



Navigating the Kansas 4-H Record Book



This document serves as a guide to successful record book submission, using the Kansas 4-H forms. ALL Word or PDF forms should be downloaded and saved to a device to edit, use and save them successfully. Meadowlark Extension District continues to participate in the Kansas 4-H Records Pilot with ZBooks.

What's New?

- **Personal Page:** Utilize the State 4-H form, not custom MED form from the past. <https://www.kansas4-h.org/resources/awards-and-recognition/docs/projectrecordsandawards/Personal%20Info%20Page.pdf>
- **Kansas 4-H Project Report:**
 - Form-Fill PDF https://www.meadowlark.k-state.edu/4-h/project_records.html OR online ZBook template <https://4h.zsuite.org/> (use one format & print off to submit)
 - One per project area (*Clothing, Fiber Arts, Plant Science, STEM, Shooting Sports, etc...*)
NOTE: *Bucket Calf* is not a State project recognition area. Use an Animal (Beef or Dairy) Project report & enter "Bucket Calf" as the project name.
 - General or Animal formats, depending on project area.
 - Three age levels – Junior 7-9, Intermediate 10-13, Senior 14-18. (*recognition will follow levels*)
 - Include all sections or report, even if blank – use N/A for empty sections.
 - Do not add pages, do not delete or admit pages.
- **Record Book Check Sheet:** Guide to required assembly order & requirements: <https://www.meadowlark.k-state.edu/docs/4h/forms/MED%20Record%20Book%20Check-sheet.pdf>

What's the Same?

- **General 4-H Story & optional General Photos:** Although not part of the State Recognition system, we ask for submission of an overall 4-H Story - no more than 6 pages, single sided, double spaced on plain white paper. May include up to 3 pages of general, NON-PROJECT related photos, 6 photos/page max.
- **Permanent Record:** This can be completed in an editable Word document <https://www.kansas4-h.org/resources/awards-and-recognition/docs/projectrecordsandawards/Kansas%204-H%20Permanent%20Record2020.docx>
- **Printed & Submitted record books:** Even though an online record tool is available with ZSuite, the record reports need to be printed off and submitted physically to your local Community Club Leader.
- **Member Achievement Pin applications:** (*optional form for members, submitted with record books*) <https://www.meadowlark.k-state.edu/4-h/forms.html>

Special Notes:

- **Senior age level** will NO LONGER have to convert Records to KAP! This WILL be the form used for area and State judging.
- ZSuite allows more entries in sections than what is required for evaluation. IF members use more fields than allowed (*headings indicate how many*) summarizing or selecting most important entries will be required. MUST check "include in record book" to show up on the final Project Report.
- Submit one year's worth of records to be evaluated. Suggested in a 1", 3 ring binder with a cover page that includes member's name and club. Record book order has changed, follow the check sheet, referenced above. Past information stays in member's record book at home, not submitted for judging.