

2022 Sauk County 4-H 4-H Educational Experience Scholarships and Key Award Application Guide

4-H Educational Experiences Scholarship

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 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. ****Review Educational Experiences Scholarships Information below****

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.

Application Process for Educational Experiences & Key Award

To apply for the Educational Experience Scholarships and Key Award the following materials are due in the Extension office, West Square Building, 505 Broadway, Baraboo, WI 53913 **before 4:30 PM on October 3rd.**

- Educational Experience Scholarships & Sauk County 4-H Key Award Application
- Cover letter
- Resume
- References page with three references

Thursday, October 13th - Interviews for the Educational Experiences Scholarships and Key Award will be held at the West Square Building in Baraboo. 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 Stacy at 355-3255, or email her at sparsons4@wisc.edu

Educational Experience 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://4h.extension.wisc.edu/opportunities/statewide-events-and-opportunities/>
- **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 Pathways Conference (formally known as 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 Pathways Conference (formally known as 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. 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.

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 is 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, 2015

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



UW-MADISON EXTENSION

2022 SAUK COUNTY 4-H EDUCATIONAL EXPERIENCES SCHOLARSHIPS & KEY AWARD APPLICATION

A digital version of this application can be found at g2g.to/BetW

Name _____ Grade (as of Oct 1st 2022) _____

Address _____

Email _____

Phone #. _____ 4-H Club _____

Please rank the educational experience scholarships you wish to be considered for in order of your preference:
(1 = Highest Preference, 5= Lowest) If you aren't interested in or eligible for a trip, please leave it blank.

_____ Pathways Conference formally known as Wisconsin 4-H & Youth Conference (Madison, Grades 7-10)
- 4 days, typically in late June Estimated cost \$300

_____ American East Spirit -Philadelphia, NYC, Boston, Niagara Falls and more (Grades 8-10)
- 10 days typically in June Estimated cost \$1400

_____ Citizenship Washington Focus (Washington, D.C. Grades 10-12)
- 8 days, typically in June or July Estimated cost \$1400

_____ National 4-H Congress (Atlanta, Grades 10-12)
- 5 days, typically in late Nov Estimated cost \$1200

_____ National 4-H Conference (Washington, D.C., Grade 10-12) Sauk County will nominate youth to the State level. There is an additional state application process that must be completed for this conference.
- 4 days, typically in late March Estimated cost \$1300 (covered 100% by Sr Leaders)

***Most trips require participants to pay for ½ of the cost of the trip and the Sauk County Senior Leaders Association will pay for the other half. After the Trip Award Selections have been announced a Trips Acceptance Form must be completed, along with a \$100 deposit check.**

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

Wisconsin 4-H Key Award (9th grade or older, must have completed at least 3 years in 4-H)

Please Note:

- All application materials for the 4-H Trip Applications and Key Award **MUST** be received (hard copies or emailed) at the Sauk County Extension Office by Monday October 3rd, before 4:30 PM. Interview date will be on Thursday, October 13.

A completed application packet will include:

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

Interview: A 5-7 minuet interview will be conducted at the West Square Building in Baraboo. Times will be e-mailed to you. Interviews are approximately 5-7 minutes long. Please list any known conflicts you may have for Thursday October 13 at this time: _____