



Green County 4-H
Older Youth Awards & Scholarships
-SPRING 2021-

APPLICATION PACKET

ALL MATERIALS DUE: Wednesday, March 10

INTERVIEWS: Thursday, March 25

This packet contains:

- Page 2-3: Spring Application Opportunities
- Page 4: It’s All About Life Skills!
- Page 5: Tips for Composing Your Cover Letter & Resume
- Page 6: Cover Letter Outline
- Page 7: Sample Cover Letter
- Page 8: Resume Outline
- Page 9: Sample Resume
- Page 10: Essay Question
- Page 11: Adult Recommendation Form
- Page 12: What Do You Think? Evaluation
- Page 13: Interview Schedule Sheet

FINAL APPLICATION PACKET:

What you will submit by March 10

Key Award & College Scholarship Application (1 application can be submitted for both)

- Cover Letter
- Resume (1-2 page)
- Essay (150-300 words)
- One (1) Letter of Recommendation
- What do you think? Eval. (pg. 12)
- Interview Schedule Sheet (pg. 13)

Please neatly compile and submit to the Extension Green County Office by **Wednesday, March 10**. Your application packet can be dropped off in person, emailed, or mailed to the Extension Office.

Interviews will be held on **Thursday, March 25** via Zoom or in person. Please see page 13 for instructions on including your preferred interview time with your application materials.

SPRING 2021 OPPORTUNITIES

Note Regarding 4-H Awards & College Scholarships:

*1 application can be submitted for all awards or scholarships for which you are eligible.

*The interview committee will consider all applicants for all awards and scholarships for which they are eligible.

4-H AWARDS

4-H Key Award

Spring Application

This award is the highest award a 4-H member can receive in Wisconsin 4-H. It recognizes members in **11th-13th grade** who have shown consistent growth in their 4-H program, developed their leadership ability, and been helpful to other members in their club and community. Youth must have completed at least three years of 4-H club membership and one year of youth leadership. A limit of only 3-4 members from Green County can be selected for this annual award.

Application Materials REQUIRED include: Cover Letter, Resume (1-2 pages), Essay (150-300 words), and one (1) Letter of Recommendation.

4-H COLLEGE SCHOLARSHIPS

Application Materials REQUIRED include: Cover Letter, Resume (1-2 pages), Essay (150-300 words), and one (1) Letter of Recommendation.

Cindi Miller Memorial Scholarship

Spring Application

Applicants must be enrolled in Green County 4-H at the time of application and be enrolled or planning to enroll at a university, college or technical school during the 2021-2022 academic school year. A key criteria for selection of this scholarship will be a high level of community involvement. Applicants can be awarded this scholarship only once. Annually there are two \$1,000 scholarships available and awarded at the discretion of the interview committee.

Information on 4-H Travel Experiences, Awards, and Scholarships and the application materials to apply for these opportunities are available at: <https://green.extension.wisc.edu/4-h-youth-development/4-h-forms/>

Older Youth Opportunities & Recognition Application Process:

It's All about Life Skills!

The Green County 4-H program uses an application and interview process to support you in building life skills as you pursue extraordinary 4-H opportunities and recognitions. 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 recognitions 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 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 Green 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 scholarship 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 & RESUME

- Use a computer. You can save your work and make revisions from year to year. If you do not have a computer at home, work with your school, a friend, or a local public library. 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.
- The cover letter may be no longer than one page.
 - **Award & College Scholarship Applicants:** Write this letter as you would for a job application, specifying the award and/or scholarship(s) for which you wish to be considered and why you are qualified.
- Your resume may be one to two pages long, but no more than two pages.
- 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 neglecting to proofread.
- 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! Ellen's office number is (608) 328-9440 and her email is ellen.andrews@wisc.edu. If it's after office hours, leave a message with a time that will be good for Ellen 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 in)

(Note: Use a font size no smaller than 11 pt. and no larger than 12 pt.)

Green County 4-H Program
Extension Green County
2841 – 6th Street
Monroe, WI 53566

Dear Selection Committee:

FIRST PARAGRAPH:

What are you sending and why are you sending it? Include a listing of the travel experiences, awards and/or scholarships for which you want to be considered (ex. Space Camp, Key Award, Adult Leaders Scholarship).

MIDDLE PARAGRAPH(S):

This is the “why me?” paragraph(s). Explain in no more than two paragraphs why you are well qualified to represent Green County 4-H. Also share why you are interested in receiving this experience/award/scholarship. 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

March 10, 2021

Green County 4-H Program
Extension Green County
2841 – 6th Street
Monroe, WI 53566

Dear Selection Committee:

It is my pleasure to submit my resume and essay response to be considered as a delegate for Wisconsin 4-H 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.

Last year I became involved as a county Cloverbud project youth leader. 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 Green County and would use the leadership skills and project ideas from these seminars in my club and in the county Cloverbud project.

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 (please count years as a Cloverbud)
List major 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. (Prioritize projects if limited in space; quality over quantity)

4-H ACTIVITY INVOLVEMENT Summarize the 4-H activities in which you have participated and the number of years you participated. Include leadership and community service involvement, on the club and county level. (Prioritize activities if limited in space; quality over quantity)

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

Forestville, WI 12345

(608) 444-4444

425 Green Lane

EDUCATION	Forestville High School, 10 th 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	<u>Club:</u> Offices held: Reporter, Treasurer, Vice President Fundraising Committee, 2009-2013 Senior Center Community Service Project, 2008-2013 Parade Float Committee, 2008-2012 Window Display Committee, 2008-2010 <u>County:</u> Delegate to CWF, 2013 Animal Science Committee, 2011-2013 County Fair Assistant, 2009-2013 Delegate to 4-H American Spirit, 2012 Delegate to State 4-H & Youth Conference, 2011 <u>State:</u> Art Team, 2012-2013
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 farm 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
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 (outside of 4-H)	*Dish Washer at Tasty Restaurant, 2012-2013 *Community Choir, 2010-2013 *Forestville High School Soccer Team, 2012-2013

ESSAY QUESTION

Include in your application packet an essay response to the following question:

Long Essay (Key Award & College Scholarships): *(150-300 word response)*

4-H youth have better and more sustained connections with peers and adults and are more likely to be civically active, making more community and civic contribution than their peers. How has 4-H enabled you to develop competence, confidence, character and compassion for others? In what ways do you believe these skills will be helpful to you in your future?

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.
- Be thoughtful and honest in your response.
- Proofread your essay response, and have someone else proofread 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 Green County 4-H Program as an award and/or scholarship recipient. You have been identified as a person who could speak to their qualifications for these recognitions.

Please only complete the following recommendation if you are *not a relative of the applicant* and are willing to provide the applicant an honest and favorable recommendation.

- 1.) Below or on a separate sheet, please discuss why the applicant is deserving of these honors. Feel free to describe the applicant’s character attributes and leadership skills (ex. communication skills, self-confidence, teamwork, time management, responsibility, compassion, community engagement, 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 returned to the applicant, to be submitted with their complete application by March 10.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Please do so as early as possible prior to the program or activity so that proper arrangements can be made. In certain situations, information related to requests may be shared with staff or units necessary to help coordinate an appropriate accommodation.

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):*

_____ 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)*

_____ 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)*

_____ Other(s): *(Please list)*

2. Please share other comments/suggestions about the application and interview process:

INTERVIEW SCHEDULE PREFERENCE SHEET

Please identify your top three preferences for interview times (i.e. 1st, 2nd, 3rd).
All interviews will be conducted via Zoom.

Also, please write in if there is any time you could definitely not interview. Thank you.

Interviews: MARCH 25, 2021

___ 6:00 p.m.

___ 6:15 p.m.

___ 6:30 p.m.

___ 6:45 p.m.

___ 7:00 p.m.

___ 7:15 p.m.

___ 7:30 p.m.

___ 7:45 p.m.

Please return this form with your application materials. **Due March 10.**

Name _____