

2022 4-H APPLICATION for Educational Experience Funding and Awards

All materials are due March 15, 2022

Applicants will be asked to attend a virtual or in-person interview. If unable to attend, an interview will be recorded.

This packet contains:

- Page 1: Overview of 4-H Educational Opportunities
- Page 2: Tips for Creating Cover Letter and Resume
- Page 3: Cover Letter Outline
- Page 4: Cover Letter Sample
- Page 5: Resume Outline
- Page 6: Resume Sample
- Page 7: Discussion Questions
- Page 8: Adult Recommendation (include a stamped, addressed envelope)

THESE ITEMS ARE DUE TO THE EXTENSION OFFICE BY MARCH 15:

- ✓ Overview/Ranking of 4-H Trips and Opportunities
- ✓ Cover Letter
- ✓ Resume
- ✓ Discussion Questions
- ✓ Two Completed Recommendations (Have them returned to the Extension office in the envelope you provide.)

If you have any questions regarding resumes, cover letters, or any part of what is expected, please call Sarah Weier at 930-9850 or e-mail sarah.weier@ces.uwex.edu.

NOTE ON COSTS: The chart shows the *approximate* costs for each trip. This could vary. The Iowa County 4-H Leaders will provide funding to cover travel costs for one experience per year/per qualified member. If a youth is participating in a trip or State Team for the second time, the 4-H Leaders will not provide any support. Some 4-H clubs in Iowa County also provide financial support to members who go on 4-H trips.

OVERVIEW/RANKING OF EDUCATIONAL OPPORTUNITIES

Name _____ Year in 4-H _____ Year in School _____

Indicate your preference in rank order	Trips and Awards	Age eligibility	Total Cost
	<p>State 4-H Teams: Join the Art or Drama Team, who help lead the 4-H Youth Conference, perform at State Fair, conduct State Art Show, and much more!</p>	9 th grade or older at time of selection	About \$500
	<p>State 4-H and Youth Conference, Madison, WI, one week in mid to late June. Participate in a variety of seminars, motivational speakers, dances, recreation, and more. Stay on campus at UW-Madison. June 20-23</p>	7 th to 10 th grade at time of selection	About \$300
	<p>Citizenship Washington Focus: 9 days across the country and in Washington, D.C., meet 4-Hers nationwide, learn about citizenship, government, history. Lots to see and do! June 11-18 or July 2-9</p>	10 th to 12 th grade at time of selection. Min. age 15	\$1,750
	<p>American Spirit East: Youth will learn about America's heritage and build awareness of the many steps taken to gain US Independence and freedom by visiting historical sites in Philadelphia, New York, Boston and more. June 3-12, June 10-19 or June 17-26</p>	8 th to 10 th at the time of registration	About \$1,650
	<p>State 4-H Art Camp: Two-day art experience at Upham Woods in the fall.</p>	6 th to 8 th grade	About \$150
	<p>National 4-H Congress, Atlanta, GA: Travel by plane to Georgia, where you will spend Thanksgiving weekend celebrating accomplishments you and others have made in 4-H. Expect a lot of motivation and inspiration at this one. November 25-28</p>	10 th to 12 th grade at time of selection.	About \$1,400
	<p>4-H Key Award: This is the highest recognition you can receive in 4-H. You receive a certificate and a key pendant at Awards Day in the fall.</p>	11 th grade or older at time of selection	None

TIPS FOR COMPLETING YOUR COVER LETTER AND RESUME

DETERMINE THE AWARD YOU ARE APPLYING FOR. Review the overview of 4-H trips and opportunities. Consider when the trips take place, the cost, the ages that are eligible, and how many times a youth can participate in each opportunity. Discuss this with your parents and/or a trusted adult. Indicate in the first column your preferences in rank order.

USE A COMPUTER. You can save your work and make revisions as necessary. If you do not have a computer at home, work with your school, a friend, or the library. The cover letter and resume cannot be handwritten.

PLAN AHEAD. Read all of the instructions before you start. Put your thoughts together and translate your skills into action-oriented, concise descriptions. Think of your 4-H experience as a job. What do you do in 4-H? What skills have you developed as a result of participation in 4-H? How have you personally changed as a result of your 4-H experience?

LAYOUT, DESIGN, AND ABBREVIATIONS. Your cover letter and resume should be easy to read and understand. Arrange your resume as illustrated in the outline and sample. Choose a common, easy-to-read font that is no smaller than 11 point and no larger than 14 point. Use the same font throughout the application. Use 1" margins at the top, bottom, and on both sides of the page. You may have a two-page resume. If you use abbreviations, include what it means in parentheses the first time you use it.

LETTER OF INTRODUCTION: The letter of introduction tells about yourself and your 4-H work. Explain why you feel you should be selected to represent Iowa County on a trip or receive an award. Give individual examples to explain your statements. This is YOUR cover letter...add your own personality to it. (See outline and sample included in this packet.)

RESUME. The resume includes current facts about you and your 4-H experiences. Organize them to best present your accomplishments as a 4-H member as well as achievements in school and your community. Include your objective (the trip or award you are applying for), accomplishments, education, 4-H and school experiences, and volunteer experiences. Pick out and combine things from throughout your experience and from projects that best communicate what you have done. Include examples that illustrate problem-solving, communication skills, decision-making, and other skills you will use in your adult life. What you write should be clear to someone who does not know you and about your involvement in 4-H. (See outline and sample included in this packet.)

PROOF IT. Your documents should be free of spelling errors. Use spell-check and follow up by having **at least two other people** proofread your cover letter and resume. Don't lose points in the review process by forgetting to proofread your documents!

ASK FOR HELP IF YOU NEED IT. If you have never completed an application, you will probably have questions. **Don't hesitate to ask for help.** Contact Sarah Weier at 930-9850 or e-mail sarah.weier@ces.uwex.edu to set up a time to meet or to discuss your application.

COVER LETTER OUTLINE

DATE (that you are mailing it)

Iowa County 4-H Leaders
ATTN: Educational Experience and Award Application
303 W. Chapel, Suite 1200
Dodgeville, WI 53533

Dear Selection Committee:

PARAGRAPH 1:

What are you sending and why are you sending it?

PARAGRAPHS 2-4:

This is the “why me?” section. Explain in no more than 3 paragraphs why you are qualified to represent Iowa County 4-H. Ask yourself what distinguishes you from other applicants. Share why you are interested in attending/receiving the trip or award. If you want to go on a trip, you might also share what you will bring back to Iowa County and your club. **Give examples to help explain your statements.**

FINAL PARAGRAPH:

Close the letter. Thank the committee for considering your resume and portfolio.

Sincerely,

Type your name here as you will SIGN it above. (Don't forget to sign the letter!)

SAMPLE COVER LETTER

February 15, 2022

Iowa County 4-H Leaders
ATTN: Educational Experience and Award Application
303 W. Chapel, Suite 1200
Dodgeville, WI 53533

Dear Selection Committee:

It is my pleasure to submit my resume and discussion questions to be considered as a delegate for **Citizenship Washington Focus**.

This is my seventh year as an Iowa County 4-H member. I have been active with my projects and as a member of my club, the Cobb Busy Badgers. My enclosed resume and discussion questions highlight my 4-H involvement. Participation in these 4-H activities and events made me interested in representing Iowa County on this trip.

4-H has provided me with some great experiences. I have increased my communication skills by participating in Day in the Arts speaking contests and by serving as president and secretary of my 4-H club. I have learned to give back to my community by helping with our 4-H club highway clean up, helping at the June Dairy Month Breakfast, and assisting at Cloverbud events.

For the past two years, I have been a 4-H Ambassador and served as a camp counselor this past summer. I enjoyed getting to know other 4-H members in Iowa County as well as Green County and Lafayette County. My involvement made me want to experience more in 4-H, especially beyond Iowa County. Other 4-H members who attended Citizenship Washington Focus (CWF) told me about the great leadership and learning opportunities that are part of this trip to Washington, D. C. If I am chosen for CWF, I would proudly represent Iowa County. I would also tell other 4-H members in my club and in the county about my experiences and encourage them to attend.

I hope to attend Citizenship Washington Focus to learn more about 4-H, to meet other people, and to increase my leadership skills. My past experiences representing Iowa County, enthusiasm to be involved, and my willingness to share what I learn with others makes me a great candidate.

Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Type your name here as you will SIGN it above. (Don't forget to sign the letter!)

RESUME OUTLINE

On a separate page, create your 4-H resume using the following format (a sample is on the next page.) The resume can be more than one page.

NAME

Address Line 1

Address Line 2

Phone Number

OBJECTIVE

What trip or award are you applying for?

EDUCATION

School or college name, then Freshman, Sophomore, etc.

4-H EXPERIENCES

4-H club name, years in 4-H

List all projects in which you are or have been enrolled. Include the number of years you have been or were a member of that project

4-H ACTIVITY INVOLVEMENT

Summarize all 4-H activities in which you have participated and the number of years you participated

SKILL DEVELOPMENT

Explain what you have learned as a result of participation in 4-H projects and activities and the skills you have developed

PERSONAL DEVELOPMENT

Explain what you have personally gained as a result of participation in 4-H projects and activities in terms of your personal attributes

VOLUNTEER, WORK, AND OTHER EXPERIENCES

List school, work experiences, and volunteer experiences and the number of years of participation

SAMPLE RESUME

Iowa County 4-H'er

303 W Chapel St
Dodgeville, WI 53533
(608) 930-9850

OBJECTIVE	Represent Iowa County at Citizenship Washington Focus
EDUCATION	Dodgeville High School, Junior
4-H EXPERIENCES	Rockwell Mills 4-H Club, 9 years Projects: Clothing, Crafts, Beef, Swine, Foods and Nutrition, 7 years Photography, 6 years Insects, 1 year
4-H ACTIVITY INVOLVEMENT	4-H Club Officer, 3 years Delegate to 4-H Youth Conference, 2010 Cloverbud Day Helper, 2 years 4-H Ambassador, 3 years Livestock Judging, 5 years County Fair Exhibitor, 9 years Day in the Arts, 5 years 4-H Leaders Council, 1 year
SKILL DEVELOPMENT	Proficient knowledge of beef and swine nutrition, fitting, showing, and training Experienced show person, taking top awards in animal projects the past 5 years Able to document projects in record book Developed optimum feeding rations for market animals staying within family budget and utilizing crops produced Cultural arts skills: crocheting, framing, quilting, flower arranging, stenciling, painting, layout and design
PERSONAL DEVELOPMENT	Excellent role model, mentor, and team player. Effectively work with younger members, peers, and adults in varied situations Organize special events and meetings while paying close attention to detail Delegate tasks effectively and appropriately as part of leadership role in club Sportsmanship exhibited in and out of competitive situations Understand and use parliamentary procedure Teach younger members and peers effectively Well-developed interpersonal and public speaking skills
VOLUNTEER, WORK AND OTHER EXPERIENCES	Honor Roll, 4 years Volleyball, 4 years Highway Clean-up, 2006-2012 Herdsman, Hi-Point Beef June Dairy Month Activities, 8 years Wisconsin Junior Angus Association Member, 6 years

DISCUSSION QUESTIONS

Think about your 4-H experiences and prepare answers to the following questions. Answer these questions on no more than one sheet of paper. These responses are designed to illustrate and support what you have written in your resume and cover letter.

1. In your own words, tell about changes in yourself that have happened during your 4-H career: skills, abilities, self-confidence, or any other 4-H experiences you learned from or enjoyed.
2. If you knew a family that was wondering whether their children should join 4-H, what would you tell them?
3. What is one thing you hope to gain from this trip or award?
4. Add anything else that would give the selection committee insight into who you are, what your 4-H experience has been, and why you should be considered for 4-H trips and awards.
5. Did you participate in 4 (four) 4-H Club activities (meetings, fund raisers, Community Service) in the past year?



RECOMMENDATION FROM AN ADULT
(NOT A PARENT OR RELATIVE)

Name of 4-H Member: _____

As part of the selection process for Iowa County 4-H educational opportunities and awards, the selection committee is seeking recommendation and information for candidates. Please provide us your input regarding the following areas:

	<u>Unknown</u>	<u>Poor</u>	<u>Fair</u>	<u>Good</u>	<u>Excellent</u>
● Leadership Qualities	<input type="checkbox"/>				
● Maturity	<input type="checkbox"/>				
● Participation in 4-H Program	<input type="checkbox"/>				
● Responsibility	<input type="checkbox"/>				
● Positive Attitude	<input type="checkbox"/>				

Please provide additional comments in the space below:

Print Your Name: _____ Title: _____

Signature: _____ Date: _____

Recommendations should be mailed to Tom Harman, UW-Extension Iowa County, 303 W Chapel St., Suite 1200, Dodgeville, WI 53533 by March 15. **Please use this side of the page only.**





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● Leadership Qualities	<input type="checkbox"/>				
● Maturity	<input type="checkbox"/>				
● Participation in 4-H Program	<input type="checkbox"/>				
● Responsibility	<input type="checkbox"/>				
● Positive Attitude	<input type="checkbox"/>				

Please provide additional comments in the space below:

Print Your Name: _____ Title: _____

Signature: _____ Date: _____

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