



May Record Book Tip Sheet



Keeping track of what you do throughout the year is crucial to putting together a competitive KAP (Kansas Award Portfolio) at the end of the summer. Below are some tips to making sure you don't leave anything out when you start filling in your KAP.

- Keep a calendar of all your 4-H events and write down any meeting, workshop, or event you attend.
- Keep a list of goals wrote out where you can find them and schedule things to help you achieve those goals. This will show the judges you took steps to reaching your goals and will give you more to write about in your story.
- Take pictures of everything! It's so easy with smart phones, if you think something might be interesting or play a big part in your 4-H story, take a picture of it. You can always delete the pictures you don't need later. Citizenship and leadership photos are usually hard to find at the end of the year if you didn't plan for them ahead of time.
- Keep receipts of everything you buy related to your project (entry fees for shows/contests, material for clothing or sewing pieces, ingredients to cook with, ect.). You will need all of this to accurately fill in your expense record! Remember, every project has some expense!
- Write down any awards you receive. Sometimes it's hard to remember what exactly you won months later, keeping a sticky note in your 4-H calendar will help.

