

2015 4-H TRIP APPLICATION FOR 4-H AWARDS AND TRIPS

All materials are due October 12, 2015.

Interviews will be held on October 24, 2015.

This packet contains:

- Page 1: Overview of 4-H Trips and Opportunities
- Page 2: Tips for Creating Cover Letter and Resume
- Page 3: Cover Letter Outline
- Page 4: Cover Letter Sample
- Page 5: Resume Outline
- Page 6: Resume Sample
- Page 7: Discussion Questions
- Page 8: Adult Recommendation (Include a stamped, addressed envelope)

THESE ITEMS ARE DUE TO THE EXTENSION OFFICE BY OCTOBER 12:

- ✓ Overview/Ranking of 4-H Trips and Opportunities
- ✓ Cover Letter
- ✓ Resume
- ✓ Discussion Questions
- ✓ Two Completed Recommendations (Have them returned to the UWEX office in the envelope you provide.)

If you have any questions regarding resumes, cover letters or any part of what is expected, call Deb Ivey at 930-9850 or e-mail debra.ivey@ces.uwex.edu.

NOTE ON TRIP COSTS: The chart shows the approximate costs for each trip. This could vary. The Iowa County 4-H Leaders pays 1/3 of the cost of trips except they pay \$120 toward State 4-H and Youth Conference. If a youth chooses to go on two trips, the 4-H Leaders will pay 1/3 of the cost of one trip. If a youth is participating in a trip or State Team for the second time, the 4-H Leaders will not provide any support. Some 4-H clubs in Iowa County also provide financial support to members who go on 4-H trips.

If you are unable to participate in an interview on the scheduled date, contact Deb Ivey at 930-9850 or e-mail debra.ivey@ces.uwex.edu to set up a time to record an interview.

OVERVIEW/RANKING OF 4-H TRIPS AND OPPORTUNITIES

Name _____ Year in 4-H _____ Year in School _____

Indicate your preference in rank order or the year you participated	Trips and Awards	Age eligibility	Total Cost	Your cost (approximate)
	Space Camp , Huntsville, Alabama, 5 days in April. The 4-H Missions in Space program is a weekend where participants will complete a simulated Space Shuttle mission, experience training simulators, tour the U.S. Space & Rocket Center and learn about becoming an astronaut.	6 th -8 th grade	About \$550	About \$375
	State 4-H and Youth Conference , Madison, WI, one week in mid to late June. Participate in a variety of seminars, motivational speakers, dances, recreation, and more. Stay on campus at UW-Madison	7 th to 10 th grade at time of selection	About \$235	About \$115
	Leadership Washington Focus: 5 day trip in June/July that includes an Amtrak train ride, D.C. sites and leadership experiences	6 th -8 th at time of selection	About \$1100	About \$750
	Western Spirit Experience: Participate in service projects and educational activities in National Parks between WI and Montana, 10 days in June/July	8 th -12 th grade at time of selection	About \$1500	About \$1000
	Citizenship Washington Focus: 9 days across the country and in Washington, D.C., meet 4-Hers nationwide, learn about citizenship, government, history. Lots to see and do. Choice of dates in June or July.	10 th - 12 th grade at time of selection. Min. age 15	\$1200	About \$800
	National 4-H Conference, Washington, D.C Early April. You will be nominated for selection to a statewide delegation (6 youth). Give input on future direction that 4-H takes at the national level. You will be required to fill out another form with questions and submit your resume to State 4-H.	Grades 10-12. Maximum age of 18 as of January 2016.	About \$1100	About \$750
	National 4-H Congress, Atlanta, GA Travel by plane to Georgia where you will spend Thanksgiving weekend celebrating accomplishments you and others have made in 4-H. Expect a lot of motivation and inspiration at this one.	Grades 10-12 at time of selection. Max. age 18 as of Jan. 2016	About \$1100	About \$750
	4-H Key Award: This is the highest recognition you can receive in 4-H. You receive a certificate and a key pendant in November, 2016.	11 th grade or older at time of selection	None	

TIPS FOR COMPLETING YOUR COVER LETTER AND RESUME

◆ **DETERMINE THE AWARD YOU ARE APPLYING FOR.**—Review the overview of 4-H trips and opportunities. Consider when the trips take place, the cost, the ages that are eligible and how many times a youth can participate in each opportunity. Discuss this with your parents and/or a trusted adult. Indicate in the first column your preferences in rank order.

◆ **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, your friend or the library. The cover letter and resume cannot be handwritten.

◆ **PLAN AHEAD**-- Read all the instructions before you start. Put your thoughts together and translate your skills into action-oriented, concise descriptions. Think of your 4-H experience as a job. What do you do in 4-H? 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?

◆ **LAYOUT, DESIGN AND ABBREVIATIONS**—Your cover letter and resume should be easy to read and understand. Arrange your resume as illustrated in the outline and sample. Choose a common, easy to read font that is no smaller than 11 point and no larger than 14 point. Use the same font throughout the application. Use 1" margins at the top, bottom and on both sides of the page. You may have a two page resume. If you use abbreviations, include what it means in parentheses the first time you use it.

◆ **LETTER OF INTRODUCTION**—The letter of introduction tells about yourself and your 4-H work. Explain why you feel you should be selected to represent Iowa County on a trip or receive an award. Give individual examples to explain your statements. This is YOUR cover letter. Add your own personality to it. (See outline and sample included in this packet.)

◆ **RESUME**--The resume includes current facts about you and your 4-H experiences. Organize to best present your accomplishments as a 4-H member as well as achievements in school and your community. Include your objective (trip or award you are applying for), accomplishments, education, 4-H and school experiences, and volunteer experiences. Pick out and combine things from throughout your experience and from projects that best communicate what you have done. Include examples that illustrate problem solving, communication skills, decision-making, and other skills you will use in your adult life. What you write should be clear to someone who does not know you and about your involvement in 4-H.(See outline and sample included in this packet.)

◆ **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 resume. Don't lose points in the review process by forgetting to proofread your documents!

◆ **ASK FOR HELP IF YOU NEED IT.** If you have never completed an application, you will probably have questions. Don't hesitate to ask for help. Contact Deb Ivey at 930-9850 or e-mail debra.ivey@ces.uwex.edu to set up a time to meet or to discuss your application.

COVER LETTER OUTLINE

DATE (that you are mailing it)

Iowa County 4-H Leaders
ATTN: Trip and Award Application
303 W. Chapel, Suite 1200
Dodgeville, WI 53533

Dear Selection Committee:

PARAGRAPH 1:

What are you sending and why are you sending it?

PARAGRAPHS 2-4:

This is the “Why me?” section. Explain in no more than 3 paragraphs why you are qualified to represent Iowa County 4-H. Ask yourself what distinguishes you from other applicants. Share why you are interested in attending/receiving the trip or award. If you want to go on a trip, you might also share what you will bring back to Iowa County and your club. **Give examples to help explain your statements.**

FINAL PARAGRAPH:

Close the letter. Thank the committee for considering your resume and portfolio.

Sincerely,

Type your name here as you will SIGN it above. (Don't forget to sign the letter!)

SAMPLE COVER LETTER

October 15, 2015

Iowa County 4-H Leaders
ATTN: Trip and Award Application
303 W. Chapel, Suite 1200
Dodgeville, WI 53533

Dear Selection Committee:

It is my pleasure to submit my resume and discussion questions to be considered as a delegate for **Citizenship Washington Focus**.

This is my seventh year as an Iowa County 4-H member. I have been active with my projects and as a member of my club, the Cobb Busy Badgers. My enclosed resume and discussion questions highlight my 4-H involvement. Participation in these 4-H activities and events made me interested in representing Iowa County on this trip.

4-H has provided me with some great experiences. I have increased my communication skills by participating in Day in the Arts speaking contests and by serving as president and secretary of my 4-H club. I have learned to give back to my community by helping with our 4-H club highway clean up, helping at the June Dairy Month Breakfast and assisting at Cloverbud events.

For the past two years I have been a 4-H Ambassador and served as a camp counselor this past summer. I enjoyed getting to know other 4-H members in Iowa County as well as Green County and Lafayette County. My involvement made me want to experience more in 4-H, especially beyond Iowa County. Other 4-H members who attended Citizenship Washington Focus (CWF) told me about the great leadership and learning opportunities that are part of this trip to Washington, D. C. If I am chosen for CWF, I would proudly represent Iowa County. I would also tell other 4-H members in my club and in the county about my experiences and encourage them to attend.

I hope to attend Citizenship Washington Focus to learn more about 4-H, to meet other people and to increase my leadership skills. My past experiences representing Iowa County, enthusiasm to be involved, and my willingness to share what I learn with others makes me a great candidate.

Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Type your name here as you will SIGN it above. (Don't forget to sign the letter!)

RESUME OUTLINE

On a separate page, create your 4-H resume using the following format (a sample is on the next page.) The resume can be more than one page

NAME

Address Line 1

Address Line 2

Phone Number

OBJECTIVE: What trip or award are you applying for?

EDUCATION School or college name, then Freshman, Sophomore, etc.

4-H EXPERIENCES 4-H club name, years in 4-H
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

4-H ACTIVITY INVOLVEMENT Summarize all 4-H activities in which you have participated and the number of years you participated

SKILL DEVELOPMENT Explain what you have learned as a result of participation in 4-H projects and activities and the skills you have developed

PERSONAL DEVELOPMENT Explain what you have personally gained as a result of participation in 4-H projects and activities in terms of your personal attributes.

VOLUNTEER, WORK AND OTHER EXPERIENCES List school, work experiences and volunteer experiences and the number of years of participation

SAMPLE RESUME

Iowa County 4-H'er

303 W Chapel St
Dodgeville WI 53533
608 930-9850

TRIP OBJECTIVE	Represent Iowa County at Citizenship Washington Focus	
EDUCATION	Dodgeville High School, Junior	
4-H EXPERIENCES	Rockwell Mills 4-H Club, 9 years Projects: Clothing, Crafts, Beef, Swine, Foods and Nutrition, 7 years Photography, 6 years Insects 1 year	
4-H ACTIVITY INVOLVEMENT	4-H Club Officer, 3 years Delegate to 4-H Youth Conference, 2010 Cloverbud Day Helper, 2 years 4-H Ambassador, 3 years	Livestock Judging, 5 years County Fair Exhibitor, 9 years Day in the Arts, 5 years 4-H Leaders Council, 1 year
SKILL DEVELOPMENT	Proficient knowledge of beef and swine nutrition, fitting, showing and training Experienced show person taking top awards in animal projects the past 5 years Able to document projects in record book Developed optimum feeding rations for market animals staying within family budget and utilizing crops produced Cultural arts skills: crocheting, framing, quilting, flower arranging, stenciling, painting, layout and design	
PERSONAL DEVELOPMENT	Excellent role model, mentor and team player. Effectively work with younger members, peers and adults in varied situations Organize special events and meetings while paying close attention to detail Delegate tasks effectively and appropriately as part of leadership role in club Sportsmanship exhibited in and out of competitive situations Understands and use parliamentary procedure Teach younger members and peers effectively Well-developed interpersonal and public speaking skills	
VOLUNTEER, WORK AND OTHER EXPERIENCES	Honor Roll, 4 years Volleyball, 4 years Highway Clean-up, 2006-2012 Herdsman, Hi-Point Beef June Dairy Month Activities, 8 years Wisconsin Junior Angus Association Member, 6 years	

DISCUSSION QUESTIONS

Think about your 4-H experiences and prepare answers to the following questions. Answer these questions on no more than one sheet of paper. These responses are designed to illustrate and support what you have written in your resume and cover letter.

1. In your own words, tell about changes in yourself that have happened during your 4-H career - skills, abilities, self-confidence, or any other 4-H experiences you learned from or enjoyed.
2. If you knew a family that was wondering whether their children should join 4-H, what would you tell them?
3. What is one thing you hope to gain from this trip or award?
4. Add anything else that would give the selection committee insight into who you are, what your 4-H experience has been and why you should be considered for 4-H trips and awards.
5. Did you participate in 4 (four) 4-H Club activities (meetings, fund raisers, Community Service) in the past year?



Iowa County 4-H Leaders Association
303 W. Chapel St, Suite 1200
Dodgeville, WI 53533
608-930-9850

RECOMMENDATION FROM AN ADULT
(NOT A PARENT OR RELATIVE)

Name of 4-H Member _____

As part of the selection process for Iowa County 4-H Trips and Awards, 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"/>				
● Maturity	<input type="checkbox"/>				
● Participation in 4-H Program	<input type="checkbox"/>				
● Responsibility	<input type="checkbox"/>				
● Positive Attitude	<input type="checkbox"/>				

Please provide additional comments in the space below:

Print Your Name _____ Title _____

Signature _____ Date: _____

Recommendations should be mailed to Deb Ivey, 4-H Youth Development Agent, 303 W Chapel St., Dodgeville, WI 53533 by October 12. **Please use this side of the page only.**



An EEO/Affirmative Action employer, UW-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements



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