

Date: November 9, 2023

To: Extension Agents with Responsibility for local 4-H Awards & Recognition

From: Amy M. Sollock  
Southwest Region, 4-H Youth Development Specialist

RE: Preparing for Regional Project Award Evaluation  
Assembling Documents for Regional and State Submission  
Regional Project Award Evaluation Procedures  
State Evaluator Process  
Selection of State Winners

Attached is information which will help you prepare for the 2023 regional and state Kansas 4-H Project Award evaluation process. Regional 4-H Specialists will be conducting the regional screenings. Your Regional 4-H Specialist will be sending additional details regarding regional evaluation.

The dates and locations are as follows:

- January 9, 2024**      **NE Regional Project Award Judging, Pottorf Hall, Manhattan, 9:30 am**  
Northeast Includes: Reno, Rice, McPherson, Central Kansas District, River Valley District, Chisholm Trail District, Flint Hills, Wabaunsee, Geary, Riley, Pottawatomie, Marshall, Meadowlark, Shawnee, Douglas, Johnson, Wyandotte, Leavenworth, Atchison, Brown and Doniphan.
- January 19, 2024**      **SW Regional Project Award Judging, Location TBA, 9:30 am**  
Southwest Includes: Kingman, Harper, Pawnee, 21 Central District, Pratt, Barber, Comanche, Kiowa, Clark, Ford, Hodgeman, Gray, Meade, Wild West District, West Plains District, Grant, Kearny, Morton, Stanton, Hamilton, Wichita, and Greeley.
- SE Regional Project Award Screening, Location TBA, 9:30 am**  
Southeast includes: Sedgwick, Sumner, Harvey, Butler, Cowley, Lyon, Greenwood, Rolling Prairie District, Frontier District, Coffey, Southwind District, Wildcat District, Cherokee, and Marais des Cygnes District.
- NW Regional Project Award Judging, Ag Experiment Station, Hays, 9:30 am**  
Northwest Includes: Cottonwood District, Midway District, Post Rock District, Walnut Creek District, Golden Prairie District, Phillips-Rooks District, Twin Creeks District, Thomas County, Rawlins County, and Sunflower District.

## **A. PREPARING LOCAL EXTENSION UNIT PROJECT WINNERS FOR REGIONAL EVALUATION**

Each Extension Unit is responsible for getting their member's documents to the regional screening. If an Extension Unit sends local winners to regionals, they should also send 1-3 adults per county represented to judge.

1. Please refer to the [Guide to Kansas 4-H Project Recognition](#) that will help your young people prepare their project cover letter(s) and project resume(s).
2. Each local Extension Unit is allowed to send one local project winner per project award category. Extension Districts may submit one local project winner equal to the number of counties comprising the district. Each 4-H'er must submit a separate folder of documents for each project award category they are eligible. Refer to Regional Project Award Judging – Attachment 1 for a list of project award categories.
3. All submitted project award documents MUST use the current version of the Kansas 4-H Project Report Forms, dated 2020/2021. Any awards submitted on local forms or discontinued KAP's will NOT be evaluated at Regional or State levels.
4. It is extremely important that your 4-H'ers have a copy of the Project Report Form Evaluation Rubric as well as the Cover Letter & Resume Evaluation Rubric as they begin to prepare for regional and state judging.
5. Be sure to make a copy of a complete Project Award submission before taking it to Regional Evaluation
6. 4-H'ers with only one year in the project ARE eligible for Regional evaluation.

### **Age Information**

- a) 4-H'ers must have passed their 14th birthday BEFORE January 1, 2024
- b) 4-H'ers who have turned 19 years of age prior to January 1, 2024 may be selected as a State Project Award winner, as long as they were an enrolled member for the project work submitted.
- c) If selected as a State Project Award winner, 4-H'ers who have turned 19 years of age prior to January 1, 2024 will NOT be eligible to attend National 4-H Congress.
- d) Eligible birth years for competing at the 2024 Regional/State 4-H Project Award evaluations are 2005, 2006, 2007, 2008 and 2009.
- e) Please double check applicant's age. DO NOT send any applications that do not meet these age guidelines.

### **Assembling the 4-H Project Award**

The following items must be turned in for a complete Regional Project Award submission in the following order:

1. Check Sheet
2. Personal Information Page
3. Cover Letter
4. Resume
5. Project Report Form

Please do not include:

- 4-H Permanent Records
- Plastic page sleeves

## **B. REGIONAL PROJECT AWARD EVALUATION PROCEDURES**

The following operational procedures will be followed in each Region:

1. Each Extension Unit may send a maximum of 3 people (paid or volunteer staff) to judge times the number of counties that comprise the unit. No judge shall evaluate their own child's submission. Volunteers will not judge their own club or action team members. Teams of evaluators should consist of representatives from different Extension units. Evaluation teams may need to evaluate a submission from their own Extension unit, however, it cannot be their own child's, or their club member.
2. Evaluators should have previous training and/or experience with evaluating award applications. It is recommended that the same volunteers should not return to judge after two consecutive years. A brief orientation for all judges will be conducted before the evaluation begins.
3. Teams of two evaluators, each representing different Extension units, will be assigned by Regional Specialist facilitating the judging process. The official Evaluation Rubrics will be used for scoring. The Evaluation Forms will be completed for at least the top 2 submissions in an award program area. More may be scored if desired. Completed evaluation forms are confidential and should be seen only by the evaluation team and the staff person conducting the screening. If the decision of the evaluation team is that the project award submission does not meet standards, another team will verify. If the second team indicates the submission does meet standards, a third team will determine the outcome. The top two Project Award submissions will be posted at the end of the judging.
4. Only the top two in each award category will represent the region at state judging. At state judging, regional rankings are not considered. Written feedback form will be completed for each project submitted and returned inside the folder/binder.

## **C. STATE PROJECT AWARD EVALUATION PROCEDURES**

1. If a Project Award is selected to advance to the state level, the documents and video are due no later than Friday, March 1, 2024.
2. Youth will submit each project award as ONE PDF Document, including the Personal Information Page, Cover Letter, Resume & Project Report Form. The file name should be formatted: projectarea\_lastname\_firstname. *Example: Photography Sollock Amy*
3. Each State finalist will also submit a five-minute project award video. Please see [4-H Project Award Video Instructions](#) for more details.
4. Youth will submit their document(s) and video(s) via a qualtrics submission form no later than Wednesday, March 1, 2024: [Kansas 4-H State Project Award Submission](#)

#### **D. SELECTION OF STATE WINNERS AND DELEGATES TO NATIONAL 4-H CONGRESS**

1. State project award winners in each project category may be eligible to attend the 2023 National 4-H Congress in Atlanta, Georgia, given that they meet the age requirements to attend.
2. Past State Winners may apply for an award for which they have not already been named a state winner.
3. Youth are only eligible to take the trip to National 4-H Congress once.
4. If youth are named a state winner in a second area, they may receive recognition, but the National 4-H Congress opportunity will be offered to an alternate.
5. The Kansas delegation to Congress consists of 80% peer competition and 20% from two other tracks.
  - a) A random drawing from recipients of the prestigious Kansas 4-H Key Award to represent our state as Standard of Excellence Delegates. Extension units will nominate Key Award recipients and seven youth will be randomly selected to attend National 4-H Congress.
  - b) Each Extension Unit may select one Centennial Delegate attend National 4-H Congress using locally determined criteria

#### **E. STATE AWARD EVALUATORS**

Purpose: To contribute to the selection process of the State Project Award winners.

Locations: Remote. Project Award Submissions are evaluated electronically.

Requirements: Evaluators will sign a confidentially statement and receive additional information on how to score the Project Awards. Each project area will have 3 evaluators. An aggregate score will determine winners for the Project Area.

Skills and Knowledge and Requirements:

- Previous experience of evaluating 4-H awards
- Ability to be fair and objective
- Access to reliable internet and technology

KSRE-4-H Department Provides:

- Notification to selected 4-H scholarship evaluators
- An orientation for evaluating 4-H project awards
- Timeline for evaluation
- Answer questions regarding process or applications.

**Extension staff and volunteers who want to serve in this capacity are encouraged to complete a short form linked here on or before February 1, 2024:**

[https://kstate.qualtrics.com/jfe/form/SV\\_eKI752aKny8DOQK](https://kstate.qualtrics.com/jfe/form/SV_eKI752aKny8DOQK)

## Attachment 1

### **Kansas 4-H Project Recognition Award Areas**

This is a complete list of Kansas 4-H award categories that youth may qualify in to advance to regional project award evaluation and be selected as a State 4-H Project Award Winner.

1. Beef
2. Civic Engagement
3. Clothing & Textiles (includes Clothing Construction & Buymanship)
4. Communications
5. Dairy (includes Dairy Cattle & Dairy Goats)
6. Dog Care & Training
7. Entomology
8. Environmental Science
9. Family Studies
10. Fiber Arts
11. Foods & Nutrition
12. Geology
13. Health & Wellness (includes Health/Fitness, Bicycle, Recreation, & Outdoor Adventure)
14. Home Environment
15. Horse
16. Leadership
17. Meat Goats
18. Performing Arts
19. Pets
20. Photography
21. Plant Science (includes Forestry, Horticulture, and Crops)
22. Poultry
23. Rabbits
24. Reading
25. Self-Determined
26. Sheep
27. Shooting Sports
28. STEM (includes Aerospace, Robotics, Astronomy, UAS, & Architectural Block)
29. STEM: Energy Management (includes Electricity, Ag Mechanics, Small Engines, & Renewable Energy)
30. Swine
31. Visual Arts (includes all art and craft mediums, ceramics, leather, etc.)
32. Wildlife (includes Sportfishing)
33. Wood Science (wood working)

Attachment 2

**Preference for State Awards Program**

**\*\*VERY IMPORTANT\*\***

All project award winners will be selected by documents and video presentation. Since members may submit multiple project awards, this form is designed for the member's input on which awards program they would prefer recognition. 4-H Youth Development staff will use this information to make the final decision if your combined document and video scores rate highest in more than one project award category.

1. Only 4-H'ers who submit project awards to State judging in more than one category MUST complete this form.
2. Email this completed form when submitting project awards to [asollock@ksu.edu](mailto:asollock@ksu.edu).
3. If a 4-H'er has more than one project award submitted to state judging, please list in rank order, which award category(s) would be your first choice, second choice, etc. for recognition this year.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_  
Member's signature

\_\_\_\_\_  
Local Extension Unit