



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 Resumes 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:

- | | |
|---|--|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Home Economics |
| <input type="checkbox"/> Crops & Soils | <input type="checkbox"/> Mechanical Science |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Natural Sciences |
| <input type="checkbox"/> Communication Arts | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Hobby Animals | <input type="checkbox"/> 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?