



4-H Awards and Recognition Informational Packet

4-H Awards and Recognition Program

November 25, 2019

Held at and sponsored by ACUITY



This HUGE packet of information has been put together to better help 4-H members and their families understand the process and opportunities available for awards, trips and recognition. (Individual applications can still be found at <http://sheboygan.uwex.edu/4-h-youth-development/current-programs-registrations/>. This packet includes all of the information that you would need to take your 4-H Experience to the next level of opportunity and recognition. All of the opportunities in this packet are recognized in one way or another during our 4-H Awards and Recognition Celebration on November 25th at Acuity. Pay close attention to the varied deadlines and interview dates for these applications.

Award Name	Grade/Age Eligible	Deadline	Interviews
****NEW DATES, DEADLINES and APPLICATION PROCEDURES****			
Friend of 4-H/Meritorious Service Award (pg 2)	Typically Adults	October 15	N/A
Clover Awards (Pg 3-5)	3 rd grade and up	October 15	N/A
Cloverbud Achievement Awards (pg 8)	2 nd grade only	October 15	N/A
Project Awards (directions pg 9-15) Junior, Intermediate, and Senior Application Information	6th grade and up	October 1	October 15
4-H Educational Travel Experience Scholarship Selection (pg 16-17)			
WI 4-H & Youth Conference	7 - 10 grade	October 1	October 15
National 4-H Conference	10-12 grade	October 1	October 15
American Spirit (Delegate and Scholarship Designee's)	8 -10 grade	October 1	October 15
Citizenship-Washington Focus	10 -12 grade	October 1	October 15
Wisconsin 4-H Key Award	11-12 grade	October 1	October 15
National 4-H Congress	11-12 grade	October 1	October 15
Portfolio Instructions and Samples (18-23)	To be submitted for Intern. and Sr. Project Award, Key Award and Trip Applications		
Reference Forms (pg 24)	To be included with Intern. and Sr. Project Award, Key Award and Trip Applications		

***** Please do not submit materials in report covers or binders. These are removed when copies are made and are not seen by the reviewers at all. *****

**All applications/portfolios should be returned by the printed due date to the
Division of Extension - Sheboygan County Office
5 University Drive
Sheboygan, WI 53081**



**Sheboygan County 4-H
Friend of 4-H/Meritorious Service
Award Nomination Form**



The Friend of 4-H and Meritorious Award are your opportunity to nominate someone – a leader, individual, or business, who has made a contribution to the Sheboygan County 4-H Program. Please carefully consider the guidelines listed below.

Please check:

- Friend of 4-H** - Presented to an external group or organization.
 - Contributions should be on the county level
 - Contributions of nominee should be significant in nature and have positive impact on 4-H program goals
 - Contributions by the nominee should represent continuing support over time

- Meritorious Award** - Presented to a 4-H leader.
 - Nominee must be a 4-H leader
 - Must have made unique and outstanding contributions to Sheboygan County 4-H on the county level
 - Include number of nominee's years as a 4-H member

Name: _____

Address: _____ City: _____ Zip: _____

Nominated by: _____

Your Club: _____

Give a brief description on the nominee's qualifications and any other information, which would be of interest to the committee. Please use additional pages if necessary.



Sheboygan County 4-H Clover Award



All Sheboygan County 4-H member's **third grade and older** are eligible and encouraged to participate in this countywide special recognition program. The Clover Award Program is designed to recognize 4-H members for their active participation in club and county activities and events. By participating in activities and events, members can earn points towards recognition steps. 4-H members may take more than one year to complete a Clover Award, but may only **earn** one (1) per 4-H year. The 4-H year is October 1st to September 30th.

The program has recognition steps each having minimum requirements for completion. The recognition steps, which need to be earned in order, include:

Step # 1	Green Clover Award	15 Points (minimum 8 club level, 3 county)
Step #2	Bronze Clover Award	18 Points (minimum 9 club level, 4 county)
Step #3	Silver Clover Award	21 Points (minimum 10 club level, 5 county)
Step #4	Gold Clover Award	23 Points (minimum 11 club level, 6 county)
Step #5	Emerald Clover Award*	25 Points (minimum 12 club level, 7 county)

Clover Award forms are due to the Club Leader by the clubs October General Meeting. Club Leaders **must** submit forms to Division of Extension - Sheboygan County Office by October 15. The Clover Award recipients will be notified and the awards distributed during the 4-H Awards and Recognition Celebration! If you have any questions, contact your Club Leader or your 4-H Staff at the Extension Office.

General Notes:

- Only the spaces available on the application are to be used for listing items and points. If more space is needed, an item must be crossed off. If the spaces are exceeded, the extra items will not be considered.
- Points cannot be carried over from previous award earning years.
- Clover Award Applications must be signed by the Club Leader where the points were earned. If there is a change in clubs, the member must have the previous Club Leader sign the form.
- A month and year is required in the date column for all activities and events.
- *If the Emerald Award is completed before the 4-H member is in high school, it might not be applicable when completing college and scholarship applications.
- If it takes a member more than one year to earn a Clover Award, please note the following:
 - 1 – A 4-H year is considered October 1 to September 30. Years cannot be split between two years. (Example – If enough points are earned after 1½ years, the member must wait until the following fall to start earning points towards their next award.)
 - 2 – The total number of meetings held should reflect the total number between the years applying. (Example – 12 meetings per year X 2 years = 24 meetings held.)

Club Level Activities/Participation Notes:

- Activities and events that involve your club members and do not involve all clubs are considered club level activities and are club points

County Level Activities/Participation Notes:

- 4-H activities that are open to ALL 4-H members can actively participate, are considered county points.
- There is only 1 point given for ANY/ALL Countywide Project Meetings attended.
- There is a limit of three points for County Awards. County Awards include the following, but are not limited to: Project Awards, previously earned Clover Awards, Music & Drama Awards, Merits etc.
- County-wide Softball cannot be listed under Club Fundraising/Recreation or Club Other. It should only be listed under County-wide Softball. There is also a point for members from clubs that participate in the County-wide 4-H Softball Tournament, if held.

Directions:

Please fill in name, club name, and dates (month & year need to be filled in or the form will be returned). Circle which Clover Award you are applying for. On the second page of this application, fill in all appropriate information since last submitting your Clover Award. After your application is completed, your Club Leader must verify the information and send it to the Division of Extension - Sheboygan County Office, Attn: 4-H Clover Awards, 5 University Drive, Sheboygan, WI 53081.



Clover Award Application Form



Name: _____

4-H Club: _____ Grade/s: (during which pts were earned) _____

4-H Year: October 1, _____ through September 30, _____

Level Applying for: Green (15 pts) Bronze (18 pts) Silver (21 pts) Gold (23 pts) Emerald (25 pts)

Club Leader Signature: _____ Date: _____

Club Level Activities/Participation (Each activity is worth 1 point)

*4-H Club Meeting Attendance (80 – 100%) (Only 1 point is given)

Number Meetings Held	Number Meetings Attended (or excused from)	Point

Activity/Participation (maximum of 3 per category)	Date	Subject/What	Points
*Speech or Demonstration at Project or Club (List title of Speech or Demonstration! Must earn 1 point from this area)			
Membership & Active Participation on a Committee (club booth creation, fundraising, community service event, club picnic, for examples)			
*Community Service (Must earn 1 point from this area)			
*Fundraising and/or Recreation (Club level ONLY! Must earn 1 point from this area)			
Club Leadership (Club officer, committee leader, led club pledges, committee report, project youth leader, etc)			
Club Project Meeting Attendance (80 – 100% of meetings for each project up to 3)			
Club Given Awards (Outstanding Achievement, Club Achievement, Attendance, Outstanding Project Work, etc)			
Other (items different from above or if more space needed for above items - Music & Drama Club Practice or Softball Club Practice - 75% minimum attendance)			
Column Total			

***Must earn at least 1 point from this area.**

County, District, State, National Participation (Each Activity is worth 1 point)

Date	County	Pts.	Date	County	Pts.
	Anything Goes			Softball (County-wide Organized)	
	Ambassador Participation			Softball Tournament or "Kick-off"	
	Awards (3 pts total – please list)			Trip, Project, Award & Counselor Interviews	
	Building Display Set-up			Younger Member Night	
	Camp (Outpost and Base) (1 point for attending & 1 point for counselor training)			Youth Association Member	
	4-H Camp Riversite Clean-Up			Participation in Project Quiz Bowl or Skill-a-thon	
	Committee member -year long meetings on county committee (4-H Leaders Association, H&P Committee, Livestock Committee etc.)			Cloverbud Camp Counselor	
	County Project Meetings (1 pt total for attending any/all county-wide meetings)				
	Communication Arts Festival (1 point per category entered)				
	Enchanted Forest				
	Exhibit at Fair				
	Fair Building Clean-Up		Date	District-State-National	Pts.
	Fair Food Stand Work			American Spirit Experience	
	Fair – Judging Assistant			Citizenship-Washington Focus	
	Fair – Office/Bldg. Watch			4-H National Congress	
	Movie & Pizza Night			International Exchange	
	Music & Drama Festival (1 pt per entry)			Key Award	
	Officer Training			Leadership Workshop	
	Older Youth Lock-In			State Fair Exhibitor	
	4-H Open House			State 4-H Horse Show	
	County-wide Pizza Sale			State Team (art, drama, photography, showcase singers, tech.)	
	4-H Project Day			WI 4-H Youth Conference	
				Winter Leadership Camp	
				4-H @ the State Capital	
				State Fair Presentation (Music & Drama or speech)	
Column Total					

Blank spaces may be filled in with special project events or programs, i.e. Dog Fun Match, Style Revue, Carcass Contest, Meat Animal Sale, Blue Ribbon Small Animal Auction, Open Goat Show, etc.

Grand Total of Points (from both pages) _____



Clover Award Application Form



Name: Kelly Clover
 4-H Club: 4-H Superstars Grade/s: (during which points were earned) 9
 4-H Year: October 1, 2014 through September 30, 2015
 Applying for: Green (15 points) Bronze (18 points) Silver (21 points) **Gold (23 points)** Emerald (25 points)
 Club Leader Signature: Sally Leader Date: Sept 29, 2015

Club Level Activities/Participation (Each activity is worth 1 point)

*4-H Club Meeting Attendance (80 – 100%) (Only 1 point is given)		
Number Meetings Held	Number Meetings Attended (or excused from)	Point
12	12	1

Activity/Participation (maximum of 3 per category)	Date	Subject/What	Points
*Speech or Demonstration at Project or Club (List title of Speech or Demonstration! Must earn 1 point from this area)	3/14/15	How to do magic tricks	1
Membership & Active Participation on a Committee (club booth creation, fundraising, community service event, club picnic, for examples)	4/16/15	Planned brat fry	1
*Community Service (Must earn 1 point from this area)	5/15/15	Made cards for Project Angel Hugs	1
	1/7/15	participated in food drive	1
	12/17/14	sang Christmas carols @ Pine Haven	1
*Fundraising and/or Recreation (Club level ONLY! Must earn 1 point from this area)	5/16/15	worked at club brat fry	1
	4/7/15	club pool party	1
Club Leadership (Club officer, committee leader, led club pledges, committee report, project youth leader, etc)	6/1/15	gave report on brat fry success	1
Club Project Meeting Attendance (80 – 100% of meetings for each project up to 3)	2/7/15	Lego project meeting	1
	3/6/15	Photography project meeting	1
Club Given Awards (Outstanding Achievement, Club Achievement, Attendance, Outstanding Project Work, etc)	9/7/15	was Achieving member of club	1
Other (items different from above or if more space needed for above items - Music & Drama Club Practice or Softball Club Practice - 75% minimum attendance)	12/7/14	salvation Army bell ringing	1
	2/3/14	Music + Drama practice w/club	1
	1/6/14	Decorated lunch bags for meals on wheels	1

***Must earn at least 1 point from this area.**

County, District, State, National Participation (Each Activity is worth 1 point)

Date	County	Pts.	Date	County	Pts.
	Anything Goes			Softball (County-wide Organized)	
	Ambassador			Softball Tournament	
11/14	Awards (3 pts total – please list)	1		Trip, Project, Award & Counselor Interviews	1
11/14	Silver Clover Award	1	10/14	Project Award	1
	Communications Project Award				
	Building Display Set-up			Younger Member Night	
6/15	Camp (Outpost and Base) (1 point for attending & 1 point for counselor training)	1	10/14 - 9/15	Youth Association Member	1
	Camp Riverside Clean-Up			Participation in Project Quiz Bowl or Skill-a-thon	
	Committee member -year long meetings on county committee (Leaders Association)		6/15	Cloverbud Camp Counselor	1
3/15	County Project Meetings (1 pt total for attending any/all county-wide meetings)	1		Blank spaces may be filled in with special project programs, i.e. Dog Fun Match, Style Revue, etc.	
	Communication Arts Festival (1 point per category entered)				
	Enchanted Forest				
9/14	Exhibit at Fair	1			
	Fair Building Clean-Up		Date	District-State-National	Pts.
9/3/14	Fair Food Stand	1		American Spirit Experience	
	Fair – Judging Assistant			Citizenship-Washington Focus	
	Fair – Office/Bldg. Watch			4-H National Congress	
	Movie & Pizza Night			International Exchange	
2/12/15	Music & Drama Festival	1		Key Award	
	Officer Training			Leadership Workshop	
	Older Youth Lock-In		8/15	State Fair Exhibitor	1
	Open House			State 4-H Horse Show	
11/14	Pizza Sale	1		State Team (art, drama, photography, showcase singers, tech.)	
	Project Day			WI 4-H Youth Conference	
				Winter Leadership Camp	
				4-H @ the State Capital	
				State Fair Presentation (Music & Drama or speech)	
	Column Total				

Grand Total of Points (from both pages) 27



Sheboygan County 4-H Cloverbud Achievement Award



Sheboygan County Cloverbud members currently in 2nd grade of the current 4-H year are eligible to apply for this county-wide special recognition program. The Cloverbud Achievement Award is designed to recognize 4-H Cloverbuds for active participation during their 2nd grade Cloverbud year. The award can only be received once.

Please fill in name and club and all appropriate information. After your application is completed, your Club Leader must verify the information and send it to the Division of Extension - Sheboygan County Office, 5 University Dr. Sheboygan, WI 53081 by October 15, 2019.

Name: _____ Grade: _____

4-H Year: October 1, _____ to September 31, _____

4-H Club: _____

Club Leader Signature: _____ Date: _____

<u>Club Level Activities/Participation (Each activity is worth 1 point)</u>	<u>Points</u>
4-H Club Meeting Attendance (80 – 100%)	
Name Club Project Meeting - Attendance (80 – 100%)	
Name Committee Participation:	
Name Community Service:	
Name Speech or Demonstration:	
Name Other:	
Club Level Total:	

<u>County/District/State Participation (Each activity is worth 1 point)</u>	<u>Points</u>
4-H Ambassador	
County Fair Exhibitor	
Communication Arts Festival (List Category)	
Fair Building Clean-up	
Music and Drama Festival	
County-Wide Softball	
Other:	
Other:	
County/District/State Total:	

Grand Total (Must be 10 pts or more):

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4-H Members are encouraged to apply for a Project Award to be presented this fall at the 4-H Awards and Recognition Celebration. If you feel you have done a good job in one of the ten award categories, please complete a Junior Division Application (gr. 6 & 7) or submit 4-H Cover Letter, Resume, Appropriate Discussion Supplement and Sealed Recommendation Forms (gr. 8 and up). The guidelines for applications are:

1. There are ten categories: Agriculture; Crops and Soils; Arts; Communication Arts; Hobby Animals; Home Economics; Mechanical Science; Natural Sciences; Leadership; Overall Achievement. See the page "4-H Project Awards Category List" to help determine which Project Award category applies to you.
2. The **maximum** number of Project Award categories in which a member can apply is **three**. Complete **one complete portfolio** for each category (not project) chosen. A maximum of **two** awards will be given per person.
3. Applicants will be considered in three separate divisions based on the grade members completed during the past school year. Divisions include: Junior Division 6th – 7th Grades; Intermediate 8th – 9th Grades; Senior 10th Grade and up

Junior Project Awards

- a. 4-H members in grades 6 & 7 are asked to complete the enclosed Junior Division Project Award Application. No references are required. Return the Application by **October 1st**.

Intermediate and Senior Project Awards

- b. There is no longer a "form" to complete. The member's cover letter should describe what you are sending and why you are sending it.
 - c. Return completed portfolios **by October 1st**. Application forms dropped off or postmarked later than that date will **not** be considered for an award this 4-H year.
4. Project Award **interviews** are a requirement for all divisions and will be held **October 15th**. Interview schedules will be sent out. Make every attempt to be present for the interviews. If you know when you apply, that you will not be able to attend the interview, please indicate this in your cover letter or application and state your reason for the absence. Unanticipated absences should be called in to the Extension office as soon as possible. Unexplained absences are counted against you.
 5. **Members applying for Intermediate and Senior Project Award Categories need to have a Project Leader complete a Reference Form. Intermediate and Senior Members applying for Leadership or Overall Achievement need to have a General Leader complete a Reference.** Please make sure to allow enough time for leaders to read your application and complete the form so it can be turned in on time.
 6. Only information pertaining to the category you are applying for should be included in the letter and through the supplement. 4-H Resume's may look identical from one application to the next.
 7. Recipients will receive a wooden display plaque the first year of receiving a Project Award and dated Project Award medallions to mount on the plaque. Medallions will be awarded subsequent years.
 8. *** Please do not submit materials in report covers or binders. These are removed when copies are made and are not seen by the reviewers at all. ***

4-H Project Awards- Category List

1. Agriculture

- Beef – Dept. 2
- Dairy – Dept. 1
- Goats – Dept. 5
- Sheep – Dept. 4
- Swine – Dept. 4

2. Crops & Soils

- Field Crops – Dept. 14
- Flowers – Dept. 15
- Houseplants – Dept. 15
- Plant Crafts – Dept. 15
- Vegetables – Dept. 14

3. Arts

- Scrapbooking – Dept. 18
- Arts & Crafts – Dept. 18
- Blacksmith – Dept. 18
- Drawing & Painting – Dept. 18
- Ceramics – Dept. 18
- Creative Stitchery – Dept. 18
- Origami – Dept. 18

4. Communication Arts

- Photography – Dept. 20
- Theatre Arts – Dept. 18
- Clowning – Dept. 18
- Puppetry – Dept. 18
- Juggling – Dept. 18
- Yo-yo –
- Music – Dept. 18
- Computers – Dept. 18
- Creative Writing – Dept. 18
- Genealogy – Dept. 33
- Communications – Dept. 33
(Speaking & Demonstrations)

Note: Self Determined must be entered under the appropriate category. Any project not listed should be entered under the appropriate category.

5. Hobby Animals

- Cats – Dept. 13
- Cavies – Dept. 10
- Dogs – Dept. 9
- Horses – Dept. 6
- Llamas – Dept. 11
- Poultry – Dept. 7
- Rabbits – Dept. 8
- Veterinary Science – Dept. 10

6. Home Economics

- Clothing – Dept. 26
- Horse & Riding Attire – Dept. 26
- Food & Nutrition – Dept. 25
- Cake Decorating – Dept. 25
- Knit & Crochet – Dept. 27
- Home Environment – Dept. 28
- Child Development – Dept. 29

7. Mechanical Science

- Aerospace – Dept. 24
- Rocketry – Dept. 24
- Radio Controlled Planes – Dept. 24
- Bicycle – Dept. 24
- Electricity – Dept. 24
- Lego – Dept. 24
- Small Engines – Dept. 24
- Scale Models – Dept. 24
- Tractors – Dept. 24
- Woodworking – Dept. 22

8. Natural Science

- Birds – Dept. 16
- Fishing – Dept. 16
- Forestry – Dept. 16
- Insects – Dept. 16
- Nature space – Dept. 16
- Shooting Sports – Dept. 16
- Wildflowers – Dept. 16
- Backpacking – Dept. 16

9. Leadership

10. Overall Achievement

4-H Project Award- Intermediate & Senior Criteria

A. Criteria for a Project Award

(Project work for the current 4-H year will be the main consideration.)

1. Depth and growth of project. (What did you learn?)
2. Contributions made in Project (Projects completed, as well as, help given to others in project.)
3. Member's ability to plan and complete project work.

B. Criteria for Leadership

1. How you have helped others in your 4-H club and/or at the county level.
2. Assisting project or club leaders in planning and/or teaching a project or activity. (Be sure to explain what you did to help or teach.)
3. Participation in club and county 4-H youth leadership activities. This includes offices held, as well as, other forms of leadership.
4. Other Individual work with younger members.
5. Member's growth and independent capability in working with larger numbers of members. (Especially in senior age group.)
6. Being chairman of a committee and/or planning club or county activities. (Be sure to tell what you did as chairman.)

C. Criteria for Overall Achievement

1. Criteria in above two areas.
2. Community service activities participated in at the club and county level.
3. Overall scope and depth of the member's program.

Quality of application and interview will also be considered in all categories. This includes knowledge of project, appearance of applicant, and neatness and completeness of application.

PROJECT AWARDS - WHAT NEEDS TO BE IN BY OCTOBER 1 (Interm. and Senior Division)

- Cover letter** (Letter must address the specific award or trip that is being requested.)
- Resume** (One resume for multiple applications o.k.)
- Discussion Question Supplement**

4-H Leadership or Overall Achievement Awards- Please include a 1-page (typed or neatly written in ink) response to the following: *"Please describe the qualities of a positive leader and how 4-H has contributed to your leadership abilities. Include reflection on your experiences related to club, project, county-wide and other activities. Please describe any personal growth that has occurred through service activities."*

4-H Project Award Applications- Please include a 1-page (typed or neatly written in ink) response to the following: *"Describe your project plan and achievement throughout this 4-H year. Include what you learned and did and how you improved during this 4-H year."*

- Completed Recommendation(s) (enclosed.) Ask for these early!** (see pg 24)
 - **Leadership & Overall Achievement Awards** –General Leader must complete recommendation
 - **4-H Project Award** – Must have appropriate Project Leader complete recommendation
 - Recommendations should be returned to the applicant in a sealed envelope to be submitted with the other portfolio contents. It would be helpful to include a pre-addressed envelope with your recommendation form when giving it to the person writing the recommendation.

If you have any questions regarding resumes or any part of the 4-H Portfolio Process, please contact the Division of Extension - Sheboygan County Office. If you need any additional help, don't hesitate to call or e-mail with questions or schedule a time to meet.



4-H Project Award- Junior Application



By following a template, Junior (Grades 6 & 7) applicants know exactly what is being asked of them and can get a better understanding of what to put on resumes as they continue to gain life experience. The first two pages are information that should be fairly easy to fill in. The following pages consist of short-answer questions that applicants must fill out in sentence form. The short-answer questions are meant for applicants to start thinking about the bigger picture and how the activities they participate in now, will help them in the future.

It's important for youth to understand the reasoning behind creating a resume and continuing to update it. It should be understood that after each year their resume should change, based on personal and academic growth and experiences.

We hope you find this tool helpful and easy to use!

4-H Project Award - Junior Division Application

Must be in Grades 6-7
Application Due on or before October 1st

Personal Information:

Name: _____

4-H Age (As of January 1): _____

Address: _____

Phone Number: _____

Email: _____

4-H Project Award Category:

Agriculture

Crops & Soils

Arts

Communication Arts

Hobby Animals

Home Economics

Mechanical Science

Natural Sciences

Leadership

Overall Achievement

Education:

School: _____

Grade completed last year: _____

4-H Involvement:

4-H Club: _____

County: _____ Number of Years in 4-H: _____

4-H Projects: Please select the 4 projects that are a priority for you.

Tip: Put the most recent project first so it's easier to follow when transferring the information to an official resume.

Name of Project: _____

Number of Years: _____

Name of Project: _____

Number of Years: _____

Name of Project: _____

Number of Years: _____

Name of Project: _____

Number of Years: _____

Other Activities & Interests: Please select your top six priorities.

Tip: Include 4-H, sports, programs outside of school, and any leadership opportunities (EX: softball traveling team, VP of 4-H club, babysitting, camps, etc.)

*Example Activity: Church Nursery Attendant
Number of Years Involved: 2*

Activity 1: _____
Number of Years Involved: _____

Activity 2: _____
Number of Years Involved: _____

Activity 3: _____
Number of Years Involved: _____

Activity 4: _____
Number of Years Involved: _____

Activity 5: _____
Number of Years Involved: _____

Activity 6: _____
Number of Years Involved: _____

Skills & Lessons Learned:

In the space provided below, please explain your project plan and achievement throughout this 4-H year. What skills did you learn? How have you improved throughout this year?

In the space below, please explain one or two ways you could use the skills and lessons you've learned in the project(s) to help teach and lead others. How do these skills shape you as a leader?

In the space below, please explain what you would like to do differently with your 4-H project next year. Would you continue to expand on your current project(s)? Would you like to try a new project within this area? Why or why not?

Sheboygan County 4-H Trip and Key Award Application



*****IMPORTANT CHANGE *****



The Sheboygan County 4-H Leaders Association has set aside scholarship money available to support 4-H Educational Travel Experiences and make them more accessible to members and their families. It is important to note, however, that the 4-H Leaders Association does not determine which delegates are selected for each of the opportunities below (with the exception of the 4-H American Spirit Experience). Registration for these experiences occur in 4-H Online at varying times throughout the year. All youth in 4-H throughout the state will receive e-mail correspondence regarding the registration times and deadlines. In addition, your 4-H Educators will do their very best to ensure that you are aware of these deadlines as they come up. However, anyone may register for these opportunities regardless of if they have earned a local scholarship and those who receive scholarships are not guaranteed a spot as a delegate during that experience.

State Youth Conference -June 22-25, 2020

- Delegates – age 7- 10th grade
- UW Madison
- Unlimited # of participants
- Builds county identity
- College exposure
- Exposure to diversity/projects
- Social/independence
- Financially accessible
- Estimated Cost of Exp. = \$300 + seminar fee and bus
- Leaders Association Scholarship Available = \$150
- Est. Cost to Participant = \$150

American Spirit – June 5-14, June 10-18 or July 3-12, 2020

- Delegates grades 8-10th grade
- Youth experience history & heritage by immersing them in a 10 day journey.
- Youth – learning, fun, travel, meet new friends
- Increase knowledge of American history while experiencing where it occurred
- Apply youth leadership & communications skills
- Integrated into diverse social/group of peers
- Estimated Cost of Experience = \$1400
- Leaders Association Scholarship Available = \$500
- Est. Cost to Participant = \$900

Nat'l 4-H Conference –March 28 - April 2, 2020

- Delegates give input on 4-H at Nat'l level.
- Grades 10-12; 6 delegates
- Goals: Youth voice on 4-H nationally
- Benefits to Youth: My voice counts! I achieved! Recognize breadth and depth of program
- Estimated Cost of Experience = \$1300
- Leaders Association Scholarship Available = \$500
- Est. Cost to Participant = \$800

Citizenship Washington Focus-June 13-21 OR July 4-12, 2020

- Washington D.C. – 8 days long
- 10 – 12 grade
- Learn govt functioning – how bill becomes law
- Leadership & Communication
- Meet 4-Hers from across US
- Government; Meet Legislators; US History
- Estimated Cost of Experience = \$1400
- Leaders Association Scholarship Available = \$500
- Est. Cost to Participant = \$900

National 4-H Congress Nov 27-Dec 1, 2020

- Atlanta, GA; Youth 10 – 13th grade
- ~50 – 70 youth from WI ~700 – 900 from US
- Congress youth will connect with 4-H youth from around the country, continue developing leadership and communication skills
- Expand horizons (travel experience, air, manta, friendships, fun, news skills, comfort)
- Estimated Cost of Experience = \$1200
- Leaders Association Scholarship Available= \$500
- Est. Cost to Participant = \$700

Wisconsin 4-H Key Award

- This is the highest award available to a 4-H member
- Youth 9th grade and up

The Sheboygan County Grant Program provides financial sponsorship for 4-H members from limited resource families, or families experiencing a financial hardship. This is a confidential application process. Grant Applications are due 30 days prior to final payment deadline and are available from <https://counties.uwex.edu/sheboygan/files/2010/10/2016-Sheboygan-County-4-H-Grant-Application-Fillable-PDF.pdf>

4-H TRAVEL EXPERIENCES & KEY AWARD - WHAT NEEDS TO BE IN BY OCT 1

- Cover letter** (Letter must address the specific award or trip that is being requested.)
- Resume** (One resume for multiple applications o.k.)
- Discussion Question Supplement**

4-H Trips and Experiences- Please include a 1-page (typed or neatly written in ink) response to the following: *"How has your 4-H and other community experiences helped to prepare you to represent Sheboygan County 4-H through this travel experience? What are the reasons that you want to participate in this experience? In what ways might this experience challenge you?"*

4-H Key Award- Please include a 1-page (typed or neatly written in ink) response to the following: *"Based on your experiences in 4-H, what is an important concern of youth that you feel 4-H has helped you deal with positively? What has 4-H specifically done to help you in dealing with this concern? Could changes be made for 4-H to help even more? How would your proposed change help?"*

- Completed Recommendation(s) Ask for these early!** (see pg 24)
 - **Travel Experiences and Key Award** – Must have a minimum of two adults complete recommendation, one must be a 4-H Leader (others can be from school or community). Recommendations should be returned to the applicant in a sealed envelope to be submitted with the other portfolio contents. It would be helpful to include a pre-addressed envelope with your recommendation form when giving it to the person writing the recommendation.

WHAT NEEDS TO BE INCLUDED IN THE PORTFOLIO:

1. **Completed Cover Letter**
2. **Completed, Up-to-Date Resume**
3. **Discussion Question Supplement**

4-H Leadership or Overall Achievement Awards- Please include a 1-page (typed or neatly written in ink) response to the following:

"Please describe the qualities of a positive leader and how 4-H has contributed to your leadership abilities. Include reflection on your experiences related to club, project, county-wide and other activities. Please describe any personal growth that has occurred through service activities."

4-H Project Award Applications- Please include a 1-page (typed or neatly written in ink) response to the following:

"Describe your project plan and achievement throughout this 4-H year. Include what you learned and did and how you improved during this 4-H year."

4-H Trips and Experiences- Please include a 1-page (typed or neatly written in ink) response to the following:

"How has your 4-H and other community experiences helped to prepare you to represent Sheboygan County 4-H through this travel experience? What are the reasons that you want to participate in this experience? In what ways might this experience challenge you?"

4-H Key Award- Please include a 1-page (typed or neatly written in ink) response to the following:

"Based on your experiences in 4-H, what is an important concern of youth that you feel 4-H has helped you deal with positively? What has 4-H specifically done to help you in dealing with this concern? Could changes be made for 4-H to help even more? How would your proposed change help?"

4. **Reference Forms**
5. *Put it all together so the portfolio is easy to understand and use. Make sure your name is on the portfolio. Please do not submit a photo-album or scrapbook.*
6. **** Please **do not submit materials in report covers or binders.** These are removed when copies are made and are not seen by the reviewers at all. ****

TIPS FOR COMPLETING 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. If you are really in a bind, we would be happy to assist you at the Extension; call to make arrangements. The cover letter and resume **cannot** be handwritten.*
- ◆ **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 your participation in 4-H? How have you personally changed/grown 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. 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 too many abbreviations, as not everyone is familiar with them. If you do use an abbreviation, please include what it means in parenthesis after it.*
- ◆ **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! Our office number is 459-5903 If it's past office hours, leave a message with a time that will be good for us to get in touch with you. We 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)

*Division of Extension - Sheboygan County
Attn: 4-H Award and Trip Selection Committee
5 University Drive
Sheboygan, WI 53081*

Dear Selection Committee:

PARAGRAPH 1:

*What are you sending and why are you sending it? **Include by listing the opportunities for which you want to be considered (i.e. awards or trips)***

PARAGRAPHS 2 - 4

*This is the "why me?" section. Explain in no more than three paragraphs why you are qualified to represent Sheboygan 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 as You Will Sign It Above (Don't forget to sign your letter!)

SAMPLE COVER LETTER

October 1, 2019

Division of Extension - Sheboygan County
Attn: 4-H Award and Trip Selection Committee
5 University Drive
Sheboygan, WI 53081

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 and Wisconsin Key Award.***

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, the 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 with county Youth Leader groups and as a camp counselor. I enjoyed getting to know other 4-H members both in Sheboygan County and in Sawyer County. My involvement made me want to experience more in 4-H, especially beyond Sheboygan 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 Sheboygan 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 Sheboygan 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 (6th, Freshman, Sophomore, etc.)*

4-H SUMMARY *4-H club name, years in 4-H*
Include leaderships roles (officer, committee chair, activity leadership)

4-H PROJECT *List all projects in which you are or have been enrolled.*

SUMMARY *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, 8th grade
4-H SUMMARY Lucky Clovers 4-H Club, 6 years
Club Treasurer, 2014-2015

4-H PROJECT SUMMARY Horse and Pony, Foods and Nutrition, 6 years
Arts and Crafts, 5 years
Poultry, 3 years
Flowers, 2 years

4-H ACTIVITY INVOLVEMENT	<u>Club</u>	<u>County</u>
	Demonstration, 5 years	County Fair Exhibitor, 5 years
	Dairy Bar Worker, 5 years	Speaking Contest, 5 years
	Club Fundraiser, 5 years	Horse Committee Volunteer, 4 years
	Sr. Citizens Holiday Party, 5 yr.	Market Animal Program, 2 years
	Club Float, 3 years	County Fair Helper, 2 years
		Youth Leaders, 2 years
		Horse Camp, 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, leather craft, 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 * Religious Education, 3 years
* Church volunteer, 3 years
* Honor Roll, 2 years
* Chorus, 2 years



Sheboygan County 4-H Leaders Association

5 University Drive
Sheboygan, WI 53081
920.459.5903
(FAX) 920.459.5901

REFERENCE FORM(S)

Name of 4-H Member: _____

Opportunities Applying For: _____

As part of the process for selecting youth for Sheboygan County 4-H Trips and Awards, the selection committee is seeking recommendation and information for each candidate. 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="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Participation in 4-H program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Positive Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional comments in the space below:

Print Your Name: _____

Title: _____

Signature: _____

Date: _____

**THIS FORM IS TO BE RETURNED TO THE 4-H MEMBER IN A SEALED ENVELOPE
FOR SUBMISSION ALONG WITH THEIR APPLICATION BY OCT. 1, 2019.**

Sheboygan County 4-H is a program of Division of Extension - Sheboygan County.

THANK YOU!

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. An EEO/AA employer, University of Wisconsin - Division of Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements.