



***All materials due Monday, November 6, 2017***

**Interviews are Sunday, November 19, 2017, starting at 12:00p.m.  
at the James P. Coughlin Center**

**This packet contains necessary pieces of your application and additional resources:**

Page 1:	Overview of 4-H Trips, Opportunities and Awards
Page 2:	Tips for Creating Cover Letter and Résumé
Page 3:	Cover Letter Outline
Page 4:	Sample Cover Letter
Page 5:	Résumé Outline
Page 6:	Sample Résumé
Page 7:	Application Questions
Page 8:	4-H Interview Application Comments
Page 9:	Adult Recommendation (non-relative) from a 4-H reference
Page 10:	Adult Recommendation (non-relative) from a non 4-H reference (teacher, community leader, etc.)

**WHAT YOU WILL TURN IN BY NOVEMBER 6, 2017**

- A cover letter**
- A résumé**
- Answers to the Application Questions**

***\*\*Did you know that your cover letter and résumé can be entered at the fair in the Communications Project? These are resources that you will spend time on to complete them accurately for your trip application, as well as receive feedback from a judge at the county fair – for future reference! See Communications, Division C, Class 108 for the fair entry in 2016!***

The Adult Recommendations will be sent directly to the Extension Office by the people filling out the form. **Ask for these early and in person (face-to-face or phone).** Share with the person what the recommendation is for and ask if they need any information to help them. It is also helpful to include a pre-addressed stamped envelope with your recommendation form when giving it to the person writing the recommendation.

Applications will be accepted hard copy or via email with electronic signatures.

- Interviews are scheduled between 1:00-3:00 PM on November 1.
- If you have a preference for an interview time, contact Kayla.

If you have any questions regarding résumé s or the application process, call 920-232-1974 or email Jody at: [jbezio@co.winnebago.wi.us](mailto:jbezio@co.winnebago.wi.us)

*Jody Bezio*

Jody Bezio  
Interim 4-H Youth Development Educator  
Winnebago County UW-Extension

## 2018 Overview of State & National 4-H Trips

Discuss options with your parents/guardians.

<p><b>Citizenship Washington Focus (CWF)- Washington, D.C.</b></p>	<p><i>Wk 3- June 16-24, Wk 4- June 23-July 1 Wk 6- July 7-15 (Sat following Sun.)</i></p>	<p>~\$1,400 (incl. travel). Support from WI 4-H Foundation lowers costs for all delegates.</p>	<p>County selects and commits to sending a specified number of youth each Dec. (no quota) May only attend one time.</p>	<p>10<sup>th</sup>-12<sup>th</sup> grade at time of selection in fall-winter. Minimum age of 15 during program.</p>	<p><b>Dec. 1-</b> Committed number of county delegates due to State 4-H Office. <i>NOTE: Counties are responsible for costs for these committed numbers.</i> <b>Feb. 15-</b> Invoices are e-mailed to County Educators. <b>Feb. 15-28-</b> 4honline registration open to county selected youth. <b>Apr. 1-</b> Payment due to State 4-H Office.</p>	<p>1 Adult Advisor/10 youth needed. National Program Group Leader application. Oct.- application posted on state 4-H website. <b>Feb. 15</b> deadline.</p>
<p><b>National 4-H Conference- Washington, D.C.</b></p>	<p>April 6-12, 2018 (Fri eve. – Thurs.)</p>	<p>~\$1,300 (incl. travel) Support from WI 4-H Foundation lowers costs for all delegates.</p>	<p>County nominates 1 or 2 youth; State 4-H committee selects 6-8. May attend only one time.</p>	<p>10<sup>th</sup>-12<sup>th</sup> grade during the program. Minimum age of 15 and maximum 18 on Jan. 1 of program year.</p>	<p><b>Sept.-</b>Applications are distributed to counties via mail and website for distribution to selected nominees. <b>Dec. 1 -</b> Applications are due to State 4-H Office. <b>Dec. 21-</b> Selections announced to youth &amp; county staff. <b>Jan. 16-</b> Last day to cancel without financial penalty. <b>Feb. 15-</b> Invoices are e-mailed to County Educators. <b>Mar. 15-</b> Payment due to State 4-H Office.</p>	<p>1 Adult Advisor needed (usually a County 4-H Educator). Selected by State 4-H Office.</p>
<p><b>National 4-H Congress- Atlanta, GA</b></p>	<p>Nov. 23-27, 2018 (Fri. after Thanksgiving - Tues.)</p>	<p>~\$1,200 (incl. travel) Support from WI 4-H Foundation lowers costs for all delegates.</p>	<p>County selects (no quota). May attend only one time.</p>	<p>10<sup>th</sup>-12<sup>th</sup> grade at time of selection. Maximum age 18 on Jan. 1 of program year</p>	<p><b>Dec. 1-</b> Projected numbers due to State 4-H Office. <b>Sept.-</b>Applications are distributed to counties via mail and website for distribution to selected nominees. <b>Dec. 1-</b> Registration instructions available on 4-H website <b>Dec. 15-Mar. 31-</b> 4honline registration open to county selected youth. <b>Jun. 25-</b> All team applications and expectation forms due <b>Aug. 1-</b> Last date to cancel without financial penalty. <b>Oct. 1-</b> Invoices are e-mailed to County 4-H Educators. <b>Nov 15-</b> Payment due to State 4-H Office.</p>	<p>1 Adult Advisor/10 youth needed. National Program Group Leader application. Oct.- application posted on state 4-H website. <b>Feb. 15</b> deadline.</p>
<p><b>Space Camp Huntsville, AL</b></p>	<p>April 26-30, 2018 (Thurs. – Monday)</p>	<p>~\$625 (incl. travel). Support from WI 4-H Foundation lowers costs for all delegates.</p>	<p>County selects (limit 126 youth) May attend only one time (besides counselors). <b>(NEW POLICY)</b></p>	<p>6<sup>th</sup>-8<sup>th</sup> grade, maximum age 15, at time of program.</p>	<p><b>Sept.-</b>Registration information is distributed to counties via mail &amp; website to distribute to county selected youth. <b>Oct. 7-Dec. 31-</b> 4honline registration open to selected youth. <b>Jan. 10-</b> Last day to cancel without financial penalty. <b>Feb. 1-</b> Invoices are e-mailed to County Educators. <b>Mar. 15-</b> Payment due to State 4-H Office.</p>	<p>1 Adult Advisor/10 youth needed. National Program Group Leader application. Oct.- application posted on state 4-H website. <b>Feb. 15</b> deadline.</p>
<p><b>Wisconsin 4-H &amp; Youth Conference- Madison, WI</b></p>	<p>June 25-28, 2018 (Mon.-Thurs.)</p>	<p>~\$250 (Plus some seminar fees.) Some scholarships available.</p>	<p>County selects (no quota) Depending on county policy, may attend more than once</p>	<p>7<sup>th</sup>-10<sup>th</sup> grade at selection in fall-winter.</p>	<p><b>Dec. 1-</b> Projected numbers due to State 4-H Office. <b>Feb. 1-</b> Registration info &amp; handbooks posted online. <b>Apr. 2-15-</b> 4honline registration opens to county selected youth-seminars are assigned <i>first come, first served</i> for both youth and adults. (Must complete UHS health form in campdoc.com.) <b>Apr. 18 - May 1-</b> 4honline registration opens to Adult Advisors. <b>May 31-</b> Last day to cancel without financial penalty. <b>Jun. 1-</b> Payment due; County Educators create &amp; download county consolidated Invoice from 4honline after May 31.</p>	<p>1 male &amp; 1 female required for 15 delegates or less. (More if over 15.) <i>(Note: overall conference adult/youth ratio meets the 1:10 requirement.)</i> County assigns Adult Advisors.</p>

## TIPS FOR WRITING YOUR COVER LETTER AND RÉSUMÉ

- ◆ **Do your best!** For some this is the first time putting together a cover letter and résumé. That's okay. Do your best. The selection committee will consider your grade and ability during the selection process.
- ◆ **Use a computer.** You can save your work and make revisions as necessary. If you do not have a computer at home, work with your school, a friend, or the library. The cover letter and résumé **cannot** be handwritten.
- ◆ **Plan ahead.** Go through each part of the résumé and cover letter before typing. Put your thoughts together. Translate your skills into **action-oriented**, concise descriptions. As much as possible, think of your 4-H experience as a job. What skills have you developed in 4-H? How have you personally changed as a result of your 4-H experience?
- ◆ **Order is important.** Résumés are typically put together in the order that it happened. Arrange information chronologically within the following sections: 4-H Summary, 4-H Activity Involvement, and Other Activities. Résumés are usually between 1-2 pages. See sample résumé for example or check out the following:  
[www.teenadvice.about.com/cs/writingaréssumé/](http://www.teenadvice.about.com/cs/writingaréssumé/) / <http://jobstar.org/tools/réssumé/>
- ◆ **Layout, design, and abbreviations.** Your cover letter and résumé should be easy to read and understand. Arrange your résumé as shown in the sample copy provided. Choose a common and appropriate font, such as Arial or Times New Roman. Your font size should be no less than 11 point and no more than 14. Use the same font throughout your document. Use 1" margins at the top, bottom, and on 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 parenthesis after the first time you use it. Do not use text or instant messaging abbreviations, emoticons, or clip art.
- ◆ **Personalize your cover letter.** Think of your résumé as the place you list your skills and your cover letter as yourself talking directly to the judges. Let them see a little bit of you.
- ◆ **Proof it.** Your documents should be free of spelling errors. Use spell check and follow up by having at least two other people proofread your cover letter and résumé. This is where many people make minor mistakes. Don't lose points in the process by forgetting to proofread your documents!
- ◆ **Ask for help if you need it.** Don't hesitate to ask! Our office number is 920-232-1974 and my email is: [jbezio@co.winnebago.wi.us](mailto:jbezio@co.winnebago.wi.us) . If it is past office hours, leave a message with a time that will be good to get in touch with you. Make sure to ask questions or get clarification if you don't understand something.

## COVER LETTER OUTLINE

**DATE** (that you are mailing it)

Winnebago County UW-Extension Office  
Attn: 4-H Trip & Award Selection Committee  
625 E Cty Rd Y, Suite 600  
Oshkosh WI 54901

**Dear Selection Committee:**

### **PARAGRAPH 1**

What are you sending and why are you sending it? **Include the trip opportunities for which you want to be considered.**

### **PARAGRAPHS 2 - 3**

This is the “why me?” section. Explain in no more than two paragraphs why you are qualified to represent Winnebago County 4-H and what you hope to learn. Ask yourself what makes you stand out from other applicants. Tell why you are interested in attending the trip. Also tell how you will share what you learned when you return. Give examples to help explain your statements.

**\*\*New for 2016:** It is required that trip participants who receive Leaders Board funding must submit a written overview for the News & Views as well as give a presentation about their trip. The presentation can be given at your own club meeting as well as one additional presentation at one of the following: Annual 4-H Banquet, All County Meeting, or an additional club meeting (not your own club).

### **FINAL PARAGRAPH**

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

**Sincerely,**

**Type Your Name Here As You Will Sign It Above**  
(Remember to sign your letter!)

**SAMPLE COVER LETTER**

November 6, 2017

Winnebago County UW-Extension Office  
Attn: 4-H Trip & Award Selection Committee  
625 E Cty Rd Y, Suite 600  
Oshkosh WI 54901

Dear Selection Committee:

It is my pleasure to submit my résumé and application to be considered as a delegate for **Wisconsin 4-H and Youth Conference and 4-H American Spirit Experience.**

This is my seventh year as a member of the Lucky Clovers 4-H club. I have been very active with my projects and I have had some great experiences. I have improved my communication skills by participating in the county speaking contest, serving as secretary for my club, and attending 4-H Winter Leadership Camp. I have learned to give back to my community by helping with my club's senior citizens holiday party and helping at 4-H Cloverbud Blast.

Last winter I attended 4-H Winter Leadership Camp. I enjoyed getting to know other 4-Hers from Winnebago County and the other counties. I want to experience more in 4-H, especially beyond Winnebago County. Other 4-H members who attended Wisconsin 4-H and Youth Conference and American Spirit said it's a great opportunity to meet 4-H members from across Wisconsin, while taking part in fun classes and site seeing.

If I got to attend I would do a good job representing Winnebago County and would tell other 4-H members in my club and in the county what Conference and American Spirit was all about and why they should attend. I would also make arrangements to present to my 4-H club in the month following my trip and submit an article to the News & Views. In October, I would love to talk about my trip experience at the 4-H Family Banquet.

I hope to attend Wisconsin 4-H and Youth Conference and American Spirit to learn more about 4-H and to meet other people. My past experiences representing Winnebago County, interest to be involved, and my willingness to share what I learn with others make me a great candidate. Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Chris Clover

## RÉSUMÉ OUTLINE

**NAME**

ADDRESS LINE 1

ADDRESS LINE 2

PHONE NUMBER

E-MAIL (if applicable)

**EDUCATION**

Current School or college name, and year in school (8<sup>th</sup> grade, Freshman)

**4-H SUMMARY**

4-H club name, years in 4-H

List projects in which you are or have been enrolled, but no more than 10. Include the number of years you have been or were a member of that project. Highlight the projects that you've been involved with the longest.

**4-H ACTIVITY INVOLVEMENT**

Summarize major 4-H activities in which you have participated and the number of years you participated. Include all levels of involvement that you have including club, county, district, state, and national.

**SKILL DEVELOPMENT**

Explain the skills that you have developed as a result of participation in 4-H projects and activities.

**PERSONAL DEVELOPMENT**

Explain the personal qualities that you have gained as a result of participation in 4-H projects and activities.

**OTHER ACTIVITIES**

Include school activities, work experience, special activities, etc. and the number of years you participated.

**SAMPLE RÉSUMÉ**

Chris Clover  
 425 Clover Lane  
 Oshkosh WI 54901  
 920/999-9999  
 4hrocks@tnt.com

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**EDUCATION**

Green Meadow Middle School, 8<sup>th</sup> grade

**4-H  
SUMMARY**

Lucky Clovers 4-H Club, 6 years  
 Horse and Pony, 6 years  
 Foods and Nutrition, 6 years  
 Arts and Crafts, 5 years  
 Poultry, 3 years  
 Flowers, 2 years

**4-H ACTIVITY  
INVOLVEMENT****Club**

Demonstration, 5 years  
 Pizza Seller and Maker, 5 years  
 Club Fundraiser, 5 years  
 Sr. Citizens Holiday Party, 5 years  
 Club Float, 3 years  
 Club Secretary, 1 year

**County**

County Fair Exhibitor, 5 years  
 Speaking Contest, 5 years  
 Horse Committee Volunteer, 4 years  
 County Fair Helper, 2 years  
 Officer Training, 1 year  
 Horse Bowl, 1 year

**District**

4-H Winter Leadership Camp, 1 year

**State**

Horse Bowl, 1 year

**SKILL  
DEVELOPMENT**

- \* Knowledge of healthy food choices.
- \* Knowledge of various food preparation options including microwaving, cooking, baking, and slow cooking.
- \* Knowledge of horse nutrition, horse knowledge, fitting, training, and showing in both English and Western.
- \* Knowledge of poultry nutrition, grooming, background, and showing.
- \* Basic knowledge of various flowers and care needed.
- \* Cultural arts skills: drawing, painting, ceramics, leather craft, and stenciling.

**PERSONAL  
DEVELOPMENT**

- \* Effective communication skills including spoken and written.
- \* Ability to work well with others including youth and adults.
- \* Ability to work toward personal goals from start to finish.
- \* Effectively works well in team situations, including showing and sportsmanship.

**ACTIVITIES**

- \* Summer Soccer, 6 years
- \* Church Volunteer, 5 years
- \* Library Reading Club, 4 years
- \* Honor Roll, 2 years
- \* Chorus, 2 years





#### 4-H INTERVIEW APPLICATION COMMENTS

Interviewers will be looking for the following when reviewing your application materials. They will share comments with you.

More areas will be looked at specifically for the interview, which will be shared later.

	<b>Needs Work</b>	<b>Average</b>	<b>Good</b>	<b>Very Good</b>
<b>Cover Letter</b>	Cover letter is unclear.	Cover letter is clear and organized.	Cover letter is well organized and effective. Tailored to trip.	Cover letter is creative, organized and contributes to a professional presentation.
<b>Résumé</b>	Résumé is unclear.	Résumé is clear and organized.	Résumé is well organized and effective. Tailored to trip.	Résumé is creative, organized and contributes to a professional presentation.
<b>Answer to Questions (Written)</b>	Answers to questions are difficult to follow.	Answers to questions follow a logical progression.	Answers to questions show skill and creativity in organization.	Answers to questions show a strong structure which enhances effect of answer.



Page 9

## 4-H REFERENCE FORM

Name of 4-H Member: \_\_\_\_\_

As part of the process for selecting youth for Winnebago County 4-H Trips, the selection committee is seeking recommendation and information for each candidate. Please provide us your input, to the best of your ability, regarding the following areas:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unknown</u>
• Leadership qualities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Participation in 4-H program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Will positively represent the 4-H program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional comments in the space below:

Print Your Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE ADDRESS ABOVE BY NOVEMBER 6, 2017.**

*Winnebago County 4-H is a program of the Winnebago County UW-Extension.*

**THANK YOU!**

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements.

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## NON 4-H REFERENCE FORM

Name of 4-H Member: \_\_\_\_\_

As part of the process for selecting youth for Winnebago County 4-H Trips, the selection committee is seeking recommendation and information for each candidate. Please provide us your input, to the best of your ability, regarding the following areas:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unknown</u>
• Leadership qualities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Participation in 4-H program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Will positively represent the 4-H program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional comments in the space below:

Print Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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**THANK YOU!**

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