Project Record Reports

These items should be completed and placed in the front of the expandable folder with dividers.

- Coffey County Champion Self – Nomination/Designation Form
  - Must be completed to know if 4-Her is interested in being considered for county award.
  - https://www.coffey.k-state.edu/4-h/projectrecords/21_CFCountyChampionDesignationForm081121.pdf
- Permanent Record
  - One permanent record must be submitted in order for any of members project records to be considered complete. This is also a requirement of the pin applications.
  - https://www.kansas4-h.org/re sources/awards-and-recognition/ProjectRecognition.html
    - Under FORMS – Permanent Record – this is a word document.
- Member Pin Application
  - Each 4-Her should complete their appropriate year pin application. (Pins are awarded in order.)
    - Member Achievement Pin Eligibility 2021 – list of what pin should be getting next.
    - https://www.coffey.k-state.edu/4-h/projectrecords/Pin%20Eligibility%2005.20.2021.pdf
    - https://www.kansas4-h.org/resources/awards-and-recognition/index.html
- Coffey County Project Record Checklist / Project Record Seal Form
  - By completing this form you will receive the seal for this years records.
  - https://www.coffey.k-state.edu/4-h/projectrecords/Coffey%20County%20Project%20Record%20Award%20Checklist%202021.pdf

Project Record Reports

- These items should be completed and placed is **to be in its own folder** and each folder should be either three hole punched and placed into a 3 ring binder, or filed into a "flex file" folder in alphabetical order. If you are unable to use a 3 ring binder or flex file, then you may choose to rubber band your portfolio together.

  - Personal Information Page
    - Need one of these with each project record report. (Make copies)
    - https://www.kansas4-h.org/resources/awards-and-recognition/docs/projectrecordsandawards/Personal%20Info%20Page.pdf

  - Project Record Forms
    - This is new KAP forms.
    - One should be completed for each project that you are entered in.
    - This is the completion of your project for the year.
    - Please use the age appropriate and project appropriate forms.
    - https://www.kansas4-h.org/resources/awards-and-recognition/ProjectRecognition.html
      - Under Project Record Report Form