

4-H Clover News

KANSAS STATE
UNIVERSITY

Extension
Ford County



Ford County Monthly Newsletter

September 2026

How to Reach Us:

Ford Co. Extension

100 Gunsmoke St.
Dodge City, KS 67801
620.227.4542

Hours:

8:30am—12 noon
1:00pm—5:00pm

Agents:

Andrea Burns, CEA
Ethel Schneweis, CEA
Tamara Robertson, CEA

Office Professional:

Cierra Blackwell

Emails:

aburns@ksu.edu
eschnewe@ksu.edu
tarobertson@ksu.edu
cmjblack@ksu.edu

Cell Phone Numbers

Andrea—620-682-5530
Ethel—620-338-3676
Tamara—620-253-2522

Check us out on the web!

www.ford.ksu.edu
www.kansas4-h.org
facebook.com/fordcounty4h



Kansas State Fair

September 11-20

We will transport pre-entered exhibits to the State Fair. **Please bring your exhibits to the Extension Office before 5 pm on Friday, September 4.**

Please remove county fair ribbons/cards before bringing to the office. Exhibits must be wrapped and/or boxed to protect them. We will attach entry cards and scoresheets.

Food and horticulture exhibits may be brought to the parking lot across from the Extension Office on Thursday, Sept. 10 between 7:30—8:00 a.m.

Exhibits will be judged on September 10th at the State Fair.

Transportation of animals will be the responsibility of 4-H families.

Good Luck to all who pre-entered static and livestock entries!

Starting the 2026-2027 4-H program year (beginning in October), majority of the communication from our office will be sent through the 4-H Online system.

Please check your email regularly so you don't miss important 4-H information, reminders, and deadlines.

Emails will come from no-reply@4honline.com.

Please do not unsubscribe from these emails, as they are an important way for our office to communicate with you throughout the year.

Record Books DUE October 1st!

It's that time of the year! The 4-H Year ends and a new year begins on October 1st! What does this mean for YOU? The Project Record(s) book, Achievement Pin Applications, etc. are DUE to the Extension Office by 5 p.m. on **October 1.**

Inside this newsletter is helpful information on how to fill out your Record Books. Our website, under 4-H record books, has other resources.

If you need additional assistance, please ask us for help!

THANK YOU!

COUNTY FAIR THANK YOU UPDATE

The premium letter containing the list of Thank You's have been mailed out, please check your mailbox!

We appreciate everyone's patience as we finalized donations and premium points. The letter contains a list of sponsors that the 4-H'ers are requested to do Thank You's to in order to receive their premium check. We have some wonderful community sponsors who provide very generous donations for your premiums.

Thank You notes for general donation sponsors can be written, printed, pictures, etc. and also signed by all members in your club, family, group of friends, etc. An example would be if your club decided to do a thank you to the County Commissioners, it can be one card/letter with all members signing their name. The club leader or one person can bring the envelope to the office and we will check off the members of the club for that sponsor. If one of more of your kids have the same sponsor (for example a \$20 sponsor), both can sign one Thank You.

Remember a Thank You should be in an envelope with the name of the person/business you are thanking on the front (in the appropriate place to have us add an address), along with your return address and a stamp. We will fill out the address for you.

If the thank you is to the Extension Office, Ford County 4-H Foundation, Fair Association, FCE Council, Ford County Commissioners, or Carolyn Petty, it does not need a stamp.



Shout Outs

- ★ All members who pre-entered for the Kansas State Fair!
- ★ To all Fair Board members for a great Fair! To the **Pillars of the Community** subcommittee for a great event! To all of our great parents and volunteers for their help and assistance too!
- ★ To **Mati Durler, Jade Henry, Chance Scott and Shaun Scott** for participating in the State Livestock Sweepstake.



Future Dates to Remember

September

4	State Fair Exhibits due in office
7	Closed for Labor Day
10	Foods KSF Exhibit drop-off
11-20	Kansas State Fair
21	Can pick up State Fair exhibits from office
26	Flea Market
28	4-H Council Meeting

October

1	New 4-H Year Begins
1	Record Books due
4-10	National 4-H Week
10-11	48 Hours of 4-H
26	4-H Ambassador/Exchange Mtg

November

7	Achievement Night
11	Veterans Day (office closed)

SHOOTING SPORTS NEWS

Congratulations to the Shooting Sports members and coaches (Ashley & Scott Fischer) for a successful Ford County 4-H Shoot! The Ford County team placed third!

Members who qualified to go to State include: Ike and Sam Breuer, David Fischer, Braeden and Quinlan Simon, Levi Stephenson, and Jayden Torres. The State 4-H Match will be held on October 10 at the Ark Valley Gun Club.

Shotgun and Archery are the only 2 disciplines Ford County currently offers. Contact the office if you are interested in volunteering!



Exchange Fall Flea Market is scheduled for **Sept 26, 9 am—1 pm**, Ford County Fair Building.

If you are interested in having a booth, contact the Extension Office before September 11th.

4-H COUNCIL MEETING

4-H Council will meet at 7:00 pm at the fair building on Monday, Sept. 28. If you are unable to attend the 4-H Council meeting, please make sure you find someone else from your club to attend in your spot. Remind your substitute they are taking the place of the club's elected representative.

Per ByLaws approved on 1/22/24, Officer elections will be held at the November meeting. Also, note, a member may not serve the same office for more than two consecutive years unless there are not other nominees. Officer nomination forms will be used again this year and are available on our website. If you want to try for an officer position, the form must be submitted to the office prior to the 4-H Council meeting.

COUNTY AWARDS-CLUBS NOMINATE

The nomination forms for the 4-H Alumni Award, Family of the Year and the 4-H Meritorious Award are available online. Each year these awards are presented at the 4-H Achievement Night. The **Alumni Award** is presented to a past 4-H'er (does not have to be a Ford County resident) and have given leadership and dedication to the total 4-H program in Ford County. Must have been out of 4-H for at least 2 or more years. The **Family of the Year Award** goes to a Ford County 4-H Family who has been an outstanding star throughout our program for several years. The **Meritorious Award** is given to a person or business who has supported 4-H for several years in various areas. **Nominations are due at the September 4-H Council meeting or prior to the Extension Office.** Past winners are listed on our website. The agents have several possible names/businesses which they are willing to share with clubs for possible nominations.

VOLUNTEER OPPORTUNITY—Petting Zoo

The Church of the Nazarene Pumpkin Patch is looking for 4-H'ers to bring their animals for a petting zoo every Saturday in October from 1–2 p.m.

This is a great opportunity to share your 4-H project with the community, introduce others to your animals, and help promote the 4-H program!

Interested in participating? Please email Chelsea Schwartz at cschwartz625@gmail.com before October 1st. Please include what animals you would like to bring and which Saturdays you are available.



EXTENSION ANNUAL PDC ELECTION

The date for the Ford County Extension Program Development Committee (PDC) Election will be announced soon. Watch next month's newsletter for more details!

PDC members work with Extension agents to help develop and guide local Extension programming. In accordance with Kansas Extension Law, representatives will be elected county-wide to serve two-year terms in the following areas: Agriculture & Natural Resources, Community Development, Family & Consumer Sciences and 4-H Youth Development

Anyone 18 years of age or older who lives within Ford County is eligible to be nominated and vote.

Interested in running for a PDC position? Please contact the Extension Office to let us know!

KS Youth Leadership Forum (KYLF) and 4-H Volunteer Forum

Kansas 4-H Leadership Weekend will soon be on the web with registration opening in September. The Forums will be held November 21-22, 2026 at Rock Springs 4-H Center. **KYLF is for youth ages 14-18 by December 31, 2026 and KVF is for all Kansas 4-H Volunteers. KYLF will feature leadership workshops, Youth Council Elections, and opportunities to learn and have fun. The Kansas 4-H Volunteer forum will feature workshops and information to help volunteers be more effective and learn from each other.**

Registration deadline is October 15 for both events. There will also be an option for coming in Friday evening. Scholarships are available for both of these events! Contact the office for more details.

ONLINE 4-H MEMBER ENROLLMENT 2026-27

Enrollment and re-enrollment for the 2026-2027 4-H year begins October 1. All enrollment must be completed online at <https://ks.4honline.com/#/user/sign-in>

Club Challenge: The club with the most current members re-enrolled **by November 15** will receive a pizza party!

Already have a 4HOnline account?

Log in using your email address and password, then click Sign In. [For instructions to enroll youth members](#), go to Youth Member Enrollment (Page 6, Section 4). To add a new member to your family, go to Add a New Member to the Family (Page 4, Section 3).

TIP: If you have forgotten your password, click "Reset Password?" to receive an email with a link to set a new password.

The State 4-H enrollment fee is \$15 per member. Payment options include paying online, mailing a check, requesting a waiver, or using a club coupon code. If your club or another sponsor is covering your fee, please contact the Extension Office. If paying by check, make it payable to **Ford County 4-H Council** and send it to our office. Enrollment will not be active until payment is received.

Publicity Permissions: Please carefully consider your answers to the publicity permission questions. Your selections determine whether your 4-H'er's name can be used in news releases, newsletters, social media, and event results.

Please keep all email addresses and phone numbers current in 4HOnline. If you would like your 4-H'er to receive the newsletter directly, add their email address to their individual profile.

If you have any questions or need assistance at any point, contact the Extension Office.

4-H Club Officer Elections

As you prepare to elect your officers at your September 4-H meeting, consider these guidelines:

★ **Nominate and vote for the member who will carry out the responsibilities of the office well.** *Remember to vote for the person you think will do the job and also attend meetings on a regular bases.* Elections should not be a popularity contest.

★ It is suggested to vote on each office individually. It takes time but allows important learning time for members.

★ Consider having members sign up for the office they are interested in or allow members to nominate themselves from the floor for an office.

★ Nomination does not need a second. It can simply be, "I nominate Joe", with them accepting.

★ In order to "close the nominations" for each office, a motion, second and a vote is required.

★ Voting should be done by ballot. Once again this does take time, but it is the proper way to vote. Ballots should be counted by members who are not running for office.

★ Each member should have one vote per office.

★ In cases where there are more than one person in an office (ex: if there are two song leaders) each member would vote for the corresponding candidates (2 votes for 2 song leaders).

★ **Remember Community Club leaders should be visited with and arranged to serve by the Parent's Committee of each club. It is a good idea to use a succession plan for leaders, this way a leader does not end up being a leader for multiply years and new leaders can learn from a previous leader.**

National 4-H Week

National 4-H Week is **October 4-10, 2026!** This means that your club window displays should be up by October 4th. This is a great marketing tool for 4-H, so lets get creative! National theme is —"Beyond Ready"

Here are some other tips to market 4-H year round, but especially during National 4-H Week!

★ Wear your 4-H shirts to school!

★ Talk to your friends about your favorite 4-H activities and projects, they'll be interested in joining too!

★ Hold an "open house" 4-H meeting and invite all of your friends to come check out your club and see what 4-H is all about!

★ If your club is doing a community service project or anything interesting, tell the office and send us some pictures. We're more than happy to write a news release to let the public know about all the good 4-H is doing for the community.

Participate in Spirit Week =

Monday, October 5—Go Green Day!

Wear a green hat, clothing, face paint - anything green goes.

Thursday, October 9 – Thankful Thursday!

A day to recognize all 4-H'ers who are doing good and making positive impact by helping their communities and beyond.

National 4-H Week Gift Card Giveaway!

Get entered to win a \$20 gift card during National 4-H Week, October 4-10! You can get 1 entry every day by following these easy steps— That's 7 chances to win! Let's flood Facebook with Ford County 4-H pictures during National 4-H week!

★ Post a picture of yourself wearing a 4-H t-shirt on Facebook and tag Ford County 4-H in it.

★ Make any post promoting Ford County 4-H on your page so that your friends can see it and tag Ford County 4-H in it.



Beyond Ready



STATE CLOVERBUDS (5-6 YEAR OLDS) PROGRAM AND POLICIES

The overall purpose of the 4-H Cloverbuds program is to foster the development of life skills that are essential for the cognitive, social, emotional and physical maturation of five-and six-year olds by providing a unique educational opportunity.

Goals for Kansas 4-H Cloverbuds

- **Self-understanding skills** (Initiating independence and self-direction)
- **Social skills** (Getting along with others)
- **Decision-making skills** (Making positive choices)
- **Learning skills** (Learning to learn)
- **Mastering physical skills** (Enjoying constructive and creative play)

Principles for Kansas 4-H Cloverbuds

Fun	Activity focused	Noncompetitive	Positive
Leader directed	Success oriented	Group-centered learning	

4-H Cloverbuds exhibits can be showcased at fairs and public events, but a 4-H Cloverbuds member may not participate as a competitive exhibit in traditional 4-H events. They may exhibit or showcase activity related items from their Cloverbuds experiences but not participate as a competitive exhibitor and is not eligible to receive premiums or awards in 4-H events. The Cloverbud member is allowed to showcase a pet from the approved list in accordance with 4-H Cloverbuds pet policies. The member may not own and/or show 4-H livestock. Approved Pets are: Amphibians—frogs, toads; Ant Farms; Cats; Dogs; Guinea Pigs; Fish; Gerbils; Parakeets; rabbits; hamsters; mice; rats. All pets must be caged, leashed, and/or contained as appropriate and manageable/under-control.

4-H AMBASSADOR/EXCHANGE MEETING

The next Ambassador/Exchange meeting will be Monday, October 26 @7:00 pm. We are excited planning to travel to Minnesota for our exchange in 2027. If you are interested in possibly joining, contact Ethel, Tamara or any of the current members for more information.

PARLIE PRO CORNER.....

It is suggested by the State 4-H Office that clubs should review their club Bylaws on a yearly basis. A question we are asked frequently is what is a quorum to conduct club business. This should be answered by first looking in your Bylaws. What the State 4-H Office suggested in their Bylaw template is stated below.

Article IV - Quorum

A quorum shall consist of members present for the regular meeting.

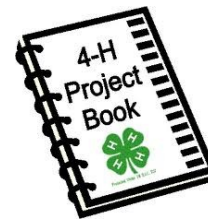
But you could also have a specific number or something similar to the wording below.

What is a quorum? The number of eligible voting members allowed to conduct business.

September is usually when clubs are voting for their new officers.

If you have questions about electing officers, please reach out to us at the Extension Office.

RECORD BOOKS? — Why turn in a Record Book?



The Record Book is an organized summary of your entire 4-H experience that contains a comprehensive report of your goals, plans and accomplishments. It is one way to make a formal review of your goals and achievements and is a helpful tool to plan your own growth for the future. Your records and report will be a good keepsake for years after you've finished your 4-H career. The record you build opens doors to many awards and benefits such as medals, trips, scholarships and other kinds of recognitions. Completing a record book will make it easier to apply for scholarships and state level awards.

4-H Members develop the following life skills through record keeping

- * Maintaining records of 4-H project and club work, school and community activities
- * Keeping personal and business records
- * Improving communication with other people
- * Learning time management and organizational skills
- * Learning responsibility and developing goal setting skills

**Due to the Extension Office
by 5 p.m. on October 1.**

Do I have to do a Record Book for EVERY project I'm enrolled in?

The answer to that question is **NO!** Only fill out a record for the projects you would like to be considered for an award in. For example, Suzy is enrolled in Beef, Foods and Visual Arts. She only actively participated in the Beef and Visual Arts Projects during the year. She did take one entry of cookies to the fair. Because she was highly active in Beef and Visual Arts, those would be the Projects she would consider doing a record for. Also some areas only require one record even if you are in 2 separate projects (example is Market and Breeding Beef = 1 record and include both in the record)

What kind of awards can I apply for?

Project areas will award a certain number (a percentage of the total number of 4-H'ers enrolled in the project) of 'project pins' to the award winners (only projects listed on the back of the Ford County check sheet will be considered for project winners.) Please use the Ford County Check Sheet and not the State Check Sheet when you turn your record book in.

Visit: <https://www.ford.k-state.edu/4-h/>

To find all of the forms needed to fill out your record books. Most forms are available in a writeable PDF or Word Doc. If you need materials printed out, we can do so at the office!

Additional resources include:

4-H Record Books—Purpose

Guide to Kanas 4-H Project Recognition

4-H Record Book Goals

Citizenship vs Leadership

JUNIORS (7-9 YEAR OLDS)

Should fill out the Junior Record for 7 & 9 year olds . Complete the general or the livestock record depending on the project. Eligible to win county awards only.

INTERMEDIATE (10-13 OLDS)

Should fill out the Intermediate Record for 10-13 year olds . Complete the general or the livestock record depending on the project. Members younger than 14 can receive county awards.

SENIORS (AGES 14 & OLDER)

Should fill out the Senior Record for 14 & older. Complete the general or the livestock record depending on the project. Members who are 14 and older are eligible for area judging.

RECORD KEEPING AND PROJECT REPORTS

GENERAL GUIDELINES

The project report should represent the work and thoughts of the 4-H member and should not be completed by the parent or other adult volunteer.

General vs. Animal Project Report Forms

Project areas related to animals, with the exception of Dog & Pets, need to use the Animal Project Report Form, i.e. Horse, Poultry, Rabbits, Beef, Sheep, Swine, Meat Goat and Dairy. All other projects, including Dog and Pets, will use the General Project Report Form.

Age Divisions:	Junior	Ages 7-9, before January 1 of the current year.
	Intermediate	Ages 10-13, before January 1 of the current year.
	Senior	Ages 14-18, before January 1 of the current year.

Grammar & Punctuation

For all age divisions, members are encouraged to write using proper grammar and punctuation that is age appropriate for the individual member.

Hand Writing

4-H members in the Junior division (4-H age 7-9) are encouraged to fill out their record by hand, or at minimum, an adult can help type verbatim what the youth has recorded. Handwriting at any age and in any part of the Project Report is acceptable. When doing so, make sure to write legibly.

ACCESSING PROJECT REPORT FORMS

*Please note that both options will be evaluated in the same manner, with no advantage being given to either method. Information included in either method will be the same.

Fillable PDF Forms- Option A

All Project Reports are available as form fillable PDF's from <https://www.kansas4-h.org/resources/awards-and-recognition/ProjectRecognition.html>. *Forms must be downloaded and saved to your device before entering the information, or you run the risk of losing your work.* It is important to have the most current version of Adobe Acrobat Reader DC. Please check Kansas4H.org for instructions and information.

Online ZBooks- Option B

This is an online record keeping option available via a website (<https://4h.zsuite.org>). Remember— One “account” per family. Each family creates one log in and they will create profile for each child within the family account. Each 4-H'er can create a project report form for the project in which their enrolled, as well as create their Permanent Record. It's pretty self-explanatory, but to help, there are video tutorials available here: <https://www.kansas4-h.org/resources/awards-and-recognition/ZBooks.html>.

Most sections offer unlimited entries. A drop-down option allows users to choose which entries will be included in the “Final Project Report”. The number of entries in the final report is determined by section and age level. Looking though all entries, it would be appropriate to prioritize, combine and/or summarize entries for the final report. Examples include:

Section 3: Project learning Experiences - Entries for preparing multiple separate family meals could be summarized in one line.

Section 4: Project Exhibits and Showcase Opportunities - Entries for multiple spring shows could be summarized in one line.

Section 7: Project Finances - Multiple entries for purchasing art supplies could be summarized in one line of art supply purchase. Please note when printing section 7, some tables will print landscape orientation.

RECORD KEEPING AND PROJECT REPORTScontinued

Goal Setting - Getting Started

Prior to or at the beginning of the 4-H year, a member should begin identifying, setting and recording personal goals for themselves in each project area. Parents, club leaders, adult volunteers, and local Extension Staff play an important role in helping guide young people through this process. Members should record their personal goals and then begin work toward achieving those goals. It is important to record anything the member would like to learn or do. Refer to Setting 4-H Project Goals, 4H1100 for guidance.

Journaling - As Things Happen

Record keeping is going to be an important part of a member's life. Members will keep records in high school, in college, and at work whether they own their own business or work for someone else. Now is the time to learn how to keep good records. The most important thing about 4-H record keeping is to know what records you need to keep and to find a comfortable way to collect information. Some of the most common ways of keeping up with 4-H records include a calendar, smart phone, computer, an index box, or a notebook. These are further defined below.

Calendar Method – Keep a calendar in a handy location (such as on the refrigerator) and every time the member does something related to 4-H, school, church or other organizations, write it down. Then at the end of each month place the calendar in a safe place until it is time to assemble the Record Book.

Smart Device – If an electronic smart device is available, utilize ZBooks to record activities, trainings, clinics, leadership roles, service activities, project experiences, etc.

Index Box Method – Get a 3-inch by 5-inch box, index cards and some dividers. Label each of the dividers as one of the sections in the report form discussed later in this guide. Then each time the member does something, write it down on an index card, then file the card in the section marked by the divider. For example: If the 4-H member were to go to the nursing home for recreation with the residents, then have him/her write it down and put the card behind the community service divider. After maintaining the "4-H File Box" for a year, pull the cards out and select the most important activities for the 4-H Record Book. Do not forget to date each card.

Binder, Folder or Spiral Notebook Method – Grab a binder, file folder or notebook and organize each activity by type or by date. This is an easy first step to start out until the member gets the hang of record keeping. Keep any programs, receipts, notes or documents from your activities.

Reflecting – Looking Back (also see page 10 for more information)

Below are some questions to help a member start reflecting on his/her project experiences as he or she prepares to complete a Project Report. Follow size and spacing guidelines in the form.

What did you learn from your project(s)? How did you grow in your project? Did you master any skills?

Did you meet any of your goals? If so, what helped you attain those? If not, what were some obstacles that might have prevented you from reaching your goals?

How did your project change or grow within the year or from previous years?

Did you serve in any type of leadership capacity?

What impact did your involvement have on you, your club, or community?

How have your project experiences influenced your future? Examples: career, leisure time, or other.

Photos

Insert photos that demonstrate learning, leadership and citizenship within the project. Please note that landscape-oriented photos work better in the form. Include captions in the spaces provided. Please indicate the level of where the leadership took place. L (Local), C/D (County or District), R (Regional), S (State), M (Multi-State), N (National), I (International).

Maximum photos by age division: Junior – 6 total photos; Intermediate – 12 total photos: 6 learning photos and 6 combined leadership & citizenship photos; Senior – 18 total photos: 6 learning photos, 6 leadership photos and 6 citizenship photos.

The photos used are very important and should reflect growth, development and involvement within the 4-H project. Use photos that show the member doing things, learning and teaching others, and especially having FUN in their 4-H project work.

Helpful Record Book Information.....

PERSONAL PAGE

Only ONE (1) copy is needed for the entire record book.

- Make sure every item is filled out
- Include a color photo
- List ALL projects that you are enrolled in, even if you are not completing a record for that specific project.
- Projects should be listed in **ALPHABETICAL ORDER by the name of the state project listing.**
Example:
Beef (Breeding & Market)
Foods
- Signatures from the 4-H'er, Parent and Club Leader are needed and required!

Your 4-H Project Story/Project Reflection

Section 8- Project Reflection *(Formerly considered a project story in previous records)*

Age 7-9 report - There are questions to answer as a reflection of the project during the year. There is also a question for a parent/guardian to answer as well.

Ages 10 and up reports - Your Project Reflection should focus on the project learning and experiences in one project from the current 4-H year. However, it may also include information or references from prior years when appropriate to demonstrate growth and variety.

It is acceptable to include general information about other projects later in the story, only if they tie into the project featured in the record. The Project Reflection should not just be a repetition of what is in the project report. Include new information, expand on the entries to 'tell the story' of your 4-H project work.

Organize your writing by including an introduction, body and conclusion. Your introduction should capture the reader's attention. It's a way to get the reader interested in what you have to say. Journalists call it a "lead." The idea is to make it fun, interesting, surprising or informative. Let your personality shine! The body of the Project Reflection should focus on activities and learning in the specific project area. Expand upon the entries in the record, sharing your experiences, growth, frustrations, challenges, highlights and future project plans. The conclusion ties it all together, summarizing your project reflection, including career goals and acknowledging who helped you along the way.

The reflection narrative could include information such as:

Introduction

Information about yourself, your family, and your community
Why you enrolled in the project

Body

Expand upon your project goals and what you wanted to accomplish
Knowledge gain, improved skills, etc.
Lessons learned from failure. What went wrong or didn't go according to plan?
How the project has helped you become a better leader and citizen? What have you learned through your citizenship and leadership activities?
Other projects that you have taken that tie into this one. (Example?)

Conclusion

Project summary
How the project has influenced your future plans or career goals
Who helped you along the way? What have others done for you and with you in your 4-H project.

PERMANENT RECORD TIPS

Permanent Records may seem like a pain and a waste of time, but let me tell you a little secret....there comes a time when you are a Senior in High School applying for College Admissions and Scholarships. They will ask you how you are involved in your community, citizenship activities and what leadership roles you play.

This is where your Permanent Record comes in handy! Everything you have been involved in—whether it’s church, school, extra curricular activities or 4-H—is right in one location! You can see exactly how many times you volunteered for an event, or when you were president of your club, etc.!

The forms are on our website in Word compatible format. The form can be downloaded to your computer and saved. Each year you will add new information.

What type of information can go into the Permanent Record? Church, school, 4-H, FFA, Scouts, Sports, basically any activity you are involved in can go into the Permanent Record.

There are FOUR (4) sections of the Permanent record:

1. Groups/Organizations

Club Meetings, Committees, Officer Positions, Leadership Roles.

2. Communications/Presentations, Exhibits, Contests

Project Talks, Contests, Fair Exhibits, Open Shows, Judging Contests (Talking to the judge for consultative judging is not a presentation and briefly showing your project during a tour is also not a presentation)

3. Activities

Any leadership or citizenship activity (community service/volunteering/teaching/helping others)

4. Most Important Recognitions

Honor Roll, Letters, State Champion, Project Awards, Pins, Grand Champion, etc.

Under the LEVEL column, there are different choices as to where the event took place. Make sure to mark how many times you participated at that level.

**Due to the Extension Office
by 5 p.m. on October 1.**

WHAT SHOULD MY RECORD BOOK BE KEPT IN?

Your entire record book should be kept in a **3-ring binder** or the green 4-H extender binder folder.

Which ever way you choose to display your book, make sure you have your first and last name, 4-H club and Ford County on the front. A cover page is available on our website for your use.

Tab dividers are appreciated at the county level since we have you put all project records in one book and tabs makes it easier for judges when looking through your record book. They can not be used at area judging.

The Kansas 4-H Project Report Form is used to report the most significant learning and experiences that a member has in a given project in the current 4-H year.

If you have questions about how to fill out your forms, please call the Extension Office at 620-227-4542. No question is a silly question!

What do I need to turn in by October 1st?

Ask yourself...

“Am I going to apply for an award?”

If you answered: “Yes” please turn in:

- ◆ Personal Page (only one for entire book)
- ◆ Record(s) for your age group—general or livestock (one for each project area)
- ◆ Pictures
- ◆ Permanent Record (only one for entire book)

If you answered: “No” please turn in:

- ◆ Personal Page (only one for entire book)
- ◆ 4-H Story
- ◆ Pictures (optional)
- ◆ Permanent Record (only one for entire book)
- ◆ *Your record book will not count towards your club’s total is you do not have all 3 necessary items above in your book.*

COMPLETE A FORD COUNTY CHECK SHEET FORM

(DO NOT SUBMIT THE STATE CHECK SHEET)

The updated Ford County Check Sheet forms are available on the Ford County 4-H Website. Be sure to complete it. If you need a copy printed, please come to the Extension Office.



Outstanding 4-H'er

Award

4-H'er must be at least 4-H Age 16 and be nominated by a Community Club Leader. A nomination form along with a 500 word essay on “Why this 4-H'er Is Deserving of this Award” must be turned into the Extension Office. For more information, please visit the Ford County 4-H website.

**Due to the Extension Office
by 5 p.m. on October 1.**

Key Award

Key Awards are presented by the state to only 10% of the 4-H'ers in Kansas. Applications for this award should be obtained early in the year, so the member can work toward meeting the requirements. 4-H'ers 16 and older may apply if enrolled in junior leadership and meet nine of the eleven local, county, and state activities.

The Key Award does take some prior planning. Ask if you have questions about what will count for each of the requirements.

I Dare You Award

To apply for the I Dare You Award a 4-H'er must:

- Be enrolled in the Leadership Project
- Complete a Leadership record
- Complete and submit the nomination form

To learn more about the I Dare You Award consider looking up the history of the award and read a little bit about William H. Danforth. It help you understand what exactly this award means!

ACHIEVEMENT PINS

What are they?

Achievement Pins are like little awards or goals 4-H'ers can work towards each year.

Who can get them?

Anyone in the 4-H Program can earn achievement pins.

Where can I find the applications & paper work?

Go to <https://www.ford.k-state.edu/4-h/4hforms/awardsandrecognitionforms/index.html> to find all of the pin applications.

Where do I start?

If you are new to the award pin process, start at the beginning. Some of the pin levels require lots of effort and some are just as easy as attending club meetings! Remember to have your club leader sign all of your paperwork!

Ford County 4-H Achievement Night will be a catered meal on Saturday, November 7, 6:00 pm at the Ford County Fair Building.

Did You Know?

The Ford County 4-H Foundation gives a cash prize to the club who turns in the largest percentage of Record Books. Even if you do not apply for an award you should turn in a complete book to count for your Club's total. Also, our local 4-H Foundation Scholarships and Awards trips require a Complete Record Book to apply for the awards.

- ★ **Membership Pin** - Must attend more than half of the club meetings and complete record book.
- ★ **Bronze Pin** - Exhibit at Fair, complete 4-H record book, attend over ½ of club meetings, attend one county or club event.
- ★ **Clover Pin** - Exhibit at Fair, attend over ½ of club meetings, complete record book and complete three of optional guidelines.
- ★ **Emerald Pin** - Exhibit at the Fair, attend over ½ of club meetings, give a presentation, complete 4-H record book, and complete 5 of optional guidelines.
- ★ **Silver Pin** - Exhibit at the Fair, attend over ½ of club meetings, give a presentation, complete 4-H record book, and complete 6 of optional guidelines.
- ★ **Guard for Silver Pin** - Must have received the previous pin, exhibit at the Fair, attend over ½ of club meetings, give a presentation, complete 4-H record book, and complete 8 of optional guidelines.
- ★ **Leadership Pin** - Must have received the previous pin, exhibit at the Fair, attend over ½ of club meetings, give a presentation, complete 4-H record book, enroll in Leadership project for the current year and complete 11 of optional guidelines.
- ★ **Gold Pin** - Must have received the previous pin, exhibit at the Fair, attend over ½ of club meetings, complete 4-H record book, enroll in Leadership project for the current year and complete 15 of optional guidelines.
- ★ **Guard for Gold Pin**—Must have received the previous pin, exhibit at the Fair, attend over ½ of club meetings, complete 4-H record book, enroll in Leadership project for the current year, be 15+ on January 1 of current year, and complete 16 of optional guidelines.

Ford County Extension Office
100 Gunsmoke St.
Dodge City, KS 67801

Dear 4-H Families,

As we conclude the 2025-26 4-H year, we hope you have had great learning experiences and will submit what your goals were and what you have learned in your record book. Record books can be very beneficial to you when you get older and are completing college and job applications. Information is all in one place — your RECORD BOOK!

Please remember, the new 4-H year will begin on October 1. You will need to re-enroll online and be sure to sign up for what projects you would like to be in for the upcoming year. You may want to wait a week or two before enrolling as sometimes, they are still finalizing things for the new year. We look forward to working with each and everyone one of you! If we can help you as you are working on your record book or have a question about re-enrolling, please email or give us a call. Please consider answering yes to the consents questions. If you don't want anything on social media answer no to that question only. Ask us if you are not sure what the consent all includes.

If you would prefer to have a paper copy of the 4-H newsletter, you will need to pay \$15 to the Extension Office. It can be emailed and mailed if that is something you would like to have done. If you want your kid's email used for the newsletter, you can add it while enrolling or let us know.



Ethel Schneweis
County Extension Agent



Andrea Burns
County Extension Agent



Tamara Robertson
County Extension Agent

KANSAS STATE
UNIVERSITY

Extension
Ford County

K-State Extension
Ford County
100 Gunsmoke St.
Dodge City, KS 67801
**K-State, County Extension Councils,
Extension Districts, and U.S. Department of Agriculture Cooperating.**

K-State Extension is an equal opportunity provider and employer.