

## Burnett County 4-H Trip Awards

We are so glad that you achieved in the Burnett County 4-H program and are eligible to represent us on trips during the 2018-2019 4-H year! As you read through this packet, you will find all the information you need to be successful during the selection process. The Burnett County 4-H Leaders' Association generously funds 50-100% of the cost of trips for 4-H members in good standing. Payment plans for the balance, if applicable, can be made but must be paid in full prior to the trip. Contact Beth Rank or the Burnett County 4-H Leaders' Association Treasurer for a confidential discussion. Representing Burnett County on state and nationwide trips is a rewarding opportunity, but it comes with great responsibility. We expect professional behavior from all applicants throughout the entire application and interview process and during the trip.

All Trip Award Applications are due to the UW-Extension Office no later than **October 1, 2018**. **Please call the UW-Extension Office at 715-349-2151 and schedule a 10 minute interview** Interviews are scheduled for **Sunday, October 14, 2018** from 12:00-3:00 p.m. at the Siren School.

### Items included in Packet:

- Trip Awards and Qualifications
- 4-H Trip Award Application Checklist
- Sample Cover Letter
- Sample Resume
- Interview and Key Award Questions
- Scoring Guide for Award Trip Interview
- Frequently Asked Questions

### Complete Application Includes:

- Cover Letter
- Resume

If you have questions, feel free to contact the UW-Extension Office at (715) 349-2151.



## Burnett County Trip Awards and Qualifications

### ► **Winter Leadership Camp – Mason, WI** (Tentatively January 11-13, 2019)

Winter Camp will be held at Crosswoods Camp north of Drummond in Bayfield County. This is a chance to meet 4-Hers from other counties in Wisconsin while enjoying a variety of winter activities.

Criteria – Member must:

1. Be in grades 8-13 grade at the time of selection
2. Meet general achievement guidelines
3. Complete and submit record book per guidelines
4. Complete and submit typed cover letter and resume

*Important Trip Information:*

Cost of Winter Camp is approximately \$80 with the Burnett County 4-H Leaders' Association paying 50% of the registration for campers who submit a cover letter and resume and successfully complete the interview process to represent Burnett County.

### ► **Space Camp - Huntsville, AL** (April 25-29, 2019)

Delegates team up for hands-on mock space missions and other STEM activities in the NASA program while exchanging ideas with 4-H youth from across Wisconsin.

Criteria - Member must:

1. Be in 6<sup>th</sup> - 8<sup>th</sup> grade at the time of the program. Maximum age is 15 at the time of the program. Camp counselors may be in 7<sup>th</sup> - 10<sup>th</sup> grade.
2. Carry county approval throughout the program.
3. May only attend once as a youth (excludes counselors).
4. Meet general achievement guidelines
5. Complete and submit record book per guidelines
6. Complete and submit typed cover letter and resume

*Important Trip Information:*

The total fee for Space Camp is *approximately* \$625 (fee dependent on bus/fuel costs). Trip costs are currently shared between the Leaders Association and youth. The Leaders Association pays 50% of the trip (*one year only*) and the youth pays 50% plus some meals and personal spending money. Parents are responsible for completing necessary participation and health forms and transportation to and from boarding and disembarking points.

### ► **WI State 4-H & Youth Conference – Madison, WI** (June 24-27, 2019)

Approximately 600 youth attend this pre-college educational program in Madison. Participants take part in educational seminars (examples include geocaching, windsurfing, service-learning project) and general assemblies all while meeting other active 4-H youth and adults from across Wisconsin. They are encouraged to take what they learn and share it with others in their home community.

Number of delegates awarded this trip by the Awards Committee is determined annually by the state and the Leaders Association. An individual can be awarded this trip once in his/her 4-H career as a delegate and then can repeat (as space allows) on a different track or as a member of a state team/group.

Criteria – Member must:

1. Be in grades 7-10 grade at the time of selection
2. Meet general achievement guidelines
3. Complete and submit record book per guidelines
4. Complete and submit typed cover letter and resume
5. Have been in 4-H at least two years.

*Important Trip Information:*

The registration cost for Wisconsin 4 H & Youth Conference is approximately \$250 (fee dependent on bus/fuel costs). Trip costs are currently shared between the Leaders Association and youth. The Leaders Association pays 70% of the registration fee (*one year only*) and the youth 30% plus some additional costs such as spending money and related items. The participant is responsible for completing the necessary participation and health forms and for transportation to the bus pickup/drop off location.

### ► **American Spirit**

**East - Eastern US States** (June 7-16 or July 5-14, 2019) **Burnett Co. Delegates = 2**

Travel via coach bus to eastern US states in mid-June with other youth from Wisconsin to increase knowledge and understanding of America's heritage. May visit Amish village, Valley Forge, Philadelphia, New York, Plymouth Rock, and Boston. May see Atlantic Ocean and go whale watching.

Criteria - Member must:

1. Meet the general achievement guidelines
2. Complete and submit record book per guidelines
3. Complete and submit typed cover letter and resume
4. Must have been in 4-H at least two years
5. Be in grades 8-10 at time of selection.

*Important Trip Information:*

Trip cost is approximately \$1,200. Trip costs are shared between the Leaders Association and youth. The Leaders' Association pays 70% of the trip cost (*one year only*) and the youth pays 30%. Delegates may attend more than once at their own expense. Leaders' Association will cost share either American Spirit-East **OR** American Spirit-West, not both.

### ► **American Spirit**

**West - Western US States** (Not offered in 2019) **Burnett Co. Delegates = 2**

Travel via coach bus to America's historical and infamous Wild West in June. Ten-day trip. This program partners with the National Park Service and features several national park

stops, such as St. Croix Falls National Scenic Riverway, Badlands National Park, Mt. Rushmore National Memorial, Jewel Cave National Monument, Yellowstone National Park, Grant Teton National Park, and Devils Tower National Monument.

Criteria - Member must:

1. Meet the general achievement guidelines
2. Complete and submit record book per guidelines
3. Complete and submit typed cover letter and resume
4. Must have been in 4-H at least three years
5. Be in grades 9-12 at time of selection.

*Important Trip Information:*

Trip cost is approximately \$1,200. Trip costs are shared between the Leaders Association and youth. The Leaders' Association pays 70% of the trip cost (*one year only*) and the youth pays 30%. Delegates may attend more than once at their own expense. Leaders' Association will cost share either American Spirit-East **OR** American Spirit-West, not both.

### ► **Citizenship Washington Focus – Washington D.C. Burnett Co. Delegates = 2**

(June 15-23 or July 6-14, 2019)

Thousands of youth from across the country are selected to attend this leadership program held at the National 4-H Center in Washington, D.C. Approximately 120 Wisconsin Youth are selected to represent Wisconsin 4-H. Participants learn the importance of civic and social responsibilities as they relate to the development of better citizens and leaders. The week-long trip consists of participatory workshops, speakers, committee work, field trips and social events. Wisconsin delegations attend during specific weeks.

The Awards Committee may choose up to two delegates each year. An individual can attend this trip once in his/her 4-H career.

Criteria – Member must:

1. Meet the general achievement guidelines
2. Complete and submit record book per guidelines
3. Complete and submit typed cover letter and resume
4. Must have been in 4-H at least three years
5. Have been to Wisconsin 4-H Youth Conference
6. Be in grades 10-12 at the time of selection. Minimum age 15 during program.

*Important Trip Information:*

The total fee for CWF trip is *approximately* \$1,400 (fee dependent on bus/fuel costs). Trip costs are currently shared between the Leaders Association and youth. The Leaders Association pays 70% of the trip and the youth pays 30% plus some meals and personal spending money. Parents are responsible for completing necessary participation and health forms and transportation to and from boarding and disembarking points (usually near Eau Claire, WI).

► **National 4-H Congress** (Nov. 29 - Dec. 3, 2019)

***Burnett Co. Delegates = 2***

National 4-H Congress is the most significant event of the 4-H program. The Congress provides youth with a quality educational and cross-cultural experience that exceeds what any state independently provides. Delegates participate in self-development seminars, tours, and community service while exchanging ideas with youth from across the country. Approximately 1300 members of 4-H Youth Development Programs from around the country and Puerto Rico gather to learn new skills in leadership, community service and multi-cultural integration. In addition to attending assemblies and workshops, they participate in discussion groups on issues facing our country today and moderate a town hall meeting at which they share the results of those discussions.

The Awards Committee may select up to two youth annually to attend the National 4-H Congress. An individual can be awarded this trip once in his/her 4-H career.

Criteria – Member must:

1. Meet the general achievement guidelines.
2. Complete record book per guidelines and submit record book.
3. Complete and submit typed cover letter and resume
4. Have been in 4-H at least three years.
5. Have been to Wisconsin 4-H Youth Conference and Citizenship Washington Focus (CWF).
6. Be in grades 10-12 at time of selection (maximum age of 18 as of January 1, 2019).
7. Continue to be enrolled and as active as possible through the dates of the trip.

*Important Trip Information:*

The total cost of the National 4 H Congress is *approximately* \$1,200. The Leaders Association currently pays 100% of this trip. The youth pays for some meals and personal spending money. Parents are responsible for completing necessary participation and health forms and transportation to and from boarding and disembarking points.

► **Wisconsin 4-H Key Award**

The Wisconsin Key Award is the highest 4-H award, providing special recognition to a 4-H member who has demonstrated consistent growth in their 4-H program, developed leadership abilities, and has been a helpful member of their club and community. This award has traditionally been awarded during a member's senior year of high school or first year of college.

The number of Key Awards allowed is determined by the state, based on total county enrollment.

Criteria – Member must:

1. Meet general achievement guidelines.
2. Complete record book per guidelines and submit record book.
3. Complete and submit typed cover letter and resume
4. Have been an active, contributing member of the 4-H community.
5. Have served in leadership roles and participated in club, county and out of county activities as documented in the member's 4-H record book.

## 4-H Trip Award Application Checklist

Deadline for Trip Award Selection Applications: **October 1, 2018**

\_\_\_\_\_ Cover Letter (*Typed & Signed*) Your cover letter should be in proper letter format and include the following information:

- *The 4-H club you belong to*
- *How long you have been a member*
- *How well you attend club meetings*
- *Offices you have held*
- *Project experiences, especially those related to leadership*
- *Other leadership experiences*
- *Reasons that you want to attend the trip you are applying for*
- *How you will share what you learn from your trip*

\_\_\_\_\_ Resume (*Typed*)

- *Objective (what trip you want to be awarded)*
- *Education (what grade you are in; GPA)*
- *4-H Experience*
  - Club
  - Top Projects
  - Community Service
  - Other Trips attended
- *School & Community Activities outside 4-H*
- *Reference*
  - Three references from people outside your immediate family. Ex: 4-H Club Leader

\_\_\_\_\_ Please understand that if you are selected for a 4-H award trip you are expected to:

- Continue to be actively involved in your 4-H club
- Make a trip specific down payment at the time of trip acceptance.
- Pay the trip specific percentage of the registration cost – remember, if finances are a hardship, help is available! Contact the Extension Office, 715-349-2151, for confidential assistance. Payment plans may be made available by the 4-H Leader's Association.
- Sign the Trip Award Agreement Form

## Sample Cover Letter

Date

Burnett County 4-H Leaders' Association  
UW-Extension Burnett County  
7410 County Road K, #107  
Siren, WI 54872

Dear Burnett County 4-H Leaders' Association,

I am applying to be a representative of Burnett County at the Wisconsin State 4-H and Youth Conference. Attending the state conference would help improve my leadership, team building, and communication skills.

During my five years in 4-H, I have been an active member of the Clover Achievers 4-H Club. Besides attending over 75% of the club meetings, I have held two officer positions. Last year I was Reporter, and I am currently serving as Vice President. During the past two years, I have learned how much work is needed to make our club run smoothly.

I have also participated in many projects in 4-H. Currently, I am a youth leader for the county swine project. I have helped other youth in my club with showing and fitting tips. As a youth leader, I helped at a Super Saturday event featuring livestock. I brought my barrows to demonstrate how to correctly fit a market hog, and I demonstrated showing tips for other youth to use during showmanship.

I will bring the knowledge I gain at State 4-H and Youth Conference back to my club. I will also use the leadership knowledge I gained to help the other youth that participate in the swine project.

I have attached my resume to show my interest in representing Burnett County at the Wisconsin State 4-H and Youth Conference.

Respectfully yours,

(Applicant's signature)

Susie 4-Her

## Sample Resume

**Suzie 4-Her  
1122 Clover Lane  
Siren, WI 54872  
(715) 349-2151**

### ❖ **Objective:**

- Represent Burnett County at the Wisconsin State 4-H & Youth Conference

### ❖ **Education:**

- 8<sup>th</sup> Grade Student, Siren Middle School
- Honor Roll

### ❖ **4-H Experiences:**

- Clover Achievers 4-H Club Member, 5 years
  - Vice President, 2017
  - Reporter, 2016
- Swine Project, 5 years
  - Help younger club member with showing and fitting tips
  - Presented showing and fitting tips at 2016 Livestock Super Saturday Event
- Community Service Projects
  - Roadside Cleanup, 3 years
  - Blankets for newborns, 2 years
  - Planting flower beds at the Burnett County Fairgrounds
- Space Camp, 2015

### ❖ **School and Community Activities**

- Member of the Prince of Peace Youth Group, 3 years
- Basketball at Siren Middle School, 2 years
- Member of the Westby Rod and Gun Club, 4 years

### ❖ **References: (3 non-family)**

- Sandy Happyweather, Clover Achievers 4-H Club Leader (715) 555-1234
- Frank Foul, Siren Middle School Basketball Coach (715) 555-4321
- Marty Due Date, Siren Middle School Teacher (715) 555-4132



## **Interview**

For the interview, please bring your record book with you. Be prepared to talk about your 4-H year and answer questions regarding it by focusing on the following three topics:

1. What is your best or favorite 4-H memory from the year and why?
2. What was your favorite activity/event/project of the year and why?
3. What was your favorite community service project that you did this year and why? How did it help the community and what did you learn from it?

4. Scoring Guide for Award Trip Interview

Applicant Name: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

Trip(s) Applying for: \_\_\_\_\_

	4 points	3 points	2 points	1 point
First Impression (Appearance and Greeting)	Overall appearance is very appropriate (clothing, grooming, casual business attire) Professional behavior and language with firm handshake.	Overall neat appearance (acceptable clothing, well groomed). Friendly and courteous behavior and language.	Appearance somewhat untidy (inappropriate choice of clothing and untidy grooming) Attempts to be friendly and courteous.	Very untidy appearance and inappropriate attire and accessories. No greeting or handshake given.  Unacceptable behavior and language.
Body Language	Strong eye contact and proper posture throughout interview.	Good eye contact and good posture. Minimal fidgeting.	Somewhat nervous, lapses in eye contact. Obvious fidgeting.	Constant fidgeting. No eye contact.
Communication and Grammar and Use of Language	Speaking was clear and articulate with correct use of grammar. Demonstrated confidence.	Speaking was mostly clear and articulate with a good command of grammar. Used general words instead of details. Some pauses in speaking.	Speech is difficult to understand with some command of grammar. Some responses may need to be repeated.  Spoke too loudly or too softly. Extremely nervous.	Speech is very difficult to understand with little command of grammar.
Response to Questions	Thorough answers (answers questions completely)  Well-constructed, enthusiastic (but not overly so) responses. Asked appropriate questions.	Answers were acceptable and accurate; may have sounded rehearsed.	Attempted to answer questions completely. Gave brief responses with little confidence or enthusiasm.  OR Answered in a manner that was not succinct or clear.	Inappropriate answers. Answered with 'yes' or 'no'. Failed to elaborate. Did not speak in complete sentences.

Interview Score: \_\_\_\_\_/16

To be considered for a trip, interviewee must score at least 12 points.

Trip: \_\_\_Yes \_\_\_No

## Frequently Asked Questions

- 1. I applied for a trip and just found out my Spanish Club trip is at the same time. What should I do?**  
*Contact the Leaders' Association as soon as possible to withdraw your application and/or to express interest in a different trip you qualify for.*
- 2. May I apply for more than one trip?**  
*Yes, you may apply for more than one trip, but will likely only be awarded one. The 4-H budget is taken into consideration when the number of delegates is decided.*
- 3. Is Space Camp considered an award trip?**  
*No, Space Camp does not require a cover letter, resume, and interview. Space Camp is a specialty award trip requiring a registration form and a confidential 4-H Leader recommendation. Space Camp selection is managed by the 4-H Educator.*
- 4. My family can't afford to send me on a trip I am interested in. What should I do?**  
*Contact Beth Rank, 4-H Youth Development Educator, for a confidential discussion.*
- 5. Do I have to pay my portion of the trip right away?**  
*If you're awarded a trip you will be sent a trip acceptance form which outlines expectations and payment due dates. Contact the Extension Office with any questions or concerns.*
- 6. I want to apply for an award trip, but I am not sure when my church camp or drivers education will be. What should I do?**  
*Applying and interviewing for an award trip is an excellent learning experience, whether or not you choose to accept the trip.*
- 7. Does the 4-H Educator select the award trip delegates?**  
*No, that decision is made by the Leaders' Awards Committee.*
- 8. Who should I ask to be my references?**  
*Non-related community members including teachers, coaches, advisors, mentors, and church leaders.*
- 9. May I email my cover letter and resume?**  
*You should always use ink pen to sign (in cursive) your name. Email is unreliable and is discouraged.*
- 10. I try hard in school, but I'm not on the honor roll. Can I still apply for a 4-H award trip?**  
*Yes, absolutely! Being an honor student is not a requirement to earn a 4-H award trip.*