



# Guide to Apply for Columbia County 4-H Alumni and High School Scholarships



UW-MADISON  
EXTENSION

***All application materials due March 15 to  
4-H Scholarship Committee, Attn. Columbia County Extension Office***

## THIS PACKET CONTAINS

- Page 1: Guide to Apply Index Page  
Page 2: Cover Letter Outline  
\*Complete cover letter with guide provided. If needed, see examples attached.  
Page 3: Resume Outline  
\*Complete resume with guide provided; limiting to no more than 3 pages. Members are encouraged to use their record books or the 4-H Portfolio as well to recall activities and leadership roles they have been involved in.  
Page 4-6: Example Cover Letter and Resume  
Page 7-8: Application Information Sheets – Alumni and High School  
Page 9-10: Evaluation Worksheet and 4-H Scholarship Evaluation Rubric  
Page 11: Application Cover Page  
\*Complete form in entirety and include with application

## TURN IN COMPLETE APPLICATION BY MARCH 15

- Completed Application Cover Page with Signatures of Parent/Guardian and 4-H Club Leader
- Cover letter (Be sure to include your signature.)
- Resume (Please limit to no more than 3 pages.)
- Current high school transcript OR college/technical school's transcript or grades (Transcripts do not need to be "Official")
- Letter of college acceptance or Letter of explanation for why not (high school only)

If you have any questions regarding cover letters or resumes, please call the Columbia County Extension Office at 608-742-9680 or contact the 4-H Youth Development Educator.

Columbia County 4-H

**COVER LETTER OUTLINE**

**DATE**

Extension—Columbia County  
4-H Scholarship Selection Committee  
112 E. Edgewater St., Room 212  
Portage, WI 53901

**Dear Selection Committee:**

**PARAGRAPH 1:**

Who are you? Provide 1-3 sentence introduction. What are your education and career goals?

**PARAGRAPHS 2 - 3**

Address how 4-H impacted your life and career goals, how skills learned in 4-H will be used in the future. Feel free to provide examples.

**FINAL PARAGRAPH**

Close the letter. Thank the committee for considering your application.

**Sincerely,**

**Type Your Name Here As You Will Sign It Above**  
(Don't forget to sign your letter!)

## Columbia County 4-H

### RESUME OUTLINE

**NAME**  
ADDRESS LINE 1  
ADDRESS LINE 2  
PHONE NUMBER  
E-MAIL (if applicable)

### EDUCATION

School or college name, then year in school (Senior, Freshman, Sophomore, Junior)

### 4-H SUMMARY

4-H club name, years in 4-H (including years as a Cloverbud project member)

### CLUB ACTIVITIES AND LEADERSHIP

Summarize all 4-H activities in which you have participated and the number of years you participated. Include and distinguish club leadership activities as well. May include skills acquired through these activities.

### PROJECT PARTICIPATION AND AWARDS

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. Include youth leadership roles and awards received. May include skills acquired through these activities.

### COUNTY ACTIVITIES AND LEADERSHIP

Summarize all 4-H county activities in which you have participated and the number of years you participated. Include and distinguish county leadership activities as well. May include skills acquired through these activities.

### STATE PARTICIPATION AND LEADERSHIP

Summarize all state 4-H activities in which you have participated and the number of years you participated. Include and distinguish state leadership activities as well. May include skills acquired through these activities.

### NON 4-H INVOLVEMENT

In this section, include school activities, work experience, special activities, etc. and the number of years you participated.

# EXAMPLE

March 1, 2021

Extension—Columbia County  
4-H Scholarship Selection Committee  
112 E. Edgewater St., Room 212  
Portage, WI 53901

Dear Selection Committee:

My name is Chris Clover. I have been a member of the Busy Bees 4-H club for the past eight years. I live in Portage, WI and am a senior in high school this year. Next fall, I will be attending UW-LaCrosse, majoring in biomedical engineering. I hope to get a job in a hospital working with medical equipment.

In my years in 4-H, I have learned responsibility, the importance of helping others, and leadership skills. As a camp counselor at Upham Woods, I was responsible for 10 campers over the three-day camp. This experience helped me learn how to be responsible for others, and how to help shy campers open up to others and have a great time at camp. It was very rewarding to see the kids enjoy their time and make new friends. I hope to continue my volunteer work with children after I graduate from high school.

My work in the electricity and mechanical sciences helped get me interested in STEM, and led me to the career of biomedical engineering. I am looking forward to starting courses at UW-LaCrosse to build upon the knowledge that I learned in these projects during my 4-H career.

Thank you for considering my application. This scholarship will greatly help decrease my out of pocket costs for college. I am looking forward to hearing from you!

Sincerely,

Chris Clover

# EXAMPLE

Chris Clover  
123 Main St.  
Portage, WI 53901  
608-742-1234  
cclover@gmail.com

## EDUCATION

Portage High School, Senior  
Will attend UW-LaCrosse next fall

## 4-H SUMMARY

Busy Bees 4-H Club, 8 years

## Club Activities and Leadership

Adopt-A-Highway Clean-up, 4 years  
Club Fair Sign, 6 years; served as committee leader for past 2 years  
Club Fair Booth, 6 years; served as committee leader for past 2 years  
Christmas Cards for Nursing Home Residents, 3 years  
Club Float, Pardeeville 4<sup>th</sup> of July parade, 2 years  
Social Committee Chair, 2 years  
Club Treasurer, 1 year  
Club Vice President, 1 year  
Club President, 2 years

## Project Participation and Awards

Electricity, 8 years

- Youth leader, 2 years
- Merit award – 2013, 2016

Mechanical Sciences, 8 years  
Poultry, 4 years

- Grand Champion Market Roasters – 2015

Woodworking, 4 years

## County Activities and Leadership

Family Day of Learning – 4 years

- Attended for 3 years, led electricity course as youth leader with county leader in 2015. Taught members how to create simple circuit to make burglar alarm

Fair Set-Up – 4 years

- Set-up poultry barn while member of the project

Fair Clean-Up – 4 years

- Cleaned up poultry barn at end of fair while member of project

Eat stand – 8 years

- Worked eat stand shift each year as a member of Busy Bees 4-H club, supervised younger members as youth leader last 3 years

## EXAMPLE CONTINUED

### 4-H Camp at Upham Woods

- Attended as member for 2 years
- Camp counselor – 1 year; responsible for campers in Oak Cabin

### State Participation and Leadership

WI State 4-H Conference, 2015

### Non 4-H Involvement

McDonald's – Cashier, 4 years

Portage High School Basketball Team, 4 years; captain 2018

Portage High School Baseball Team, 4 years

Key Club, member 4 years; president 2018

Science Club, member 3 years

St. John's Youth Group, 4 years

# Columbia County 4-H Alumni Scholarship

## *Application Information Sheet*

The Columbia County 4-H Leaders Association, Inc. is offering a maximum of ten (10) \$300 scholarships. These scholarships will be divided between graduating high school seniors currently enrolled in 4-H and 4-H alumni. A maximum of two (2) male and two (2) female applicants may be eligible for the \$500.00 Comstock scholarship, which is given instead of the Columbia County 4-H Leaders Association scholarship.

**Requirements:** Applicants for this 4-H scholarship must meet the following eligibility requirements:

1. Have five (5) or more years of active membership in the Columbia County 4-H program (*excluding years as a Cloverbud*).
2. The maximum age, as of January 1<sup>st</sup>, is 25 years old.
3. Be re-enrolled in a post high school educational institution and have successfully completed at least one semester of 12 or more credits/full time status (*2.0 or better on a 4.0 scale*).
4. Plan to continue in a post high school educational institution during the coming year.
5. Submit a copy of your college/technical school's transcript or grades (need not be official) no later than **March 15<sup>th</sup>**.
6. Submit a completed scholarship application to the Columbia County Extension Office, no later than **March 15<sup>th</sup>**.
7. Applicant must receive a 70% or higher evaluation score to receive a 4-H scholarship.
8. Scholarship money will be received when the fall semester (of 12 or more credits/full time status) is completed and a copy of passing grades (*2.0 or better on a 4.0 scale*) is received by the 4-H Leaders Association.

Applicants may reapply for this scholarship in future years if he/she has been an active member for seven (7) or more years and will continue a post high school education. An applicant may not receive a Columbia County 4-H Scholarship more than two (2) times total.

***Note:*** It is suggested that applicants double-check their list of requirements prior to mailing or emailing to be sure all required documents are included. Applicants may call the Columbia County Extension Office prior to March 15<sup>th</sup> to confirm receipt of mailed/emailed application and transcripts. Incomplete applications will not be evaluated.

**Criteria:**

1. Academic – completed scholarship requirements
2. Cover Letter – clearly articulate goals, application of 4-H skills, and impact of 4-H
3. 4-H Participation / Activities and Awards – project and activity involvement
4. 4-H Leadership – club, county, and/or state through offices held, committees, groups, etc.
5. Non 4-H Participation/ Involvement

**Suggestions for Preparation of Application:**

1. Before you begin, review your old 4-H record books, Educational Travel Opportunities Applications, 4-H Portfolio, and school records.
2. Get an early start.
3. Type neatly.
4. Take time to review and check your completed 4-H scholarship application cover page.
5. Any answers to questions, or more information, can be obtained from the Columbia County Extension Office, 4-H Youth Development Educator, 112 E. Edgewater St., Room 212, Portage, WI 53901 or (608) 742-9680.

# Columbia County 4-H High School Senior Scholarship

## *Application Information Sheet*

The Columbia County 4-H Leaders Association Inc. is offering a maximum of ten (10) \$300 scholarships. These scholarships will be divided between graduating high school seniors currently enrolled in 4-H and 4-H alumni. A maximum of two (2) male and two (2) female applicants may be eligible for the \$500.00 Comstock scholarship, which is given instead of the Columbia County 4-H Leaders Association scholarship.

**Requirements:** Applicants for this 4-H scholarship must meet the following eligibility requirements:

1. Have five (5) or more years of active membership in the Columbia County 4-H Program (*excluding Cloverbuds*) and be currently enrolled in 4-H as a High School Senior.
2. Enrolled in post-high school educational institution with at least 12 or more credits/full time status.
3. Submit a completed scholarship application to the Columbia County Extension Office no later than **March 15th**.
4. Submit a copy of your current high school transcript no later than **March 15th**.
5. Submit letter of college acceptance or reason why not no later than **March 15th**.
6. Application Cover Page is signed and reviewed by a 4-H leader who is not related to the applicant.
7. Applicant must receive a 70% or higher evaluation score to receive a 4-H scholarship.
8. Scholarship money will be received when the first semester (of 12 or more credits/full time status) is completed and a copy of passing grades (*2.0 or better on a 4.0 scale*) is received by the Leaders Association.

**Note:** It is suggested that applicants double-check their list of requirements before mailing or emailing to be sure all required documents are included. Applicants may call the Columbia County Extension Office, prior to March 15<sup>th</sup>, to confirm receipt of mailed/emailed application and transcripts. Incomplete applications will not be evaluated.

**Criteria:**

1. Academic – completed scholarship requirements
2. Cover Letter – clearly articulate goals, application of 4-H skills, and impact of 4-H
3. 4-H Participation / Activities and Awards – project and activity involvement
4. 4-H Leadership – club, county, and/or state through offices held, committees, groups, etc.
5. Non 4-H Participation/ Involvement

**Suggestions for Preparation of Application:**

1. Before you begin, review your old 4-H record books, Educational Travel Opportunities Applications, 4-H Portfolio, and school records.
2. Get an early start.
3. Type neatly.
4. Take time to review and check your completed 4-H scholarship application cover page.
5. Any answers to questions, or more information, can be obtained from the Columbia County Extension Office, 4-H Youth Development Educator, 112 E. Edgewater St., Room 212, Portage, WI 53901 or (608) 742-9680.



# Columbia County 4-H Alumni and High School Scholarship Evaluation Worksheet and 4-H Scholarship Evaluation Rubric

Applicant Name \_\_\_\_\_

Evaluators: Please comment in space provided about each applicant’s strengths or weaknesses.

## Overview (choose Alumni or High School):

**\*\* Meets Alumni Qualifications (check one):**  Yes  No

- Completed application by **March 15<sup>th</sup>**
- Years in 4-H
- 25 years old or under as of January 1<sup>st</sup>
- Completed at least one semester of 12 or more credits/full time status in a post high school educational institution
- Has received 4-H scholarship before? When: \_\_\_\_\_
- Neat, Concise, and Organized
- Submitted College Transcript by **March 15<sup>th</sup>**

## Academic Information

Major: \_\_\_\_\_ GPA College: \_\_\_\_\_

\*\*\*\*\*

**\*\* Meets High School Qualifications (check one):**  Yes  No

- Completed application by **March 15<sup>th</sup>**
- Years in 4-H
- Graduating senior enrolled in 4-H
- Neat, Concise, and Organized
- Signed by 4-H Leader
- Submitted High School Transcript by **March 15<sup>th</sup>**
- Submitted letter of college acceptance (or reason why not) by **March 15<sup>th</sup>**
- Has required signatures

## Academic “Expression of Academic Goals”

College Major: \_\_\_\_\_

*(Over for 4-H Scholarship Evaluation Rubric)*

## 4-H Scholarship Evaluation Rubric

<i>From Cover Letter:</i>	
Articulation of career goals (0-5)	
Application of 4-H skills (0-5)	
Impact of 4-H (0-10)	
<i>From Resume:</i>	
Club Participation/Activities(0-10)	
Club Leadership (0-10)	
Project Participation and Awards (0-10)	
County Participation/Activities (0-10)	
County Leadership (0-10)	
State Participation (0-10)	
State Leadership (0-10)	
Non 4-H Participation/Involvement (0-10)	
<i>Total (Max 100):</i>	

\*Evaluators – please grade articulation of career goals, application of 4-H skills and impact of 4-H from cover letter. The remaining criteria should be graded by the resume. For ease of grading, you may rank the application for each criteria, and assign points accordingly (Example – member with highest club activities listed would be ranked #1 and receive 10 points, #2 – 9 points, etc.)



# Columbia County 4-H

## *4-H Scholarship Application Cover Page*



UW-MADISON  
EXTENSION

4-H Member's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

4-H Club \_\_\_\_\_ Birthdate \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

4-H Club Leader's Signature \_\_\_\_\_

*Return this form with your completed application by March 15 to:*

*Columbia County Extension Office  
4-H Youth Development Educator  
112 E. Edgewater St., Room 212  
Portage, WI 53901*