

Southwind Extension District - Record Book Process

4-H'ers are required to complete the minimum of the MIG Book (Member In Good Standing):

- MIG Book will be the Green Record Book and contain:
 - Individual Summary for Record Book Seal – Yearly 4-H Summary
 - Personal Page
 - Permanent Record
 - 4-H Story (Juniors: Paragraph / Intermediate & Senior: At Least One Page)
 - Three Pages of General Pictures from 4-H Events or Project (Current 4-H Year)
 - Achievement Pin Application (Set Inside the Front Cover of the MIG)

For County/Area Project Recognition:

- 4-H'ers must complete the Kansas Award Portfolio (KAP) for appropriate Age Division
- Each project's KAP will be placed into separate plastic folders with brads
 - Copy of Personal Page
 - 4-H Story (Read Directions of KAP for the different Age Requirements)
 - All pages of this KAP must be regular copy paper, including photos
- Only KAPs in the Senior Division are eligible for Area Screening, one KAP/Project Area

All KAPs will be judged as a District:

- One Night with Annual Rotation
- Involve volunteers, community club leaders, PDC members from each county
- KAPs will be judged by another county's volunteers, not their own

Recognition:

- Each county will recognize up to four youth for each project per age division
- Each county will decide in which form they will recognize their project winners, i.e. certificate, pin, medallion

Officer Books:

- Officer Books are due to the Extension Office by October 1. This includes: Secretary, Historian, and Reporter. Treasurer Books are due November 1.

All Record Book materials can be found on the Southwind District website:

www.southwind.ksu.edu -> 4-H Youth Development -> Record Keeping