

**WELCOME TO**  
**4-H:**  
**A New Family's**  
**Guide**





## WELCOME TO 4-H...

Welcome to the Phillips County 4-H and Youth Program. Phillips County is proud to have six 4-H Community Clubs and over 100 4-H members.

This guide is designed to help give you a basic understanding of 4-H and get you started in this very meaningful experience. The 4-H and Youth program is led by Extension Agents and adult volunteers and supported by K-State Research and Extension through the Phillips-Rooks Extension District #5, Phillipsburg Office. For information or assistance on the 4-H and Youth program, contact the Extension Office, 784 6th Street, Phillipsburg, call 785-543-6845, or the web address is [www.phillipsrooks.ksu.edu](http://www.phillipsrooks.ksu.edu). The 4-H team at the Extension Office is as follows:

Cody Miller, District Extension Agent, ANR & 4-H (e-mail: [codym@ksu.edu](mailto:codym@ksu.edu))

Anna Schremmer, District Extension Agent, FCS & 4-H (e-mail: [acschrem@ksu.edu](mailto:acschrem@ksu.edu))

Wendy Turner, Office Professional (e-mail [wendyt@ksu.edu](mailto:wendyt@ksu.edu))

Did you know that 4-H members and leaders live all over Kansas, in all 50 United States, and in 82 other countries around the world! 4-H members are 7-19 years old, and live in cities, towns, and farms. There are over 22,000 4-H members in community clubs across Kansas!

4-H is youth having fun and learning with their friends...welcome to the Kansas 4-H Program. We understand that you may have many questions your first few years in the program and this guide will be there to help! Also know that you can always call your 4-H community club leader or the Extension Agent for questions that arise.

The basic philosophy of 4-H is to strengthen the mental, physical, moral, and social development of boys and girls, thereby, helping develop desirable citizens and leaders. The main objective is the development of boys and girls through participation in projects, events, and other various activities. 4-H is intended to supplement, not replace, the three primary educational institutions...namely school, church, and home.

## **EMBLEM, COLORS, PLEDGE, & MOTTO:**

The four-leaf clover is the official 4-H emblem. The four “H’s” stand for head, heart, hands, and health.

The colors of 4-H are:

Green- life, springtime, youth  
White- fresh, clean



The 4-H pledge is:

I PLEDGE

My Head to clearing thinking,

My Heart to greater loyalty,

My Hands to larger service,

My Health to better living,

For my club, my community, my country, and my world.

The 4-H motto is: “To Make the Best Better!”



4-H members and volunteers should

learn the pledge and try to follow it in their daily life. The motto is to remind us to always strive for improvement, to continually set goals and give every effort your best.

## **HOW DID 4-H BEGIN?**

4-H began in the early 1900's. The first groups were call Boys and Girls clubs. Girls participated in canning clubs, and boys participated in corn and pig clubs. In 1914, Congress passed an act that established Cooperative Extension and 4-H across the country. There were corn, poultry and garden clubs as early as 1905 in Kansas. The first county agents were hired about 1915 and the first State 4-H Program Leader was hired in 1916.

4-H has certainly changed since its early days! 4-H is no longer a program strictly for rural kids! While we embrace our rich history, 4-H has evolved to meet the needs of today's youth. With learning experiences designed to develop boys and girls of all ages, there is something for everyone!

## **4-H MEMBERSHIP & PROGRAMS**

Youth wanting to join must be 7 years old and not have passed their 19<sup>th</sup> birthday by January 1 of the current year in order to be eligible for 4-H. Members live in towns, in the country, and on farms. 4-H is open to all youth regardless of race, color, national origin, sex, sexual orientation, or disability.

The 4-H year runs from October 1 thru September 30.

Kinds of 4-H programs available are:

- **4-H Community Clubs:** A group of youth organized with officers, appropriate to the group, and with one or more leaders under the sponsorship of K-State Research and Extension. Most clubs hold monthly meetings, normally the same night of the week each month. Clubs have a planned program at each meeting. Club activities can include demonstrations, project work, community service, and social events.
- **4-H Cloverbuds:** A group of 5-6 year olds who learn cooperatively and are activity focused. Some 4-H Cloverbuds may meet monthly where they complete activities that are developmentally and age appropriate. 4-H Cloverbuds do not manage money or participate in fund raising. Cloverbud exhibits can be showcased at fairs and public events, but a 4-H Cloverbuds member may not participate as a competitive exhibitor in traditional 4-H events. They can choose one from the following list: amphibians, frogs, toads, and farms, fish, gerbils, guinea pigs, hamsters, mice, parakeets, rabbits, rats, crafts, foods, plant science, reading, cat, dog and bicycle.
- **School Enrichment:** A learning experience presented or coordinated by Extension personnel with school officials as part of your school classroom activities.

## **WHO HELPS IN 4-H?**

4-H is really a family program. Your parents and family are important in 4-H. They help you with project work and other activities.

4-H members are also helped by volunteer leaders. Every 4-H club needs one or more adult leaders. These leaders teach youth, organize the club, help officers, assist at meetings, and orient new parents about 4-H.

There are various kinds of leaders in 4-H:

- **Community Club Leaders:** responsible for the general organization of the club
- **Project Leader:** helps members with their project work
- **Jr. Leaders:** 4-H teens who work with an adult leader to give leadership to activities, events, and/or projects
- **Parents:** parents are important in 4-H! They show interest and concern for their children by attending meetings, serving as leaders, helping in club activities, and serving on committees.

All registered volunteers go through the Volunteer Screening process. To be adult leaders, you must apply, go through a screening process, and attend an orientation training. This process ensures the protection of both the 4-H members and adult volunteer.

## **WHAT DO YOU DO IN 4-H?**

In 4-H, youth “learn by doing.” Youth learn useful skills, how to get along with people, and how to help your community and country. Here are some of the activities you can take part in:

Project Work...	members choose at least one project of interest per year
Demonstrations...	members learn to speak in front of others
Recreation...	members play games and make new friends
Community Service...	members help improve their community
County Contests...	members may choose to enter contests and compete
Exhibits...	members exhibit their best project work at the county fair
Camps...	members may participate in a day camp, overnight camp, or stay in the dorms on the K-State campus
Exchanges...	members can learn about the life of a 4-H across the state and across the country

## CLUB MEETINGS

4-H members are given the opportunity to learn and practice decision-making in group situations. 4-H members are expected to attend their club's meetings, and parents are encouraged to attend as well...4-H is a family affair!

In 4-H, there are two kinds of meetings:

1. **Club meetings:** Members plan and carry out what they want to do as a group. A good club meeting has four parts with definite activities in each part.
  - a. Opening- Call to order, Pledge of Allegiance, and 4-H Pledge
  - b. Business- Roll call, secretary's report, treasurer's report, committee reports, old business, and new business
  - c. Education- program, demonstrations, talks, and guest speakers
  - d. Fun- recreation, songs, skits, refreshments, and entertainment
2. **Project Meetings:** Members get together to work on their projects. Can include: guest speakers, field trips, activities, etc.

## WHAT DO CLUB OFFICERS DO?

4-H Club officers are elected by members. Each officer has a specific job.

President	The president leads the club meetings and keeps them orderly.
Vice President	The vice president leads in the president's absence, introduces guests, and is the program chair.
Secretary	The secretary writes down what happens at the meetings, keeps attendance records, brings the secretary's book to all meetings, and keeps track of all communications.
Treasurer	The treasurer takes care of the club money, pays bills, and keeps an accurate account of the club's finances, and reports at each club meeting.
Reporter	The reporter sends news stories to local newspapers and/or radio stations and plans publicity for events.
Recreation	The recreation leader leads games and other fun activities
Song Leader	The song leader leads the group in singing
Committee Chairs	Your club may have several committees, depending on the club size and what you want to do. Committees may include: program, membership, recreation, community service, fundraising, and social events.



## PROJECT WORK

As a 4-H member, youth choose at least one project. Choose a project that fits into your family, community, and the way you live. Projects provide the basis of the 4-H program by offering various education experiences. Carrying out a project will help the member “learn by doing” as well as learning why things happen the way they do. Projects are real-life experiences that help 4-H’ers learn to make sound decisions. There are more than 35 different projects. Many of the projects have been planned with several levels, so that a member may advance skills and learning opportunities. In Phillips County, 4-H’ers must be enrolled in his/her appropriate projects by May 1 to be eligible to exhibit in that project at the county fair.



4-H competitive events and fairs are often used to provide youth opportunities to have their project work judged against a set of standards. The evaluation of an exhibit should be a positive and motivating part of the total 4-H experience. To plan, practice, and present a finished product is to “learn by doing.” The exhibit is not an end in itself, nor does it illustrate all of the learning that has taken place during the 4-H year.

## DANISH SYSTEM

The Danish system of judging is a method of evaluation where a 4-H exhibit or process is evaluated against a set of standards, and recognition is awarded on the degree to which the standard has been met by each 4-H member. The standards of excellence are often printed on a judge’s scorecard, and allows for the 4-H exhibit to be judged on one’s own merit, and not in comparison with others in the class. The following ribbons apply:



**WHITE:** Fair, denotes much improvement needed. Fails to meet minimum standards.

**RED:** Good, some improvements needed. Meets minimum Standards.

**BLUE:** Excellent, minor improvements needed. Exceeds minimum standards.

**PURPLE:** Superior, outstanding on all standards.

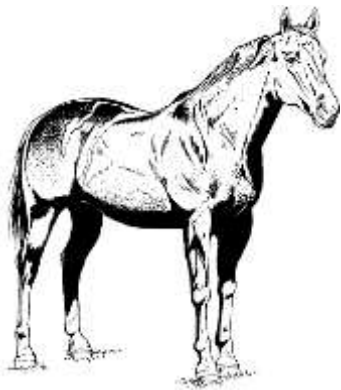
Remember that when you exhibit at the county fair, you are asking for the judge’s opinion. The judge’s opinion is just that: an opinion, and it can vary from judge to judge and day to day. It is an opportunity to explain what you have learned, and it is an opportunity to learn from an expert. Each project is a success, no matter what color the ribbon may be!

## CAMPS

Many 4-H members attend camps. They take part in educational and recreational experiences as they learn about nature and living with other people. Most importantly, 4-H'ers have fun at camp!



- 4-H Camps: For youth who have completed 3<sup>rd</sup> grade through 8<sup>th</sup> grade, and is held at the Rock Springs 4-H Camp Center, south of Junction City, KS. Older teens are also given the chance to serve as counselors to the younger campers. Activities include: hiking, fishing, campfires, flag ceremonies, swimming, crafts, recreation, and more!
- Discovery Days: For older teens, this leadership conference is a chance to experience college life on the campus of Kansas State University. A wide range of classes are offered, from swing dancing to leadership. Plenty of chances to meet teens from across the state are available at the tailgating party, dance, and ice cream social.



- General Camps: There are many other camping opportunities available to 4-H members. Photography camps, horse camps, space camps, outdoor adventures, and day camps, just to name a few. Ask your community club leader or Extension Agent if interested in other camping opportunities.

## RECORD KEEPING

You will be encouraged to keep a record and a story for each area of project work. Keeping records helps you keep track of what you are learning and helps you develop business sense. Completed records must be signed by your parents and leader at the end of the 4-H year.

A good record will reflect accomplishments and therefore serve as the basis for awards, trips, and other forms of recognition. A good record will teach a desirable habit! Modern day society demands that each and every one, no matter what vocation, keep track of financial and business matters.

Members are encouraged to work on records throughout the year as they complete project work. Many project leaders will have 4-H'ers work on their records at the project meetings. Records should include all activities regarding the 4-H'er and their project(s) throughout the year.



There are three different types of record forms which are combined to create a complete 4-H Record Book.

- Personal Page: contains space for a picture of the member, listing of projects carried, and the 4-H story. A new personal page is issued each year.
- Permanent Record: a summary of all projects, exhibits made, office held, events attended, and other participation for the entire year is made on the permanent record. Only one permanent record is necessary for all the years that a youth is a 4-H member.
- KAP (Kansas Award Portfolio): are used for each project a 4-H'er is enrolled in. The KAP form provides space for goal setting, knowledge and skills learned, work accomplished including expenses and receipts, leadership, photos and other information about the project. New KAP forms are issued each year for each project.



4-H members may submit completed record books to the Extension Office for champion and other awards and recognition consideration. Award applications need to be submitted along with the record book. 4-H'ers who complete their record books are invited to attend their 4-H Achievement Banquet held each year in the fall. Presentations of various awards and achievements are made at this annual event.

### **Other forms of recognition are:**

#### **Achievement Pins**

These are awarded to 4-H'ers who meet the requirements on the pin application form and turn in a completed record book. Nine pins are awarded in a series beginning with Membership, Bronze, Clover, Emerald, Silver, Silver Guard, Leadership, Gold and Gold Guard. Applications are available in the Extension Office, as well as on the web:

<http://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/member-achievement-award.html>

#### **Project Award Pins**

Members must complete their 4-H record book and a Project Award Nomination Form to be eligible for a project award pin. Champions are awarded to the top 4-H'ers record book in their respective project. Winners in various projects are eligible to possibly compete at the area and state levels (some age restrictions apply).

### Key Award

The 4-H Key Award recognizes 4-H members who have an “all around” good 4-H record of accomplishments. To apply, 4-H’ers must have passed their 16<sup>th</sup> birthday by December 31, completed 4 or more years and meet nine other requirements. A special nomination form is required. Key Award applications are due in the Extension Office by October 1<sup>st</sup>.

### Kansas 4-H Scholarship

This application is to be used for all state Kansas 4-H Scholarships. Applications must be approved by your county or district extension office; they are due to the extension office in January. Check with the County Extension Office for date. Selection is based on 4-H merit, with 40 percent on 4-H Leadership, 30 percent on 4-H Citizenship/Community Service, 20 percent on 4-H Participation, Recognition and 10 percent based on non-4-H leadership, citizenship and recognition. Scholarship applications can be found on the state website at [www.kansas4h.org](http://www.kansas4h.org).

### Phillips County 4-H Scholarship

This scholarship will be offered to Phillips County 4-H members to further their education in a four-year university, two-year community college or vocational-technical school of their choice. Application deadline will be October 1<sup>st</sup>. The scholarship will be awarded during the Achievement Banquet in November. Contact the extension office for an application.

### Phillips County 4-H Event Scholarship

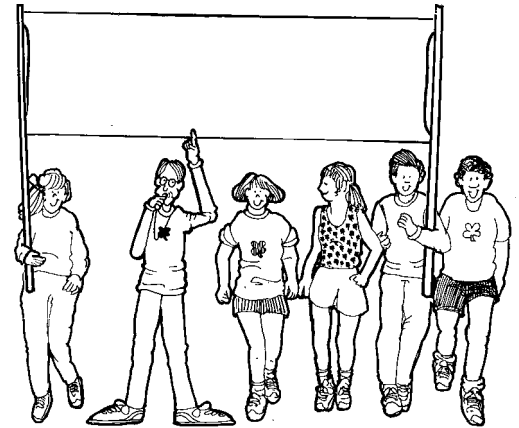
Phillips County 4-H council offers a 4-H scholarship for Phillips County 4-H members who attend State or National 4-H Events, \$100 for State 4-H Events and \$300 for National 4-H Events. This scholarship is intended to help cover the cost of registration and traveling expenses. All scholarships are paid after the event. To receive an event scholarship the 4-H member must complete and return a Phillips County 4-H Event Scholarship application to the Phillipsburg Extension office within 30 days after the event.

The greatest and most lasting rewards a 4-H member can receive are:

- Satisfaction from a job well done
- Pride in his or her accomplishments
- Recognition from leaders, parents, and other 4-H members
- Knowledge and skill gained through the project

### **WHY SHOULD A 4-H'ER SAY THANK YOU???**

4-H'ers who receive recognition should look upon it as both a badge of honor for work well done and a symbol representing the broad interest friends of 4-H have in the program. Say "thank you" to your friends of 4-H, i.e. trophy donors, livestock buyers, project and club leaders, parents, judges, etc. A personal letter is the most satisfying and lasting way to say "thanks."



A well written thank you letter is often read by several executives. Many donors keep letters of appreciation. Write as soon as possible! Remember, it's not WHAT you say, but HOW you say it that counts. Your letter need not be long, but it should be sincere. Never underestimate the power of a thank you letter! Remember how it feels when someone says "thanks" to you or remember how you feel when someone doesn't.

### **PARENTS, HOW CAN YOU BEST HELP YOUR 4-H'ER?**

You may help boys and girls get more from their 4-H experience in several ways:

1. Counsel your 4-H'er in the selection of a suitable project. Show interest. Help *guide*, but don't do it for them. When something is started, see that it is *completed*.
2. Encourage your child to attend meetings regularly and attend with him/her so you'll be able to help the child know about and remember upcoming activities.
3. Offer your home occasionally for a club or project meeting.
4. Share your knowledge, special skills and hobbies with club members as a club leader or project leader.
5. Keep informed of 4-H information that comes to members of your family.

## **WHO'S WHO IN 4-H**

**Cloverbuds** - A Cloverbud is a child who is at least 5 years of age and under the 4-H enrollment age of seven. They are youth who are 5 years old by January 1 of the current 4-H year. Clover buds focus on activities/projects at their meetings.

**4-H Member** - Any child 7-18 years of age who fills out an enrollment card and participates in a local 4-H Club or activity.

**Volunteers** - Are a key element in the 4-H Program. Volunteers come in many forms and work closely with the Extension agents. Some Volunteers are called on for specific projects, to someone who will take on the challenges of being a project, club or county leader, to someone who organizes a club, county or statewide 4-H event or activity.

**Community Club Leader** - A volunteer who works closely with the Extension agent and helps members as they work together as a 4-H club. Attends all club meetings and organizes time, people and resources to help club members achieve their club goals. A club leader is the key individual for providing information, news and deadlines for participating in 4-H programs on a club, county and statewide basis. Community club leaders must complete the Volunteer Screening Process.

**Project Leader** - A volunteer who works closely with Extension agents and helps provide guidance for project work. This person can be a 4-H parent, older youth interested in leadership, or a person from the community who has knowledge in a particular subject matter area. A project leader helps members select projects and plan project meetings where 4-H members learn about and work on their projects. Project leaders must complete the Volunteer Screening Process. County project meeting summary forms need to be completed and returned to the Extension Office.

**Teen Leader** - A 4-H member who is enrolled in the leadership project and takes an active part in helping the younger members in the club or project. A teen leader must be between the ages of 12 and 18 and be willing to work with Extension agents and volunteers.

**Parent's Committee** - This committee is made up of 3-5 parents of club members. Duties will vary from club to club, but their basic responsibilities are: to give parental input into the 4-H club program in the planning stages, recruit and orient project leaders and/or community club leaders, and assist the club leader at his/her request.

**Parents** - They are very important to the success a child will have in the 4-H program. Parents are encouraged to attend monthly meetings and project meetings with their child. The key role parents play is the support they give to their children; supporting the child in the commitment they make, help them think through decisions, and see that they reach their goal. Parents should provide a positive, caring environment for learning and commit time to become involved -- 4-H is a family affair.

**District Extension Board** – The Extension Board is the policy making authority for 4-H youth Development programming within their respective jurisdictions. Actions of the Extension Board must be compliant with the policies of the Director of K-State Research and Extension, as represented by the Area Extension Director. The Extension Board is accountable to the Director of K-State Research and Extension for all funds collected or received within their jurisdiction under the scope of the 4-H name and/or emblem.

**4-H Program Development Committee (PDC)** - This group is an elected body of 12 people from the Phillips-Rooks Extension District #5 Executive Board. They are responsible, along with the Extension Agents, for the direction of the District 4-H and Youth Development Board. The PDC provides program ideas to the Executive Board and the Executive Board has final approval of all events and activities throughout the District.

**4-H Council** - Each 4-H club has three youth representatives and one Community Club Leader on 4-H Council. They meet six times a year as an entire group. The group plans 4-H activities and events that take place on a county wide basis. They help coordinate county wide fund raisers and use money to fund activities, trips, scholarships, and leader training. See the 4-H Council Bylaws in the family guide. This group works closely with Extension agents.

**District Agents** - They are educators employed by Kansas State University, KSRE and the Phillips - Rooks Extension District #5 Executive Board. Agents have responsibility for administering the District 4-H Youth Development Board in the District.

**Phillips County Fair Board** - This group is responsible for developing, organizing, and overseeing the annual Phillips County Fair.

**State 4-H Specialists** - These people have responsibility for providing the support material and organization on the state level. They are based at Kansas State University, Manhattan, Kansas and area offices.

**Kansas 4-H Foundation** - A charitable organization with a mission of supporting Extension 4-H Youth Development Programs by bringing private dollars to the 4-H program. The Kansas 4-H Foundation owns and operates Rock Springs 4-H Center and Alpha of Clovia 4-H Scholarship House. They also provide thousands of dollars annually in 4-H trips, awards and scholarships.

## **Kansas 4-H online Enrollment**

With 4HOnline, families will be able to manage their 4-H enrollments, using a web-based system instead of paper forms. With the 4HOnline system, families can ensure their 4-H records are accurate; leaders can help manage 4-H Clubs; and the local Extension office can focus on providing information and quality 4-H experiences for youth.

4HOnline is a secure online database that manages enrollment information for 4-H members and volunteers. All you need is a computer, tablet or smartphone with Internet access and a valid email address. The system works best with the Firefox or Chrome web browsers. If you do not have a valid email or are unable to complete the enrollment online, please contact your local extension office.

4HOnline enrollment can be completed at any time for new members. All projects must be selected by May 1 to be eligible to compete at the County fair in that project.

Re-enrollment for the new 4-H year opens on October 1. All 4-H members need to re-enroll each year before November 1.

4HOnline is located at <https://ks.4honline.com>

### ***AS EACH 4-H YEAR BEGINS, REMEMBER...***

- 4-H youth are more important than the project exhibit itself.
- Learning how to do a project is more important than the project itself.
- To “learn by doing” through a useful work project is fundamental in any sound educational program, and is characteristic of the 4-H program.
- Generally speaking, there is more than one good way of doing most things.
- Our job is to teach 4-H members how to think, not what to think.
- Winning isn’t always measured by the results of the ribbon or judging event, but by the character of the 4-H’er, parent, and leader.

## AGE REQUIREMENTS

Some events and activities require age limits. In that case, 4-H age is determined as of January 1 of the current 4-H year, unless otherwise stated. Here are some age references for your convenience:

Clover Buds Membership	5 - 6 years of age
Regular 4-H Membership	7- 18 years of age
Day Camp Counselor	12-18 years of age
Campference	12-14 years of age
Citizenship in Action (CIA)	13-18 years of age
County Camp Counselor	16-18 years of age
Junior County Camp Counselor	14-15 years of age
Teen Leader	12-18 years of age
Area Award Application Screening	14-18 years of age
Backpacking Trip	14-18 years of age
County Camp	7-12 years of age
Day Camp	7-11 years of age
Discovery Days	13-18 years of age
District Horse Show	9-18 years of age
IFYE	19-25 years of age
Judging Activities	7-18 years of age
(Age breaks vary for Junior, Intermediate, and Senior Divisions)	
Kansas State Fair	9-18 years of age
Kansas Youth Leadership Forum	14-18 years of age
LABO	12-18 years of age
National 4-H Conference	15-18 years of age
National 4-H Congress	14-18 years of age
Washington Focus Trip	15-18 years of age

\*When Junior, Intermediate, and Senior Divisions are used:

Junior Division	7 - 8 years of age
Intermediate Division	9-13 years of age
Senior Division	14-19 years of age



## COUNTY PROJECT AWARDS (KAP)

Members may choose to apply for county-wide project awards based on their project work. The Kansas 4-H Award Portfolio (KAP) is used to apply for this type of award and is available online. Awards are screened by a judging committee in another county to determine the county award winners in the various project areas. Project awards are available in the following areas:

Beef	Home Environment
Citizenship	Horse
Communications (Public Speaking & other Medias)	Leadership
Clothing and Textiles (Includes Fashion Revue, Construction & Buymanship)	Meat Goats
Dairy (cattle & goats)	Performing Arts
Dog Care & Training	Pets (Cats & Hand Pets)
Energy Management (Electric, small engines)	Photography
Entomology	Plant Science (Forestry, horticulture, and field crops)
Environmental Science	Poultry
Exploring 4-H (7-9 year olds)	Rabbits
Family Studies	Reading
Fiber Arts (Crochet, Knitting, Needle Patchwork & Quilting, Rug making, Spinning, Weaving, ethnic Arts)	Self-Determined
Foods and Nutrition	Sheep
Geology	Shooting Sports
Health & Wellness (Bicycle, health/fitness, outdoor adventures, recreation)	SpaceTech (Rocketry, astronomy, robotics)
	Swine
	Visual Arts (Visual Arts, Ceramics, Leather Craft)
	Wildlife (Wild Life, Sport Fishing)
	Woodworking

## **AREA AND STATE PROJECT AWARDS**

The Kansas 4-H Award Portfolio is also used at the area and state levels. State Project winners are invited to attend the Emerald Circle Banquet in Manhattan, can display their project at Friends of 4-H Day at Rock Springs Ranch, and earn the opportunity to attend the National 4-H Congress in Atlanta Georgia. To be eligible for area and state project award selection, 4-H members must meet the following regulations:

1. Have completed one or more years in the project.
2. Have been named a county/district winner in the project/award project for the most recently ended 4-H year, i.e. the year in which the work was done.
3. Have re-enrolled in the project for the current 4-H year, i.e. the year in which area or state level judging occurs.
4. Have passed their 14th birthday and not have passed their 19th birthday as of January 1st of the year their award application is judged at the Area or State Level.
5. Have not previously been named a state winner in the same project or award project.
6. For state judging, a member can only be named a state winner in one awards program a year.

## **KANSAS 4-H AWARD PORTFOLIO (KAP)**

### County, Area, and State Project Award Application

The Kansas 4-H Award Portfolio (KAP) consists of the following:

1. A complete original or copy of the Kansas 4-H Personal Page
2. 4-H Story (does not need to be signed)
3. The signed KAP, includes Photos

You can find the KAP applications on the web at [www.kansas4h.org](http://www.kansas4h.org). If you need assistants in finding it please contact the extension office.

All sections and attachments should meet the following requirements:

1. Complete one KAP for each project for which you are to be considered. The August Project Selection Guide issue of the Kansas 4-H Journal lists all the county and state-sponsored 4-H awards programs for the new 4-H year. Because State Awards may change and counties/districts do not always offer the same award programs as the State, be sure to use the most recent Kansas State Project Selection Guide to see if a recognition
2. Program is offered before you complete a KAP – so that you can be sure that your portfolio is included in the appropriate award category at the Area and State level.
3. Use a computer or print clearly with an ink pen.
4. Paper (Personal Page, KAP & Story): 8 ½ x 11” white paper. One side of page only.
5. Paper (Photos): 8 ½ x 11 inch white. Heavy photo paper is acceptable but not required. Strongly recommend the use of cardstock if you physically mount prints on the pages. You will need photos of you completing work in your selected project and also photos of you demonstrating leadership and citizenship within your project.
6. Margins:
  - a. Top, Right Side & Bottom: 1 inches
  - b. Left: 1 ½ inch
7. Font:
  - a. Easily legible, no smaller than 10 point font.
8. Spacing:
  - a. Double Spaced
9. Use proper grammar, paragraph styling, punctuation, and spelling. If using a computer be sure to spell check and proof-read.
10. Use technology to your advantage such as headings or key points, underlining, bullets, outlines, etc.
11. Do not use plastic sleeves, divider tabs or table of contents page.
12. White space is ok.

The KAP is due to the extension office on October 1st.

## **KANSAS 4-H CODE OF CONDUCT**

As a participant in the Kansas 4-H program, you have the responsibility of representing Kansas 4-H to the public. You are expected to conduct yourself in a manner that will give honor to you, your family and 4-H. To do that you must:

- 1) Conduct yourself and your project work in a manner that is trustworthy, respectful, responsible, fair, caring and in good citizenship.
- 2) Be responsible for your actions by following the rules and being accountable. This includes being in assigned program locations/sessions, abiding by deadlines, times and housing arrangements. If you are unable to participate or need assistance, notify those in charge of the event/program.
- 3) Treat yourself, other people, animals and property with respect, using good manners, dressing appropriately and by not using profanity. You will be personally responsible for any damage caused as a result of your behavior.
- 4) Know that the use of tobacco, alcohol, and non-prescribed drugs by youth is illegal.
- 5) Demonstrate caring for people other than yourself. Know that harassment of any type is illegal and prohibited at all 4-H events.
- 6) Be a good citizen by participating fully, and helping those around you have positive experiences.
- 7) Use technology and social media in safe and appropriate ways for the good of 4-H Youth Development programs.

Those who find themselves unable to conduct themselves within the guidelines listed above may expect:

1. To explain their actions to the adults in charge.
2. To accept the consequences of their actions.
3. To have the adults in charge work closely with parents/guardians, K-State Research and Extension personnel and others to see that actions taken, in case of unacceptable behavior, are appropriate and logical consequences for all concerned.

All 4-H members and parents agree to abide by the above Code of Conduct when they complete the 4HOnline enrollment.

## **Kansas 4-H Volunteer Screening Process**

(Formally Volunteer Information Profile (VIP))

One of the principles of positive youth development is that a young person has the benefit of a positive, sustained relationship with a caring adult. It helps youth gain the confidence, connections and caring they need to achieve their fullest potential. In Kansas 4-H, we depend on thousands of adult volunteers to help fulfill the role of a caring adult.

As the largest youth development organization in Kansas and across the nation, 4-H must be a leader in conducting the most effective strategies and practices in positive youth development, including volunteer screening and selection. All youth deserve to be treated in a safe and caring way, and all parents and guardians should expect that when they entrust their children to the 4-H program, they will be surrounded by a safe environment with caring adults.

Kansas 4-H is growing and improving all the time, and strengthening our policy for registering volunteers is fulfilling an obligation to children, parents, volunteers and employees. In short, it is the right thing to do to provide greater security for all people involved in Kansas 4-H. It is also important that we protect the image and integrity of 4-H, K-State Research and Extension and Kansas State University.

### **Who Must Complete the Volunteer Screening Process?**

A volunteer whose position puts them in close, ongoing, interaction with youth  
OR

Any adult or youth with authority to independently plan and conduct 4-H educational experiences for youth with other adults present or in a public setting

Those who do not fit into one of the above criteria would be considered Episodic and do not need to complete the screening.

### **Definitions:**

*Volunteer:* A volunteer is a non-paid representative of the Extension Unit for which they provide services.

*Registered Volunteer:* A volunteer, adult or teen, who has completed the full Volunteer Screening process including: application, reference check, interview, background check and orientation and has been appointed by the appropriate Extension Unit Board. Required for adults or teens, with authority to independently plan and conduct

educational experiences for youth with other adults present or in a public setting OR a volunteer whose position puts them in close, ongoing, interaction with youth.

(Examples: community/organizational leader, project leader, activity leader, judging team coach, camp counselor, Discovery Days, camp or other event chaperone, exchange trip chaperone, project leader, chauffeur (driver) for any 4-H activities, etc.)

### **Kansas 4-H Volunteer Screening**

For New Volunteers (beginning August 1, 2014)

1. Complete the Kansas 4-H Volunteer Service Application and submit to local Extension Office. <http://www.ksre.ksu.edu/bookstore/pubs/4H673.pdf>  
The local extension office will check the application for completeness and request any missing information. A letter will be sent to the references given on the application either by mail or email. The screening process may proceed with two out of the three references received if both are positive.
2. Participate in face to face interview.
3. Complete the VIP Orientation. Options include completing the Online Orientation Course or a local face to face 4-H Orientation session.  
<http://www.kansas4-h.org/onlinetraining>
4. Background Check (two parts)
  - a. National Criminal Background Check (CBC) (online)
  - b. Kansas Child Abuse and Neglect Central Registry (KS Department of Children and families, DCF), (Form Provided)
5. Date File Review (first by staff, next by Volunteer Screening Committee)
  - a. Application, Interview documentation, References, CBC/DCF results, Orientation completion documentation)
6. Approval and appointment by local Extension Unit Board.
7. Appointed names in or attached to the Board minutes.
8. Complete enrollment using 4HOnline.

### **Annual Renewal for Volunteers**

1. Volunteers must renew their volunteer commitment annually by submitting completed and signed Kansas 4-H Volunteer Service Annual Renewal Form.
2. Complete re-enrollment using 4HOnline
3. All registered volunteers will need to be rescreened every three years.

## **CALENDAR OF EVENTS AND ACTIVITIES**

Here is an outline of most of the activities that take place and the month in which it happens. Do not follow this strictly as sometimes dates have changed. Use this as a general guideline. Check the 4-H Newsletter for actual activities, dates, and times.

### **October**

- 4HOnline Enrollment (Opens October 1, should be completed by November 1)
- Volunteer Screening Process Renewals due (October 1)
- Treasurers books due to extension office for audit
- Recruit new 4-H members
- National 4-H Week (first week of October)
- 4-H Sunday (1st Sunday)
- 4-H Council Committees Meet
- Judge KAP's from another county in our judging rotation
- 4-H Officers Training

### **November**

- Achievement Banquet
- 4-H Council Meets
- Kansas Youth Leadership Forum (KYLF)

### **December**

### **January**

- 4-H Council & Committees Meet
- Kansas 4-H Award Portfolio Application Screening
- State 4-H Horse Panorama
- State 4-H Scholarships due to Extension Office

### **February**

- County Club Day Entries Due to Extension Office
- 4-H Council Meets
- Citizenship in Action (CIA)
- Red Wheel Food Fundraiser

## **March**

- County Club Day
- Regional Club Day
- NW Judging Contests (Livestock, Life Skills, Photography, Horticulture, Crops, and Entomology)
- 4-H Council Committees Meet

## **April**

- 4-H Carnival
- Phillips County 4-H/FFA Livestock Judging Contest
- 4-H Council Meets

## **May**

- Beef, Sheep, Swine and Goat Tag Deadline at Extension office (May 1)
- Deadline for Adding or Dropping Projects (May 1)
- Horse ID's Due at the Extension Office (May 1)
- 4-H Council Committees Meet
- Discovery Days

## **June**

- Campference
- Day Camp
- Geology Field Day
- Phillips County Fair Book Available
- 4-H Council Meets
- County Camp at Rock Springs 4-H Center (Rotates through June and start of July)

## **July**

- District Horse Show
- Fairgrounds Clean-up
- Style Revue Judging & Public Fashion Revue
- Phillips County Fair



## **August**

- Rooks County Livestock Judging Contest
- State 4-H Wheat Show
- 4-H Council Committees Meet
- Northwest Youth Leadership Forum (Hays)
- State Livestock Judging Contest
- State Horticulture Judging Contest

## **September**

- Clubs Elect New Officers
- Kansas State Fair
- Kansas 4-H Award Portfolios, Achievement Pin Applications, 4-H Scholarship applications, Key Award & 4-H Club Recognition Reports Due into Ext. Office (October 1)
- 4-H Council Meets (election of officers)

## **ACTIVITIES AND EVENTS**

\*Each club will have special activities for their club throughout the year. In addition, there are county-wide, district, state, and national events that 4-H members may participate in.

- *Officer's Training* -- This is held for current officers to give them ideas and helpful hints about their jobs and responsibilities, plus information on general leadership skills.
- *Achievement Banquet* -- A time of recognition for 4-H members, leaders, parents, and clubs. Held in November.
- *County 4-H Club Day* -- This is an opportunity for members to tell others about their 4-H projects and demonstrate their talents and abilities. Club Day consists of demonstrations/illustrated talks, project talks, public speaking, model meetings, music, dancing, dramatics, and other talent. See Addendum 1.
- *Regional 4-H Club Day* -- At County Club Day, top entries are recognized and they are eligible to compete in this competition. There are 6 counties that participate in this event. The host site is rotated among the counties involved.

- *Discovery Days* -- This event for youth 13-19 years old is held at Kansas State University in Manhattan. Classes and learning activities are the focus of Discovery Days, plus the opportunity to experience living in the dorm, becoming familiar with the campus and making friends.
- *County 4-H Camp* -- County camp for youth 7-12 years old is held at Rock Springs 4-H Center, south of Junction City. Experience canoeing, horseback riding, archery, swimming, crafts, and much, much more. Classes and learning activities are led by Rock Springs staff and Extension Agents.
- *Campference* - This event is focused on "betweeners"; 4-H members ages 12-14. Participants experience the feel of a "conference", while enjoying the "camp" activities at Rock Springs 4-H Center. Campference features workshops about opportunities in the 4-H program; activities to energize youth while learning leadership skills, and how to better interact with others.
- *Day Camp* -- This event is usually held in June. Adult and junior leaders sign up to be a part of the planning committee and lead the activities. Day camp features fun and learning thru crafts, games, special speakers, and educational sessions.
- *Phillips County Fair* -- This event gives youth an opportunity for an evaluation of his/her project(s). 4-Her's are encouraged to take at least one entry to the Phillips County Fair held during the summer. A Fair book with rules and class listings is available in June. Ribbon placing will be given in purple, blue, red, and white groups and premiums given accordingly. Purple ribbon exhibits are eligible to enter the State Fair if there is a class and if participants are old enough to exhibit.
- *State Fair* -- 4-Her's (9-19years old) who receive a State Fair purple ribbon at the designated County Fair may exhibit in the 4-H division. Nominated and pre-entered beef, sheep and swine may exhibit in the 4-H Division In addition, 4-Her's represent our District in style revue, demonstrations, quiz bowls, and judging contests. The Kansas State Fair is at Hutchinson in September.
- *District Horse Show* -- The District Show is a qualifying event for the Kansas State Fair Horse Show. Only those receiving a blue or purple ribbon award will be eligible to enter State Fair competition in that class. Oakley or Norton are usually the site of our District Horse Show. 4-H members must complete level testing and fill out proper paperwork by the first part of June to exhibit.

- *4-H Sunday* -- 4-H Sunday is the first Sunday in October (Start of National 4-H Week) and is set aside each year to call attention to and emphasize the spiritual H (Heart) of 4-H. The event is organized and conducted by 4-H Council and is held at the 4-H Council President's Church.
- *National 4-H Week* -- A week (first week of October) is set aside each year to recognize and promote 4-H across the country. Many of our clubs will have a special promotion of 4-H in their community.
- *County Wide Fund Raisers* -- Every year the Phillips County 4-H program has several fundraisers, including the Fair Food Stand, Gun Show Food Stand, and the Red Wheel Food Fundraiser. Profits help fund scholarships to 4-H activities, awards, and events at the county, state, and national levels.
- *Kansas Junior Livestock Show* -- 4-Her's can enter beef, sheep, goats and swine in this show and sale held at the Kansas Coliseum at Wichita. Animals must be nominated and pre-entered to participate.
- *Life Skills Judging* – Life Skills Judging involves solving a stated problem and determining the best solution to the problem. Topics covered are home skills, horticulture, foods and nutrition, computer use, recycling and more.
- *Livestock Judging* -- This is an opportunity to evaluate classes of beef, sheep, and swine and rank from most to least desirable. The State team is selected based on participation.
- *Other Judging Opportunities* -- Additional judging activities available to 4-Her's are crops, photography, entomology, and horticulture. These experiences are available at the County Fair, Hays Judging Contests, and the State Fair. In order to qualify for the state judging teams, youth must judge at the Phillips County Fair. The county fair score along with other contests attended throughout the year will be averaged out to determine the state teams.
- *Livestock Tag Information* -- All market hogs, market lambs, market goats and steers need to be tagged with official 4-H ear tags. Breeding animals and bucket calves must have tag numbers or tattoo turned in. All tag information is due to the Extension Office by May 1st along with a signed drug form. Tags are available at the Extension Office.
- *Kansas Youth Leadership Forum (KYLf)* – Held at Rock Springs 4-H Center, the Youth Leadership Forum enhances leadership skills for youth ages 14-18. The Forum includes speakers, workshops, service learning, consulting groups and election of area representatives to the State 4-H Youth Leadership Council

- *National 4-H Congress* -- Each year National 4-H Congress is attended by nearly 1500 4-H members from all states and territories. Delegates are state project winners and selected Key Award winners.
- *National 4-H Conference* -- 4-H delegates from each of the 50 states meet in Washington, D.C. to share ideas and plan for future 4-H programs. Kansas sends up to six delegates to the conference.
- *Northwest Youth Leadership Forum* – This forum includes speakers, workshops and a community service project. Participants attend workshops to help enhance leadership skills
- *International 4-H (IFYE)* -- IFYE representatives are unmarried youth adults, 19-26 years old, who spend six-weeks or from three to six months living and working with host families and learning their culture. IFYE Ambassadors are 14-19 year olds who spend 4-6 weeks in another county living with host families and learning their culture. The 4-H Japanese exchange provides opportunities for youth 12-18 to spend about a month with a Japanese family.
- *Citizenship Washington Focus* -- This is a two week experience for older 4-Her's and is held at the National 4-H Center. It is an opportunity to learn about history and government. You will visit historical sites in the area, visit Capitol Hill, and meet with Kansas Congressional and Senate Delegations. The agenda includes workshops and assembly groups to learn life skills and discuss possible solutions to domestic and international problems.

## RESOURCES AVAILABLE FROM EXTENSION OFFICE OR THE 4-H WEBSITE

([www.kansas4h.org](http://www.kansas4h.org))

- P-1032 4-H Permanent Record  
New Personal Page
- 4-H 979 4-H Project Talks
- 4-H 980 4-H Demonstrations
- 4-H 983 4-H Public Speaking
- 4-H 982 4-H Illustrated Talks
- 4-H 988 4-H Reading Project
- 4-H 978 Kansas 4-H Presentation Overview
- 4-H 984 Effective Presentation Tips
- 4-H 985 Preparing and Using Visual Aids
- 4-H 670 Member Achievement Plan - 1, 4-H Membership Pin
- 4-H 671 Member Achievement Plan - 2, Bronze Pin
- 4-H 501 Member Achievement Plan - 3, Clover Pin
- 4-H 669 Member Achievement Plan - 4, Emerald Pin
- 4-H 502 Member Achievement Plan - 5, Silver Pin
- 4-H 503 Member Achievement Plan - 6, Silver Guard Pin
- 4-H 504 Member Achievement Plan - 7, Leadership Pin
- 4-H 505 Member Achievement Plan - 8, Gold Pin
- 4-H 668 Member Achievement Plan - 9, Gold Guard Pin
- MG-50 4-H Scholarship Application
- Kansas 4-H Award Portfolio (KAP)
- MG-13 Key Award Application
- 4-H 112 Livestock Judging Guide (first one free each additional one is \$1.50).
- S-133 Kansas 4-H Horse Show Rule Book (\$3.00)
- S-124 Kansas 4-H Dog Show Rule Book (\$3.00)
  
- Record Book Covers - First one is free and each additional one is \$2.00.
  
- Official 4-H Ear Tags: Steers, Hogs, Sheep and Goats -- \$1.50 each
  
- Entomology Pins --           Size 1 - \$7.00 per pkg of 100.  
  Size 2 - \$7.00 per pkg of 100.  
  Size 3 - \$7.00 per pkg of 100.
- 
- Photo Mats --                 \$2.00 each (includes bag to help protect photo)
  
- For other materials, please check at the Extension Office.

## **COUNTY 4-H CLUB DAY**

### **PUBLIC PRESENTATIONS**

***SHOW AND TELL-*** for first and second year members usually, 7-10 years of age.

1. Time limit 5 minutes
2. Can be on any topic or item

***PROJECT TALK-*** Short talk about one of your projects. Questions are not asked for at the end of a project talk.

1. Age: 7-12 years
2. Time: 7 minutes maximum
3. Tell about your experience in a certain project.
4. Give some information relating to it.
5. Promote the project
6. Visuals maybe used, including power point.
7. Two entries maybe chosen from county for Regional Competition.

### ***PUBLIC SPEAKING***

1. For members 13 years and older.
2. Time: 5-10 minutes, 15 minutes maximum.
3. One or two note cards are suggested. Talks are original.
4. Outlines to be provided for the judge before presentation.
5. Topic is of 4-Hers choosing and should be original.
6. No visuals may be used.
7. Questions are not asked for at the end of a speech.
8. Two entries maybe chosen from county for Regional Competition.

***DEMONSTRATIONS-*** Involve doing and making something while giving an explanation. It uses actual items, supplies, equipment, people or animals while going through a process. There is usually a finished product to show.

1. Junior 7-13 years
2. Senior 14 years and older

**ILLUSTRATED TALKS-** MUST use visuals, poster, flannel graphs, charts. PowerPoint presentations, models, etc. to emphasize a point or to add interest to talks.

1. Junior 7-13 years
2. Senior 14 years and older
3. Time: Juniors: 4-7 minutes; Seniors: 5-10 minutes
4. Either team or individual presentation.
5. All necessary equipment provided by 4-H'er.
6. Topic is of 4-Hers choosing.
7. Two junior and two senior entries maybe chosen from county in the combined Demonstrations/Illustrated Talks category for Regional Competition.

### **MODEL MEETINGS**

1. Agenda will be given to judge before meeting.
2. The secretary will be responsible for turning in a set of notes (NOT actual minutes) to the judge 30 minutes after the conclusion of the Model Meeting. One leader will be allowed to be with the secretary for supervision.
3. Only the business portion of the meeting is presented, motions being chosen from among 5 choices.
4. Maximum time allowed is 20 minutes.
5. One Model meeting may be chosen from county for Regional Competition.
6. Ten minutes before competing, each club will draw for a motion to be presented in their meeting (It will be one of the following: to amend a motion; refer to a committee; rise to a point of order; table a motion; division of the house; or call for the previous question.

### **VOCAL ENSEMBLE OR CHORUS**

1. Ensemble is composed of club or composite groups from two or more clubs; a total of 2-15 members, not including accompanist. A chorus is 16 or more members, from one club or a composite of two or more clubs. If club membership is below 16, a chorus of 12 is acceptable.
2. Group will sing one number of their own choosing.
3. Copy of selection, measures numbered, will be given to judges before performing.
4. Director and accompanist need not be 4-Hers, but they cannot sing with the group unless they are 4-H members.
5. Selections are not required to be memorized.
6. Singing may be with or without accompaniment.
7. One vocal ensemble and one chorus may be chosen from county for Regional Competition.

### ***INSTRUMENTAL ENSEMBLE OR BAND/ORCHESTRA***

1. Ensemble is composed of 2-15 members from one club or composite group from two or more clubs. A band is 16 or more members.
2. Group will play one number of their own choosing.
3. Copy of selection, with numbered measures, will be given to judges before performing.
4. Director need not be a 4-Her. Individuals cannot play with the group unless they are 4- Hers.
5. Selections are not required to be memorized.
6. One instrumental ensemble and one band/orchestra entry may be chosen from county for Regional Competition.

### ***VOCAL SOLO***

1. Participant will sing one number.
2. Copy of selection, with measures numbered, will be given to judges before performing.
3. Accompanist need not be a 4-Her.
4. Selection is not required to be memorized.
5. Include a 1-2 minute presentation on the music selection, composer, etc.
6. One vocal solo may be chosen from county for Regional Competition.

### ***INSTRUMENTAL SOLO***

1. Participant will play one number.
2. Copy of selection, with measures numbered, will be given to judges before performing.
3. Selection is not required to be memorized.
4. Include a 1-2 minute presentation on the instrument, composer, etc.
5. One instrumental solo may be chosen from county for Regional Competition.

### ***DANCE***

Two dance entries maybe chosen from each county for Regional Competition.

***FOLK DANCE***- circle dance, polka, schottische, etc., done by one to six couples.

1. Any age included.
2. Group limited to one dance or five minutes performing time.
3. All necessary equipment provided by 4-Hers.



### ***SQUARE DANCE***

1. Any age included.
2. Group will consist of one set of four couples.
3. Group limited to one dance or five minutes performing time.
4. A record or live music may be used. The musicians must be 4-Hers.
5. A record with calls or live called maybe used. Call must be 4-Her.

### ***OTHER DANCE-*** tap, ballet, acrobatic dance, etc.

1. Any age included.
2. May be an individual or group. Group cannot exceed 12 persons.
3. Participants limited to one dance or to five minutes of performing time.

### ***TALENT***

#### ***READING-*** Dramatics, interpretive, humorous or other type of read.

1. Juniors, 7-13 years
2. Seniors, 14 and older
3. Presentation should be one that can be done in five minutes.
4. Should not be memorized.
5. Two juniors and two seniors may be chosen for Regional Competition.

### ***SKIT/CREATIVE DRAMATICS***

1. Any age and number in group.
2. Designed for original skits written by 4-H members or other amateurs.
3. Time: 5 - 15minutes
4. Skits may be rehearsed or extemporaneous.
5. Skits need to be memorized, except narration.
6. Does not have to be 4-H related.
7. One entry from county may be chosen for Regional Competition.

### ***OTHER TALENT-*** Novelty numbers, stunts, pantomime, puppets and other types of talent than those already listed.

1. May be an individual or group of any age
2. Time: should not exceed 5 minutes
3. One entry from county may be chosen for Regional Competition.

**FOR MORE INFORMATION, PLEASE CONTACT:**

**Phillips-Rooks Extension Office**

784 6<sup>th</sup> Street

Phillipsburg, KS 67661

Telephone: (785) 543-6845

Fax: (785) 543-6846

Kansas 4-H Website: [www.Kansas4-H.org](http://www.Kansas4-H.org)

[www.phillipsrooks.ksu.edu](http://www.phillipsrooks.ksu.edu)



**4-H is a community of young people across America learning leadership, citizenship and life skills.**



*We would like to acknowledge Ford County  
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