



Iowa County 4-H Ambassador 2024-2025

APPLICATION PACKET

APPLICATIONS:

ALL MATERIALS DUE: Friday, July 12, 2024

INTERVIEWS: Monday, July 22, 2024

Overview:

The Iowa County 4-H Ambassador program uses an application and interview process to support youth in building life skills as they pursue extraordinary 4-H opportunities and recognitions.

Any Iowa County 4-H member who has completed 8th grade or higher may apply to become an Ambassador. The Ambassador group is charged with promoting 4-H throughout the county, assisting in leading 4-H activities and events, developing teamwork, leadership, and other important life skills, communicating with the public and serving as public relations ambassadors, leading community service projects at the club and county levels, working with other youth from around the county, and having fun while representing Iowa County 4-H.

There are many expectations of a 4-H Ambassador, including:

- ✓ Participate in at least **four** 4-H Ambassador activities.
- ✓ Help at **4-H Cloverbud judging** during the Iowa County Fair and **two** other events.
- ✓ Attend at least **75%** of the Ambassador meetings.
- ✓ Assist at county 4-H events, and proudly promote 4-H.

There are two parts of this process:

Part 1 - Application: Youth must submit a written application. The youth must complete a cover letter, resume, and essay, and must provide a recommendation letter. Applicants should write about their 4-H experiences in a way that highlights the skills they have developed. Youth will...

- Use **time management skills** to prepare the materials and ensure they are submitted on time
- Build valuable **record keeping** and **communication skills**

Part 2 - Interview: Youth applicants will participate in an interview with a small panel of 4-H adult volunteers and community members. Youth will...

- Practice **communication** and **social skills** as they talk about their 4-H experiences in a way that is understandable to people both within and outside of the organization
- Use **critical thinking** skills to formulate appropriate answers to interview questions

This packet contains:

Page 2: Tips for Composing Your Application
Page 3: Application Requirements Chart
Page 4-5: Cover Letter Outline & Sample
Page 6-7: Resume Outline & Sample
Page 8: Essay Question

Page 9-10: Adult Recommendation Form
Page 11: Application Reflection (*required*)
Page 12: Interview Schedule Sheet (*required*)
Page 13: Project and Leadership Form

TIPS FOR COMPOSING YOUR APPLICATION PACKET

Reference the “Applications Requirements Chart” on the next page for what is required for each opportunity. One application may be submitted for multiple positions, but it is CRITICAL that the applicant identifies in the COVER LETTER what exact position(s) they are applying for.

When it comes to the cover letter and resume, please note...

- **Use a computer.** You can save your work and make revisions from year to year. If you do not have a computer at home, work with your school, a friend, or a local public library. The cover letter, resume, and essay questions **must** be typed with a computer.
- **Plan ahead.** Go through each part of the resume and cover letter BEFORE typing. Collect your thoughts and use the guide materials in this packet. As much as possible, think of your 4-H experience as a job. What do you do? What skills have you developed as a result of participation in 4-H? How have you personally changed because of your 4-H experience?
- **Consider layout, design, and abbreviations.** Your cover letter and resume should be easy to read and understand. Arrange your resume as illustrated in the sample copy provided.
 - Choose a common and professional font, such as Arial or Calibri. Your font size should be 11-12 point. Use the same font throughout your application documents.
 - Use between .5” and 1” margins at the top, bottom, and both sides of your page.
 - Avoid using too many abbreviations, as not everyone may be familiar with them.
- The **cover letter** for this application should be no longer than one page and **must** specify why you want to become an ambassador.
- **Order is important.** Resumes are typically put together by organizing information in the order that it happened. Arrange information in reverse chronological order (most recent first) within the sections designated in the examples in this packet.
- **Individualize it.** This is YOUR resume and cover letter. Outlines and samples are provided to assist you, but you **must** add your own personality and experience to it.
- **Proofread!** Your documents should be free of spelling and grammatical errors. Use spell check and follow up by having at least two other people proofread your cover letter, resume, and essay response. Don’t lose points in the process by neglecting to proofread!
- **Ask for help if you need it!** If you have never gone through this process, you will probably have questions. Don’t hesitate to ask! Dan’s office number is (608) 930-9850, and his email is dan.brandt@wisc.edu. Ask questions or get clarification if you don’t understand something!

Please neatly compile and submit your application materials to the Iowa County UW-Extension Office by Friday, July 12, 2024. Your application packet can be dropped off in person, emailed, or mailed to the UW-Extension Office.

Extension- Iowa County 4-H Ambassador Program
303 W. Chapel St, Suite 1200
Dodgeville, WI 53533

APPLICATIONS REQUIREMENT CHART

The following application components are required:

Position	Cover Letter	Resume	Essay	2 Recommendation Forms	Reflection	Interview Preference	Project & Leadership Experience Form	Application Timeline
4-H County Ambassador	Yes	1 page	Long Essay	Yes	Yes	Yes	No	Due Friday, July 12 th
4-H County Royalty and H-Team	Yes	1 page	Long Essay	Yes	Yes	Yes	Yes	Due Friday, July 12 th

Please see page 12 for instructions for including your preferred interview time with your application materials.

COVER LETTER OUTLINE

Date (that you are mailing it in)

(Note: Use a font size no smaller than 11 pt. and no larger than 12 pt.)

Iowa County 4-H Program
Extension Iowa County
303 W. Chapel St., Suite 1200
Dodgeville, WI 53533

Dear Selection Committee:

FIRST PARAGRAPH:

What are you sending and why are you sending it? Include a listing of the travel experiences, awards, and/or scholarships for which you want to be considered (ie: Space Camp, Key Award, Adult Leaders Scholarship).

MIDDLE PARAGRAPH(S):

This is the “why me?” paragraph(s). Explain in no more than two paragraphs why you are well qualified to represent Iowa County 4-H. Also share why you are interested in receiving this experience/award/scholarship. Give examples to help explain your statements.

FINAL PARAGRAPH:

Close the letter. Thank the committee for considering your application.

Sincerely,

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

IMPORTANT: Please compose the cover letter in your own words, not in the exact words from the sample on the next page!

SAMPLE COVER LETTER

October 10, 2023

Iowa County 4-H Program
UW-Extension Iowa County
303 W. Chapel St., Suite 1200
Dodgeville, WI 53533

Dear Selection Committee:

It is my pleasure to submit my resume and essay response to be considered as a delegate for 4-H Summer Academy.

This is my seventh year as a 4-H member. I have been very active with my projects and as a member in my club, Lucky Clovers. My enclosed resume highlights my 4-H involvement. Participation in county programs including 4-H Officer Training and 4-H Project Day has made me interested in attending 4-H Summer Academy.

Last year I became involved as a county Cloverbud project youth leader. I had to learn to work as part of a planning team to get ready for a program. One of my jobs was preparing packets of craft project materials before a meeting and then teaching the craft to Cloverbuds. This was a chance for me to use my organizational and leadership skills. Other 4-H members who attended Wisconsin 4-H and Youth Conference told me about the opportunity to take youth leadership seminars. If I got to attend, I would do a good job representing Green County and would use the leadership skills and project ideas from these seminars in my club and in the county Cloverbud project.

Thank you for considering my application. I look forward to speaking with you during the interview.

Sincerely,

Chris Clover (signature hand-written)

Chris Clover

RESUME OUTLINE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
PHONE NUMBER
E-MAIL (if applicable)

EDUCATION School name, grade in school

4-H SUMMARY 4-H club name, years in 4-H (please count years as a Cloverbud)
List major projects in which you are or have been enrolled. Include the number of years you have been or were a member of that project. Indicate in which projects you are currently enrolled. (Prioritize projects if limited in space; quality over quantity)

4-H ACTIVITY INVOLVEMENT Summarize the 4-H activities in which you have participated and the number of years you participated. Include leadership and community service involvement, on both the club and county level. (Prioritize activities if limited in space; quality over quantity)

SKILL DEVELOPMENT Translate what you have learned as a result of participation in 4-H projects and activities into skills you have developed.

PERSONAL DEVELOPMENT Translate what you have personally gained as a result of participation in 4-H projects and activities into personal attributes.

OTHER ACTIVITIES In this section, include school activities, work experience, or other community/extracurricular activities and the number of years you participated in them.

IMPORTANT: Please compose the resume in your own words, not in the exact words from the sample on the next page!

SAMPLE RESUME

CHRIS CLOVER

4hrocks@email.com

Forestville, WI 12345

(608) 444-4444

425 Green Lane

EDUCATION	Forestville High School, 10 th grade
4-H SUMMARY	Lucky Clovers 4-H Club, 6 years Arts & Crafts, Archery, Photography, Sheep, 5 years (current projects) Foods & Nutrition, 3 years Poultry, 2 years
4-H ACTIVITY INVOLVEMENT	<u>Club:</u> Offices held: Reporter, Treasurer, Vice President Fundraising Committee, 2020-2023 Senior Center Community Service Project, 2019-2023 Parade Float Committee, 2018-2022 Window Display Committee, 2018-2020 <u>County:</u> Animal Science Committee, 2021-2023 County Fair Assistant, 2021-2023 4-H Cloverbud Camp Helper, 2021-2022 <u>State:</u> 4-H Fall Forum Delegate, 2023 4-H Art Beat, 2017
SKILL DEVELOPMENT	*Gained knowledge of effective photograph composition *Developed proficient knowledge of sheep nutrition, fitting, and showing *Identified optimum feeding rations for market animals, staying within farm budget and utilizing crops produced *Advanced showmanship skills through workshops and competition experiences *Collected 57 pairs of mittens for community service project *Documented growth and learning in project areas annually through record book *Strengthened organizational skills through arrangement of state art exhibit featuring over 100 pieces of artwork
PERSONAL DEVELOPMENT	*Strengthened communication skills, including spoken and written *Grew as a team player and role model *Exhibited sportsmanship in and out of competitive situations *Organized special events and meetings while paying close attention to detail *Used parliamentary procedure to manage club meetings with over 30 members *Taught groups of up to 10 younger members in sheep, arts & crafts, and archery *Worked with peers, younger members, and adults on multiple committees
ACTIVITIES (outside of 4-H)	*Dish Washer at Tasty Restaurant, 2021-2022 *Community Choir, 2020-2023 *Forestville High School Soccer Team, 2021-2023

ESSAY QUESTION

Include in your application packet an essay response to the following question:

Long Essay: *(150-300 word response)*

4-H youth learn important life skills through involvement in their 4-H clubs, projects, and groups, such as problem solving, responsibility, empathy, and leadership. How will these experiences assist you in your ambassador responsibilities?

Tips for completing your essay response:

- Choose a common and professional font, such as Arial or Calibri. Your font size should be no less than 11 point and no larger than 12 point. Use the same font throughout your document.
- Include your name, grade, and 4-H club at the top of the page for your essay response.
- The essay response should be single-spaced.
- Use 1" margins at the top, bottom, and both sides of your page.
- Be thoughtful and honest in your response.
- Proofread your essay response and have someone else proofread it as well for accuracy in grammar and spelling.
- You will be evaluated on your depth of thought and how clearly you communicate.



RECOMMENDATION FROM AN ADULT
(NOT A PARENT OR RELATIVE)

Name of 4-H Member: _____

As part of the selection process for the Iowa County 4-H Ambassador program, 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 Dan Brandt, UW-Extension Iowa County, 303 W Chapel St., Suite 1200, Dodgeville, WI 53533.
Please use this side of the page only.





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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 Dan Brandt, UW-Extension Iowa County, 303 W Chapel St., Suite 1200, Dodgeville, WI 53533.
Please use this side of the page only.



APPLICATION REFLECTION

WHAT DO YOU THINK?

Please complete the following reflection and submit with your application materials.

1. As a result of constructing my cover letter, resume, and essay, I: (check all that apply)

learned more about myself (*If checked, list at least one thing that you have learned*):

better understand why I'm in 4-H

better understand what skills I have gained from 4-H

better understand how to develop a resume

will set higher project goals this year (*If checked, list at least one goal you are setting this year*)

will take on a new 4-H challenge this year (*If checked, list at least one new challenge you plan to take on this year*)

Other(s): (*Please list*)

2. What is the most helpful or valuable part of this application process?

3. What ideas do you have for improving this application process?

Please return this form with your application materials.

Thank You!

INTERVIEW SCHEDULE PREFERENCE SHEET

Please identify your top four preferences for interview times (i.e. 1st, 2nd, 3rd, 4th). Face-to-face interviews are required.

Also, please indicate if there is any time you could definitely NOT interview. Thank you.

Ambassador Interviews: Monday, July 22, 2024

_____ 1:00 p.m.

_____ 3:00 p.m.

_____ 1:20 p.m.

_____ 3:20 p.m.

_____ 1:40 p.m.

_____ 3:40 p.m.

_____ 2:00 p.m.

_____ 4:00 p.m.

_____ 2:20 p.m.

_____ 4:20 p.m.

_____ 2:40 p.m.

_____ 4:40 p.m.

Please return this form with your application materials.

Name _____

4-H PROJECT AND LEADERSHIP FORM

List your primary 4-H project involvement, the number of years you've been enrolled in the project, and any special achievements or honors you have received.

Project	Years Enrolled in Project	Project Achievement/Honors

Briefly highlight your 4-H experience in the following areas:

4-H Club & County Leadership (officer roles, committees, programs, etc.)
4-H Club & County Participation (activities, events, trips, etc.)
4-H Club & County Pa4-H Club & County Citizenship/Community Service Involvement

I personally have prepared this application and certify that it accurately reflects my work. If selected to serve as a 4-H Ambassador, 4-H Royalty, or on the "H" Team, I fully understand my responsibilities and am committed to fulfilling them.

Applicant's Signature: _____