

**ST. CROIX COUNTY 4-H TRIP APPLICATION
COVER SHEET
(DUE NOVEMBER 1, 2017)**

I am applying for or have taken the following trips:

If you received an award previously, indicate year or check if applying

| | |
|--|-------|
| Space Camp (6-8 grade) | _____ |
| WI 4-H Youth Conference (7-10 grade) | _____ |
| American Spirit East (8-10 grade) | _____ |
| American Spirit West (9-12 grade) | _____ |
| Washington Citizenship Focus (10-12 grade) | _____ |
| National 4-H Conference (10-12 grade) | _____ |
| National 4-H Congress (10-12 grade) | _____ |
| International Opportunity (6-12 grade) | _____ |

Other travel opportunities you can apply for through WI 4-H (you do not need to fill out an M.E. form). Contact the Extension Office for more information:

- Art Beat (3-5 grade)
- St. Croix County WI Tour (5-8 grade)
- Arts Camp (6-8 grade)
- IW2K Camp (6-8 grade)
- Badger Dairy Camp (6-12 grade)
- Space Camp Counselor (7-10 grade)
- Fall Forum (7-13 grade)
- Youth as Partners in Civic Leadership (8-12)
- St. Croix County Day Camp Counselor (8-12 grade)
- WI Art Team (8-13 grade)
- St. Croix County Camp Counselor (9-12 grade)
- WI 4-H Leadership Council (9-11 grade)
- Arts Lab (9-12 grade)
- Arts Camp Counselor (9-12 grade)
- National 4-H Summit – Ag Science (9-12 grade)
- National 4-H Summit – Healthy Living (9-12 grade)
- National 4-H Summit – Maker (STEM) (9-12 grade)
- WI Drama Company (9-13 grade)
- WI Press Team (9-13 grade)
- National 4-H Dairy Conference (10-12 grade)

Please include the following documents as part of your M.E. application:

- Trip Application Cover Sheet
 - Make sure to identify which trips you are applying for.
- Cover Letter (example attached)
 - Make sure to address your letter to the St. Croix County 4-H Leaders Association. Cover letters should be no more than 2 pages in length and need to be typed. Check for spelling and grammatical errors.
 - Use the cover letter to tell us about yourself and your 4-H experience. Why should you be considered to attend this trip?
- Resume (example attached)
 - Resumes should be no more than two pages and typed. Resumes should include the following:
 - Name
 - Address
 - Phone Number
 - Email Address
 - 4-H Club
 - Objective
 - Education
 - 4-H Activities
 - 4-H Leadership
 - School / Community / Church Leadership
 - Awards / Recognition
 - Hobbies
- 4-H Projects
 - Have a separate sheet listing out all of the 4-H projects you have been involved in. Not to exceed one page in length and should be typed.
- Parent & Member Trip Code of Conduct Agreement
 - Please sign and date this document and have your parent sign and date this document.
- 4-H Leader Recommendation Form
 - Have a 4-H leader (club, committee, county, etc.) complete this form and return it separately to the UW-Extension Office on or before November 1, 2017

Turn in completed M.E. Trip Applications by November 1, 2017 to the following address

UW-Extension Office
Attn: Heather Vierling
1960 8th Ave., Suite 140
Baldwin, WI 54002

Or email it to Heather at heather.vierling@ces.uwex.edu

Parent & Member Trip Code of Conduct Agreement

If selected for any trip, I agree to conduct myself in an appropriate manner, cooperate with everyone in the delegation, and endeavor to learn as much as possible. I understand that a cash deposit will be required for my trip before I will be accepted as an official delegate for any of the educational trips. I also understand that if I cancel my participation with out adequate time for the St. Croix County Leaders Council to find a qualified alternate, my deposit will be non-refundable, as well as I will be required to repay the leaders council for the amount paid on my behalf.

Applicant's Signature _____ Date _____

_____ (name of son/daughter) has my permission to apply to be a 4-H delegate under the above conditions. If selected, I will have him/her attend the orientation meeting and meet the agreed-upon trip obligations.

Parent's Signature _____ Date _____

4-H LEADER RECOMMENDATION FORM

Member's Name _____

4-H Club _____

How long have you known this 4-H member? _____

Have you read the 4-H member's completed form? _____

In what capacity do you know this member?

_____ **Club Leader/Co-Leader**

_____ **Project Leader**

_____ **Activity Leader**

_____ **Advisory Board**

_____ **Other** _____

| Rate the Member | Excellent | Very Good | Good | Fair | Poor |
|--------------------------------------|-----------|-----------|------|------|------|
| Involvement in 4-H | | | | | |
| Works to the best of his/her ability | | | | | |
| Dependability | | | | | |
| Cooperation | | | | | |
| Leadership Skills | | | | | |

Leader's Signature _____ **Date** _____

Comments:

EXAMPLE OF COVER LETTER

November 1, 2017

St. Croix County 4-H Leaders Association
1960 8th Ave, Suite 140
Baldwin, WI 54002

Dear St. Croix County 4-H Leaders Association,

It is my pleasure to submit my 2018 M.E. trip application in consideration as a delegate for the Citizenship Washington Focus trip. My leadership experiences and my dedication to personal development make me a first-rate choice to represent St. Croix County 4-H.

I believe my seven years of 4-H experience has prepared me well for representing the St. Croix County 4-H program. Not only am I an active member in my 4-H club, but I have demonstrated that I am a sound leader on the county level by accepting several leadership roles like that of the St. Croix County Ambassador and a 4-H Summer Camp Counselor. In these roles, I developed new goal-setting strategies, strengthened my planning and organizing skills, and gained new perspective about myself and others, all of which have made me both a better leader and well-rounded citizen.

Additionally, I have gained a number of skills from being an active member of the St. Croix Dairy project that will help me in pursuing future 4-H leadership opportunities. My five years in the dairy project have taught me responsibility, goal setting, teamwork and problem solving. I believe these skills have helped me become the leader I am today and will assist me as a trip delegate in the future.

In closing, I hope to be a St. Croix County delegate to Citizenship Washington Focus to learn more about 4-H and to meet diverse people. My previous experience representing St. Croix County, as well as my enthusiasm and my eagerness to share what I learn with others makes me a great candidate for this award trip. Thank you for considering my application. Please call me at 555-111-7777 or email me at chris.clover@net.net to schedule an interview. I look forward to discussing my qualifications and my 4-H Record Book with you in person.

Sincerely,

Chris Clover (you want to sign the letter)

Chris Clover

EXAMPLE OF RESUME

NAME
ADDRESS
PHONE NUMBER
EMAIL ADDRESS
4-H CLUB

OBJECTIVE: Explain in one sentence which award trip you are applying for.

EDUCATION: List school name, year in school, expected date of graduation

4-H PROJECTS: List all projects in which you are or have been enrolled in and the number of years you were enrolled in them. List any accomplishments for these projects.

4-H ACTIVITIES: List all prominent 4-H activities / service projects you have participated in and the number of years you have participated in them. Explain what your role was for each activity.

4-H LEADERSHIP: List all 4-H leadership roles and years held.

SCHOOL / COMMUNITY / CHURCH LEADERSHIP: List all activities and leadership roles you play outside of 4-H.

AWARDS / RECOGNITIONS: List all awards, honors, and other special success and years you achieved them.

HOBBIES: List any additional hobbies that you peruse.

*****On a separate page list out all of the projects you have been involved with.*****