



MARQUETTE COUNTY EXTENSION OFFICE
PO Box 338
480 Underwood Ave
Montello, WI 53949
(608) 297-3141
FAX (608) 297-9161

2017 Guide to Applying for 4-H Awards, Trips and the World Beyond!

All materials due September 1!

This packet contains:

- Page 1: Overview of 4-H Trips and Opportunities
- Page 2: Tips for Creating Cover Letter and Resume
- Page 3: Cover Letter Outline
- Page 4: Sample Cover Letter
- Page 5: Resume Outline
- Page 6: Sample Resume
- Page 7: Portfolio Instructions
- Page 8: Summary Page and Evaluation
Adult recommendations (2)

WHAT YOU WILL TURN IN BY SEPTEMBER 1

- A cover letter.
- A resume.
- Two completed recommendations (**enclosed**). One from a 4-H leader familiar with your work. This could be your general leader or another project leader. The other one will be from another person of your choice. **Ask for these early!** They should be sent directly to the Extension Office to be included with your packet (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 and portfolios, including what is expected to complete the process, call (297-3141) or email (christa.vantreeck@ces.uwex.edu). If you need any additional help, don't hesitate to call or e-mail with questions!

OVERVIEW OF 4-H TRIPS AND OPPORTUNITIES

2018 Marquette County 4-H M.E. Award and Trip Descriptions

Member must complete a cover letter and resume to be considered and must have completed a 4-H Record Book, both due September 1st.

<p>Wisconsin 4-H & Youth Conference</p> <p>Grades 7-10</p> <p>Approximate Total Cost: \$225 Delegate Cost: \$45+ special session fees</p>	<p>June 2018</p> <p>4 selected</p> <ol style="list-style-type: none"> 1. 2. 3. - 4. - <p>2 alternates</p> <ol style="list-style-type: none"> 1. - 2. - <p>www.uwex.edu/ces/4h/events/youthconf</p>	<p>Participants take part in educational seminars and assemblies at the UW-Madison Campus.</p> <p>Delegates are encouraged to take what they learn and share it with others in their home community.</p>
<p>Chicago Daze</p> <p>Grades: 8-11</p> <p>Total Approximate Cost: \$150-\$300 Delegate Cost: dependent on board funding</p> <p>One day or overnight dependent on participants</p>	<p>Multiple selections</p>	<p>Selected youth will travel by train to Chicago and by bus around Chicago. Participants will tour Chicago sites as determined by participants, and may include: the Field Museum of Natural History/Shedd Aquarium/Lincoln Park Zoo/Museum of Science & Industry.</p>
<p>Citizenship Washington Focus</p> <p>Grades 10-12</p> <p>Minimum age 15 during trip</p> <p>Approximate Total Cost: \$1,100 (Fee depends on bus/fuel costs) Delegate Cost: \$220</p>	<p>2 selected</p> <ol style="list-style-type: none"> 1. 2. <p>2 alternates</p> <ol style="list-style-type: none"> 1. - 2. - <p>www.uwex.edu/ces/4h/events/cwf</p>	<p>Wisconsin 4-H Youth are selected to attend this leadership program held at the National 4-H Center. Delegates learn the importance of civic and social responsibilities. The nine days consist of workshops, field trips and social events.</p>
<p>Key Award</p> <p>Grades 11-13</p> <p>Members must have completed three years of 4-H and one year of the Youth Leadership project.</p>	<p>2 selected</p> <ol style="list-style-type: none"> 1. 2. 	<p>The top State 4-H Award presented during the Achievement program. The award is based on the member's total 4-H record.</p>

<p>National 4-H Congress</p> <p>Grades 10-12</p> <p>Maximum age 18 as of Jan. 1 of the travel year</p> <p>Approximate Total Cost: \$1,000 Delegate Cost: \$200</p>	<p>November 2018</p> <p>1 selected 1. 1 alternate 1. -</p> <p>www.uwex.edu/ces/4h/events/congress</p>	<p>In Atlanta, Georgia, delegates participate in self-development seminars, tours, and a service project, while exchanging ideas with youth from across the country.</p>
<p>National 4-H Conference</p> <p>Grades 10-12</p> <p>Maximum age 18 as of Jan. 1 of travel year</p> <p>Approximate Total Cost: \$1,100 Delegate Cost: \$220</p>	<p>March 2018</p> <p>1 nominated 1. 1 alternate 1. -</p>	<p>Six youth statewide are selected to attend this working conference held at the National 4-H Center in Wash. D.C. Each participant selects and issue and works with other youth from across the country to develop plans to help direct future 4-H programming.</p>

Other Awards and Trips Available through Marquette County 4-H.
Delegate must have completed a 4-H Record Book

<p>4-H Scholarship</p> <p>Must be Marquette County 4-H Member</p> <p>Due March 1st of award year.</p>	<p>\$250 award paid to designated educational institution for second period of study.</p> <p>2 selected</p>	<p>Scholarship awards will be based upon the quality of the personal application and essay and on scholastic and leadership achievements.</p>
<p>U.S. Space Camp Grades 6-8</p> <p>Maximum age, 15 at time of trip.</p> <p>Cost approx. \$475-\$500.</p>	<p>April 21-25, 2016</p> <p>Application available from 4-H Youth Development Educator or www.uwex.edu/ces/4h/events/spacecamp</p>	<p>Delegates participate in hands-on mock space missions in this NASA program in Huntsville, AL.</p>

TIPS FOR DOING 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, Christawould be happy to assist you at the Courthouse after regular business hours. 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 participation in 4-H? How have you personally changed 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! My office number is 297-3141 and my email is dawn.vandevoort@ces.uwex.edu. If it's past office hours, leave a message with a time that will be good for me to get in touch with you. I 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)

UW-Extension
4-H Trip/Award Selection Committee
PO Box 338
480 Underwood Ave
Montello, WI 53949

Dear Selection Committee:

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.**

PARAGRAPHS 2 - 4

This is the “why me?” section. Explain in no more than three paragraphs why you are qualified to represent Marquette County 4-H. Ask yourself what distinguishes you from other applicants. Also share why you are interested in attending/receiving the trip. 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

November 15, 2016

UW-Extension
4-H Trip/Award Selection Committee
PO Box 338
480 Underwood Ave
Montello, WI 53949

Dear Selection Committee:

It is my pleasure to submit my resume to be considered as a delegate for **Wisconsin 4-H and Youth Conference**.

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, 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 year I attended the Winter Leadership Camp. I enjoyed meeting other 4-H members from other counties. I learned a lot about being a leader and heard a lot about other trips. 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 Marquette 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 Marquette 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

Chris Clover

RESUME OUTLINE

NAME

ADDRESS LINE 1

ADDRESS LINE 2

PHONE NUMBER

E-MAIL (if applicable)

EDUCATION

School or college name, then Freshman, Sophomore, etc.

4-H SUMMARY

4-H club name, years in 4-H (**do not count years as a cloverbud**)

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.

**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, 8 th grade																		
4-H SUMMARY	Lucky Clovers, 6 years Horse and Pony, Foods and Nutrition, 6 years Arts and Crafts, 5 years Poultry, 3 years Flowers, 2 years																		
4-H ACTIVITY INVOLVEMENT	<table><thead><tr><th><u>Club</u></th><th><u>County</u></th></tr></thead><tbody><tr><td>Booster Button Sales, 5 years</td><td>County Fair Exhibitor, 5 years</td></tr><tr><td>Dairy Bar Worker, 5 years</td><td>Speaking Contest, 5 years</td></tr><tr><td>Club Fundraiser, 5 years</td><td>Horse Committee Volunteer, 4 years</td></tr><tr><td>Sr. Citizens Holiday Party, 5 years</td><td>Quality Market Animal Sale, 2 years</td></tr><tr><td>Club Float, 3 years</td><td>County Fair Helper, 2 years</td></tr><tr><td></td><td>In-state Exchange, 2 years</td></tr><tr><td></td><td>Junior Leaders, 2 years</td></tr><tr><td></td><td>Horse Drill Team, 2 years</td></tr></tbody></table>	<u>Club</u>	<u>County</u>	Booster Button Sales, 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 years	Quality Market Animal Sale, 2 years	Club Float, 3 years	County Fair Helper, 2 years		In-state Exchange, 2 years		Junior Leaders, 2 years		Horse Drill Team, 2 years
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SKILL DEVELOPMENT	<ul style="list-style-type: none">* 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, leathercraft, and stenciling.																		
PERSONAL DEVELOPMENT	<ul style="list-style-type: none">* 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	<ul style="list-style-type: none">* Religious Education, 3 years* Church volunteer, 3 years* Honor Roll, 2 years* Chorus, 2 years																		

ADULT RECOMMENDATION

The following applicant _____ is applying to represent the Marquette County 4-H program on an out-of-county trip . You have been identified as a person who could speak to their qualifications for these trips.

Please complete the following recommendation and return as directed below.

- 1) Below or on a separate sheet, please discuss why the applicant is deserving of the trip and/or honors. Feel free to describe the applicant's leadership skills (i.e.: communication, listening skills, presentation skills, self-confidence, teamwork, time management, responsibility, etc) as well as any additional information that would be helpful to the selection committee.

Name (print): _____

Signature: _____

Title: _____

Recommendations should be sent directly to:

Marquette County Extension Office
4-H Trip and Award Recommendation
PO Box 338, 480 Underwood Ave
Montello, WI 53949

DEADLINE DATE: September 1

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