should be listed in **ALPHABETICAL ORDER by the name of the state project listing.**  
**Example:**  
**Beef (Breeding & Market)**  
**Clothing (Construction & Buymanship)**
- Signatures from the 4-H'er, Parent and Club Leader are needed and required!

## Your 4-H Project Story/Project Reflection

### **Section 8- Project Reflection** (*Formerly considered a project story in previous records/KAP's.*)

Age 7-9 report - There are questions to answer as a reflection of the project during the year. There is also a question for a parent/guardian to answer as well.

Ages 10 and up reports - Your Project Reflection should focus on the project learning and experiences in one project from the current 4-H year. However, it may also include information or references from prior years when appropriate to demonstrate growth and variety.

It is acceptable to include general information about other projects later in the story, only if they tie into the project featured in the record. The Project Reflection should not just be a repetition of what is in the project report. Include new information, expand on the entries to 'tell the story' of your 4-H project work.

Organize your writing by including an introduction, body and conclusion. Your introduction should capture the reader's attention. It's a way to get the reader interested in what you have to say. Journalists call it a "lead." The idea is to make it fun, interesting, surprising or informative. Let your personality shine! The body of the Project Reflection should focus on activities and learning in the specific project area. Expand upon the entries in the record, sharing your experiences, growth, frustrations, challenges, highlights and future project plans. The conclusion ties it all together, summarizing your project reflection, including career goals and acknowledging who helped you along the way.

The reflection narrative could include information such as:

#### Introduction

- Information about yourself, your family, and your community
- Why you enrolled in the project

#### Body

- Expand upon your project goals and what you wanted to accomplish
- Knowledge gain, improved skills, etc.
- Lessons learned from failure. What went wrong or didn't go according to plan?
- How the project has helped you become a better leader and citizen? What have you learned through your citizenship and leadership activities?
- Other projects that you have taken that tie into this one. (Example?)

#### Conclusion

- Project summary
- How the project has influenced your future plans or career goals
- Who helped you along the way? What have others done for you and with you in your 4-H project.

# PERMANENT RECORD TIPS

Permanent Records may seem like a pain and a waste of time, but let me tell you a little secret....there comes a time when you are a Senior in High School applying for College Admissions and Scholarships. They will ask you how you are involved in your community, citizenship activities and what leadership roles you play.

This is where your Permanent Record comes in handy! Everything you have been involved in—whether it’s church, school, extra curricular activities or 4-H—is right in one location! You can see exactly how many times you volunteered for an event, or when you were president of your club, etc.!

The forms are on our website in Word compatible format. The form can be downloaded to your computer and saved. Each year you will add new information.

**What type of information can go into the Permanent Record?** Church, school, 4-H, FFA, Scouts, Sports, basically any activity you are involved in can go into the Permanent Record.

There are FOUR (4) sections of the Permanent record:

## 1. Groups/Organizations

Club Meetings, Committees, Officer Positions, Leadership Roles.

## 2. Communications/Presentations, Exhibits, Contests

Project Talks, Contests, Fair Exhibits, Open Shows, Judging Contests (Talking to the judge for consultative judging is not a presentation and briefly showing your project during a tour is also not a presentation)

## 3. Activities

Any leadership or citizenship activity (community service/volunteering/teaching/helping others)

## 4. Most Important Recognitions

Honor Roll, Letters, State Champion, Project Awards, Pins, Grand Champion, etc.

Under the LEVEL column, there are different choices as to where the event took place. Make sure to mark how many times you participated at that level.

## WHAT SHOULD MY RECORD BOOK BE KEPT IN?

Your entire record book should be kept in a **3-ring binder** or the green 4-H extender binder folder.

Which ever way you choose to display your book, make sure you have your first and last name, 4-H club and Ford County on the front. A cover page is available on our website for your use.

Tab dividers are appreciated at the county level since we have you put all project records in one book and tabs makes it easier for judges when looking through your record book. They can not be used at area judging.

If you have questions about your final book, please ask us in the office.

If you have questions about how to fill out your forms, please call the Extension Office at 620-227-4542. No question is a silly question!

# What do I need to turn in?

## Ask yourself...

“Am I going to apply for an award?”

### If you answered: “Yes” please turn in:

- ◆ Personal Page (only one for entire book)
- ◆ Record(s) for your age group—general or livestock (one for each project area)
- ◆ Pictures
- ◆ Permanent Record (only one for entire book)

### If you answered: “No” please turn in:

- ◆ Personal Page (only one for entire book)
- ◆ 4-H Story
- ◆ pictures (optional)
- ◆ Permanent Record (only one for entire book)
- ◆ *Your record book will not count towards your club’s total is you do not have all 3 necessary items above in your book.*

## **COMPLETE A FORD COUNTY CHECK SHEET FORM (DO NOT SUBMIT THE STATE CHECK SHEET)**

The updated Ford County Check Sheet forms are available on the Ford County 4-H Website. Be sure to complete it. If you need a copy printed, please come to the Extension Office.



## Outstanding 4-H'er Award

4-H'er must be at least 4-H Age 16 and be nominated by a Community Club Leader. A nomination form along with a 500 word essay on “Why this 4-H'er Is Deserving of this Award” must be turned into the Extension Office by September 30. For more information, please visit the Ford County 4-H website.

## Key Award

Key Awards are presented by the state to only 10% of the 4-H'ers in Kansas. Applications for this award should be obtained early in the year, so the member can work toward meeting the requirements. 4-H'ers 16 and older may apply if enrolled in junior leadership and meet nine of the eleven local, county, and state activities.

The Key Award does take some prior planning. Ask if you have questions about what will count for each of the requirements.

## I Dare You Award

To apply for the I Dare You Award a 4-H'er must:

- Be enrolled in the Leadership Project
- Complete a Leadership record
- Complete and submit the nomination form

To learn more about the I Dare You Award consider looking up the history of the award and read a little bit about William H. Danforth. It help you understand what exactly this award means!

Ford County Extension Office  
100 Gunsmoke St.  
Dodge City, KS 67801

Dear 4-H Families,

As we conclude the 2024-25 4-H year, we hope you have had great learning experiences and will submit what your goals were and what you have learned in your record book. Record books can be very beneficial to you when you get older and are completing college and job applications. Information is all in one place — your RECORD BOOK!

Please remember, the new 4-H year will begin on October 1. You will need to re-enroll online and be sure to sign up for what projects you would like to be in for the upcoming year. We look forward to working with each and everyone one of you! If we can help you as you are working on your record book or have a question about re-enrolling, please email or give us a call.

Also, if you would prefer to have a paper copy of the 4-H newsletter, you will need to pay \$12 to the Extension Office. It can be emailed and mailed if that is something you would like to have done. Let us know.

Ethel Schneweis  
County Extension Agent

Andrea Burns  
County Extension Agent



**K-STATE**  
Research and Extension

**K-State Research and Extension**  
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**K-State, County Extension Councils,  
Extension Districts, and U.S. Department of Agriculture Cooperating.**

**K-State Research and Extension is an  
equal opportunity provider and employer.**