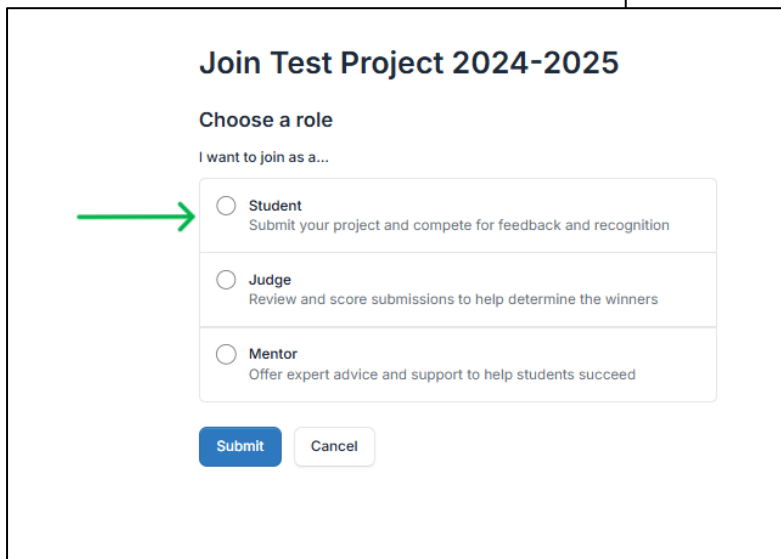
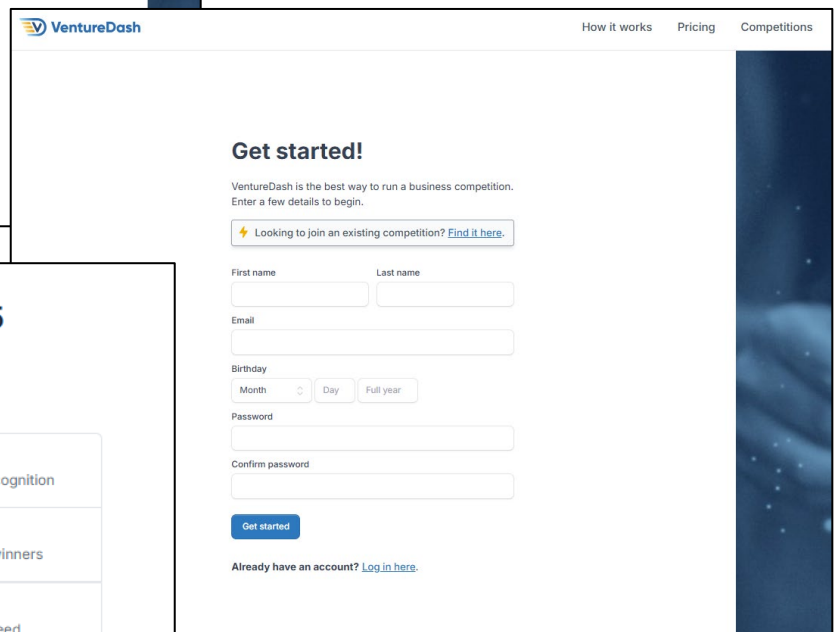
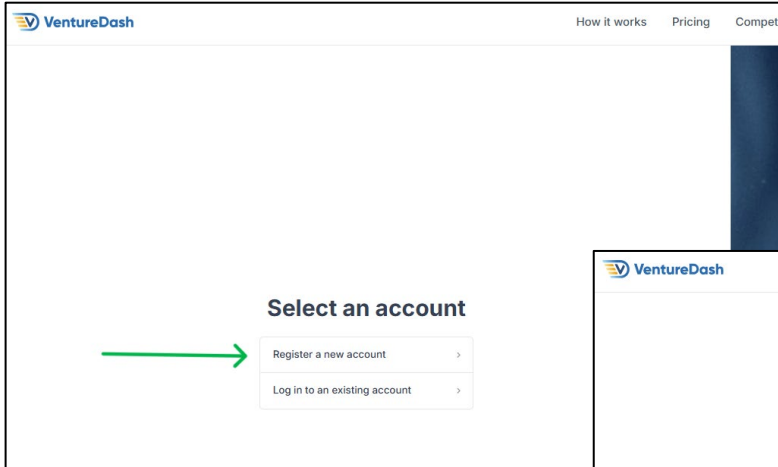


**Congratulations on being selected to move on to the state level for submitting your project award application! Below are the steps to submit your application. We have also included tips & tricks that should cover most of your questions. Feel free to email [kansas4h@ksu.edu](mailto:kansas4h@ksu.edu) if you have any other questions we did not cover below.**

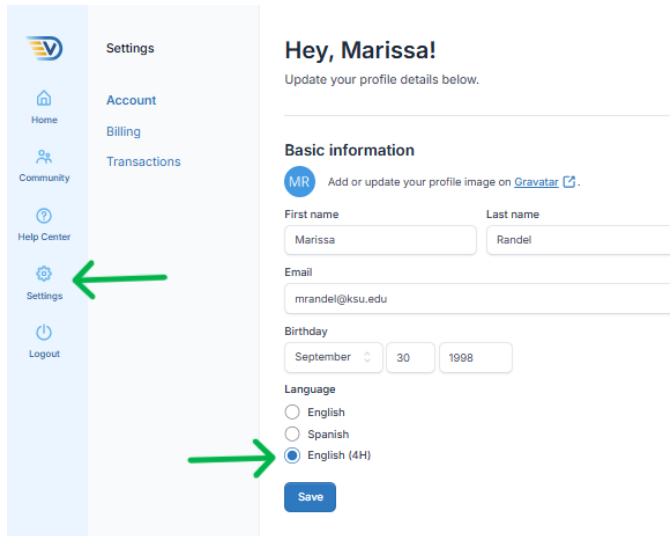
Submitting your application is free. Should the system prompt for payment at any point, please bypass it by inputting a random string of numbers in the card number line.

\*If you are submitting more than one State Project, you will use the same log in for Venture Dash. Be sure you are under the right project when submitting. If you are submitting more than one project for review, you will need to fill out the Preference form located on our website. The preference form will tell us which of your State Projects you wish to have recognized, if more than one is chosen. Once the form is filled out in its entirety, please upload and submit the [form here](#).

**Step 1:** Check your email for an email from Venture Dash. You may need to check your junk/spam folder. Then you will register a new account. Fill in your Get Started info. Then select “Student” as your role. If you already have an account with Venture Dash, log in with your existing account.



**Step 2:** We are using a new program this year, and there may be some language that is confusing. If you see words like entrepreneur or business, go to your settings and ensure that you have the language set to "English (4-H)"



The screenshot shows a user profile settings page. On the left is a navigation sidebar with icons for Home, Community, Help Center, Settings, and Logout. The 'Settings' option is highlighted with a green arrow. The main content area is titled 'Hey, Marissa!' and includes a 'Basic information' section. This section contains fields for First name (Marissa), Last name (Randel), Email (mrandel@ksu.edu), and Birthday (September 30, 1998). Under the 'Language' section, there are three radio button options: English, Spanish, and English (4H). The 'English (4H)' option is selected and highlighted with a green arrow. A 'Save' button is located at the bottom of the form.

Settings

Account

Billing

Transactions

Home

Community

Help Center


Settings

Logout

### Hey, Marissa!

Update your profile details below.

#### Basic information

 Add or update your profile image on [Gravatar](#).

First name:

Last name:

Email:

Birthday:

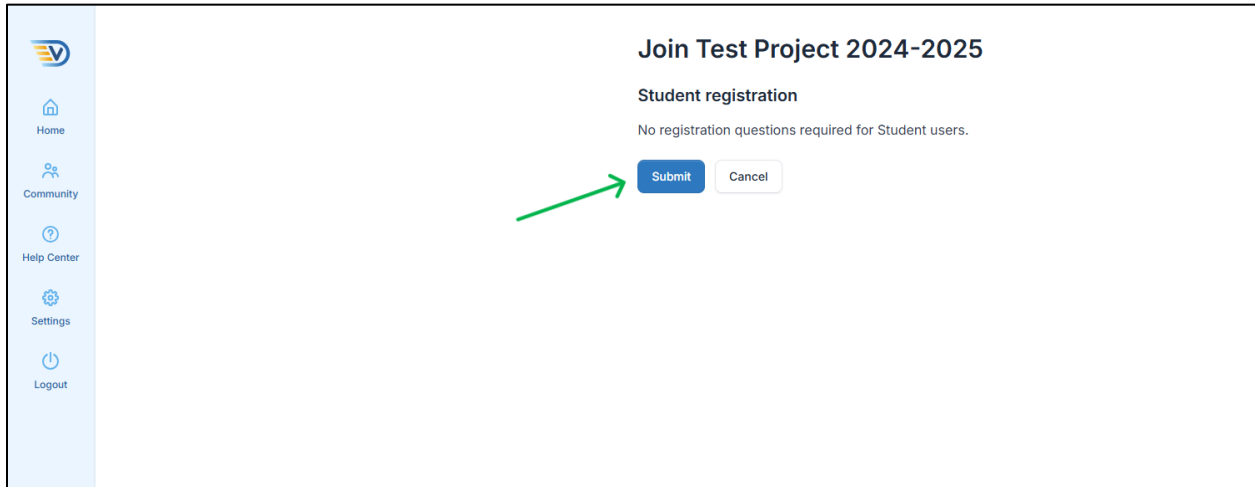
Language

English

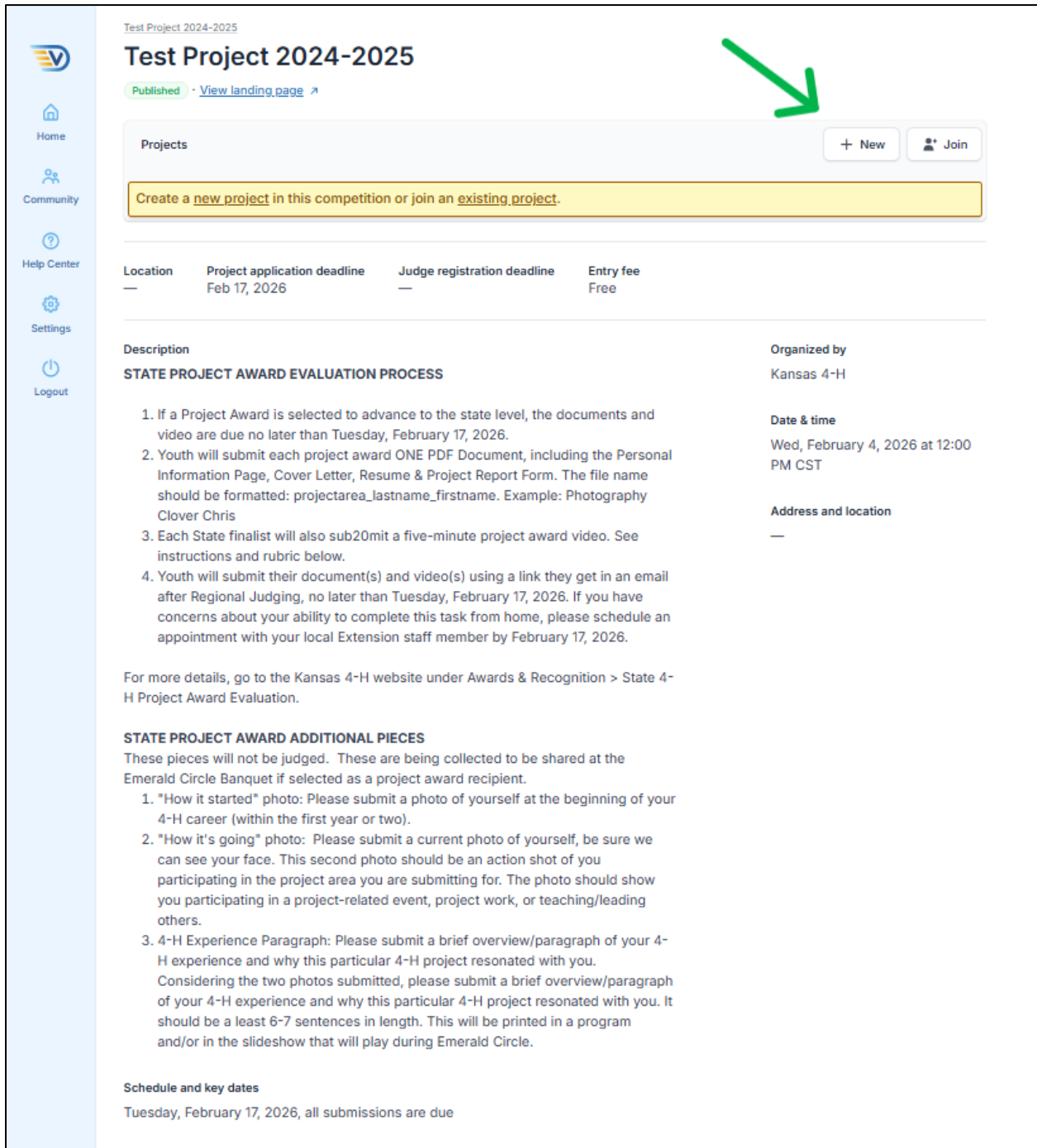
Spanish

English (4H)

**Step 3:** You will be invited via email from Venture Dash to join a competition. You click accept and it will take you to the screen and ask to input your name. Then it will take you to the screen below, select “submit”.



**Step 4:** You will select “+ New” to add your project submission.



The screenshot shows a web interface for a competition. On the left is a vertical navigation menu with icons for Home, Community, Help Center, Settings, and Logout. The main content area is titled 'Test Project 2024-2025' and includes a 'Published' status and a 'View landing page' link. A green arrow points to a '+ New' button in the top right corner of the 'Projects' section. Below this is a yellow instruction box: 'Create a [new project](#) in this competition or join an [existing project](#).' A table below lists competition details: Location (—), Project application deadline (Feb 17, 2026), Judge registration deadline (—), and Entry fee (Free). The 'Description' section is titled 'STATE PROJECT AWARD EVALUATION PROCESS' and contains a list of four instructions regarding document submission, deadlines, and video requirements. To the right, 'Organized by' is listed as 'Kansas 4-H', 'Date & time' as 'Wed, February 4, 2026 at 12:00 PM CST', and 'Address and location' as '—'. A paragraph of text provides more details about the evaluation process. The 'STATE PROJECT AWARD ADDITIONAL PIECES' section lists three requirements: a 'How it started' photo, a 'How it's going' photo, and a 4-H Experience Paragraph. Finally, the 'Schedule and key dates' section states that all submissions are due on Tuesday, February 17, 2026.

Test Project 2024-2025

## Test Project 2024-2025

Published · [View landing page](#)

Projects + New Join

Create a [new project](#) in this competition or join an [existing project](#).

Location	Project application deadline	Judge registration deadline	Entry fee
—	Feb 17, 2026	—	Free

**Description**

### STATE PROJECT AWARD EVALUATION PROCESS

1. If a Project Award is selected to advance to the state level, the documents and video are due no later than Tuesday, February 17, 2026.
2. Youth will submit each project award 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 Clover Chris
3. Each State finalist will also submit a five-minute project award video. See instructions and rubric below.
4. Youth will submit their document(s) and video(s) using a link they get in an email after Regional Judging, no later than Tuesday, February 17, 2026. If you have concerns about your ability to complete this task from home, please schedule an appointment with your local Extension staff member by February 17, 2026.

For more details, go to the Kansas 4-H website under Awards & Recognition > State 4-H Project Award Evaluation.

**STATE PROJECT AWARD ADDITIONAL PIECES**

These pieces will not be judged. These are being collected to be shared at the Emerald Circle Banquet if selected as a project award recipient.

1. "How it started" photo: Please submit a photo of yourself at the beginning of your 4-H career (within the first year or two).
2. "How it's going" photo: Please submit a current photo of yourself, be sure we can see your face. This second photo should be an action shot of you participating in the project area you are submitting for. The photo should show you participating in a project-related event, project work, or teaching/leading others.
3. 4-H Experience Paragraph: Please submit a brief overview/paragraph of your 4-H experience and why this particular 4-H project resonated with you. Considering the two photos submitted, please submit a brief overview/paragraph of your 4-H experience and why this particular 4-H project resonated with you. It should be a least 6-7 sentences in length. This will be printed in a program and/or in the slideshow that will play during Emerald Circle.

**Schedule and key dates**

Tuesday, February 17, 2026, all submissions are due

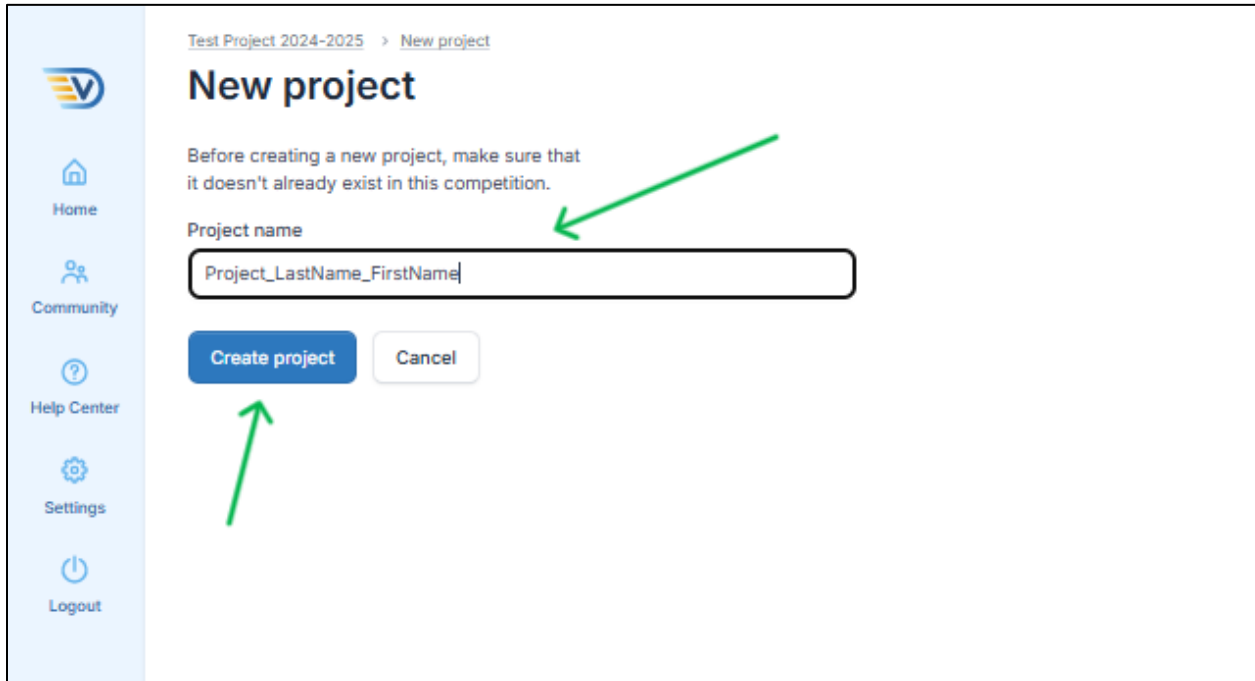
**Organized by**  
Kansas 4-H

**Date & time**  
Wed, February 4, 2026 at 12:00 PM CST

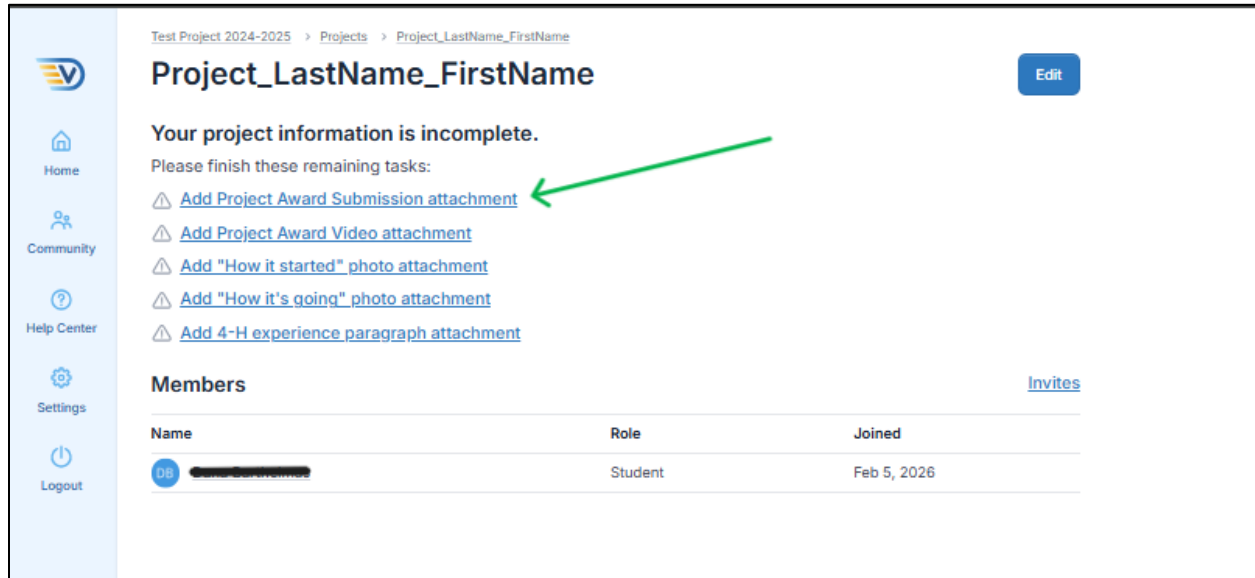
**Address and location**  
—

**Step 5:** Name your project as follows: **Project\_LastName\_FirstName**. Then select “create project”.

*Example: Beef\_Smith\_John*



**Step 6:** Click on one the components. You will want to press submit after each component. It will not allow you to do multiple at once.



The screenshot shows a web interface for a project. On the left is a navigation sidebar with icons for Home, Community, Help Center, Settings, and Logout. The main content area has a breadcrumb trail: "Test Project 2024-2025 > Projects > Project\_LastName\_FirstName". Below this is the title "Project\_LastName\_FirstName" and an "Edit" button. A message states "Your project information is incomplete. Please finish these remaining tasks:" followed by a list of five tasks, each with a warning icon and a link. A green arrow points to the first task: "Add Project Award Submission attachment". Below the tasks is a "Members" section with an "Invites" link. A table lists one member with columns for Name, Role, and Joined.

Test Project 2024-2025 > Projects > Project\_LastName\_FirstName

## Project\_LastName\_FirstName


[Edit](#)

**Your project information is incomplete.**  
Please finish these remaining tasks:

- [Add Project Award Submission attachment](#)
- [Add Project Award Video attachment](#)
- [Add "How it started" photo attachment](#)
- [Add "How it's going" photo attachment](#)
- [Add 4-H experience paragraph attachment](#)

### Members

[Invites](#)

Name	Role	Joined
 [Redacted Name]	Student	Feb 5, 2026

**Step 6:** A PDF file is the best choice for uploading your Project Award Submission. This should be one combined file in this order: Personal Information Page, Cover Letter, Project Resume, and Project Report Form. Press submit before continuing.

The next sections are below this first one. You will scroll to move down the screen to submit each section.

Test Project 2024-2025 > Projects > Project\_LastName\_FirstName > Components

## Components

### Project Award Submission

**Weight**  
67%

**Description**  
Please submit your Project Award as ONE PDF file in this order: Personal Information Page, Cover Letter, Project Resume, and Project Report Form.

**Guidelines & information**  
Your Project Award Submission should submitted as ONE PDF file, which includes your Personal Information Page, Cover Letter, Project Resume, and Project Report Form.

The file name should be formatted: `projectarea_lastname_firstname`.

Youth should organize their PDF file in the following order:

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

**Submission deadline**  
Feb 17, 2026 11:59 PM CST

**Attachments**

Add a file

File  
You may upload files up to 20 MB in size.

Choose File No file chosen

Submit

**Step 7:** Copy your YouTube link here. Be sure to double-check that your video settings are set to “Unlisted”. Press submit before moving on.

For video instructions, visit the Kansas 4-H website under Awards & Recognition> State 4-H Project Award Evaluation > [4-H Project Award Video Instructions](#).

<p><b>Project Award Video</b></p> <p><b>Weight</b> 33%</p> <p><b>Description</b> Youth will submit their video by entering its YouTube URL here. The video should be 3- to 5-minute in length.</p> <p><b>Guidelines &amp; information</b> For YouTube instructions, please visit the Kansas 4-H website under Awards &amp; Recognition&gt; Kansas 4-H Project Award Evaluation, then click 4-H Project Award Video Instructions.</p> <p>Your video should be creative, unique, and complement your Cover Letter, Project Resume, and Project Report Form. The following prompts may be used when creating your video.</p> <ul style="list-style-type: none"><li>• Share why you would be an ideal recipient of a Kansas 4-H Project Award</li><li>• What do you see as your big successes or how you overcame challenges in exploring the project area?</li><li>• Share evidence of project mastery, i.e., skills gained, knowledge learned, difficult techniques, etc.</li><li>• Provide examples of how you have developed and practiced leadership skills within the project area.</li><li>• Provide examples of how you have engaged in civic engagement activities related to this project area. How has it impacted your personal growth?</li><li>• Explain how your 4-H experiences in this project area have helped you reach your personal goals and could benefit your future education or career plans?</li></ul>	<p><b>Submission deadline</b> Feb 17, 2026 11:59 PM CST</p> <p><b>Attachments</b></p> <p><a href="#">Add a link</a></p> <p><b>URL</b></p> <input type="text" value="https://..."/> <p><b>Submit</b></p>
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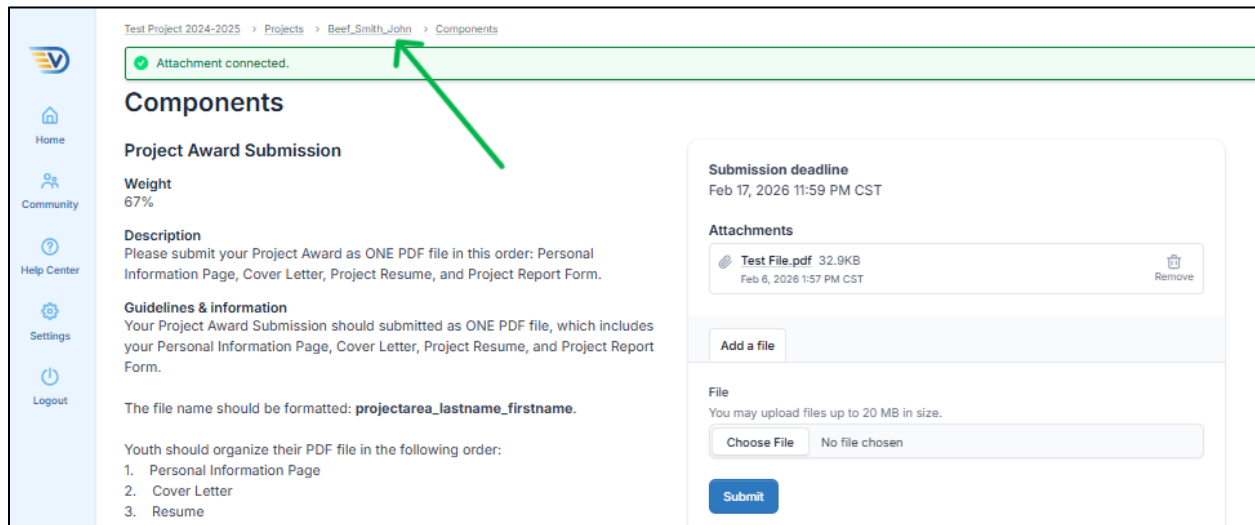
**Step 8:** These pieces will not be judged. But you are required to upload. These are being collected to be shared at the Emerald Circle Banquet if selected as a project award recipient. Press submit after each. PNG files are best for the photo submissions.

<p><b>"How it started" photo</b></p> <p><b>Weight</b> 0%</p> <p><b>Description</b> Please submit one photo of yourself at the beginning of your 4-H career.</p> <p><b>Guidelines &amp; information</b> "How it started" photo: Please submit a photo of yourself at the beginning of your 4-H career (within the first year or two).</p> <p><b>Rubric questions</b></p>	<p><b>Submission deadline</b> Feb 17, 2026 11:59 PM CST</p> <p><b>Attachments</b></p> <p>Add a file</p> <p>File You may upload files up to 20 MB in size.</p> <p>Choose File No file chosen</p> <p>Submit</p>
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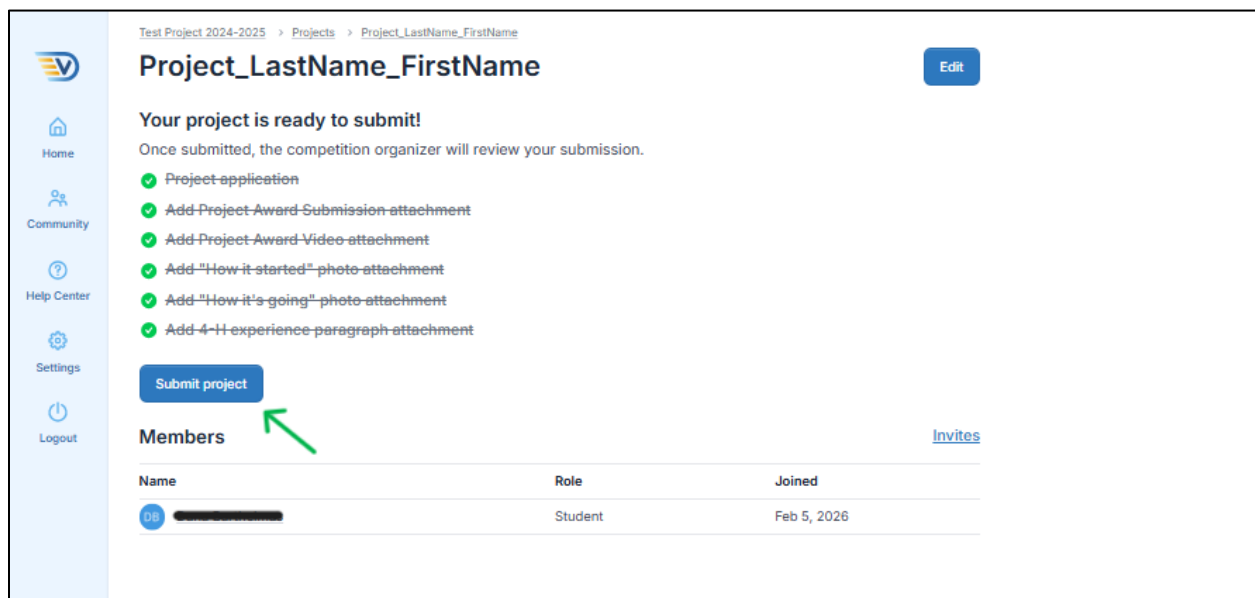
<p><b>"How it's going" photo</b></p> <p><b>Weight</b> 0%</p> <p><b>Description</b> Please submit a current photo of yourself.</p> <p><b>Guidelines &amp; information</b> "How it's going" photo: Please submit a current photo of yourself, be sure we can see your face. This second photo should be an action shot of you participating in the project area you are submitting for. The photo should show you participating in a project-related event, project work, or teaching/leading others.</p> <p><b>Rubric questions</b></p>	<p><b>Submission deadline</b> Feb 17, 2026 11:59 PM CST</p> <p><b>Attachments</b></p> <p>Add a file</p> <p>File You may upload files up to 20 MB in size.</p> <p>Choose File No file chosen</p> <p>Submit</p>
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<p><b>4-H experience paragraph</b></p> <p><b>Weight</b> 0%</p> <p><b>Description</b> Please submit a brief overview/paragraph of your 4-H experience and why this particular 4-H project resonated with you.</p> <p><b>Guidelines &amp; information</b> Considering the two photos submitted, please submit a brief overview/paragraph of your 4-H experience and why this particular 4-H project resonated with you. It should be a least 6-7 sentences in length. This will be printed in a program and/or in the slideshow that will play during Emerald Circle.</p> <p><b>Rubric questions</b></p>	<p><b>Submission deadline</b> Feb 17, 2026 11:59 PM CST</p> <p><b>Attachments</b></p> <p>Add text</p> <p>Text</p> <p>Submit</p>
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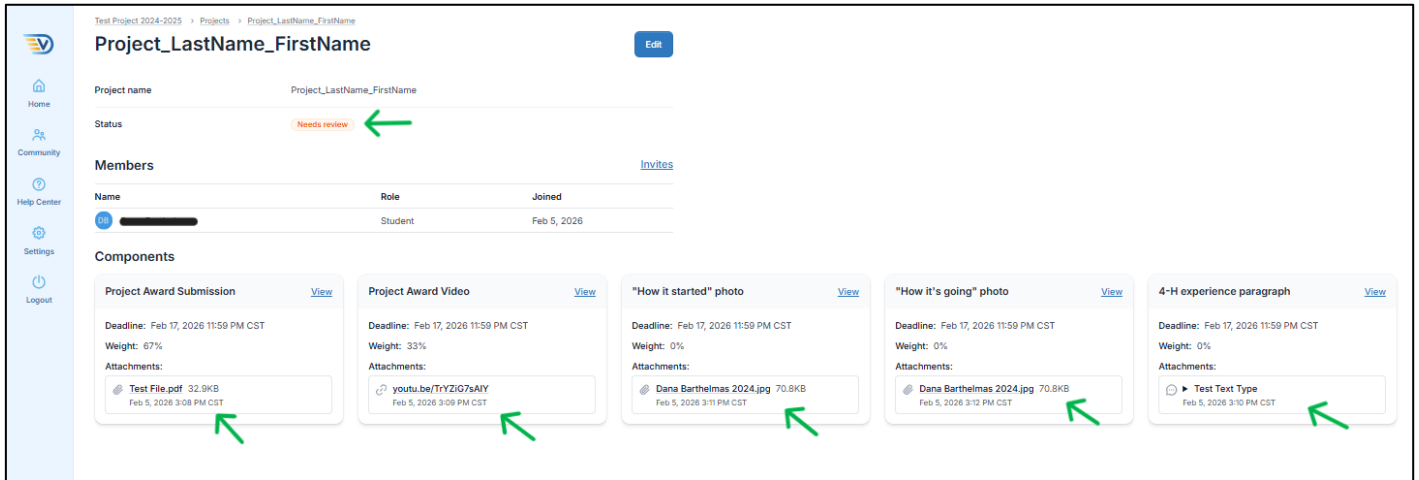
**Step 9:** *Don't miss this step!* Once you have uploaded to each component, you will need to submit the project. At the top of the screen click your Project\_LastName\_FirstName, as shown below (Beef\_Smith\_John).



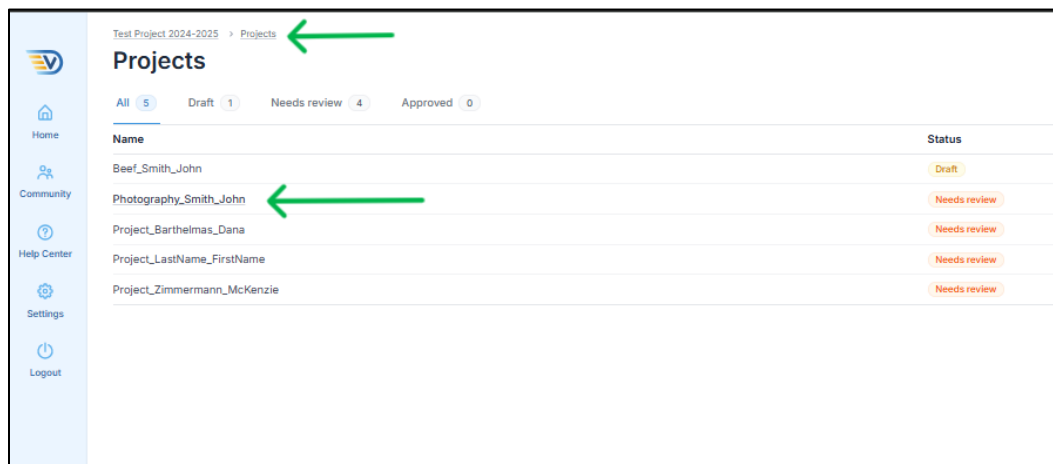
This is the submission screen. Make sure that all the components have a green check mark & then press the submit project button.



**Step 10:** This is the submission confirmation screen. You will want to make sure you see “Needs review” & check to make sure you have one file or link attached to each component.



If you do not see the screen above, click Projects at the top of the screen to open a list of projects. Select yours & it will take you to the screen above.



Note: You can edit up until February 17 at 11:59, and then we will begin distributing to application reviewers.