

2020

Sauk County 4-H Guide to Creating Application Materials for Key Award and 4-H Educational Experiences Scholarships

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Note: If you have questions regarding what is expected or how to complete the application materials, please call the Extension Office at 355-3255. We will be happy to set up a time to help you with your cover letter, resume, and reference sheet.

Please Note:

- **All application materials for the 4-H Key Award MUST be received (hard copies or emailed) at the Sauk County Extension Office (505 Broadway, Baraboo, WI 53913) by August 14 before 4:30 PM.**
- **All application materials for the 4-H Educational Experiences Applications MUST be received (hard copies or emailed) at the Sauk County Extension Office (505 Broadway, Baraboo, WI 53913) by October 1 before 4:30 PM.**

Completed Application Materials will include all of the following items.

- Sauk County 4-H Key Award & Trips Interest Form
- A cover letter
- A resume
- A reference page with three references (including their name, address, phone number, and email address.) One should be your club or project leader, the other two can be people of your choice.

Sauk County 4-H Overview of Key Award and 4-H Educational Experiences Scholarship Process

The 4-H Program is MUCH bigger than just activities and events at the club and even the county level. There are opportunities for youth to travel and participate in Statewide and Nationwide educational experiences. The process is painless! All you have to do is create and submit a cover letter, resume, and references page, along with completing the 4-H Educational Experiences and Key Award Interest Form. The cover letters, resume, and references will be reviewed. The final step in the process is for you to participate in a short interview with some Sauk County community members. Then you could be off to Georgia, our nation's capital, or Alabama.

The Senior Leaders will support one educational experience per youth per year, with the exception of being a Space Camp Counselor or attending National 4-H Conference. If youth are applying to be a Space Camp Counselor or to attend National 4-H Conference, they may also be awarded an additional trip scholarship. Check with your Club leader; your club may also help pay for your participation in these trips.

All you have to do is create and submit a cover letter, resume and references page, along with completing the 4-H Trips and Key Award Interest Form. The cover letters, resumes and references will be reviewed. The final step in the process is for you to participate in a short interview with some Sauk County community members. Then you could be off to Georgia, our nation's capital, Alabama, or earning the highest honor in 4-H - the Key Award!

Key Award

Sauk County can select up to three people each year to receive the distinguished **Key Award**. Its purpose is to provide special recognition to 4-H members who have shown consistent growth in their 4-H program, who have developed their leadership ability, and who have been helpful members in their club and community. Older youth considered for this award must be in at least 9th grade, as of January 1 of the current year and must have completed at least three years of club work and one year of the youth leadership project.

To apply for the **KEY AWARD** the following materials are due (hard copies or emailed) in the Extension office, West Square Building, 505 Broadway, Baraboo, WI 53913 **before 4:30 PM on August 14.**

- Sauk County 4-H Trips and Award Interest Form
- A cover letter
- A resume
- A references page with three references

Interviews for the Key Award will be held on **August 26** at the West Square Building, if possible, or via zoom. An interview schedule will be sent after all applications are received.

Educational Experiences Scholarships Information

- Youth must have been enrolled in Sauk County 4-H for at least one full year before applying for any of the Educational Experiences Scholarships.
- See the current Wisconsin State and National 4-H Event Information about the specific educational experiences you can apply for through this process. Note the age requirements for each educational experience. <https://fyi.extension.wisc.edu/wi4hedopp/>
- **The Sauk County Senior Leaders Association will pay for 50% of the total fee for every Sauk County youth who is chosen to participate on these educational experiences! Except for 4-H and Youth Conference, that is covered 100% by Senior Leaders Association.**
- The Senior Leaders will support one educational experience per youth per year, with the exception of being a Space Camp Counselor or attending National 4-H Conference. If youth are applying to be a Space Camp Counselor or to attend National 4-H Conference, they may also be awarded an additional trip scholarship. Check with your Club leader; your club may also help pay for your participation in these trips.
- Priority for each of the educational experiences scholarships will be given to first time applicants.
 - If youth would like to attend a 2nd year then youth may apply to attend a 2nd time. For educational experiences youth are interested in attending a 2nd year and IF there are funds available, youth will pay for 75% of the fee and Senior Leaders will pay for 25%. If youth are interested in attending 4-H and Youth Conference for a 2nd time, youth will pay for 50% of the trip fee and Senior Leaders will pay for 50% of the trip fee.
 - For educational experiences youth are interested in attending a 3rd year youth will pay for 100% of the fee. If youth are interested in attending 4-H and Youth Conference for a 3rd time, youth will pay for 75% of the trip fee and Senior Leaders will pay for 25% of the trip fee.
- Please remember receiving a scholarship for an educational event for a second or third time is not guaranteed, this option is only available if there are funds in the scholarship account that were not utilized by 1st time applicants.
- If youth are not interested in receiving a scholarship and would like to pay 100% of the event fee, they can choose to do so for the 4-H and Youth Conference only. Youth interested in this option must still complete the application materials (cover letter, resume, and references), and participate in the interview process.
- Once the educational experience scholarships have been announced, 4-H members are required to complete a Sauk County 4-H Educational Experiences Acceptance Form and submit a \$100 deposit. This deposit will be applied towards the total cost of the event.
- Members who cancel participation in an educational experience after returning their 4-H Educational Experiences Acceptance Form are required to pay the entire cost of the trip if the county is held financially liable for the trip, and if an alternate is not able to participate. Exceptions can be granted only in extenuating circumstances such as: death in the family, or serious illness with a written statement from a doctor.

Information on Specific Educational Experiences

- **Space Camp:** Space Camp is for youth in grades 6-8 grade at the time of the trip. Maximum age of 15 at the time of the program. **Youth may only attend this trip once, as a delegate.** Youth will participate in hands-on mock space missions and other activities in the NASA program while exchanging ideas with youth from across Wisconsin. **No dates published yet for 2021, please refer to:** <https://fyi.extension.wisc.edu/wi4hedopp/space-camp/>
- **Space Camp Counselor:** Youth in grades 7-10 grade who have attended Space Camp in previous years are eligible to apply to be a counselor for Space Camp. They help campers learn more during their experiences, lead activities, and mentor campers. **No dates published yet for 2021, please refer to same website as above.**
- **Wisconsin 4-H & Youth Conference:** All youth in grades 7-10 at the time of selection are encouraged to apply for this trip! This is an AMAZING opportunity to live on the UW-Madison campus and attend workshops in just about every area you can imagine. The nightly entertainment and dances set an exciting atmosphere to meet 4-H members from all over Wisconsin. This experience is a MUST for all Wisconsin 4-H members! **No dates published yet for 2021, please refer to:** <https://fyi.extension.wisc.edu/wi4hedopp/wisconsin-4-h-youth-conference/>
- **American Spirit:** Is a trip where youth in grades 8-10 at the time of selection will learn all about America's heritage and build awareness of the many steps taken to gain US independence and freedom. The trip will include stops at historical sites in Philadelphia, New York, Boston and more. **No dates published yet for 2021 - please refer to State website at:** <https://fyi.extension.wisc.edu/wi4hedopp/american-spirit/>
- **Citizenship Washington Focus (CWF):** Is a leadership program for youth in grades 10-12 (must be 15 at the time of the trip) from across the country. Youth will learn importance of civic and social responsibility as they relate to the development of better citizens and leaders. The week is full of workshops, speakers, field trips, tours of Washington DC, and social events. There are typically three weeks that Wisconsin will send youth to this event. Youth will have the opportunity to rank the weeks. Trips are filled on a first come, first registered basis. It is extremely challenging to try and switch to a different week, once weeks have been assigned. **Delegates may only attend this trip once. No dates published yet for 2021 - please refer to State website at:** <https://fyi.extension.wisc.edu/wi4hedopp/citizenship-washington-focus/>
- **National 4-H Congress:** National 4-H Congress is an INCREDIBLE opportunity for youth in 10-12 grade to participate in quality educational workshops and cross-cultural experiences with youth from all over the US. Delegates may only attend this trip once. **Maximum age to participate is 18 as of January 1. No dates published yet for 2021 - please refer to State website at:** <https://fyi.extension.wisc.edu/wi4hedopp/national-4-h-congress/>
- **National 4-H Conference:** Members must first be selected in Sauk County and then complete a statewide selection process for this trip. Wisconsin 4-H sends a total of six-eight 4-H members each year to this great conference! **Maximum age to participate is 18 as of January 1. No dates published yet for 2021 - please refer to State website at:** <https://fyi.extension.wisc.edu/wi4hedopp/national-4-h-conference/>

Application Process for Educational Experiences

To apply for the **EDUCATIONAL EXPERIENCES SCHOLARSHIPS** the following materials are due in the Extension office, West Square Building, 505 Broadway, Baraboo, WI 53913 **before 4:30 PM on October 1.**

- ❑ Sauk County 4-H Key Award and Educational Experiences Scholarship Interest Form
- ❑ A cover letter
- ❑ A resume
- ❑ A references page with three references

October 12 - Interviews for the Educational Experiences Scholarships will be held at the West Square Building in Baraboo, if possible, or via zoom. An interview schedule will be sent out after all applications are received.

Interview:

Although interviews can sometimes be nerve-racking, they are a great opportunity to tell others about your 4-H career. Interviews are a necessary process in many aspects of our lives. 4-H interviews will help you prepare for future college and job interviews. The interviews are quick and easy! You will have the opportunity to answer questions about your 4-H experiences, school, and experiences in the community.

If you have any questions regarding any of the above information, or would like help in preparing your cover letter or resume, please call Meg at 355-3255, or email her at margaret.sage@wisc.edu.
We look forward to seeing your application materials.

Tips for Creating your Cover Letter, Resume and References

- **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 work with you at the UWEX office. Your resume and cover letter **should not** be handwritten.
- **Consistency.** Make sure you use the same font style and size throughout all of your application materials. Have your name and address in the same format on the top of all of your materials. Use all the same tense (ex. present or past) for your verbs.
- **Plan ahead.** Go through each part of the resume and cover letter before typing. Use your old record books to help you. 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 skill development. 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?
- **What have you learned?** Always emphasize what you have learned from each experience, how you can and are applying the things you have learned and goals you have accomplished.
- **Follow the directions.** Make sure you have the most current application materials and information. Read and follow all directions carefully.
- **Order is important.** Arrange information chronologically within the following sections: 4-H Project Summary, 4-H Activity Involvement and Other Activities. See sample resume for example.
- **Layout, design and abbreviations.** Your resume should be easy to read and understand. Arrange your resume as illustrated in the sample copy provided. Choose an appropriate font and font size. Use the same font throughout your document. You will want to experiment with spacing. As a general rule, a 1" margin is used at the top, bottom and on both sides of your page. You may use common abbreviations if necessary. The resume should be no more than one or two pages long.
- **Proof it.** Your documents should be free of spelling errors. Use spell check if you have it and follow that up by having at least two people proofread your resume and cover letter.
- **Make sure you ask.** Before you list people as your references, make sure you ask them if they are willing to serve as a positive reference for you.
- **Ask for help if you need it.** If you haven't ever gone through this process, you may have questions. Don't hesitate to ask! The 4-H Youth Development Educator is more than willing to help.

Cover Letter Outline

DATE (that you are mailing it in)

UW-Extension
c/o Sauk County 4-H
505 Broadway Street
Baraboo, WI 53913

To whom it may concern:

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. You can apply for more than one, rank them if you have a preference, or state that preference in your interview.

PARAGRAPHS 2 & 3 THIS IS THE "WHY ME?" PARAGRAPH. EXPLAIN IN NO MORE THAN TWO PARAGRAPHS WHY YOU ARE UNIQUELY QUALIFIED TO REPRESENT SAUK COUNTY 4-H. ASK YOURSELF WHAT DISTINGUISHES YOU FROM OTHER APPLICANTS. **GIVE EXAMPLES TO HELP EXPLAIN YOUR STATEMENTS.**

FINAL PARAGRAPH CLOSE THE LETTER. THANK THE PERSON FOR CONSIDERING YOUR APPLICATION/RESUME.

Sincerely,

TYPE YOUR NAME HERE AS YOU WILL SIGN IT ABOVE

Sample Cover Letter

February 2, 2020

UW-Extension
c/o Sauk County 4-H
505 Broadway Street
Baraboo, WI 53913

To whom it may concern:

It is my pleasure to submit my resume and references in consideration for: (list what trips, awards or opportunities you are applying for).

I believe my 4-H experience has prepared me well for representing the Sauk County 4-H program. My 4-H experiences have given me a strong sense of personal and intellectual accomplishments. My best accomplishment to date has been achieving my project goals and serving as a youth project leader. Personally, I have learned the value of working with other people to accomplish a task by helping chair my club's activity committee. I need to be prepared for meetings and work with the other five members of the committee. Being a good role model has been emphasized in my 4-H club and I demonstrate this in what I say and do.

Intellectually, I have devoted a great deal of time to learning about my project areas; especially in the clothing project, as I have been in that project for five years. I have participated in many countywide activities related to my project work such as the Clothing Revue. As a youth project leader, I have helped younger members learn how to do the things I learned from older 4-H members and adult leaders.

Thank you for considering my application. I feel that my qualifications listed above and on my enclosed resume make me a good representative of Sauk County 4-H. I look forward to hearing from you.

Sincerely,

Chris Clover

Chris Clover

Resume Outline

(Resume can be 1-2 pages in length)

NAME

ADDRESS LINE 1

ADDRESS LINE 2

PHONE NUMBER

EMAIL (If applicable)

EDUCATION	School or college name, then Freshman, Sophomore, etc.
YEARS IN 4-H	4-H club name, years in 4-H
4-H PROJECT SUMMARY	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. Indicate which projects you are currently enrolled in.
4-H ACTIVITY INVOLVEMENT	Summarize all 4-H activities in which you have participated and the number of years you participated.
PERSONAL AND SKILL DEVELOPMENT	Translate what you have personally gained as a result of participation in 4-H projects and events. Translate what you have learned as a result of participation in 4-H projects and activities into skills you have developed.
LEADERSHIP DEVELOPMENT	Translate what you have learned personally and how you have gained additional responsibility.
OTHER ACTIVITIES	In this section, include school activities, work experience, special activities, etc. and the number of years you participated.

Sample Resume

Christina Clover

6560 Hwy 60, Baraboo, WI 53913 (608) 555-5555

EDUCATION Sauk County High School, Junior

YEARS IN 4-H Bear Creek 4-H Club, 8 years

4-H PROJECT SUMMARY

- Clothing, Crafts, Dairy, Foods & Nutrition, Sheep, 8 years 2008-2015- current projects
- Ceramics, 6 years (2009-2015)
- Poultry, 4 years (2009-2013)
- Beef, 2 years (2009-2011)

4-H ACTIVITY INVOLVEMENT

Delegate to CWF, 2013

Co-op YES, 2011

Offices Held:

 Pres., (2015) V. Pres, (2012)

Dairy Judging, 8 years (2008-2015)

Club Calendar Committee

 7 years (2009-2015)

Arts Festival, 7 years (2009-2015)

Club Fundraisers, 5 years (2011-2015)

Delegate to State 4-H Conference, 2012

Dairy Workshop, 5 years (2010-2014)

Club Fundraiser Chairperson, 2009

Super Saturday Teacher (2013, 2014, 2015)

Candy Bar Sales, 8 years (2008-2015)

Foods Key Committee, 3 years (2009-2011)

Card Party Committee, 3 years (2010-2012)

County Fair Exhibitor, 8 years (2008-2015)

Junior Leaders Member, 3 years (2013-2015)

PERSONAL AND SKILL DEVELOPMENT

- Proficient knowledge in dairy and sheep nutrition, fitting, showing, and judging.
- Intermediate knowledge of beef nutrition, grooming and leading.
- Experienced show person taking top awards in animal projects the past 7 years.
- Able to document animal projects in record book.
- Developed optimum feeding rations for market animals staying within family budget and utilizing crops produced.
- Cultural arts skills: crocheting, framing, quilting, flower arranging, stenciling, painting, layout and design.
- Excellent role model and team player.
- Effectively work with younger members, peers and adults in various 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 utilizes parliamentary procedure.
- Teach younger members and peers effectively.
- Well-developed interpersonal and public speaking skills.

Sample Resume

Page 2

Christina Clover

6560 Hwy 60, Baraboo, WI 53913

(608) 555-5555

LEADERSHIP DEVELOPMENT

- Chaired the card party committee effectively for 2 years. (2014 and 2015)
- Assisted dairy project leader with meetings. (2010-2015)
- Chaired of club calling committee. (2012)
- Participated as a member of County Foods Key Committee, assisting with Foods Revue. (2014)
- Lead younger 4-H members in Foods, Clothing, and Dairy Projects.
- Serving Vice President of 4-H Club in 2012.
- Served as President of the 4-H Club in 2015.
- Serving as Secretary of Sauk County Junior Leader Council. (2015)
- Served as Treasurer of Sauk County Junior Leader Council in 2012.

OTHER ACTIVITIES

- CCD, 10 years (2000-2010)
- June Dairy Month Recipe Contest Entrant, 7 years (2009-2015)
- Holstein Association Member, 7 years (2009-2015)
- Honor Roll, 4 years (2011-2015)
- Volleyball team, 4 years (2011-2015)
- Women's Choir, 3 years (2010-2012)
- Basketball team, 2 years (2009-2010)
- Sauk County Environmental Essay Contest, placed 3rd in 2013.
- Cheerleading squad, 3 years (2009-2011)
- Forensics Team, 5 years (2009-2013)
- Sauk County Historical Society, Photography Contest, placed 2nd in 2011.

Reference Page Outline

NAME

Title

How you know that person

ADDRESS LINE 1

ADDRESS LINE 2

PHONE NUMBER

EMAIL

REFERENCES

Name

Title

How you know that person

School/Club/Church

Street Address

City, State Zip

Phone Number

Email address

Name

Title

How you know that person

School/Club/Church

Street Address

City, State Zip

Phone Number

Email address

Name

Title

How you know that person

School/Club/Church

Street Address

City, State Zip

Phone Number

Email address

Example of Reference Page

Christina Clover

6560 Hwy 60, Baraboo, WI 53913

(608) 555-5555

REFERENCES

Mr. Jimmy Brown
Agri-Science Educator
Baraboo High School
460 High School Way
Baraboo, WI 53913
(608) 963-7777
jbrown@baraboo.k12.wi.us

Mr. Tim Shovel
General Leader, Baraboo 4-H Club
505 Baraboo Street
Baraboo, WI 53913
(608) 963-4456
tshovel@baraboogenetics.com

Ms. Betty Lou Who
Church Youth Group Leader
100 Youth Group Lane
Baraboo, WI 53913
(608) 555-5555
Bettylouwho@whoville.com

SAUK COUNTY 4-H UW-EXTENSION KEY AWARD AND EDUCATIONAL EVENTS SCHOLARSHIPS INTEREST FORM

Name _____ Grade (at time of application) _____ Age (as of Jan 1 _____)

Email Address _____

Phone #. _____ 4-H Club _____

Please rank the trip scholarships you wish to be considered for in order of your preference:

(1 = Highest Preference, 4= Lowest) If you aren't interested in a trip, please leave it blank.

_____ Space Camp (Huntsville, Alabama, Grades 6-8)

_____ Space Camp Counselor (Huntsville, Alabama, Grades 7-10 for youth who have already attended Space Camp once, you will also still need to submit a state application form for this trip.)

_____ Wisconsin 4-H & Youth Conference (Madison, Grades 7-10)

_____ American Spirit (Eastern US, Grades 8-10)

_____ 4-H Citizenship Washington Focus (Washington, D.C. Grades 10-12)

_____ National 4-H Congress (Atlanta, Grades 10-12)

_____ National 4-H Conference (Washington, D.C., Grade 10-12) Sauk County will nominate youth to the State level. There is also an additional State application process that must be completed for this conference.

***Most trips require participants to pay for ½ of the cost of the educational experience, approximate costs for each trip is listed in the Wisconsin State and National 4-H Program Brochure. After the Scholarship Selections have been announced, a 4-H Educational Experiences Acceptance Form must be completed and returned along with a \$100 deposit check.**

Please check if you are interested in being considered for the following award:

- Wisconsin 4-H Key Award (Older youth considered for this award must be in at least 9th grade, as of January 1 of the current year and must have completed at least three years of club work and one year of the youth leadership project.)

Please Note:

- All application materials for the 4-H Key Award **MUST** be received (hard copies or emailed) at the Sauk County Extension Office by **August 14, 2019 before 4:30 PM**. Interview date will be on **August 26**.
- All application materials for the 4-H Educational Experiences Applications **MUST** be received (hard copies or emailed) at the Sauk County Extension Office by **October 1 before 4:30 PM**. Interview date will be on **October 12**.

A completed application packet will include:

- Sauk County 4-H Key Award and Trip Scholarship Interest Form
- A cover letter
- A resume
- A references page with three references (including their name, address, phone number, and email address.) One should be your Club or project leader, the other two can be people of your choice.

Interview Dates– Times will be determined and mailed to you. Interviews are approximately 5-7 minutes long. We will try to accommodate your schedule as much as possible. **The interview is an important part of the application process. Please list any known conflicts you may have for August 26 (for the key award) or October 12 (for educational experiences scholarships) at this time:**