

KAP BOOK CLARIFICATIONS

By Darl Henson

For those new to filling out the Kansas Awards Portfolio (KAP) as well as for those who are familiar with them, there always seems to be questions pertaining to the use of the forms available as well as each component of the form as well as the story. The following is to try and clear up some of the more common questions we get in the office.

First off remember each KAP form with personal page and respective project story is to be in its own folder. A 3-ring binder notebook with a 4-H Cover sheet to slip in the front, various forms of folders, or something as simple as folding an 11x17 piece of paper around it & labeling it with your name, project name & club are all acceptable. Each individual KAP folder should then be bound together in some form or fashion for each 4-Her to submit to the Extension office.

Also, understand that all phases of a specific project award area are to be included in a single KAP for that award area. For example market beef and breeding beef are all phases included in a single beef KAP. The Dairy KAP should include dairy animals for all species including dairy cows, dairy heifers, dairy nannies. Several project areas with multiple phases include beef, sheep, swine, fiber arts, foods, and clothing to name a few. It has been decided however to keep bucket calves as a separate KAP since both dairy and beef are included in this project and members are not old enough to advance to area evaluation. Check out the attached project sheet for further clarification.

There are several “age appropriate” forms available to use depending on the age of the 4-Her. We encourage intermediates in Coffey County to use the senior form. First of all it gets them used to the format earlier and the only difference is that they included lines on the “section 2” page of the intermediate form. The links included on the Coffey County 4-H web page will take you to the proper forms to use so you are encouraged to go through the Coffey County webpage to get to the KAP forms to use.

The story to be written often generates questions as well. There is a section in the KAP Instructions posted on line to try and help explain what to include in a story. The main things to remember are that: there is to be a story included with each KAP submitted. KAP form Section 2 is not for your story. Section 2 is to be a SUMMARY of your project work! 7 and 8 year olds using the 7-8 Year Old KAP form are encouraged to write a story even though it is not referred to with that form. The story should be specific to a particular project KAP and may be up to 6 pages. It is suggested that the first full page be an “introductory” page and “overview” of your entire 4-H participation. This page could be used as the first page for all the project specific stories written for each KAP with the following pages detailing your project work within that project. 4-Hers should concentrate on relaying what they learned from the project and shared with others and not just how they placed at shows and fair

When putting your KAP folder together use the order of contents that is printed on the first page of the KAP form in the instructions for organization.

As mentioned the KAP Instructions are posted on the Coffey County Website!! Please refer to them if you have any problems filling out your KAP's. If you cannot find what you're looking for & still need help don't hesitate to call the Extension Office, we will gladly help to answer your questions!!

Please contact the Extension Office if you have any questions. 4-H Record Folders are available in the Extension Office for \$3 each