

4-H Clover News

K-STATE
Research and Extension



Ford County Monthly Newsletter

September 2022

How to Reach Us:

Ford Co. Extension

100 Gunsmoke St.
Dodge City, KS 67801
620.227.4542

Hours:

8:30am—12 noon
1:00pm—5:00pm

Agents:

Andrea Burns, CEA
Ethel Schneweis, CEA

Office Professional:

Cassie Sanko

Emails:

aburns@ksu.edu
eschnewe@ksu.edu
csanko@ksu.edu

Cell Phones:

Andrea—682-5530
Ethel—338-3676

Check us out on the web!

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



Congratulations Ford County Fair Board for being selected as one of The Victory Electric Cooperative Assn., Inc grant recipients for their sharing success grants. Fair Board plan to use the funds to make necessary facility renovations and upgrades.



Record Books DUE October 3rd!

It's that time of the year! The 4-H Year ends and a new year begins on October 1st! What does this mean for YOU? The Project Record(s) book, Achievement Pin Applications, etc. are DUE to the Extension Office by 4:00 p.m. on **October 3, since the 1st is on a Saturday.** Inside this newsletter is helpful information on how to fill out your Record Books. Our website, under 4-H record books, has other resources. If you need additional assistance, please ask us for help!



September 9-18

We will transport pre-entered exhibits to the State Fair.

Please bring your exhibits to the Extension Office before 12:00 noon on Friday, Sept. 2. Please remove county fair ribbons/cards before bringing to the office. Exhibits must be wrapped and/or boxed

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

THANK YOU!

COUNTY FAIR THANK YOU UPDATE

The premium letter containing the list of Thank You's was mailed out on Monday, Aug. 29 and hopefully you will receive it this week. We appreciate everyone's patience as we finalized donations and add-ons. This letter contains a list of sponsors that the 4-H'ers are requested to do Thank You's to in order to receive their premium check. We have some wonderful community sponsors who provide very generous donations for your premiums.

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

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

Keep up the good work!

When you look at your fair ribbon/premium print out we want to provide a few explanations.

Class	Entry	Result Type	Result Value	Premium Amount
Snacks/Senior - 14 and older	321	Award	Class Champion	0
Snacks/Senior - 14 and older	321	Ribbon	Violet	3.5

Points are paid on ribbon received — purple, (purple, lavender, violet and pink which is grand, reserve grand, class and reserve class placings), blue, red and white. Under Premium if you have a 0 showing, it is because it is listed as an award, not ribbon and you will also notice the entry number is the same for both listings. This helps us know who received class, reserve class, grand and reserve grand placings. Each purple ribbon exhibit receives 7 points; blue ribbon exhibit receives 5 points; red ribbon exhibit receives 3 points and white exhibit receives 1 point.

There are a few businesses who donated and request their money be split by exhibitor. These are listed on the premium report form and shows the amount each member receives.



4-H COUNCIL & COMMUNITY LEADERS

Community Club Leaders will meet at 6:30 pm and 4-H Council will meet at 7:00 pm at the fair building on Monday, September 26. If you are unable to attend the 4-H Council meeting, please make sure you find someone else from your club to attend in your spot. **We will be having officer elections at this meeting so please have your new representatives also attend! Officer nomination forms will be used again this year and will be available on our website.**

COUNTY AWARDS-CLUBS NOMINATE

The nomination forms for the 4-H Alumni Award, Family of the Year and the 4-H Meritorious Award are available online. Each year these awards are presented at the 4-H Achievement Night. The **Alumni Award** is presented to a past 4-H'er (does not have to be a Ford County resident) and have given leadership and dedication to the total 4-H program in Ford County. The **Family of the Year Award** goes to a Ford County 4-H Family who has been an outstanding star throughout our program. The **Meritorious Award** is given to a person or business who has supported 4-H for several years in various areas. Nominations are due at the September 4-H Council meeting or prior to the Extension Office. Past winners are listed on our website. The agents can also offer some possible suggestions from past nominated applications.

4-H AMBASSADOR/EXCHANGE MTG

The next Ambassador/Exchange meeting will be Monday, October 25 @7:00 pm. NEW members are welcome! (4th Monday of the month)

The 4-H Exchange Flea Market will be held on October 29 from 9:00am-1:00pm. Contact the Extension Office if you are interested in a booth or come support the Exchange program!

ONLINE 4-H MEMBER ENROLLMENT 2022-23

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

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

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

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

Don't forget to update the 4-H'er Health information and t-shirt sizes (please be sure to check if it is Youth or Adult sizes) when needed throughout the year.



Shout Outs

- ★ **The KidFest Committee, Brandi Stein, Lois Swonger and all the club members who helped with the DC Days Kidfest in the Park !!**
- ★ **Exchange members for a successful Rodeo Kiddie Corral !!**

4-H Club Officer Elections

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

- ★ Nominate and vote for the member who will carry out the responsibilities of the office well. *Remember to vote for the person you think will do the job and also attend meetings on a regular bases.* Elections should not be a popularity contest.
- ★ Vote on each office individually. It takes time but allows important learning time for members.
- ★ Consider having members sign up for the office they are interested in or allow members to nominate themselves from the floor for an office.
- ★ Nomination does not need a second. It can simply be, "I nominate Joe"
- ★ In order to "close the nominations" for each office, a motion, second and a vote is required.
- ★ Voting should be done by ballot. Once again this does take time, but it is the proper way to vote. Ballots should be counted by members who are not running for office.
- ★ Each member should have one vote per office.
- ★ In cases where there are more than one person in an office (ex: if there are two song leaders) each member would vote for the corresponding candidates (2 votes for 2 song leaders).
- ★ Remember Community Club leaders can also be nominated and voted on each year.

National 4-H Week

National 4-H Week is **October 2-8, 2022!** This means that your club window displays should be up by October 2. This is a great marketing tool for 4-H, so lets get creative! National theme is "Opportunity4All!"

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

- ★ Wear your 4-H shirts to school!
- ★ Talk to your friends about your favorite 4-H activities and projects, they'll be interested in joining too!
- ★ Hold an "open house" 4-H meeting and invite all of your friends to come check out your club and see what 4-H is all about!
- ★ Ambassadors/Exchange is planning to provide promotional fliers to the schools. If you would like to help at your school, please let Ethel know.
- ★ If your club is doing a community service project or anything interesting, tell the office and send us some pictures. We're more than happy to write a news release to let the public know about all the good 4-H is doing for the community.

Shooting Sports News

Congratulations to the Shooting Sports members for a successful Ford County Shoot! First Place team members were: David Fischer, Finn Martinez, Braeden Pennington, Justin Keeler and Braeden Simon.

3rd Place team members were: Kyle Ruehle, Brayden Prater, Quinlan Simon, Jayden Torres and Morgan Mink.

Adrienne Wasson placed 1st individually in Jr. girls.



National 4-H Week Gift Card Giveaway!

Get entered to win a \$20 gift card during National 4-H Week, October 2-8! Theme is "Opportunity4All!". You can get 1 entry every day by following these easy steps— That's 7 chances to win! Let's flood Facebook with Ford County 4-H during National 4-H week!

★ Post a picture of yourself wearing a 4-H t-shirt on Facebook and tag Ford County 4-H in it.

★ Make any post promoting Ford County 4-H on your page so that your friends can see it and tag Ford County 4-H in it.



HORSE PRACTICES

Hey guys, I hope you all have had a great start to the school year! Just wanted to give you guys the dates for meetings I have scheduled for this fall, and let you in on some fun things that I have planned for this year. Meetings dates, at the Fairgrounds arena, are:

September 25th from 2-5pm
 October 9th from 3-6pm
 November 6th from 2-5pm
 December TBD

If you are a 4-Her interested in horses, but do not have your own horse or plan to lease one I would encourage you to consider the Horseless Horse project and attend meetings. You can learn about the different riding classes and may have the opportunity to work with a horse. Plus you can participate in things I have planned for Horse Project members.

Those things include putting together a Quiz Bowl team, a trip to Equifest, and possibly some informative clinics regarding horse care. As always if you have questions or concerns don't hesitate to get in touch with me at 254-485-7265.

Let's make it a fun year! -Casey Pemberton, Countywide Horse Project Leader

KYLF and 4-H Volunteer Forum

Kansas 4-H Leadership Weekend will soon be on the web with registration.

The Forums will be held November 19-20, 2022 at Rock Springs 4-H Center. KYLF is for youth ages 14-18 by December 31, 2022 and KVF is for all Kansas 4-H Volunteers. KYLF will feature leadership workshops, Youth Council Elections, and opportunities to learn and have fun. The Kansas 4-H Volunteer forum will feature workshops and information to help volunteers be more effective and learn from each other.

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

REGIONAL LEADERSHIP FORUMS

All Regional Leadership Forums are using the theme Unearthing Possibilities! For Youth 12-18 years of age before Jan. 1, 2023. Contact the office for more info. Registration for all Forums is due: September 23, 2022

Saturday, Oct. 8 - Eastern Regional Leadership Forum - Rock Springs Ranch Cost: \$55

Saturday, Oct.22 - Central Leadership Forum - KSU Aerospace and Technology Campus - Salina Cost: \$35

Saturday, November 5 - Western Leadership Forum - Scott City Cost: \$35

To Register—https://kstate.qualtrics.com/jfe/form/SV_eBrLUMH82TZRQ

Future Dates to Remember

September

2	State Fair Exhibits due in office
5	Closed for Labor Day
7	State Fair Food/Hort Exhibits due (7:15-8:00 am)
9-18	Kansas State Fair
21	Pick up state Fair exhibits from office
26	4-H Com. Leader/4-H Council Mtgs.

October

1	New 4-H Year Begins
3	Record Books due
2-8	National 4-H Week
8-9	48 Hours of 4-H
26	4-H Ambassador/Exchange mtg.
29	4-H Exchange Flea Market

November

5	Achievement Night
---	-------------------

ACHIEVEMENT PINS

What are they?

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

Who can get them?

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

Where can I find the applications & paper work?

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

Where do I start?

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

Ford County 4-H Achievement Night will be Saturday, November 5, 6:30 pm at the Ford County Fair Building.

Did You Know?

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

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

RECORD KEEPING AND PROJECT REPORTS

GENERAL GUIDELINES

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

General vs. Animal Project Report Forms

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

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

Grammar & Punctuation

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

Hand Writing

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

ACCESSING PROJECT REPORT FORMS

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

Fillable PDF Forms- Option A

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

Online ZBooks- Option B

This is an online record keeping option available via a website (<https://4h.zsuite.org>). Most sections offer unlimited entries. A drop-down option allows users to choose which entries will be included in the "Final Project Report". The number of entries in the final report is determined by section and age level. Looking though all entries, it would be appropriate to prioritize, combine and/or summarize entries for the final report. Examples include:

- Section 3:** Project learning Experiences - Entries for preparing multiple separate family meals could be summarized in one line.
- Section 4:** Project Exhibits and Showcase Opportunities - Entries for multiple spring shows could be summarized in one line.
- Section 7:** Project Finances - Multiple entries for purchasing art supplies could be summarized in one line of art supply purchase. Please note when printing section 7, some tables will print landscape orientation.

RECORD KEEPING AND PROJECT REPORTScontinued

Goal Setting - Getting Started

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

Journaling - As Things Happen

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

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

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

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

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

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

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

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

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

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

Did you serve in any type of leadership capacity?

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

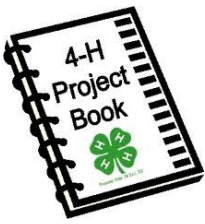
How have your project experiences influenced your future? Examples: career, leisure time, or other.

Photos

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

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

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



RECORD BOOKS? – Why turn in a Record Book?

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

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

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

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

What kind of awards can I apply for?

Project areas will award a certain number (a percentage of the total number of 4-H'ers enrolled in the project) of 'project pins' to the award winners (only projects listed on the back of the Ford County check sheet will be considered for project winners.)

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

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

Additional resources include:

4-H Record Books—Purpose

Guide to Kanas 4-H Project Recognition

4-H Record Book Goals

Citizenship vs Leadership

JUNIORS (7-9 YEAR OLDS)

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

INTERMEDIATE (10-13 OLDS)

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

SENIORS (AGES 14 & OLDER)

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

Helpful Record Book Information.....

PERSONAL PAGE

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

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

Your 4-H Project Story/Project Reflection

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

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

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

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

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

The reflection narrative could include information such as:

Introduction

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

Body

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

Conclusion

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

PERMANENT RECORD TIPS

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

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

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

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

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

1. Groups/Organizations

Club Meetings, Committees, Officer Positions, Leadership Roles.

2. Communications/Presentations, Exhibits, Contests

Project Talks, Contests, Fair Exhibits, Open Shows, Judging Contests

3. Activities

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

4. Most Important Recognitions

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

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

WHAT SHOULD MY RECORD BOOK BE KEPT IN?

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

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

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

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

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

What do I need to turn in?

Ask yourself...

“Am I going to apply for an award?”

If you answered: “Yes” please turn in:

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

If you answered: “No” please turn in:

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

COMPLETE A FORD COUNTY CHECK SHEET FORM

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



Outstanding 4-H'er Award

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

Key Award

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

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

I Dare You Award

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

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

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

FORD COUNTY 4-H RECORD BOOK CHECK-IN SHEET

I, _____ have completed my current year
(4-H'er Name)

4-H Record Book and have assembled the book in the following order:

- _____ PERSONAL PAGE -- Current 4-H Year Personal Page
- _____ PROJECT RECORD
Current years' project in alphabetical order as listed on personal page
- PROJECT PICTURES (per Project)
- _____ PERMANENT RECORD

You may use tab divider sheets that are labeled by project between project. These are only used at county level and would need to be removed if selected for area judging. Project Reflection section will replace the past "4-H Story".

Previous years project records should not be submitted with current year record book.

Project Records being submitted are:

Project list on back -- (Overall awards- ex: achievement, ag, livestock, FCS, will be determined by those judging the record books, based on individual project rankings.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Achievement Pin Award Application (please check application being submitted)

- | | |
|---------------------|----------------------|
| ___ Membership – 1 | ___ Silver Guard - 6 |
| ___ Bronze Pin – 2 | ___ Leadership - 7 |
| ___ Clover Pin – 3 | ___ Gold Pin - 8 |
| ___ Emerald Pin – 4 | ___ Gold Guard - 9 |
| ___ Silver Pin – 5 | |

Special Awards: ___ Key Award ___ I Dare You Award ___ Outstanding 4-H'er



2021/2022 Kansas 4-H Project Award Categories

1. Beef
2. Civic Engagement (formerly known as Citizenship)
3. Clothing & Textiles (includes Clothing Construction & Buymanship)
4. Communications
5. Dairy (includes Dairy Cattle & Dairy Goats)
6. Dog Care & Training
7. Entomology
8. Environmental Science
9. Family Studies
10. Fiber Arts
11. Foods & Nutrition
12. Geology
13. Health & Wellness (includes Health/Fitness, Bicycle, Recreation, & Outdoor Adventure)
14. Home Environment
15. Horse
16. Leadership
17. Meat Goats
18. Performing Arts
19. Pets
20. Photography
21. Plant Science (includes Forestry, Horticulture, and Crops)
22. Poultry
23. Rabbits
24. Reading
25. Self-Determined
26. Sheep
27. Shooting Sports
28. STEM (includes Aerospace, Robotics, Astronomy, UAS, & Architectural Block)
29. STEM: Energy Management (includes Electricity, Ag Mechanics, Small Engines, & Renewable Energy)
30. Swine
31. Visual Arts (includes all art and craft mediums, ceramics, leather, etc.)
32. Wildlife (includes Sportfishing)
33. Wood Science (wood working)



A 4-H Project: More than a Fair Entry

4-H project-based learning provides a place for youth to explore their interests and passions — or what we like to call their sparks! Youth learn from caring adult volunteers, or in some cases through self-guided study, in projects in areas such as science, health, agriculture, and citizenship. Screened adult volunteers provide a safe and positive environment where youth learn by doing. Young people thrive through 4-H participation, finding their way to success in life and career.

Careful consideration should be used when selecting a 4-H project to enroll in for the year. A 4-H project has five components: Learning Experiences, Leadership, Citizenship, Exhibition, and Record Keeping. An explanation of each component can be found below. These five components can all be found along the [Kansas 4-H Learning Pathway \(4H1131\)](#).



Learning Experiences	Citizenship	Leadership	Exhibition/ Showcase	Record Keeping
<ul style="list-style-type: none"> • Curriculum-guided activities • Project meetings • Kansas Clover Classroom • Educational tours • Workshops/clinics • State project events • KSU Junior Producer Days • Judging contests • Public presentations • Interviewing the experts • Educational presentations • Quiz bowl contests • Skill-a-thon • How-to shows and online videos 	<ul style="list-style-type: none"> • Helping your community or others outside your family • Helping others without financial compensation <p>Examples may include:</p> <ul style="list-style-type: none"> • Food drives • Sew and donate lap quilts to nursing home • Knit caps for newborns • Assist in community garden • Volunteer with Story Walk, featuring a book related to project work • Launch rocket with daycare or elementary grades 	<ul style="list-style-type: none"> • Teaching skills or information to others outside your family • Organizing or coordinating an event or activity <p>Examples may include:</p> <ul style="list-style-type: none"> • Teach a workshop • Facilitate a group activity • Assist a Project Leader with project meeting • Plan a tour • Serve as a Junior/ Teen Leader • Serve as a Junior Superintendent • Create project-related videos for use on social media 	<ul style="list-style-type: none"> • Contest (foods show, photography contest, wheat show, etc.) • 4-H Club Days • 4-H Project Displays • Livestock show • Educational presentation • County Fair • Kansas State Fair 	<ul style="list-style-type: none"> • Goal setting • Record of project work, income, expenses, and skills learned, etc. • Leadership and Citizenship • Project reflection • Pictures documenting learning and engagement

Local Contact Information



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

Dear 4-H Families,

As we conclude the 2021-22 4-H year, we hope you have had great learning experiences and will submit what your goals were and what you have learned in your record book. Record books can be very beneficial to you when you get older and are completing college and job applications. Information is all in one place — your RECORD BOOK!

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

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



Ethel Schneweis
County Extension Agent



Andrea Burns
County Extension Agent



K-STATE
Research and Extension

K-State Research and Extension
Ford County
100 Gunsmoke St.
Dodge City, KS 67801
**K-State, County Extension Councils,
Extension Districts, and U.S. Department of Agriculture Cooperating.**

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