



Extension

UNIVERSITY OF WISCONSIN-MADISON
DOOR COUNTY

DOOR COUNTY EXTENSION OFFICE
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235
(920) 746-2260
FAX (920) 746-2531

2019 APPLICATION PROCESS FOR 4-H EDUCATIONAL TRAVEL SCHOLARSHIPS

All materials due Wednesday, March 20th

Interview: Tuesday, March 26th or Wednesday, March 27th

Members who are interested in applying for a financial scholarship from the 4-H Leaders Board for participation in the following experiences should complete this process: 4-H Space Camp, Wisconsin 4-H & Youth Conference, 4-H American Spirit Experience, Citizenship Washington Focus, National 4-H Congress or International Experiences.

WHAT YOU WILL TURN IN BY MARCH 20TH

- A cover letter.
- A resume.
- Discussion Question Response – Please include a response (no more than 1 page) to this: *“How has your 4-H experience helped to prepare you to represent Door County 4-H on this travel experience? What are the reasons you want to participate in this experience? What do you hope to learn from this travel experience?”*
- Two completed Reference Forms (**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).
- The short evaluation at the end of this packet, including the three best times to schedule your interview. Hand it in with your resume/portfolio.

If you have any questions regarding resumes and the application, including what is expected to complete the process, call (746-2260) or email (dawn.vandervoort@ces.uwex.edu). If you need any additional help, don't hesitate to call or e-mail with questions!

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. 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 746-2260 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
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

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 Door 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, 2017

UW-Extension
4-H Trip/Award Selection Committee
County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Dear Selection Committee:

It is my pleasure to submit my resume and portfolio 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 Door 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 Door 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, 8th 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

Club

Booster Button Sales, 5 years
Dairy Bar Worker, 5 years
Club Fundraiser, 5 years
Sr. Citizens Holiday Party, 5 years
Club Float, 3 years

County

County Fair Exhibitor, 5 years
Speaking Contest, 5 years
Horse Committee Volunteer, 4 years
Quality Market Animal Sale, 2 years
County Fair Helper, 2 years
In-state Exchange, 2 years
Junior Leaders, 2 years
Horse Drill Team, 2 years

SKILL DEVELOPMENT

- * 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

- * 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

- * Religious Education, 3 years
- * Church volunteer, 3 years
- * Honor Roll, 2 years
- * Chorus, 2 years

4-H TRAVEL SCHOLARSHIP INTERVIEW SCHEDULING

MEMBER NAME: _____

TRAVEL EXPERIENCE(S): _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

INTERVIEWS

As part of the trip and award selection process, you will need to attend an interview. Interviews are **Tuesday, March 26th** and **Wednesday, March 27th** starting at **6:00 p.m.** Each interview will be approximately 15–20 minutes. Please check all times you are available that night. If you have a preference, please list them 1st, 2nd, 3rd, etc.

Tuesday, March 26th

___ 6:00	___ 7:20
___ 6:20	___ 7:40
___ 6:40	___ 8:00
___ 7:00	___ 8:20

Wednesday, March 27th

___ 6:00	___ 7:20
___ 6:20	___ 7:40
___ 6:40	___ 8:00
___ 7:00	___ 8:20

If you can't make it either of these days, please list a day and time March 25-29 you would be available.



Door County 4-H Leaders Board
 421 Nebraska Street
 Sturgeon Bay, WI 54235
 920.746.2260
 (FAX) 920.746.2531

4-H Travel Scholarships – Reference Form

Name of 4-H Member: _____

Travel Experience(s): _____

As part of the process for selecting youth for scholarships to attend 4-H Educational Travel Experiences, the selection committee is seeking recommendation and information for each applicant. Please provide us your input regarding the following areas:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unknown</u>
Leadership Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation in 4-H Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide additional comments in the space below:

Print Your Name: _____ Date: _____

Signature: _____ Title/Role: _____

**THIS FORM IS TO BE SUBMITTED DIRECTLY TO THE EXTENSION OFFICE (See Address at Top of Form)
 BEFORE MARCH 20TH! THANK YOU!**

*An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements. *La Universidad de Wisconsin-Extensión, un empleador con igualdad de oportunidades y acción afirmativa (EEO/AA), proporciona igualdad de oportunidades en empleo y programas, incluyendo los requisitos del Título IX (Title IX) y de la Ley para Americanos con Discapacidades (ADA).*



Door County 4-H Leaders Board
421 Nebraska Street
Sturgeon Bay, WI 54235
920.746.2260
(FAX) 920.746.2531

4-H Travel Scholarships – Reference Form

Name of 4-H Member: _____

Travel Experience(s): _____

As part of the process for selecting youth for scholarships to attend 4-H Educational Travel Experiences, the selection committee is seeking recommendation and information for each applicant. Please provide us your input regarding the following areas:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unknown</u>
Leadership Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation in 4-H Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide additional comments in the space below:

Print Your Name: _____ Date: _____

Signature: _____ Title/Role: _____

***THIS FORM IS TO BE SUBMITTED DIRECTLY TO THE EXTENSION OFFICE (See Address at Top of Form)
BEFORE MARCH 20TH! THANK YOU!***