

## How to Assemble Your KAP

The records should be placed in this order (please ignore the instructions for organizing the Kansas 4-H Award Portfolio on the front page of each KAP, follow these instruction instead):

### 1. The **Personal Page**

List projects in alphabetical order

A current picture is a must

Picture does not need to be as big as the space allowed, mount picture on another piece of paper that will cover the space

Signatures are very important

### 2. Your **4-H Story**

Not to exceed six pages

Double spaced on one side of the paper

Overview of the entire 4-H year

Should include:

-goals (goals that were set and work accomplished)

-leadership (leadership given to club, county, state, or national levels)

-involvement (show degree of involvement in 4-H throughout the year)

-projects (touch on each project briefly)

### 3. **General 4-H Pictures**

Maximum of three pages of photos

One side of paper

Mounted on medium-weight paper (heavy enough to support pictures, but flexible enough for pages to turn easily)

Use rubber cement for attaching rather than photo corners, white glue, or tape

Should have captions

Should show action

No plastic sleeves

### 4. A copy of your Kansas 4-H **Permanent Record**. (newly revised permanent record followed by the last version of your old permanent record)

### 5. The **Kansas 4-H Award Portfolio** (KAP) for each project.

Each project should be separated with divider tabs

Should be in alphabetical order as listed on Personal Page

### 6. **Project Pictures**

Maximum of three pages for each KAP

One page each for project involvement, leadership, and citizenship

Follow guidelines for General 4-H Pictures

Individual KAP stories will not count for or against the record

Project manuals or ribbons should not be included

Use tabs for each part of the record, including a tab for each KAP