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