

**2013-14**  
**Guide to Application Process**  
**For 4-H Awards, Trips, and the World Beyond!**

**This packet contains:**

Overview of 4-H Trips and Opportunities  
Tips for Creating Cover Letter and Resume  
Cover Letter Outline  
Sample Cover Letter  
Resume Outline  
Sample Resume  
Summary Page and Evaluation  
Adult recommendations form (2)

Before being selected for a trip, 4-H members are required to be interviewed by a panel of friendly youth and adult representatives. Please be prepared to answer questions regarding yourself, your 4-H projects, involvement in your club and what you hope to gain by attending this trip. Remember to dress appropriately.

**Materials Required:**

- A cover letter
- A resume.
- Two completed recommendations (**enclosed**). One needs to be from a 4-H leader familiar with your work, like your general leader or another project leader. The other one will can be from a person of your choice. **Ask for these early!** They should be sent directly to the Extension Office to be included with your packet.

If you have any questions regarding resumes including what is expected to complete the process, call me at 920-834-6845 or email at [paula.huff@ces.uwex.edu](mailto:paula.huff@ces.uwex.edu). If you need any additional help, don't hesitate to contact me! **Resumes are due at January Thaw, except for applicants for Citizen Washington Focus (those are due November 10).**

Paula Rogers Huff  
4-H Youth Development Agent  
University of Wisconsin-Extension

**NOTE:** Delegates for camp counselors and camp dishwashers will also be selected through the resume process, but will interview at a different time.

## OVERVIEW OF 4-H TRIPS AND OPPORTUNITIES

A note about funding: up to 90 percent of the funding for these trips will be covered by the 4-H Leaders Association. Invoices will be sent prior to the departure date. On occasion, 4-H members will be asked to pay for meals and will need spending money. 4-H families are asked to provide transportation to and from a bus departure city. More details from the trip organizers will be provided once 4-H members are registered for a trip. There is an expectation that the youth will use skills gained in the county when they return.

Following a trip, a 4-H member is required to present an oral and/or visual display at the Awards and Recognition Banquet in the fall. It is best for the member to appear in person, but if this is not possible, a display should be provided of photos, souvenirs, information about the trip, etc.

Those taking trips are also strongly encouraged, but not required to

1. Work an extra food stand shift at the fair
2. Send a thank you note to the Leader's Association
3. Attend a 4-H Leader's Association meeting and tell about the trip
4. Write a note and send a photo for publication in the local newspaper and 4-H newsletter.

Before being selected for a trip, 4-H members are required to be interviewed by a panel of friendly youth and adult representatives. Please be prepared to answer questions regarding yourself, your 4-H projects, involvement in your club and what you hope to gain by attending this trip. Remember to dress appropriately.

### **Wisconsin 4-H and Youth Conference:**

**Grades: 7<sup>th</sup>-10<sup>th</sup>.** Held Monday through Thursday in late June on the UW-Madison Campus with about 600 youth from around Wisconsin. Delegates attend workshops, group activities and leadership development opportunities.

### **American Spirit Experience:**

**Grades 9<sup>th</sup> – 10<sup>th</sup>.** Participants will study American heritage, develop leadership skills and learn about citizenship. This trip includes travel to Philadelphia, Boston, New York, Niagara Falls and Lexington. This trip will be in June, 2014.

### **Citizenship Washington Focus (CWF):**

**Grades: 10<sup>th</sup>-12<sup>th</sup> (minimum age 15 during trip).** Participants learn the importance of civic and social responsibilities as they relate to the development of better citizens and leaders. Travel by bus with other youth from Wisconsin. Trip includes a tour of Gettysburg, workshops, speakers, committee work, field trips and social events. Delegates travel in June or July.

### **National 4-H Dairy Conference:**

**Grades/Ages: 10<sup>th</sup>-12<sup>th</sup> with maximum age of 18 as of January 1, 2014.** Late September 2014. Applicants must have at least three years of 4-H dairy project experience, outstanding dairy records. Participants learn about production, processing, marketing and use of dairy products, and develop a broader understanding of careers available in the dairy industry. Selected as Crowley Award winner at State Fair.

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

**Grades: 10<sup>th</sup>-12<sup>th</sup> with maximum age of 18 as of January 1, 2014.** Delegates gather in Atlanta, GA, over Thanksgiving weekend (Friday-Tuesday) and participate in self-development seminars, tours and a service project, while exchanging ideas with youth from across the country.

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

**Grades/Ages: 10<sup>th</sup>-12<sup>th</sup> with maximum age being 18 as of January 1, 2014.** Participants gather at the National 4-H Center in Maryland in late March or Early April, 2014 and select an issue to work with other youth from across the country to develop plans for future 4-H programming. County applicant is forwarded to state where 6 delegates are selected.

### **Space Camp**

**Grades/Ages: 6<sup>th</sup> – 8<sup>th</sup> at time of trip with maximum age 15 at time of trip (4 days, mid April, 2014).** Delegates participate in hands-on mock space missions and other activities in this NASA program while exchanging ideas with youth from across Wisconsin.

## TIPS FOR DOING YOUR COVER LETTER AND RESUME

- ◆ **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 (or if you do not have computer access, please call Paula and we will make alternative arrangements).
- ◆ **Plan ahead.** Go through each part of the resume 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 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 putting information in the order that it happened, with the most current FIRST. Arrange information chronologically within the following sections: 4-H Summary, 4-H Activity Involvement and Other Activities. See sample resume for example.
- ◆ **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 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. You may have a two-page resume. Avoid using abbreviations, as not everyone is familiar with them.
- ◆ **Individualize it.** This is YOUR resume and cover letter. Add your own personality to it.
- ◆ **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. 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.** If you have never gone through this process, you will probably have questions. Don't hesitate to ask! My office number is 920-834-6845 and my email is paula.huff@ces.uwex.edu. If it's past office hours, leave a message with a time that will be good for me to get in touch with you. I want everyone to have a good experience with this process! Make sure to ask questions or get clarification if you don't understand something.

## COVER LETTER OUTLINE

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

UW-Extension  
4-H Trip/Award Selection Committee  
Courthouse  
301 Washington Street  
Oconto, WI 54143

**Dear Selection Committee:**

**PARAGRAPH 1:**

What are you sending and why are you sending it? **Include by listing or checking off the opportunities for which you want to be considered.**

**PARAGRAPHS 2 - 4**

This is the “why me?” section. Explain in no more than three paragraphs why you are qualified to represent Oconto County 4-H. Ask yourself what distinguishes you from other applicants. Also share why you are interested in attending/receiving the trip or award. If going on a trip, you may also share what you will bring back with you after attending. **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 and sign it above your typed name**  
(Don't forget to sign your letter!)

## SAMPLE COVER LETTER

(YOUR Address HERE)  
CITY, WI 54153

October 15, 2013

UW-Extension  
4-H Trip/Award Selection Committee  
Courthouse  
301 Washington Street  
Oconto, WI 54153

Dear Selection Committee:

It is my pleasure to submit my resume and portfolio 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 and portfolio highlights my 4-H involvement. Participation in other 4-H events has made me interested in attending Wisconsin 4-H and Youth Conference.

4-H has provided me with some great experiences. I have increased my communication skills by participating in the county speaking contest, 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 many Horse and Pony events.

Last summer I was involved at State Fair with the Dairy Project. I enjoyed meeting other 4-H members and hearing about what they do in 4-H in their counties. This made me want to experience more in 4-H, beyond Oconto County. Other 4-H members who attended Wisconsin 4-H and Youth Conference told me about the great opportunity to meet 4-Hers from across Wisconsin, while taking part in fun classes. If I got to attend I would do a good job representing Oconto County and would tell other 4-H members in my club and in the county what Conference was all about and why they should attend.

I hope to attend Wisconsin 4-H and Youth Conference to learn more about 4-H and to meet other people. My past experiences representing Oconto County, enthusiasm 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

## RESUME OUTLINE

### NAME

ADDRESS LINE 1

ADDRESS LINE 2

PHONE NUMBER

E-MAIL (if applicable)

- EDUCATION** School or college name, then Grade (Freshman, Sophomore, etc.)
- 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.
- 4-H ACTIVITY INVOLVEMENT** Summarize all 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, special activities, etc. and the number of years you participated.

## SAMPLE RESUME

Chris Clover  
425 Green Lane  
Forestville WI 54213  
920/999-9999  
4hrocks@tnt.com

---

### EDUCATION

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

### 4-H SUMMARY

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

### 4-H ACTIVITY INVOLVEMENT

#### Club

Booster Button Sales, 5 years  
Dairy Bar Worker, 5 years  
Club Fundraiser, 5 years  
Sr. Citizens Holiday Party, 5 years  
Club Float, 3 years

#### County

County Fair Exhibitor, 5 years  
Speaking Contest, 5 years  
Horse Committee Volunteer, 4 years  
Horse Drill Team, 2 years  
County Fair Helper, 2 years  
4-H Youth Leader, 2 years

### SKILL DEVELOPMENT

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

- \* Church volunteer, 3 years
- \* Honor Roll, 2 years
- \* Chorus, 2 years

## WHAT DO YOU THINK?

1. As a result of constructing my resume: *(check all that apply)*

- Learned more about myself (*Can you 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 (*If checked, list at least one new challenge you plan to take on this year*) \_\_\_\_\_
- Other(s): List: \_\_\_\_\_  
\_\_\_\_\_

2. Through your experiences in 4-H, please check the skills you have developed:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Communication         | <input type="checkbox"/> Responsibility  | <input type="checkbox"/> Ability to work with others |
| <input type="checkbox"/> Listening skills      | <input type="checkbox"/> Decision-making | <input type="checkbox"/> Time management             |
| <input type="checkbox"/> Presentation skills   | <input type="checkbox"/> Self-confidence | <input type="checkbox"/> Goal setting                |
| <input type="checkbox"/> Organizational skills |  |  |

3. Select one skill listed above and describe how 4-H has helped you develop this skill. Please be specific and use examples.

## ADULT RECOMMENDATION

The following applicant \_\_\_\_\_ is applying to represent the Oconto County 4-H program on an out-of-county trip and/or to be a Camp Counselor/dishwasher. You have been identified as a person who could speak to their qualifications for these trips or position.

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 position. Feel free to describe the applicant's leadership skills (i.e.: 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: \_\_\_\_\_

---

Recommendations should be sent directly to:

**Oconto County Extension Office  
4-H Trip and Award Recommendation  
Courthouse  
301 Washington Street  
Oconto, WI 54153**

**DEADLINE DATE:**

**January Thaw (CWF: November 15)**

## ADULT RECOMMENDATION

The following applicant \_\_\_\_\_ is applying to represent the Oconto County 4-H program on an out-of-county trip and/or to be a Camp Counselor/dishwasher. You have been identified as a person who could speak to their qualifications for these trips or position.

Please complete the following recommendation and return as directed below.

- 2) Below or on a separate sheet, please discuss why the applicant is deserving of the trip and/or position. Feel free to describe the applicant's leadership skills (i.e.: 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: \_\_\_\_\_

---

Recommendations should be sent directly to:

**Oconto County Extension Office  
4-H Trip and Award Recommendation  
Courthouse  
301 Washington Street  
Oconto, WI 54153**

**DEADLINE DATE:**

**January Thaw (CWF: November 15)**