



Green County 4-H  
Older Youth Travel Experiences, Awards & Scholarships  
-FALL 2017-

**APPLICATION PACKET**

**ALL MATERIALS DUE: Tuesday, October 10, 2017**

**INTERVIEWS: Wednesday, October 18, 2017**

**This packet contains:**

- Page 2-3: Fall Application Opportunities
- Page 4: It's All About Life Skills!
- Page 5: Tips for Composing Your Cover Letter & Resume
- Page 6: Cover Letter Outline
- Page 7: Sample Cover Letter
- Page 8: Resume Outline
- Page 9: Sample Resume
- Page 10: Essay Question
- Page 11: Adult Recommendation Form
- Page 12: What Do You Think? Evaluation
- Page 13: Interview Schedule Sheet

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**FINAL APPLCIATION PACKET:**

**What you will submit by October 10**

**Space Camp Application**

- Cover Letter
- Resume (1 page)
- Short Essay (100-150 words)
- What do you think? Eval. (pg. 12)
- Interview Schedule Sheet (pg. 13)

**Citizenship Washington Focus, National Congress & National Conference Application**

(1 app can be submitted for all)

- Cover Letter
- Resume (1-2 page)
- Essay (150-300 words)
- One (1) Letter of Recommendation
- What do you think? Eval. (pg. 12)
- Interview Schedule Sheet (pg. 13)

Please neatly compile and submit to the Green County UW-Extension Office by **October 10**. Your application packet can be dropped off in person, emailed, or mailed to the UW-Extension Office.

Interviews will be held on **Wednesday, October 18** at the UW-Extension Office in Monroe. Please see page 13 for instructions on including your preferred interview time with your application materials.

# FALL 2017 OPPORTUNITIES

Information on "4-H Travel Experiences, Awards, & Scholarships" and the application materials to apply for these opportunities are available at: <http://green.uwex.edu/4-h-youth-development/4-h-forms/>

## 4-H TRAVEL EXPERIENCES

### National 4-H Conference – Washington, D.C.

\*Fall Application\*

**When:** April 6-12, 2018

Only six to eight (6-8) youth from Wisconsin are selected to attend this annual working conference held at the National 4-H Center. Each participant selects an issue and works with other youth from across the country to develop plans that help direct future 4-H programming. Delegates spend the majority of time contributing to stimulating, task-oriented groups. One day is spent on Capitol Hill meeting with legislators and touring. For more information, see: <http://fyi.uwex.edu/wi4hedopp/national-4-h-conference/>.

4-H members must be in **10<sup>th</sup>-12<sup>th</sup> grade** at time of the program, a minimum age of 15 and a maximum age of 18 as of January 2018. The total cost for the trip is approx. \$1,300. The Wisconsin 4-H Foundation sponsors a portion of this trip.

- **Payment Schedule:** Payment #1 and Commitment Form = \$434 – Due Nov. 22  
Payment #2 = \$433 – Due January 5  
Payment Balance = approx. \$433 – Due March 1

### Space Camp – Huntsville, Alabama

\*Fall Application\*

**When:** April 26-30, 2018

Delegates participate in hands-on mock space missions and other activities in this NASA program while exchanging ideas with youth from across Wisconsin: <http://fyi.uwex.edu/wi4hedopp/space-camp/>.

4-H members must be in **6<sup>th</sup>-8<sup>th</sup> grade** and a maximum age of 15 at the time of the trip. The total cost of Space Camp is approx. \$625.

- **Payment Schedule:** Payment #1 and Commitment Form = \$209 – Due Nov. 22  
Payment #2 = \$208 – Due January 5  
Payment Balance = approx. \$208 – Due March 1

(Continued on next page)

**Citizenship Washington Focus (CWF) - Washington, D.C.**

**\*Fall Application\***

**When:** 9 days; Choice of three week-long options – June 16-24, 2018; June 23-July 1, 2018; or July 7-15, 2018

This leadership program, held at the National 4-H Center, teaches the importance of civic and social responsibilities as they relate to the development of better citizens and leaders. The week consists of participatory workshops, speakers, committee work, field trips and social events. For more information, see: <http://fyi.uwex.edu/wi4hedopp/citizenship-washington-focus/>.

4-H members must be in **10<sup>th</sup>-12<sup>th</sup> grade** at time of selection and a minimum age of 15 during trip. The total cost for the trip is approx. \$1,400.

- **Payment Schedule:** Payment #1 and Commitment Form = \$467 – Due Nov. 22  
Payment #2 = \$466 – Due January 5  
Payment Balance = approx. \$466 – Due March 1

**National 4-H Congress – Atlanta, Georgia**

**\*Fall Application\***

**When:** November 23-27, 2018

National 4-H Congress is the flagship event of the 4-H program; it provides youth with a quality educational and cross-cultural experience that exceeds what any state independently can provide. Delegates participate in self-development seminars, tours and a service project while exchanging ideas with youth from across the country. For more information, see: <http://fyi.uwex.edu/wi4hedopp/national-4-h-congress/>.

4-H members must be in **10<sup>th</sup>-12<sup>th</sup> grade** at time of selection and a maximum age of 18 as of January 2018. The total cost for the trip is approx. \$1,200.

- **Payment Schedule:** Payment #1 and Commitment Form = \$100 – Due Nov. 22  
Payment #2 = \$300 – Due January 5  
Payment #3 = \$400 – Due April 1  
Payment Balance = approx. \$400 – Due June 1

# Older Youth Opportunities & Recognition Application Process:

## It's All about Life Skills!

The Green County 4-H program uses an application and interview process to support you in building life skills as you pursue extraordinary 4-H opportunities and recognitions. These are the components of the process and the life skills on which they focus:

**Part 1:** You must complete a cover letter, resume, and essay and collect a recommendation letter to submit as a written application. You must use **goal setting** skills as you identify which recognitions and opportunities you wish to apply for. You must also use **self-discipline** to prepare the materials and ensure they are submitted on time. Working on the written application materials builds **record keeping** and **communication** skills while simultaneously preparing you for the workforce. You will need to write about your 4-H experiences in a way that highlights the practical skills you have developed. 4-H adult volunteers will review the written application materials.

**Part 2:** Youth applicants participate in an interview with a small panel made up of 4-H adult volunteers, representatives from businesses and organizations from throughout Green County, and friends of 4-H. In the interview setting, you will practice **communication** and **social skills** as you talk about your 4-H experiences in a way that is understandable to people both within and outside of the organization. You will also use your **critical thinking** skills as you formulate appropriate answers to interview questions.

**Part 3:** You will receive notification about whether or not you were selected for an award or scholarship opportunity. You can build **resiliency** and **character** as you receive feedback on what you did well and what you could improve on if you were to apply again.

## TIPS FOR COMPOSING YOUR COVER LETTER & RESUME

- 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. Translate your skills into action oriented, concise descriptions. 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 as a result of your 4-H experience?
- 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.
- 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 Times New Roman. Your font size should be no less than 11 point and no larger than 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 is familiar with them. If you do use an abbreviation, please include what it means in parentheses after the abbreviation the first time it is used in the resume.
- The cover letter may be no longer than one page.
- Your resume may be one to two pages long, but no more than two pages.
- Individualize it. This is YOUR resume and cover letter. Add your own personality to it.
- Proofread it. 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. This is where many people have minor mistakes! Don't lose points in the process by neglecting to correct minor mistakes.
- 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! Ellen's office number is (608) 328-9440 and her email is [ellen.andrews@ces.uwex.edu](mailto:ellen.andrews@ces.uwex.edu). If it's after office hours, leave a message with a time that will be good for Ellen to get in touch with you. Make sure to ask questions or get clarification if you don't understand something.

# COVER LETTER OUTLINE

\*NOTE: You may write 1 cover letter for any and all Travel Experiences or Awards you're applying for.

Date (that you are mailing it in)

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

Green County 4-H Program  
UW-Extension Green County  
2841 – 6<sup>th</sup> Street  
Monroe, WI 53566

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 (ex. Space Camp, National 4-H Congress, Key Award, etc.).

MIDDLE PARAGRAPH(S):

This is the "why me?" paragraph(s). Explain in no more than two paragraphs why you are well qualified to represent Green 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

September 10, 2017

Green County 4-H Program  
UW-Extension Green County  
2841 – 6<sup>th</sup> Street  
Monroe, WI 53566

Dear Selection Committee:

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

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 Wild Wacky Day Camps and Friends Helping Friends has made me interested in becoming a Green County 4-H Ambassador.

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 National 4-H 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 Wisconsin 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

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 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.

***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

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EDUCATION	Forestville High School, 10 <sup>th</sup> 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	<b><u>Club:</u></b> Offices held: Reporter, Treasurer, Vice President Fundraising Committee, 2014-2016 Senior Center Community Service Project, 2014-2016 Parade Float Committee, 2012-2015 Window Display Committee, 2011-2014  <b><u>County:</u></b> Delegate to CWF, 2015 Animal Science Committee, 2014-2015 County Fair Assistant, 2013-2014 Delegate to 4-H American Spirit, 2013 Delegate to State 4-H & Youth Conference, 2012  <b><u>State:</u></b> Art Team, 2014-2015
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 *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 *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	*Dish Washer at Tasty Restaurant, 2015-2016 *Community Choir, 2015-2016 *Forestville High School Soccer Team, 2014-2015 *Violin Lessons, 2011-2013

## ESSAY QUESTION

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

**Short Essay** (*Space Camp*): (100-150 word response)

**Why would you encourage youth and adults to be a part of Green County 4-H?**

**Long Essay** (*CWF, Nat. Conference, Nat. Congress*): (150-300 word response)

**Let's say that you are in charge of the Green County 4-H program and could make any changes you wanted to in order to improve the educational impact and reach of the 4-H program. What changes would you make? Why?**

### Tips for completing your essay response:

- Choose a common and professional font, such as Arial or Times New Roman. 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.
- Proof read your essay response, and have someone else proof read it as well for accuracy in grammar and spelling.
- You will be evaluated on your depth of thought and how clearly you can communicate.

# ADULT RECOMMENDATION

The following applicant, \_\_\_\_\_, is applying to represent the Green County 4-H Program as a 4-H travel experience, award and/or scholarship recipient. You have been identified as a person who could speak to their qualifications for these recognitions.

Please only complete the following recommendation if you are *not a relative of the applicant* and are willing to provide the applicant an honest and favorable recommendation.

- 1.) Below or on a separate sheet, please discuss why the applicant is deserving of the trip and/or honors. Feel free to describe the applicant's character attributes and leadership skills (ex. communication skills, self-confidence, teamwork, time management, responsibility, compassion, community engagement, etc.) as well as any additional information that would be helpful to the selection committee.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title/Relationship to Applicant: \_\_\_\_\_

Recommendations should be returned to the applicant, to be submitted with their complete application by October 10.

# WHAT DO YOU THINK?

*Please complete the following evaluation and submit with your application materials.*

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

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

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\_\_\_ better understand why I'm in 4-H

\_\_\_ know how to put a resume together

\_\_\_ better understand what skills I have gained from 4-H

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

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\_\_\_ 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)*

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\_\_\_ Other(s): *(Please list)*

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2. Please share other comments/suggestions about the application and interview process:

*Thank You!*

# INTERVIEW SCHEDULE PREFERENCE SHEET

Please identify your top three preferences for interview times (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>). Face-to-face interviews are preferred, but interviews via phone or Skype will also be accepted.

Also, please write in if there is any time you could definitely not interview. Thank you.

## Interviews OCTOBER 18, 2017 – UW-Extension Conference Room

\_\_\_ 6:00 p.m.

\_\_\_ 6:15 p.m.

\_\_\_ 6:30 p.m.

\_\_\_ 6:45 p.m.

\_\_\_ 7:00 p.m.

\_\_\_ 7:15 p.m.

Please return this form with your application materials. **Due October 10**.

Name \_\_\_\_\_