

Phillips County 4-H Expectations for Complete Record Books

[Kansas 4-H Member Achievement Pins](#) and other awards and scholarships include requirements regarding record book completion. For the [Membership Pin](#) (first one), members must complete at least a Personal Information Page and a Permanent Record. For all other levels, [Bronze](#), [Clover](#), [Emerald](#), [Silver](#), [Silver Guard](#), [Leadership](#), [Gold](#) and [Gold Guard](#), a 4-H member must submit a complete record book, which is defined as a [Personal Information Page](#), [Permanent Record](#) (Option B at link) and at least one age-appropriate [Project Report Form](#) (Option B at link). ***A 4-H story is no longer a requirement, please put the effort that you used to put into that towards meeting or exceeding the minimum requirements on the other items!***

Understanding that 4-H members have varied goals and families are super busy, we have further defined the minimum standards of what will be considered a complete record book in Phillips County (for Achievement Pin Applications, earning a Phillips County Project Pin Award for the year, Outstanding 4-Her, Key Award and 4-H Council or Rex and Martha Kellogg Scholarship Applications). Of course, those who are 4-H program age 13 and over, who hope to be selected to represent Phillips County by submitting their Project Report Forms to Regional Record Book Screening, should far exceed the minimum requirements to be competitive. Please call our office at 785-543-6845 or email cindywalker@ksu.edu with any questions.

This document contains hyperlinks to all of the record book documents and pin applications. The official recommendation is to use the online [ZBooks](#) system to complete all of the record book documents with the least amount of hassle and formatting challenges. If you prefer to use the old fillable PDF versions of the record keeping forms, you can click the hyperlinked titles throughout this document to find them; however, you should expect formatting challenges, especially with pictures.

[Personal Information Page](#) - this should be completely filled out with an alphabetized list of the 4-H Projects that you enrolled in in 4-H Online for the year, these are NOT the fair entries that you exhibited. An example list would be: Foods and Nutrition, Photography, Swine, Visual Arts. You should be able to insert a picture into the document to print out instead of having to glue one on to the page, which may be more convenient.

[Permanent Record](#) – (a fillable Word document can be found under Option B at the hyperlink) this is cumulative, so you add onto it each year. You should fill out the heading and have at least something in each section. Also, anything that you take credit for on your Achievement Pin Application should also be listed in the appropriate section of the Permanent Record, as these will be cross-referenced. I highly recommend recording additional information though, because you are going to use this information for job/college/scholarship applications later.

- Section 1 should include at a minimum your 4-H club and attendance information, but can also include committees, offices held and other organizations that you are in.
- Section 2 should include at a minimum your Phillips County Fair exhibits. This is also where you should list things like Project Talks, Demonstrations, radio spots, County/Regional 4-H Club Day results, Kansas State Fair results or any other places you exhibited or contests you entered this year.
- Section 3 should include any 4-H activities that you did that were not listed in Section 1 or 2, such as attending 4-H Sunday, participating in a county fundraiser or going to state events, such as Discovery Days, 4-H Camp at Rock Springs or the Kansas Youth Leadership Forum. This is also the section to list any school sports or activities.
- Section 4 should include at least one thing, EVERYONE has a Most Important Recognition from somewhere. Maybe you had perfect attendance or a positive office referral at school. You could even

list the best ribbon you earned at the county fair. You don't have to win Grand Champion to have something to record in this section. What did you accomplish this year that makes you proud?

[Project Report Form](#) – (select Junior, Intermediate or Senior and either animal for horse or livestock projects, or general for all other projects under Option B at the hyperlink or in [ZBooks](#)) regardless of form type, you will have the same sections, but there are some formatting differences. IF you are an *Intermediate AND 4-H age 13 for the 2025-2026 program year*, who did a lot of project work this year and you are interested in going on to Regionals with the possibility of going to State, you should go ahead and fill out a Senior Project Report Form, as you may be eligible to send your record book on to Regionals if selected from our county and this will save you having to transfer all your information to a Senior form later, if you do go on.

- Heading – should be entirely completed with 4-H member, parent or guardian and non-related Club Leader signatures
- Section 1 – at a minimum you should have *at least* ONE project goal
- Section 2 – if you have done any project presentations or communications during the year, they should be listed here, if not you can leave this section blank. If you are a senior wanting to go on to Regional competition, you should have something in this section.
- Section 3 – at a minimum you should have *at least* ONE project learning experience listed here, this could be a project meeting, a YouTube video you watched, time you spent working on preparing your fair exhibit, etc. If you didn't learn anything in this project this year, you should choose to report on a different project.
- Section 4 – at a minimum, you should have your Phillips County Fair exhibits for this project this year
- Section 5 – list any leadership that you had related to this project, for example, serving as a Junior Project Leader or teaching someone about your project. If you did not have any leadership this year, you can leave this section blank. If you are a senior wanting to go to Regional competition with hopes of going to State, you need multiple things in this section.
- Section 6 – list any citizenship activities that you did related to your project, these might be charitable donations, community service projects or volunteer work in this project area. Again, if you did not have any citizenship this year, you can leave this section blank. If you are a senior hoping to go to Regional competition with hopes of going to State, you need multiple things in this section.
- Section 7 – at a minimum, you should list the cost of materials for fair exhibits or the starting cost of your animal as expenses and your fair premiums for this project as income and then calculate the profit or loss. If you are a senior wanting to go to Regionals in hopes of making it to state, you will want to include as much detail as you can here.
- Section 8 – at a minimum, juniors should finish each sentence and have their parents' write at least one sentence, while intermediates and seniors should write at least one paragraph. This reflection should be like the previously submitted 4-H stories, but only over the one project you chose to do the Project Report Form for.
- Section 9 – at a minimum, you should have at least one picture with a caption, perhaps of your Phillips County Fair exhibit. This will be the section you will most want to look back on when you are an adult, so I would encourage you not to cheat your future self by doing the bare minimum. If you are a senior wanting to go to Regionals and possibly State, you will need as many pictures as you can fill in on all 3 pages including pictures of project learning, leadership and citizenship activities.