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 five 4-H Community Clubs and over 100 4-H members.

This guide is designed to help you get a basic understanding of 4-H and get you started a 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. The 4-H team at the Extension Office is as follows:

Cody Miller, District Extension Agent, ANR & 4-H (e-mail: codym@ksu.edu)
Anna Schremmer, District Extension Agent, FCS & 4-H (e-mail: acschrem@ksu.edu)
Kristin Nash, Office Professional (e-mail knash@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 was 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 19th birthday by January 1 of the current year in order to be eligible for 4-H. 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
- Teen 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.
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 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! (meetings may be held in person or online)

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. 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 3rd grade through 8th 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.

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. Outstanding record books, pin applications, and KAPs are recognized at the 4-H Achievement Banquet held each year in the fall.

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 for the year, and signatures. A new personal page is issued each year.

- **4-H Story:** is a summary of your 4-H 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.

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:
KAP (Kansas Award Portfolio)
KAPs 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.

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 16th birthday by December 31, completed 4 or more years, be enrolled in the leadership project for 5 or more years, and meet nine other requirements. Key Award applications are due in the Extension Office by October 1st.

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.

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 1st. 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. Share your knowledge, special skills and hobbies with club members as a club leader or project leader.
4. Keep informed of 4-H information that comes to members of your family.

WHO’S WHO IN 4-H

**Cloverbuds** - A Cloverbud 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 7-18-year-old who enrolls online 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.

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. This group works closely with Extension agents and counsel advisors.

**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 the 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 for 4-H Council to pay the $15 fee for your enrollment.

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 14-18 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 7-9 years of age
  - Intermediate Division 10-13 years of age
  - Senior Division 14-18 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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Award Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef</td>
<td>Home Environment</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Horse</td>
</tr>
<tr>
<td>Communications</td>
<td>Leadership</td>
</tr>
<tr>
<td>(Public Speaking &amp; other Medias)</td>
<td>Meat Goats</td>
</tr>
<tr>
<td>Clothing and Textiles</td>
<td>Performing Arts</td>
</tr>
<tr>
<td>(Includes Fashion Revue, Construction &amp; Buymanship)</td>
<td>Pets (Cats &amp; Hand Pets)</td>
</tr>
<tr>
<td>Dairy (cattle &amp; goats)</td>
<td>Photography</td>
</tr>
<tr>
<td>Dog Care &amp; Training</td>
<td>Plant Science</td>
</tr>
<tr>
<td>Energy Management</td>
<td>(Forestry, horticulture, and field crops)</td>
</tr>
<tr>
<td>(Electric, small engines)</td>
<td>Poultry</td>
</tr>
<tr>
<td>Entomology</td>
<td>Rabbits</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Reading</td>
</tr>
<tr>
<td>Exploring 4-H (7-9 year olds)</td>
<td>Self-Determined</td>
</tr>
<tr>
<td>Family Studies</td>
<td>Sheep</td>
</tr>
<tr>
<td>Fiber Arts (Crochet, Knitting, Needle</td>
<td>Shooting Sports</td>
</tr>
<tr>
<td>Patchwork &amp; Quilting, Rug making,</td>
<td>SpaceTech (Rocketry, astronomy, computers, robotics)</td>
</tr>
<tr>
<td>Spinning, Weaving, ethnic Arts)</td>
<td>Swine</td>
</tr>
<tr>
<td>Foods and Nutrition</td>
<td>Visual Arts (Visual Arts, Ceramics, Leather Craft)</td>
</tr>
<tr>
<td>Geology</td>
<td>Wildlife (Wild Life, Sport Fishing)</td>
</tr>
<tr>
<td>Health &amp; Wellness</td>
<td>Woodworking</td>
</tr>
<tr>
<td>(Bicycle, health/fitness, outdoor</td>
<td></td>
</tr>
<tr>
<td>adventures, recreation)</td>
<td></td>
</tr>
</tbody>
</table>
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. If you need assistants in finding it please contact the extension office.

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. All 4-H members and parents agree to abide by the Code of Conduct when they complete the 4HOnline enrollment.
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 for the fee to be paid by 4-H Council)
- Treasurers books completed at financial review.
- Recruit new 4-H members
- National 4-H Week (first week of October)
- 4-H Sunday (1st Sunday)
- 4-H Council Meeting (elect council officers)
- Judge KAP’s from another county in our judging rotation
- Clubs Elect New Officers

November

- Achievement Banquet
- Kansas Youth Leadership Forum (KYLF)
- 4-H Officers Training

December

- 4-H Club Program Books Due

January

- 4-H Council & Committees Meet
- State 4-H Horse Panorama
- State 4-H Scholarships due to Extension Office

February

- County Club Day Entries Due to Extension Office
- Citizenship in Action (CIA)
- Red Wheel Food Fundraiser
- Gun Show Concession Stand
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
- Red Wheel Fundraiser Pickup
- 4-H Council/Committee Meet

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
- Day Camp
- Super Sitter Clinic

June

- Campference
- Geology Field Day
- 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
- July 15 pre fair entries due
August

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

September

- 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

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. 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, fishing, 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 May or June. Adult and Teen 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 May. 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 (9-19 years old) who qualify at the 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 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. Profits also help pay for the enrollment fee of $15 each year.

Kansas Junior Livestock Show -- 4-Hers 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-Hers are crops, photography, entomology, and horticulture. These experiences are available at the County Fair, NW 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. 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)

- 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
- S-133 Kansas 4-H Horse Show Rule Book ($3.00)
- S-124 Kansas 4-H Dog Show Rule Book ($3.00)

- Record Book Cover

- Official 4-H Ear Tags: Steers, Hogs, Sheep and Goats -- $1.00 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)

- Large Food Bags (.25)

- For other materials, please check at the Extension Office.
Follow this link for the:

PHILLIPS COUNTY 4-H CLUB DAY GUIDELINES

https://www.phillipsrooks.k-state.edu/4-h/phillips-county/docs/2020%20County%20Club%20Day%20Guideline.pdf

FOR MORE INFORMATION, PLEASE CONTACT:
Phillips-Rooks Extension Office
784 6th Street
Phillipsburg, KS 67661
Telephone: (785) 543-6845
Kansas 4-H Website: www.Kansas4-H.org
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 4-H for the information in the original document.

K-State Research and Extension is an equal opportunity provider and employer. Revised 2-2-2017