



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.

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"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maturity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Participation in 4-H Program | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Positive Attitude | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <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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| Responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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Signature: _____ Date: _____

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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 |
|---------|---------------------------|----------------------------|
| | | |
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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.) |
| |
| 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: _____