



## Columbia County 4-H Educational Travel Opportunities – Application Packet

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<p align="center"><b><u>FALL APPLICATIONS</u></b></p> <p align="center"><b>ALL MATERIALS DUE: Fri., October 11, 2024</b></p> <p align="center"><b>INTERVIEWS: Wed., October 16, 2024</b></p>
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<p align="center"><b><u>SPRING APPLICATIONS</u></b></p> <p align="center"><b>ALL MATERIALS DUE: Fri., February 21, 2025</b></p> <p align="center"><b>INTERVIEWS: Wed., February 26, 2025</b></p>
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**A COMPLETE APPLICATION PACKET REQUIRES ALL OF THE FOLLOWING:**

- Educational Travel Opportunity Selection Form with Signatures of Parent/Guardian and 4-H Club Leader
- Cover letter with Your Signature
- Resume
- Application Reflection
- Interview Schedule Sheet

Applications are due no later than 4:30pm of the due date. **Late applications will not be accepted.** Hardcopies can be brought to the Extension office or mailed to Becky Pfile, 112 E. Edgewater St. Rm #212, Portage, WI 53901. Electronic copies can be emailed to [becky.pfile@wisc.edu](mailto:becky.pfile@wisc.edu).

Please make requests for reasonable accommodations to ensure equal access to educational programs as early as possible preceding the scheduled program, service, or activity. For communicative accommodations in languages other than English, please contact [oaic@extension.wisc.edu](mailto:oaic@extension.wisc.edu). For communicative accommodations based on a disability, please contact Heather Lipinski Stelljes at: [heather.stelljes@wisc.edu](mailto:heather.stelljes@wisc.edu) for the public.



## Columbia County 4-H Guide to Apply for Educational Travel Opportunities

The Columbia County 4-H Leader's Association invites you to apply for sponsorship to attend one or more of the statewide or national events and opportunities available to youth members in grades 6-13. The Columbia County 4-H Leader's Association will pay ½ the registration cost of one educational travel opportunity per member annually. Members may attend each experience only one time with 4-H Leader's Association support. An exception will be made for a member nominated and then selected to be part of the state's National 4-H Conference delegation. In that case, the 4-H Leader's Association will pay ½ of the member's registration cost for National 4-H Conference and the member may choose to attend one other trip, with 4-H Leader's Association support, in the year they are selected to be part of the state's National 4-H Conference delegation.

### A COMPLETE APPLICATION PACKET REQUIRES ALL OF THE FOLLOWING:

- Awards and Educational Travel Opportunity Selection Form with Parent/Guardian and 4-H Club Leader signatures
- Cover letter with Your Signature
- Resume
- Application Reflection
- Interview Schedule Sheet



Applying for sponsorship is a two-part process:

**Part 1 – Application:** Youth must submit a written application that consists of a cover letter, a resume, and the selection form indicating the trip the applicant is interested in attending. Applicants should highlight the skills they have developed during their 4-H experience. In the application process, youth will:

- Use time management skills to prepare the materials and ensure they are submitted on time.
- Build valuable record keeping and written communication skills.

**Part 2 – Interview:** Youth applicants will participate in an interview with a small panel of 4-H adult volunteers and community members. In the interview process, youth will:

- Practice verbal communication and social skills as they talk about their 4-H experiences in a way that is understandable to people both within 4-H and outside of 4-H.
- Use critical thinking skills to formulate appropriate answers to interview questions.



Travel Opportunities Sponsored By Columbia County 4-H Leaders Association

Application Time	Trip Info	Age Eligibility	Total Cost (estimated)	Your Cost (approx.)
Fall 2024	<b>Fall Forum – November 2024 in Stevens Point</b> Connect, collaborate, celebrate, and build excitement and energy for a new 4-H year of learning.	Grades 7-13	\$200	\$100
Fall 2024	<b>Advanced Space Academy – February 2025 in Huntsville, AL</b> Academy trainees undergo a variety of astronaut training exercises, engineering challenges, and team building activities, all culminating in an extended duration simulated space mission.	Grades 10-12	\$2700	\$1350
Fall 2024	<b>American Spirit East – June/July 2025 along the East Coast and Canada</b> Learn about America’s heritage and build awareness of the many steps taken to gain US independence and freedom by visiting historical site in Philadelphia, New York, Boston, and more.	Grades 8-10	\$1900	\$900
Fall 2024	<b>Citizenship Washington Focus – June 2025 in Washington D.C.</b> Experience government in action. Explore what it means to be a good citizen, discuss current congressional issues, learn how to write a bill and participate in a mock House of Representatives meeting.	Grades 10-12	\$2500	\$1250
Fall 2024	<b>National 4-H Conference – April 2025 in Washington D.C.</b> National 4-H Conference annually brings 4-H youth and adults from around the nation to work towards strengthening the 4-H program at local, state, and national levels.	Grades 10-12	\$2000	\$1000
Spring 2025	<b>Drama Company – June 2025 at UW-Madison Campus</b> The 4-H Drama Company members work to learn directing and teaching techniques, and create a show to be performed at Summer Academy.	Grades 9-13	\$700	\$350
Spring 2025	<b>National 4-H Congress - November 2026 in Atlanta, GA</b> Travel by plane to GA where attendees will spend Thanksgiving weekend being motivated and inspired as they celebrate accomplishments they and others have made in 4-H.	Grades 9-12	\$1500	\$750
Spring 2025	<b>State Arts Team – June 2025 at UW-Madison Campus</b> The 4-H Art Team designs and organizes the Summer Academy Art Exhibit. The team members teach seminars and train to be peer leaders for county and regional events.	Grades 9-13	\$700	\$350
Spring 2025	<b>Summer Academy – June 2025 at UW-Madison Campus</b> Discover career pathways. Participants learn about having a career in Ag, STEM, service, leadership, arts, trades, and more.	Grades 8-11	\$450	\$225



**Extension**  
UNIVERSITY OF WISCONSIN-MADISON



Columbia County 4-H

COVER LETTER OUTLINE (note use 12 pt. font)

DATE

UW-Extension  
Educational Travel Opportunity Selection Committee  
% Columbia County 4-H  
112 E. Edgewater St., Room 212  
Portage, WI 53901

Dear Selection Committee:

**PARAGRAPH 1:**

This is the “who are you?” section. Provide a 1-3 sentence introduction. Include a list of the travel experiences for which you want to be considered.

**PARAGRAPHS 2 – 3:**

This is the “why me?” section. Explain in no more than two paragraphs why you are well-qualified to represent Columbia County 4-H. Share why you are interested in attending the education travel opportunity. Include what skills you have gained through 4-H and how you will use those skills during the opportunity or when sharing about your experiences after you return. Give examples to help explain your statements.

**FINAL PARAGRAPH:**

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

Sincerely,

Type your name here and hand-write your signature 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

**EDUCATION**                      School name and current grade

**4-H SUMMARY**                      4-H club name, years in 4-H (do not count years as a Cloverbud).  
List the major projects in which you are or have been enrolled and include the number of years.

**4-H ACTIVITY INVOLVEMENT**                      Summarize the 4-H activities in which you have participated and the number of years you participated. Include leadership and community service involvement, on the club, county, and state levels.

**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 learned as a result of participation in 4-H projects and activities into personal attributes.

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



## INTERVIEWS

All 4-H members applying for an educational travel opportunity will be interviewed.

**Members should be prepared to answer the following questions in their interview:**

1. What are your leadership goals? Accomplishments? Leadership experiences/programs? Be prepared to show variety and depth.
2. For the projects and activities you have been involved in, what goals have you set and/or accomplished? How have you grown? Be prepared to discuss the knowledge and skills you have gained, as well as your accomplishments. Finally, what leadership roles or teaching activities have you taken part in?
3. Based upon your experiences in 4-H, what is an important concern of yours that you feel 4-H has helped you deal with positively? What has 4-H specifically done to help you in dealing with this concern?
4. What changes could be made for 4-H to improve the opportunities or education for members? How would your proposed change help? (Show evidence of thought and insight.)
5. Why do you want to participate in one of the educational travel opportunities? Why do you feel you would be a good representative of Columbia County 4-H?
6. How do you describe 4-H to someone who does not know about 4-H?
7. What are the most significant projects you have done during your 4-H career, and how long have you done them?
8. What are the most important life skills you have mastered as a result of your 4-H work?
9. How has 4-H encouraged you to do service within your club, school or community? How has community service made a difference in your life and/or the lives of others?
10. How has 4-H helped you develop your leadership skills? Give us a specific example of a situation where you were a leader.
11. How have the experiences and learning skills developed through 4-H influenced your future goals and plans?
12. If chosen, how would you share what you learned during this opportunity with your club, county or state when you return?



# Columbia County 4-H

## *Educational Travel Opportunity Selection Form*

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

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

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

E-mail Address \_\_\_\_\_

4-H Club \_\_\_\_\_ Grade (at time of application) \_\_\_\_\_

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

By signing this form, I recommend the member for these opportunities and feel they would be a good representative of Columbia County 4-H:

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

Please mark an X next to the educational experience you are applying for.

2024-2025 Educational Travel Opportunities:

- \_\_\_\_\_ Advanced Space Academy (*February 2025*)
- \_\_\_\_\_ American Spirit East (*June/July 2025*)
- \_\_\_\_\_ Citizenship Washington Focus (*June 2025*)
- \_\_\_\_\_ Fall Forum (*November 2024*)
- \_\_\_\_\_ National 4-H Conference (*April 2025*)
- \_\_\_\_\_ Drama Company (*June 2025*)
- \_\_\_\_\_ National 4-H Congress (***November 2026***)
- \_\_\_\_\_ State Arts Team (*June 2025*)
- \_\_\_\_\_ Summer Academy (*June 2025*)



## APPLICATION REFLECTION

*WHAT DO YOU THINK?*

Please complete the following reflection and submit with your application materials.

1. As a result of constructing my cover letter and resume, I: (check all that apply)

Learned more about myself (If checked, list at least one thing that you have learned):

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Better understand why I am in 4-H

Better understand what skills I have gained while in 4-H

Better understand how to develop a resume

Will take on a new 4-H challenge this year (If checked, list at least one new challenge you plan to take on this year):

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2. What was the most helpful or valuable part of this application process?

3. What ideas do you have for improving this application process?





## INTERVIEW SCHEDULE PREFERENCE SHEET

Please identify your top four preferences for interview times (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>). Face-to-face interviews are required (either in person or via zoom).

Also, please indicate if there is a any time that you are definitely NOT available to interview. Thank you.

Name: \_\_\_\_\_

### Fall Interviews: Wed., Oct., 16, 2024

\_\_\_\_\_ 5:30 p.m.

\_\_\_\_\_ 5:45 p.m.

\_\_\_\_\_ 6:00 p.m.

\_\_\_\_\_ 6:15 p.m.

\_\_\_\_\_ 6:30 p.m.

### Spring Interviews: Wed., Feb. 26, 2025

\_\_\_\_\_ 5:30 p.m.

\_\_\_\_\_ 5:45 p.m.

\_\_\_\_\_ 6:00 p.m.

\_\_\_\_\_ 6:15 p.m.

\_\_\_\_\_ 6:30 p.m.

Please return this form with your application packet.