

Elk County 4-H News

September 2025

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K-STATE
Research and Extension



4-H Calendar of Events

September

1	Labor Day -- Extension Offices Closed
3	State Fair Exhibits Due to Extension Office
4	Kansas State Fair Exhibits to Hutchinson
5-14	Kansas State Fair -- Hutchinson

October

1	Record Books, Achievement Pin Applications, Excellence Award Applications, Club Summary Reports and Officer Notebooks Due
1	Beginning of New 4-H Year
1	Elk County 4-H Council Meeting -- 6:30 p.m.
3-5	Kansas Junior Livestock Show
5-11	National 4-H Week
11-12	48 Hours of 4-H

November

1	Annual Financial Review Reports Due
9	4-H Achievement Banquet

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## State Fair Exhibits Due to Office

Members are encouraged to bring exhibits to the Extension Office before September 4! For all non-food exhibits that the Extension Office will transport to Hutchinson, please have them to the office by **4:00 p.m. on Wednesday, September 3.** Food exhibits need to be to the office no later than **7:30 a.m. on Thursday, September 4.** All paperwork and forms need to be completed when bringing in exhibits.

If you have questions about preparing your exhibits, contact the Extension Office and/or refer to the letter that you received about your Kansas State Fair exhibits.

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4-H Record Books

4-H Record Books are due WEDNESDAY, OCTOBER 1 to be eligible for judging for Achievement Awards!! All forms and other information are located on the website at:

<https://www.rollingprairie.k-state.edu/elkcounty4h/recordbooks/index.html>

For Market Livestock exhibitors that went through the premium sale in order to receive your premium sale check, members must turn in at a minimum the livestock record(s) for the animal(s) that they sold in the premium sale as well as a permanent record and personal information page. For example, if you sold a goat and a hog in the premium sale, at a minimum you must turn in a market hog record and market goat record as well as the personal information page and permanent record to receive your check.

When record books are handed in, they should be arranged in the following order:

1. **Achievement Pin Application** - (If you are applying for one). If not sure which pin you are eligible to apply for, contact the Extension Office.
2. **Excellence in Project Achievement Award Check Sheet(s)** - (If you are applying for any.)
3. **Personal Information Page**--Should be current year's Personal Information Page; be sure to include a picture of yourself.
4. **General 4-H Story**--Not to exceed six pages, double-spaced on one side.
5. **Permanent Record**--A well completed Permanent Record should reflect growth of the project. Size of the project does not mean exhibits at the fair, it means number of animals, articles made, pictures taken, books read, etc.
6. **Current year's project report forms** -- Complete per the instructions on the project report forms.

DIVIDERS: Use tab dividers to make projects easy to find.

Things to Remember:

- ✓ Your records are the only impression of you the judge has.
- ✓ Tell everything about your project--don't take anything for granted.
- ✓ Be neat.
- ✓ Be accurate.
- ✓ Add another page if you need more room on Permanent Record.
- ✓ Be sure to always fill out your own book.
- ✓ Do not include newspaper clippings, ribbons, awards or things like this in your record book. These go in a scrapbook or shoebox.
- ✓ Pencil, pen, or type? Whatever the 4-H'er feels comfortable with as long as the 4-H'er completes their own records. Be consistent with whatever you do. If you print or write, use blue or black ink, or type, try to do the same for all of your records.
- ✓ **DO NOT ADD MORE PICTURES THAN WHAT IS ASKED FOR!!!**
- ✓ Follow directions on assembly order, number of picture pages and information requested on the records.
- ✓ On Project Report Forms, extra pages or pictures cannot be added. Only use the spaces that are allowed on each page.

Other General Comments about Project Record Forms and Excellence in Project Applications:

- If you mark on Excellence Award or pin application that you are an assistant project leader or project leader, it should be mentioned in your 4-H story and on Section 5 of project form -- project leadership. That is a big deal and should be worth mentioning.
- Read the requirements for Achievement Pin applications and Excellence Awards and make sure what you are checking actually applies!!
- Spelling, spelling, check it!!

- Achievement Pin applications are for 4-H activities completed during the current 4-H years. (Exceptions are marked with **; these may have been completed in previous years. Date must be noted.) ***You cannot use events or activities more than one time on pin applications.***
- Signatures on pin applications and others. Don't wait until last minute to get signatures.
- If requirements are checked and no information is provided to verify it in the particular section of the project form or record book, credit WILL NOT be given.

General 4-H Story:

Your General 4-H story is an important part of your records. It should focus on how the total 4-H year impacted you and your family. Tell about experiences you have had this 4-H year; good and bad and what these experiences meant to you. Do not just tell what ribbons or awards you received. You can include these, but talk about your experiences, growth, and development.

The following outline may help you in developing your story. **Do not use** numbers or asterisks to outline your story when writing it.

- ✿ **Introduction:** Include your age, interests, parents, brother and sisters, where you live, where you go to school, and for first year members why you joined 4-H.
- ✿ **Project Information:** Tell about your projects -- things you learned, whether your project grew in size and scope, successes and failures, experiences and 4-H events participated in i.e. 4-H Club Days, Livestock Judging, Spring Livestock Shows, etc. Can also tell if you served as any officers on the club or county level, or other leadership roles, and other 4-H events participated in.
- ✿ **Future plans:** Tell how you have benefited from 4-H participation and what are some future plans you have.

If you have any questions, please ask!!

Summary of Achievement Awards Due 10-1-2025

- 4-H Record Book
 - Achievement Pin Applications
 - Excellence in Project Achievement Awards
 - Project Report Forms
- Club Summary Reports
- Officer Notebooks
 - **Secretary**
 - Original Notes Taken
 - Minutes of Meeting
 - List of Members/Roll Call
 - List of Committees
 - List of Leaders
 - **Treasurer**
 - Monthly Record of Club Finances
 - Club Budget
 - Yearly Summary of Club Finances
 - Monthly Bank Statements
 - Receipts
 - **Reporter**
 - Monthly Meeting Reports
 - Include what you wrote for the paper
 - Include original article that appeared in paper.
 - Other stories written
 - **Historian**

Excellence in Project Achievement Awards

Community club leaders and the 4-H'er will determine if the Excellence in Project Achievement Award should be awarded. The record book should still be turned into the club leader by the 4-H'er. The form has been updated to a check sheet. Your record book **should include the completed Personal Information Page, General 4-H Story,**

Permanent Record, and the age-appropriate Project Report Form for the project you are applying for to receive the Excellence Award. INFORMATION IN THE PROJECT REPORT FORM, GENERAL 4-H STORY, AND/OR PERMANENT RECORD should answer the questions.

Members basically decide how many projects they want to be recognized in by completing the requirements on however many projects they want to. Only members receiving the Excellence in Project Achievement Awards will be eligible for county project champion.

Excellence Award check sheets and record books are due in the Extension Office ***Wednesday, October 1.*** Also due ***October 1*** are achievement pin applications, key award applications, club summary reports, and officer notebooks.

The Excellence forms are available at the Extension Office or on the website. **Applications need to be completed according to the directions listed on them. Listed by each requirement is where the information should be found in your record book to verify you met that particular requirement**

Excellence awards may be awarded to Juniors (members age 7-13); and Seniors (members 14 and older). Age is based on January 1 of the current year. County Champions will be selected in the Senior Age Division (14 and older) and in the Junior Age Division (Age 13 and under). Seniors are the only ones that are eligible to compete at the area level judging.

From the Excellence in Project Achievement Award winners in a project, a county champion may be selected, if the quality merits.

The Excellence in Project Achievement Awards that may be awarded at 4-H Achievement Banquet are as follows:

Aerospace/Rocketry
Ag Mechanics Welding
Agronomy
Astronomy
Beef

Bucket Calf
Building Block Engineering
Civic Engagement
Communications
Computer Science
Dairy (includes Dairy Cattle & Dairy Goats)
Dog
Electric & Renewable Energy
Entomology
Environmental Science
Family Studies
Fiber Arts
Foods & Nutrition
Forestry
Geology
Health and Wellness
Horse
Horticulture & Landscape Design
Interior Design & Architecture
Leadership
Meat Goats
Performing Arts
Pets
Photography
Poultry
Rabbits
Reading Adventures
Robotics
Self-Determined
Sewing & Textile Design
Sheep
Shooting Sports
Shopping in Style
Small Engines
Swine
Veterinary Science
Visual Arts
Wildlife
Woodworking
Uncrewed Aircraft Systems

ZBooks Online 4-H Record Keeping

Record keeping and Project Reporting are valuable skills taught to members of the Kansas 4-H program. Members are encouraged to keep a permanent record of all 4-H and non-4-H

experience and are encouraged to summarize their project experiences on the Kansas 4-H Project Report Form for project recognition.

To help you through this process, please refer to the [Guide to Kansas 4-H Project Recognition](#). A couple of items to make note of:

- Youth may choose to use either record keeping option: a.) the fillable PDF Project report forms or b.) the online ZBooks software
- The Permanent Record is included in ZBooks. If you choose to keep records with ZBooks, do not feel like you have to transfer over all of your previous years' activities into the online Permanent Record. Start with this year and attach it to your previous document.

ZBOOK RESOURCES

To access the online record books, please visit [ZBooks here](#)

These help links will get you started, as will the video tutorials below:

- [Account Registration Instructions](#)
- [Creating Member Profiles](#)
- [Creating a New Project Report](#)
- [How to Download/Submit a Project Report Form and/or Permanent Record](#)

Club Officer Elections

The September club meeting is the time for clubs to elect officers for the new 4-H year. Electing officers can be a very educational process for both young and old members. Here are a few suggestions I have for your club in electing officers.

Election of officers should not be a popularity contest. Members need to be reminded to elect the individual(s) that will do the best job for each office.

- ✓ Talk to members about the election process and why we use it in a democracy.

- ✓ I strongly suggest that clubs use a nominating committee and prepare a ballot. Allow write-ins and let the 4-H'ers vote by written ballot.
- ✓ Allow the group to see the total nominating committee's report before taking nominations.
- ✓ New members probably should not be eligible to be elected to offices.
- ✓ Candidates should be introduced or allowed to introduce themselves with a very brief campaign "speech" before balloting.
- ✓ Numbering the candidates may allow very young members to vote without assistance. Writing a number instead of a candidate's name may be easier for younger members.
- ✓ A member does not have to be present to be elected. However, an effective officer must be someone that does have a good attendance and club participation record.
- ✓ Every leader, nominating committee member and current officer should review the club bylaws and be familiar with them before elections.

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## Achievement Pins

The Achievement Pins are based on activities participated in during the 4-H year and leadership activities the members had. The focus of achievement pins for each year moves from local club work for beginning awards to county, regional and state activities for more experienced members. Once again, members must apply and meet requirements in order to receive these pins.



Refer to the enclosed page with more information about Achievement Pin applications. Contact the Extension Office if you are not sure which pin you should be applying for.

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4HOnline Enrollment

4HOnline will be closed starting September 19 to complete end of the year reporting. It will re-open October 1 at 8:00 a.m.

This year, some grant funds will be used to pay for members enrollment fees. When members start enrolling in October, they will mark their payment as a check payment. Once they complete enrollment and it is sent to the Extension Office for approval, we will enter a code and your fees will be paid. If you have any questions about this, please ask before you enroll!

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## National 4-H Week

October 5 - 11 is National 4-H Week. This is a time to promote 4-H, encourage membership, celebrate the completion of a successful 4-H year and make plans and set goals for the new 4-H year.

It is recommended that all clubs do something to promote 4-H during this week. Let us know what you are doing and where. If we can provide assistance, let us know.

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48 Hours of 4-H

October 11 - 12 has been designated this year for the 48 Hours of 4-H. The weekend after National 4-H Week is the perfect opportunity to setup a service project to give back to our communities that have been so supportive.

For more information and to report your activities go to: <http://www.kansas4-h.org/events-activities/conferences-events/48-hours-of-4-h/index.html>.

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## Kansas Youth Leadership Forum

**What:** Build your leadership skills and potential through workshops, consulting groups, inspirational

speakers and more. In addition, the 2024 State 4-H Youth Leadership Council will be elected and up to six National 4-H Conference delegates will be selected through an interview process at KYLF.

**When:** November 22 - 23, 2025

**Where:** Rock Springs 4-H Center

**Who:** Youth 14-18 years of age before January 1, 2025

**Registration Deadline - October 15.**

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4-H Council

4-H Council will meet **Wednesday, October 1 at the Extension Meeting Room in Howard at 6:30 p.m.** This will be the new 4-H year organizational meeting for 4-H Council. Clubs should have their new council representatives attend this meeting.

4-H Council has several new members this year! If you cannot attend, send a replacement from your club in your place. There are 4 youth and 2 club leaders that are voting members per club.

The agenda items include:

- ✓ 4-H Council Orientation and Training
- ✓ Election of Officers
- ✓ Meeting Dates -- months and days
- ✓ Achievement Banquet
- ✓ Officers Training
- ✓ Other New Business

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# ***Kansas 4-H Member Recognition***

## ***Guidelines to Member Achievement Pins***

Kansas 4-H Member Achievement pins are designed to recognize 4-H members as they reach milestones throughout their 4-H journey. The pins are awarded in a series. As a member's 4-H journey progresses, the achievement pin requirements expand to challenge individuals to explore and engage in more opportunities to develop life skills. The following guidelines are to be used statewide in all local Extension Units. This ensures consistency and maintains the integrity of the recognition.

1. 4-H members are allowed to receive only 1 Member Achievement Pin per year.
2. 4-H members may not earn the same pin more than once throughout their 4-H career.
3. 4-H members may start with any pin but may not move backwards. Pins are intended to be completed in sequential order. For example, if a young person joins 4-H for the first time as a 15-year-old, they may choose which pin to start with, and must advance from that point. 4-H'ers may choose to skip a pin but are not allowed to move backwards.
4. The application will represent the 4-H experience of the current 4-H year, unless specifically noted on the application.
5. 4-H members may engage through in-person, hybrid, virtual, and distance learning opportunities to meet the requirements listed on each award application.
6. 4-H members needing an accommodation should make a request as outlined in Kansas 4-H Policy.
7. Pin applications must be signed by:
  - a. 4-H member
  - b. Parent/Guardian
  - c. 4-H Club Leader

\*Independent Members will have their Mentor sign in place of a Club Leader.
8. Written feedback is an important part of educational experience. A sample template is provided to maximize encouraging feedback with a growth mindset.
9. Local Units may choose to provide additional recognition opportunities but may not modify the Member Achievement Pin system as outlined.
10. Each local Extension Unit should develop a method to track and record Member Achievement Pins awarded. Kansas 4-H recommends utilizing 4HOnline for this purpose.
11. Local Units should have a standing Awards & Recognition committee to review, select, and award Member Achievement Pins.