

## 2019-2020 4-H TRIP / KEY AWARD APPLICATION

All materials are due November 1, 2019.

Interviews will be held on November 6, 2019.

This packet contains:

- Page 1: Overview of 4-H Trips and Opportunities
- Page 2: Tips for Creating Your Cover Letter and Resume
- Page 3: Cover Letter Outline
- Page 4: Cover Letter Sample
- Page 5: Resume Outline (*Not needed for 6<sup>th</sup> grade*)
- Page 6: Resume Sample (*Not needed for 6<sup>th</sup> grade*)
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- Page 8: Two Adult Recommendation (Include a stamped, addressed envelope)

### **DUE TO THE EXTENSION OFFICE BY NOVEMBER 1:**

Overview of 4-H Trips and Opportunities

Cover Letter

Resume (*Not needed for 6<sup>th</sup> grade*)

Two Completed Recommendations (Have these returned to the Extension office in the stamped, addressed envelope you provide.)

### **Please note completion of the previous year's record book is required for P/L Federation funding.**

If you have any questions regarding resumes, cover letters or any part of what is expected, call Marie Ritscher at (715) 672-5214 or e-mail [marie.ritscher@wisc.edu](mailto:marie.ritscher@wisc.edu).

**NOTE ON TRIP COSTS:** The chart shows the approximate costs for each trip. This could vary. The Pepin County 4-H Parent/ Leader Federation may assist in the funding of these trips. The amount of assistance is dependent on number of applications and the treasury funds available. There are not set amounts of assistance established as of yet. 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 Pepin 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 Marie Ritscher at (715) 672-5214 or e-mail [marie.ritscher@wisc.edu](mailto:marie.ritscher@wisc.edu) to set up a time to record an interview.

**OVERVIEW OF 4-H TRIPS AND OPPORTUNITIES**

**Did you complete a 2018- 2019 4-H Story?   Y   N**

Name \_\_\_\_\_ Year in 4-H \_\_\_\_\_ Year in School \_\_\_\_\_

Indicate your preference in rank order	Trips and Awards	Age eligibility	Total Cost
	<p><b>(POSSIBLE NEW TRIP – Buffalo, Pepin and Pierce Counties)</b>                      Five day/four nights trip. 6<sup>th</sup> – 8<sup>th</sup> grader’s trip focused on learning about multiculturalism in a diverse location. 9<sup>th</sup> - 13<sup>th</sup> grader’s trip will focus on Service Learning and education. One trip with shared location for both age groups.</p>	6 <sup>th</sup> - 13 <sup>th</sup> grade	About \$600-800
	<p><b>Space Camp, Huntsville, AL</b>                      Travel at the end of April for 5 days. Learn and experience different aspects about life as an astronaut, working at NASA, and participate in a variety of simulated space activities.</p>	6 <sup>th</sup> -8 <sup>th</sup> grade (Max. age 15)	About \$625
	<p><b>State 4-H and Youth Conference, Madison, WI, one week in mid to late June.</b> Participate in a variety of seminars, motivational speakers, dances, recreation, and more.</p>	7 <sup>th</sup> to 10 <sup>th</sup> grade	About \$350
	<p><b>American Spirit - EAST</b>                      A Northwest Region bus travel experience to Amish Country in Pennsylvania, New York City, Plymouth Rock, Boston and Niagara Falls. Youth will teach about a topic related to American history and gain a better understanding of America’s heritage.</p>	8 <sup>th</sup> - 10 <sup>th</sup> grade	About \$1400 plus cost of a passport for travel to Canada.
	<p><b>National 4-H Conference, Washington, D.C</b>  <b>Early April.</b> You will be nominated for selection to a statewide delegation (6 youth). <b>This application has an earlier deadline.</b></p>	10 <sup>th</sup> -12 <sup>th</sup> grade (Max. age 18)	About \$1300
	<p><b>Citizenship Washington Focus</b>                      Choice of dates in June or July. 9 days across the country and in Washington, D.C., meet 4-Hers nationwide, learn about citizenship, government, history.</p>	10 <sup>th</sup> - 12 <sup>th</sup> grade (Min. age 15)	About \$1400
	<p><b>National 4-H Congress, Atlanta, GA</b>                      Travel by plane to Georgia during Thanksgiving weekend. Celebrate accomplishments you and others have made in 4-H. Expect a lot of motivation and inspiration at this one.</p>	10 <sup>th</sup> -12 <sup>th</sup> grade (Max. age 18)	About \$1200

# 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 should not 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 Pepin 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 Marie Ritscher at (715) 672-5214 or e-mail [marie.ritscher@wisc.edu](mailto:marie.ritscher@wisc.edu) to set up a time to meet or to discuss your application.

## COVER LETTER OUTLINE

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

Pepin County 4-H Parent/Leader Federation  
ATTN: Trip and Award Application  
740 7<sup>th</sup> Ave W  
PO Box 39  
Durand, WI 54736

**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 Pepin 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 Pepin 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

**November 1, 2018**

Pepin County 4-H Parent/Leader Federation  
ATTN: Trip and Award Application  
740 7<sup>th</sup> Ave W  
PO Box 39  
Durand, WI 54736

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 a Pepin 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 Pepin 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 Senior Youth Council member and served as a camp counselor this past summer. I enjoyed getting to know other 4-H members in Pepin County as well as Buffalo, Trempealeau, and Pierce County. My involvement made me want to experience more in 4-H, especially beyond Pepin 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 Pepin 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 Pepin 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

## YOUR NAME

Your Address  
Your Phone Number  
Your Email

<b>TRIP OBJECTIVE</b>	Represent Pepin County at Citizenship Washington Focus	
<b>EDUCATION</b>	Nelson High School, Junior	
<b>4-H EXPERIENCES</b>	Chippewa 4-H Club, 9 years Projects: Clothing, Crafts, Beef, Swine, Foods and Nutrition, 7 years Photography, 6 years Insects 1 year	
<b>4-H ACTIVITY INVOLVEMENT</b>	4-H Club Officer, 3 years Delegate to 4-H Youth Conference, 2013 Dairy Breakfast Helper, 2 years 4-H Camp Counselor, 3 years	4-H Camp Junior Director, 2 years County Fair Exhibitor, 9 years Day in the Arts, 5 years 4-H Senior Youth Council, 1 year
<b>SKILL DEVELOPMENT</b>	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 Possess planning and organizing skills developed through serving on 4-H club committees such as the Halloween and other promotional committees. Cultural arts skills: crocheting, framing, quilting, flower arranging, stenciling, painting, layout and design	
<b>PERSONAL DEVELOPMENT</b>	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	
<b>VOLUNTEER, WORK AND OTHER EXPERIENCES</b>	Honor Roll, 4 years Volleyball, 4 years Highway Clean-up, 2014-2015 National Honor Society, 2 years Student Council, 1 year Church- Teach Bible School, 1 year	

## Example Award Trip Interview Questions

*The following questions are examples of the types of questions you may be asked at your Award Trip Interview. These are just examples to help you prepare for your interview, different questions may be asked.*

1. Describe yourself in one word and why you chose this particular word.
2. Overall, what 4-H project(s) have you enjoyed the most and why?
3. Which trip would you like to participate in and why?
4. How do you plan on informing others and sharing your experiences about this award trip?
5. How would you describe 4-H to someone who does not know about the program?
6. Why do you feel you would be a good representative of Pepin County 4-H?
7. Pepin County 4-H encourages you to do service work within your community and club. Give an example of how your service has impacted others and made a difference in your own life.
8. Give us a specific example of how 4-H has helped you develop leadership skills?
9. Tell us about one achievement in the Pepin County 4-H program that you are most proud.
10. In the 4-H motto / pledge, which of the four H's is the most important to you and why?
11. In what ways do you think participating in this trip will impact your life?
12. How has your 4-H experiences influenced your future career plans?
13. Why is it important for you to be an active member of your community?
14. If there were a fifth "H" in the 4-H Clover, what would it be and why?
15. What do think is the biggest challenge facing youth today?



Pepin County 4-H Parent Leader Federation  
 740 7<sup>th</sup> Ave W  
 PO Box 39  
 Durand, WI 54736  
 (715) 672-5214

**RECOMMENDATION FROM AN ADULT**  
 (NOT A PARENT OR RELATIVE)

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

As part of the selection process for Pepin 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 Marie Ritscher, 4-H Youth Development Agent, 740 7<sup>th</sup> Ave W, PO Box 39, Durand, WI 54736 or emailed to [marie.ritscher@wisc.edu](mailto:marie.ritscher@wisc.edu) by November 1<sup>st</sup> . **Please use this side of the page only.**



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Pepin County 4-H Leaders Association  
 740 7<sup>th</sup> Ave W  
 PO Box 39  
 Durand, WI 54736  
 (715) 672-5214

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 (NOT A PARENT OR RELATIVE)

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

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

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