



Sheboygan County 4-H Trip Scholarships and Key Award Form



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. Registration for these experiences occurs 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.

Any State 4-H Event

Who: Youth in grades 7–13

Where: UW–Madison

Number of Delegates: Unlimited from each county

Highlights: Builds county identity, provides college exposure, introduces youth to diversity and new projects, fosters independence and social connections

Estimated Cost: ~\$300 plus seminar fee and bus transportation

Scholarship: Leaders Association typically offers ~\$150

American Spirit

Who: Youth in grades 8–10

Where: 10-day heritage and history journey on the East Coast

Highlights: Explore American history where it happened, develop leadership and communication skills, enjoy travel and fun while making new friends, learn in diverse peer groups

Estimated Cost: ~\$1,900

Scholarship: Leaders Association offers \$500

Nat'l 4-H Conference

Who: Youth in grades 10–12; 6 delegates from Wisconsin

Where: Washington, D.C.

Highlights: Provide youth input at the national level, represent Wisconsin 4-H, gain leadership skills, and experience the breadth and impact of 4-H across the U.S.

Estimated Cost: ~\$2,000

Scholarship: Leaders Association offers \$500

Citizenship Washington Focus

Who: Youth in grades 10–12

Where: Washington, D.C.; 8-day experience

Highlights: Learn how government functions, meet legislators, explore U.S. history, and strengthen

leadership and communication skills while connecting with 4-H members from across the country

Estimated Cost: ~\$1,750

Scholarship: Leaders Association offers \$500

National 4-H Congress

Who: Youth in grades 10–13

Where: Atlanta, Georgia

Delegates: 50–70 from Wisconsin, 700–900 nationally

Highlights: Connect with 4-H members from across the country, strengthen leadership and communication skills, broaden horizons through travel, new friendships, and skill-building

Estimated Cost: ~\$1,450

Scholarship: Leaders Association offers \$500

Sheboygan County 4-H Alumni Grant: Provides financial support for out-of-county, state, or national 4-H trips/events. [Bill Jens 4-H Alumni Grant Application](#)

Sheboygan County Member Grant Program: Offers confidential sponsorship for members from limited-resource families or those experiencing financial hardship. Applications are due 30 days before the final payment deadline. [Grant Application](#)

Wisconsin 4-H Key Award

Who: Youth in grades 9 and up

What: The highest county-level award available to a 4-H member, recognizing leadership, personal growth, and contribution to the 4-H program



Portfolios – What needs to be in by Oct. 1st



- ☐ Cover letter – Letter must specifically address the award or trip being requested.
- ☐ Resume – One resume may be submitted for multiple applications.
- ☐ Discussion Question Supplement – Provide a one-page response (typed or neatly written in ink) for the category you are applying for:

4-H Trips and Experiences:

"How have your 4-H and other community experiences prepared you to represent Sheboygan County 4-H through this travel experience? Why do you want to participate, and in what ways might this experience challenge you?"

4-H Key Award:

"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."

- ☐ Completed Recommendations (*ask early!*)

A minimum of two adult recommendations are required.

- One must be from a 4-H leader; the second may be from a teacher, school staff, or community member.
- Recommendations should be returned to the applicant in a sealed envelope and submitted with the other portfolio materials.
- Tip: Provide a pre-addressed envelope along with the form when requesting a recommendation.

Portfolio Presentation

- Organize all materials so the portfolio is neat, easy to follow, and clearly labeled with your name.
- Do not submit photo albums or scrapbooks.

Submission Format

- Please do not use report covers or binders. These are removed when copies are made and will not be seen by reviewers.



Tips for completing your cover letter and resume



Use a computer.

Save your work so you can make revisions as needed. If you don't have access to a computer at home, consider using one at school, the library, or a friend's house. If you are still in need, the UW-Extension office is happy to help – call to make arrangements. Handwritten cover letters and resumes will not be accepted.

Plan ahead.

Review each part of the resume and cover letter before you start typing. Organize your thoughts and translate your skills into clear, action-oriented descriptions. Think of your 4-H experience as a job:

- What do you do?
- What skills have you developed through 4-H?
- How have you grown personally as a result of your participation?

Order matters.

Resumes are typically organized chronologically. Arrange information in order of when it happened within the following sections:

- 4-H Summary
 - 4-H Activity Involvement
 - Other Activities
- (See the sample resume for guidance.)

Layout, design, and abbreviations.

Make your cover letter and resume easy to read and professional in appearance.

- Use a consistent, easy-to-read font such as Arial or Times New Roman.
- Font size should be between 11-14 point.
- Use 1" margins on all sides.
- Limit your resume to two pages.
- Avoid excessive abbreviations. If you must use one, include the full phrase in parentheses the first time.

Make it yours.

Your cover letter and resume should reflect your own personality and achievements.

Proofread carefully.

Your documents should be free of spelling and grammar errors. Use spell check, but also have at least two other people proofread your work. Small mistakes are easy to miss and can cost you points – don't skip this step!

Ask for help.

If this is your first time preparing these documents, you will likely have questions. Don't hesitate to ask! Call the UW-Extension office at (920) 459-5903. If it's after hours, leave a message with your name and the best time to call you back. We want everyone to feel confident and supported through this process.



Cover Letter Outline



DATE (the date 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:

State what you are submitting and why. List the award(s) or trip(s) you are applying for so the committee knows exactly what you would like to be considered for.

PARAGRAPHS 2 – 4

This is your “Why me?” section. In up to three short paragraphs, explain why you are qualified to represent Sheboygan County 4-H. Highlight what makes you stand out as an applicant, why you are interested in the award or trip, and (for trips) what you hope to bring back and share with others after the experience. Use specific examples to back up your points.

FINAL PARAGRAPH

Thank the committee for their time and consideration. Express appreciation for the opportunity to apply.

Sincerely,

[Your handwritten signature here]

[Your typed name here]



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:

I am excited to submit my resume and portfolio to be considered as a delegate for the Wisconsin 4-H & Youth Conference and the Wisconsin Key Award.

This is my seventh year as a 4-H member, and I have been very active both in my projects and in my club, the Lucky Clovers. My enclosed resume and portfolio highlight my 4-H involvement and leadership. Participation in local and county 4-H events has sparked my interest in attending the Wisconsin 4-H & Youth Conference to expand my experiences beyond Sheboygan County.

Through 4-H, I have gained valuable skills and experiences. Serving as club secretary and competing in the county speaking contest helped me improve my communication skills. I have also enjoyed giving back to my community through projects such as hosting a holiday party for senior citizens and volunteering at Horse and Pony events.

Last summer, I served as a camp counselor and participated in county youth leader groups, where I built friendships with 4-H members from Sheboygan and Sawyer Counties. These experiences inspired me to seek opportunities to connect with even more 4-H youth from across Wisconsin. Others who attended the Wisconsin 4-H & Youth Conference have shared what a meaningful experience it was, and I would be eager to bring that knowledge back to my club and county.

I believe my experience representing Sheboygan County, my enthusiasm for learning, and my willingness to share what I gain with others make me a strong candidate. Thank you for considering my application. I look forward to the opportunity to represent Sheboygan County at the Wisconsin 4-H & Youth Conference.

Sincerely,

Chris Clover

Chris Clover



Resume Outline



Name
Address Line 1
Address Line 2
Phone Number
Email (if applicable)

Education

- List current school or college and your grade level (e.g., 6th grade, Freshman, Sophomore, etc.).

4-H Summary

- Include your club name and total years as a 4-H member.
- List leadership roles such as officer positions, committee chairs, or activity leadership.

4-H Project Summary

- List all projects you are currently enrolled in or have completed.
- Include the number of years you have participated in each project.

4-H Activity Involvement

- Summarize your participation in 4-H activities at the club and county level.
- Include the number of years you have participated in each activity.

Skill Development

- Describe the specific skills you have developed through 4-H projects and activities (e.g., public speaking, teamwork, record-keeping, leadership).

Personal Development

- Share personal qualities or attributes you have gained through your 4-H experiences (e.g., confidence, responsibility, patience, time management).

Other Activities

- Include school activities, sports, work experience, community involvement, or special activities.
- List the number of years you participated in each.



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 & Pony – 6 years
- Foods & Nutrition – 6 years
- Arts & Crafts – 5 years
- Poultry – 3 years
- Flowers – 2 years

4-H Activity Involvement

Club Level

- Demonstrations – 5 years
- Dairy Bar Worker – 5 years
- Club Fundraiser – 5 years
- Senior Citizens Holiday Party – 5 years
- Club Float – 3 years

County Level

- County Fair Exhibitor – 5 years
- Speaking Contest – 5 years
- Horse Committee Volunteer – 4 years
- Market Animal Program – 2 years
- County Fair Helper – 2 years
- Youth Leaders – 2 years
- Horse Camp – 2 years

Skill Development

- Knowledge of healthy food choices and preparation (microwaving, cooking, baking, slow cooking)
- Knowledge of horse nutrition, training, and showing (Pleasure and Gymkhana)
- Knowledge of poultry nutrition, grooming, and exhibition
- Basic knowledge of flowers and plant care
- Cultural arts skills: drawing, painting, macramé, leather craft, and stenciling

Personal Development

- Strong written and oral communication skills
- Ability to work effectively with youth and adults
- Goal-oriented with follow-through from start to finish
- Team player demonstrating sportsmanship and collaboration

Other 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



Recommendation Form



Name of 4-H Member: _____

Opportunities Applying For: _____

As part of the process for selecting youth for Sheboygan County 4-H Trip Scholarships and the Key Award, 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 1ST**

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.

Revision 9/8/2025

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