



## Washington County 4-H Older Youth Awards & Opportunities Application Packet 2016

**ALL MATERIALS DUE NOVEMBER 1, 2016**

**INTERVIEWS: NOVEMBER 14, 2016**

**This packet contains:**

- Page 2-3: Overview of 4-H Experiences and Opportunities
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**THE FINAL PRODUCT:**

**What you will submit by NOVEMBER 1, 2016**

- A cover letter
- A resume
- One page response to essay question
- What Do You Think? Evaluation (page 15)
- Interview time selection sheet (page 16)
- One letter of recommendation from an adult who is familiar with your 4-H work and involvement (must not be a relative). This recommendation should be mailed separately to the Washington County UW-Extension Office.

Please neatly paperclip all items together and submit to the Washington County UW-Extension Office by November 1, 2016. Your application packet can be dropped off in person, e-mailed, mailed, or deposited in the drop box at the UW-Extension Office.

Interviews will be held on November 14, 2016 at the Public Agency Center in West Bend. Please see page 16 for instructions on including your choice of interview time with your application materials.

**All application materials, as well as handouts to assist with your application process, are available at:**

<http://washington.uwex.edu/4-h-youth-development/trips-awards/>

## OVERVIEW OF 4-H OPPORTUNITIES AND AWARDS

Did you know there were so many opportunities for 4-H members?

By completing the cover letter, resume, recommendation, and essay question and participating in an interview, you become eligible for the following trips and awards! The Washington County 4-H Leaders Association pays a portion of the cost for each opportunity. Refer to the “Trips & Opportunities Quick Reference” guide on page 4 to see the out-of-pocket cost for each opportunity.

*To be eligible for county awards or trips, a 4-H member MUST complete a record book that meets county guidelines and exhibit at County Fair or an approved project related event in the year they are to receive the award.*

### Wisconsin 4-H & Youth Conference

**Dates: June 26-29, 2017.** This event for youth throughout the state is held on the University of Wisconsin campus in Madison. Members have the opportunity to participate in educational seminars and group activities, gain new ideas, strengthen leadership skills, and meet new friends from around the state. This conference is for youth in grades 7 - 10. **This experience is recommended for youth before they apply for other 4-H travel opportunities.** Up to 15 qualified youth may be selected.

### 4-H American Spirit

**Dates: June 14-22, 2017.** Travel with 40 other 4-H members from Eastern Wisconsin on this fun and educational experience that focuses on increasing your understanding and appreciation of U.S. American heritage. You will also develop leadership skills and learn about citizenship. Travel stops include Philadelphia, Boston, New York, and Niagara Falls. Up to 3 youth will be selected depending on funding & eligibility, and up to 4 alternates. Members in 8<sup>th</sup>-10<sup>th</sup> grade are eligible to apply. **The Achievement & Recognition Committee recommends that youth participate in Wisconsin 4-H & Youth Conference before applying for the 4-H American Spirit experience.**

### Citizenship Washington Focus

**Dates: Summer 2017. Delegates select from a variety of dates offered.** “CWF” is a weeklong experience held at the National 4-H Center near Washington, D.C. Experience the city and learn about America’s heritage while you see the sites, visit the branches of government, and reflect on YOUR responsibilities as a citizen. During this fun-packed week, you will get to know other 4-H members from Wisconsin and throughout the United States, and even have the opportunity to meet your state legislators. This opportunity is for 4-H members in grades 10 – 12. Washington County may select up to 4 delegates and 2 alternates depending on eligibility. Washington County’s delegates will join 40 others from Wisconsin in a chartered bus as they

make their way East. Upon returning, members are expected to share this fun and exciting experience with their 4-H club and other clubs in the county.

### **National 4-H Congress**

**Dates: November 24-28, 2017.** Fly to Atlanta with other Wisconsin delegates for this fun-filled, intense experience you won't want to miss! Tour the city of Atlanta, participate in a service project, and be part of self-development seminars. You will meet members from all over the nation and hear motivating speakers to bring you back home with lots of enthusiasm for 4-H and life! To be eligible, you must be in grades 10-12. You must be no older than 18 as of January 1, 2017 to apply for this experience. Members are selected with emphasis on evidence of overall development as an individual and in-depth development in 4-H club, project, and activity work. There must also be evidence of leadership in 4-H, school, and the community. 1-2 delegates from Washington County may be chosen.

### **National 4-H Conference**

**Dates: March 24-30, 2017.** Six youth from each of the 50 states in the nation are selected for this Conference, held at the National 4-H Center in Washington, D.C. This thrilling experience in citizenship features visits with national government officials such as the Secretary of State, Senators, and Congressional representatives. The program includes discussion on various issues of national importance among delegates. If you like to be in on the action, then is just the opportunity for you! Washington County 4-H can nominate two members to be considered for this experience. This individual will need to complete a state application in December 2016. Members in 10<sup>th</sup>-12<sup>th</sup> grade at the time of selection are eligible. You must be no older than 18 as of January 1, 2017 to apply for this award.

### **Wisconsin 4-H Key Award**

This award recognizes members in 11<sup>th</sup> grade and older who have shown consistent growth in their 4-H program, who have developed their leadership ability, and who have been helpful to other members in their club and community. You must have completed at least three years of 4-H club membership and one year of youth leadership. Up to 4 members can be selected in one year.

### **National Leadership Award/Camp Miniwanca**

This award consists of a certificate of recognition, a copy of William H. Danforth's classic book on motivation, *I Dare You*, and the opportunity to apply for a scholarship to the National Leadership Conference. This two-week conference is held at Camp Miniwanca near Shelby, MI in July and August. Two members will be selected per county for this award. It is offered by the American Youth Foundation.

## 2017 WASHINGTON COUNTY 4-H TRIPS & AWARDS: QUICK REFERENCE GUIDE

PROGRAM	DATES	2017 COST	SELECTION	AGE	APPLICATION/DEADLINES
<b>Space Camp Huntsville, Alabama</b>	April 20-24, 2017	\$550 (\$275 billed to youth)*	Up to 6 4-H members selected through application & interview process	Grades 6-8	Application due November 1 to the UW-Extension Office. Interviews are conducted in November. (Use the special Space Camp application packet.)
<b>Wisconsin 4-H &amp; Youth Conference Madison, Wisconsin</b>	June 26-29, 2017	\$240 (\$60 billed to youth, plus additional fees if certain seminars are selected)*	Up to 15 4-H members selected through application & interview process	Grades 7-10	Resumes, cover letters, essays, and recommendations due to the UW-Extension Office by November 1. Interviews are conducted in November.
<b>4-H American Spirit Experience Bus tour throughout Eastern United States &amp; Canada</b>	June 14-22, 2017	\$1,200 (\$480 billed to youth)*	Approximately 3 4-H members selected through application & interview process. Up to 4 alternates identified.	Grades 8-10 (Recommended that applicants have gone to WI 4-H & Youth Conference first)	Resumes, cover letters, essays, and recommendations due to the UW-Extension Office by November 1. Interviews are conducted in November.
<b>Citizenship Washington Focus – Washington D.C.</b>	Several week-long travel options in June & July 2017	\$1,200 (\$300 billed to youth)*	Up to 4 4-H members selected through application & interview process	Grades 10-12	Resumes, cover letters, essays, and recommendations due to the UW-Extension Office by November 1. Interviews are conducted in November.
<b>National 4-H Congress Atlanta, Georgia</b>	November 24-28, 2017	\$1,100 (\$300 billed to youth)*	Up to 2 4-H members selected through application & interview process	Grades 10-12	Resumes, cover letters, essays, and recommendations due to the UW-Extension Office by November 1. Interviews are conducted in November.
<b>National 4-H Conference Washington, D.C.</b>	March 24-30, 2017	\$1,200 (\$300 billed to youth)*	County nominates 1 or 2 4-H members based on application & interview process; State 4-H committee selects 6-8.	Grades 10-12	Resumes, cover letters, essays, and recommendations due to the UW-Extension Office by November 1. Interviews are conducted in November. If nominated for state level selection, applicant must complete additional application paperwork in December.
<b>National Leadership Award/Camp Miniwanca</b>	Presented on October 14, 2017	If youth apply for National Leadership Conference, camp is \$740 (Leaders Association will cover \$)	Up to 2 4-H members selected through application & interview process	Grades 10-13	Resumes, cover letters, essays, and recommendations due to the UW-Extension Office by November 1. Interviews are conducted in November.
<b>Wisconsin 4-H Key Award</b>	Presented on October 14, 2017	None – sponsored by Washington County 4-H Leaders Assoc.	Up to 4 4-H members selected through application & interview process	Grades 11-13	Resumes, cover letters, essays, and recommendations due to the UW-Extension Office by November 1. Interviews are conducted in November.

*\*Remainder of cost covered by funds from the Washington County 4-H Leaders Association*

# The Older Youth Opportunities & Awards Application Process: It's All About Life Skills!

The Washington County 4-H Achievement & Recognition Committee uses an application and interview process to support you in building life skills as you pursue extraordinary 4-H opportunities. 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 awards 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 who serve on the Achievement & Recognition Committee 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 Washington 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 travel 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 AND RESUME

- Use a computer. You can save your work and make revisions as necessary from year to year. If you do not have a computer at home, work with your school, a friend, or a local public library. If you are really in a bind and need access to a computer, Brianna would be happy to assist you at the PAC after regular office hours. 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.
- Your resume may be one to two pages long, but no more than two pages. If you are applying for National 4-H Conference, keep in mind that the state application that county nominees complete after being selected requires a one page resume. You may want to limit your resume to one page in length if you are applying to be considered as a National 4-H Conference nominee.
- Keep your cover letter to one page in length. It should not just repeat the resume, but instead should tell a story that makes your resume come to life. Use the cover letter to show your passion for 4-H and why you want to be recognized with a 4-H travel opportunity or award.
- 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 forgetting to proofread your documents.
- Attend one of the workshops being offered throughout the fall. Brianna will be offering resume/cover letter and interview workshops throughout the summer and fall. See the following page for more information about these workshops.

- Use the 4-H name and emblem correctly while you are writing your resume and cover letter. Here are some tips from the National 4-H Council:
  - When writing the term “4-H”, it should be the numeral “4” separated from a capital “H” with a hyphen (not a dash, slash, or space).
  - It is well documented in English usage, as well as in the most familiar style manuals, that you should never begin a sentence with a numeral. To comply with this rule, you would need to begin a sentence using “Four-H.” This language rule, however, is contrary to the regulations set down for use of the 4-H Name and Emblem, since you are always supposed to write “4-H.” if such a situation comes up as you write your cover letter or resume, try to re-word the sentence so that it does not start with the term “4-H”.
  - Avoid separation of any of the elements of the 4-H name at the end of sentences. This can sometimes be difficult because some software programs override use commands. Often, this does not become visible until after you have printed your documents. Be sure to proofread to avoid this.
- 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! Brianna’s office number is (262) 335-4478 and her e-mail is [brianna.welch@ces.uwex.edu](mailto:brianna.welch@ces.uwex.edu). If it’s after office hours, leave a message with a time that will be good for Brianna to get in touch with you. Make sure to ask questions or get clarification if you don’t understand something.

## **4-H Older Youth Awards & Opportunities – Workshops to Get You Started!**

Workshops will be offered throughout the fall of 2016 to support 4-H members as they prepare their application materials. These will be hands-on, interactive workshops intended to help members prepare their materials and practice their interviewing skills.

<b>Topic</b>	<b>Date &amp; Time</b>	<b>Location</b>	<b>Register by:</b>
4-H Resume & Cover Letter Workshop	Monday, September 19 6:30 – 8:00 pm	United Way Resource Center 1121 E. Sumner St. Hartford	Friday, September 16
4-H Resume & Cover Letter Workshop	Tuesday, September 27 6:30 – 8:00 pm	Room 1113 A/B Public Agency Center, West Bend	Friday, September 23
4-H Interview Preparation Workshop	Monday, October 17 6:30 – 8:00 pm	Room 3224 Public Agency Center, West Bend	Friday, October 14
4-H Interview Preparation Workshop	Thursday, October 27 6:30 – 8:00 pm	Room 112 Pavilion Building, Washington County Fair Park	Monday, October 24

To register, please use the Google form at (<https://goo.gl/8wF3Xg>) or call (262) 335-4478 by the designated registration deadline.



## 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.)

Washington County 4-H Achievement Committee  
UW-Extension Washington County  
333 E. Washington St., Suite 1200  
West Bend, WI 53095

Dear Selection Committee:

PARAGRAPH 1:

What are you sending and why are you sending it? Include a listing of the trips and/or awards for which you want to be considered (ex. Citizenship Washington Focus, Key Award, 4-H American Spirit, etc.)

PARAGRAPHS 2 & 3:

These are the “why me?” paragraphs. Explain in no more than two paragraphs why you are uniquely qualified to represent Washington County 4-H. Ask yourself what distinguishes you from other applicants. Also share why you are interested in attending this opportunity/receiving this award. If applying for a trip, you may also share what you will bring back to your county/community/club after attending. 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, 2016

Washington County 4-H Achievement Committee  
UW-Extension Washington County  
333 E. Washington St., Suite 1200  
West Bend, WI 53095

Dear Selection Committee:

It is my pleasure to submit my resume and essay response to be considered as a delegate for Wisconsin 4-H and Youth 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 attending Wisconsin 4-H and Youth Conference. I have heard from other 4-H members about how it is a good opportunity to help me grow as a youth leader.

4-H has provided me with some great experiences. I have increased my communication skills by participating in the county Arts & Communication Festival, as well as serving as secretary for my club. I have learned to give back to my community by helping with my club's senior citizens holiday party and helping at the local food pantry.

Last year I became involved as a county Cloverbud project youth leader. I enjoyed working with other youth and adults from Washington County to plan the county Cloverbud events and workshops. 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 Washington County and would use the leadership skills and project ideas from these seminars in my club and in the county Cloverbud project.

I hope to attend Wisconsin 4-H Youth Conference to grow as a youth leader and to meet other people. My strong communication skills and willingness to grow as a youth leader make me a great candidate.

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 (do not count years as a Cloverbud)  
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. Indicate in which projects you are currently enrolled.

4-H ACTIVITY INVOLVEMENT                      Summarize the 4-H activities in which you have participated and the number of years you participated. Include both club and county involvement.

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

425 Green Lane

Forestville, WI 12345

262) 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

#### Club:

Offices held: Reporter, Treasurer, Vice President  
Fundraising Committee, 2012-2016  
Senior Center Community Service Project, 2010-2016  
Parade Float Committee, 2011-2013  
Window Display Committee, 2011-2012

#### County:

Animal Science Committee, 2011-2014  
County Fair Assistant, 2012-2016  
Delegate to 4-H American Spirit, 2014  
Delegate to State 4-H & Youth Conference, 2013

#### State:

Art Team, 2013-2014

### 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 family 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

- Dish Washer at Tasty Restaurant, 2014-2016
- Community Choir, 2013-2016
- Forestville High School Soccer Team, 2014-2015
- Violin Lessons, 2009-2015

## **ESSAY QUESTION**

Include in your application packet a one-page response to this essay question:

**How has 4-H prepared you for your future career and life goals?**

### **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.
- Your essay response should be no more than one page long.
- Include information from throughout your 4-H experience.
- 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 Washington County 4-H Program on an out-of-county trip and/or to be selected as a 4-H award recipient. You have been identified as a person who could speak to their qualifications for these opportunities and awards.

Please complete the following recommendation and return as directed below.

- 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 leadership skills (ex. communication, listening skills, presentation skills, self-confidence, teamwork, time management, responsibility, 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 sent directly to:

Washington County UW-Extension  
4-H Award Recommendation  
333 E. Washington St., Suite 1200  
West Bend, WI 53095

DEADLINE DATE: NOVEMBER 1

## 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!*

## OPPORTUNITY/AWARD INTERVIEW SCHEDULE

Please check (✓) your choice of time to be interviewed. Also, please write in if there is any time you could definitely not interview. Thank you.

### NOVEMBER 14, 2016

<input type="checkbox"/> 5:30 p.m.	<input type="checkbox"/> 7:15 p.m.
<input type="checkbox"/> 5:45 p.m.	<input type="checkbox"/> 7:30 p.m.
<input type="checkbox"/> 6:00 p.m.	<input type="checkbox"/> 7:45 p.m.
<input type="checkbox"/> 6:15 p.m.	<input type="checkbox"/> 8:00 p.m.
<input type="checkbox"/> 6:30 p.m.	<input type="checkbox"/> 8:15 p.m.
<input type="checkbox"/> 6:45 p.m.	<input type="checkbox"/> 8:30 p.m.
<input type="checkbox"/> 7:00 p.m.	<input type="checkbox"/> 8:45 p.m.

Please return this form with your application materials. Due NOVEMBER 1<sup>ST</sup>.

Name \_\_\_\_\_

*This application packet was adapted by Brianna Stapleton Welch, 4-H Youth Development Educator for Washington County 4-H. It is based on materials from Door County 4-H, Rock County 4-H, and Fond du Lac County 4-H. Updated July 2016.*