

# KAP Q&A

**Q. Will I have to collect different information for the new form?**

**A.** No. The same type of content is still part of the KAP. It will include project learning and sharing experiences, leadership and citizenship. The format may look a little bit different, but the content type is still the same.

**Q. Where do I include financial information?**

**A.** KAP Section 2 allows you to present whatever project related information you would like. The open space will allow you to use tables, grids, charts, or other methods to provide income/expense/profit information as it relates to your project area. Some projects will likely have more of this type of information than others, but all projects have some kind of expense.

**Q. Do I have to re-enter all the information from other records?**

**A.** The new permanent record format will allow you to “cut and paste” much of the information from the permanent record into the KAP. You will still have to make decisions and choices about what types of information is appropriate to be included. You should also be able to “cut and paste” from other types of computer generated documents, but will have to do some re-arranging to fit the space allowed.

**Q. This doesn't give me enough room to put in all the stuff I've done. What do I do?**

**A.** Members will need to make decisions and choices about what types of information best highlights their 4-H year of learning. The KAP gives members have the opportunity to practice decision making skills as one of the 4-H life skills. The 4-H Story is a place to provide additional learning, leadership and citizenship as well.

**Q. Can I expand the lines and/or sections?**

**A.** Each line and section is “locked” so that you can not exceed the space provided. You may use as many of the lines as you like. If something takes more than one line, it is suggested that you ‘tab’ or ‘indent’ the second line so that it shows that it is related to the line above. Do not type beyond the line limit as this will not print on your final KAP.

**Q. Is this just for One year of project work?**

**A.** Yes - The KAP covers only the work of the current year.

**Q. Is this just for one project?**

**A.** Yes - except for KAP Section 4, Awards and Recognition. In this section, you may include any significant award that you received in the current years. If the award pertains to your KAP project portfolio, you can indicate that with an “\*\*”.

**Q. Why isn't the Permanent Record part of the KAP?**

**A.** The Permanent Record is an important record keeping tool. However, it is a cumbersome format to use in finding project specific information for an award application. 4-H Members will find the information from the Permanent Record helpful in completing the KAP and specific sections are noted within the KAP to guide you in selection of information.

- Q. But don't you need the Permanent Record to see project growth?**  
**A.** Remember, the KAP is only **for one year – the current year**. 4-H members are the ones who know best what applies to their project and what does not so they may choose what to include from their Permanent Record. Growth can be shown in many ways – learning to knit with four needles instead of three, increasing your speed in clipping steers, taking over family meal preparations three days a week instead of once a month, stepping up to become a project leader, etc.
- Q. Is there a limit to the number of photographs I put on a page?**  
**A.** Yes, there is a maximum of six per page. This will allow adequate space to clearly see project work, leadership and citizenship in action. And it will also allow space for captions.
- Q. Can I crop photos? Can I print photos on color printer?**  
**A.** Absolutely!! You can use any type of photo and any format, so long as it is clear.
- Q. I'm in photography. Why don't I have to include the extra ten pages of photos?**  
**A.** Evidence of quality of work is not required for any other project area. You can use Section 2 of the KAP to show your quality of work, ribbons, trophies, etc.
- Q. What about including a copy of the speech in the communications project?**  
**A.** Evidence of quality of work is not required for any other project area. You can use Section 2 of the KAP to show your quality of work, ribbons, trophies, etc.
- Q. How do I get the KAP?**  
**A.** You can download the form from the forms section of the state 4-H website at [www.kansas4-H.org](http://www.kansas4-H.org). After approximately May 5, 2008, you can go to the Recognition pages at [www.kansas4-H.org](http://www.kansas4-H.org). Or you can pick up a hard copy of the form at your local Extension office.
- Q. What kind of computer do I need for the forms?**  
**A.** The document is based in Word including Excel. Rich Text Files will also be made available. It will run on both PC and MAC versions
- Q. But I don't have a home computer. Does this mean I can't apply?**  
**A.** No. Printed forms are still provided and there is no penalty for typing versus computer generated. Many public libraries offer computers for patrons as well.
- Q. Interviews are part of the new KAP process. How will that work?**  
**A.** An interview facilitator will be scheduled for four-five different locations around the state. Interview finalists will select the date/location that works best in their schedule. The interview facilitator will tape all the interviewees using the same questions and same format in each location. The interviews will be put on CD/DVD and reviewed by a three member judges panel which will include appropriate industry representatives, staff, volunteers, etc. The judges will be selected from all areas across the state and will not be required to travel to a central location.
- Q. How will interviewees be selected? When will they be notified?**  
**A.** The Portfolio will be submitted for judging in February. The top 50% or a maximum of four youth in each project category will be invited for interviews immediately following judging. Interviews will take place in March so that state project winners can be announced by mid-April.

- Q. What if none of the dates work for me? Can I send in my own?**  
**A.** The addition of the interview portion was a strong need identified by county/district Extension agents. Offering a variety of dates and locations seemed to be the best option to provide. If a 4-H member is not able to make the interview, they would not be eligible for the state project award. To keep the process as fair as possible, members will not be able to submit their own interview recording
- Q. How will the KAP and interviews be scored?**  
**A.** Each component is worth 500 points. Each score sheet has a cap for number of points within each of the scoring sections. Copies of the score sheets are available on the awards web page at [www.kansas4-H.org](http://www.kansas4-H.org).
- Q. When does the KAP process start?**  
**A.** The official implementation of the KAP will be in the October 1, 2008-September 30, 2009 4-H year. The KAP will be required for state project awards in 2010. This is one year later than our original recommendation. This will allow local Extension units adequate time to train volunteers, parents, and members in the state system. Introduction of the KAP will be held for agents in April and May of 2008.
- Q. So if I'm selected for area and state competition based on this years work, I'll still use KAA format right?**  
**A.** Yes!!!
- Q. Are we still having the Emerald Circle Banquet to recognize state project winners?**  
**A.** Yes.
- Q. Will there be an age appropriate KAP for younger members?**  
**A.** Yes - that's next on the committee's task list!