



POST ROCK DISTRICT 4-H

QUICK TIPS FOR SUBMITTING PROJECT RECORDS & MEMBER ACHIEVEMENT PIN APPLICATIONS

WHY 4-H RECORD KEEPING?

4-H record keeping helps members develop important life skills such as goal setting, planning, organization, communication, evaluation, and responsibility. It gives members a chance to reflect on their growth, recognize their accomplishments and areas for improvement, and document experiences and skills for future resumes and applications. Achievement Pins celebrate members' progress and project mastery while providing opportunities for recognition and competition at the county, regional, and state levels.

4-H PROJECT RECORD BOOKS

- Start by selecting the right project record form.
 - Select the form for your current 4-H Age: Junior (7-9), Intermediates (10-13) and Senior (14-18)
 - Select the form (General vs Animal Project Report Form) for the project you are submitting.
 - Find forms here: <https://tinyurl.com/KS4-HLocalRecordKeeping>
- Refer to the Guide to Kansas 4-H Project Recognition for helpful information:
 - <https://tinyurl.com/KS4-HGuideToProjectRecognition>
- **What all do I include when I turn in a project record book?**
 - ✓ Project Recognition Check Sheet: <https://tinyurl.com/KS4-HProjectRecordCheckSheet>
 - ✓ Copy of Completed Personal Information Page: <https://tinyurl.com/KS4-HPersonalPage>
 - ✓ Completed Project Report Form (With All Appropriate Sections/Pages & Required Signatures)
 - 💡 It is recommended to submit these documents in a pocket folder or small three-ring binder, each project area in their own, with a label on the front showing: 4-Her Name, County, Project Area and Age Division (Junior, Intermediate, Senior)
 - 💡 If you are not submitting a Member Achievement Pin Application, please also submit a copy of your 4-H Permanent Record. (Found here under "Option B": <https://tinyurl.com/KS4-HLocalRecordKeeping>)
 - 📶 **Prefer Online?** ZBooks is an online record keeping platform available via <https://4h.zsuite.org>. Many families enjoy using ZBooks as it allows for an easier way to "enter as you go". We encourage you to pick the method that works best for your family!
 - For a number of helpful resources on ZBooks, visit: <https://tinyurl.com/ZBooksResources>

4-H MEMBER ACHIEVEMENT PIN APPLICATIONS

- Start by selecting the right pin application. Contact your local Extension Office if you have questions on which pin you should start with or are eligible for next, we are happy to help!
 - Find Achievement Pin Guidelines Here: <https://tinyurl.com/GuidelinesToMemberAchievement>
- Find Member Achievement Pin Applications Here: <https://tinyurl.com/KS4-HMemberAchievementForms>
- **What all do I include when I turn in a pin application?**
 - ✓ Completed Personal Information Page: <https://tinyurl.com/KS4-HPersonalPage>
 - ✓ Completed Permanent Record: <https://tinyurl.com/KS4-HLocalRecordKeeping> (Under "Option B")
 - ✓ Completed 4-H Pin Application Form (With All Appropriate Pages/Selections & Required Signatures)
 - 💡 It is recommended to submit these documents in a pocket folder, small three-ring binder or your green 4-H record book cover, with a label on the front showing: 4-Her Name, County.



All 4-H Project Record Books and Pin Applications are due to your local Post Rock District Office by October 1st by the end of the business day!

