



# Columbia County 4-H

## Educational Travel Opportunities – Application Packet

### This packet contains:

Page 1: Index Page

Page 2: Guide to Apply

Page 3: List of Educational  
Travel Opportunities

Page 4: Cover Letter Outline

Page 5: Resume Outline

Page 6: Interview Questions

Page 7: Selection Form

Page 8: Application Reflection

Page 9: Interview Schedule Sheet

### **FALL APPLICATIONS**

**ALL MATERIALS DUE:  
Fri., October 10, 2025**

**INTERVIEWS:  
Wed., October 15, 2025**

### **SPRING APPLICATIONS**

**ALL MATERIALS DUE:  
Fri., February 20, 2026**

**INTERVIEWS:  
Wed., February 25, 2026**

### **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).



The University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming in compliance with state and federal law.

# 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 2025	<b>Fall Forum – October 31 – November 2, 2025 in Green Lake, WI</b> Connect, collaborate, celebrate, and build excitement and energy for a new 4-H year of learning. <a href="#">Fall Forum – Wisconsin 4-H</a>	Grades 7-13	\$190	\$95
Fall 2025	<b>(NEW!) Youth as Partners in Civic Leadership – November 2025 at Upham Woods</b> The mission of the YPCL Conference is to advance youth voice in WI by increasing the capacity for youth and adults to share civic leadership in local communities, schools, and organizations. <a href="#">Youth as Partners in Civic Leadership</a>	Grades 9-12; max age 18	\$180	\$90
Fall 2025	<b>(NEW!) Ignite by 4-H – March 2026 in Washington D.C.</b> For four days, teens from all over the country come to D.C. to immerse themselves in hands-on workshops, experiences, activities in their key programming track of Animal Science or STEM to continue to find their spark. <a href="#">Ignite by 4-H – Wisconsin 4-H</a>	Grades 10-12	\$2800	\$1400
Fall 2025	<b>Citizenship Washington Focus at Ignite by 4-H – March 2026 in Washington D.C.</b> Strengthen an understanding of the democratic process and cultivate leadership skills rooted in civic responsibility. <a href="#">Citizenship Washington Focus – Wisconsin 4-H</a>	Grades 10-12	\$2800	\$1400
Fall 2025	<b>National 4-H Conference – April 2026 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. <a href="#">National 4-H Conference – Wisconsin 4-H</a>	Grades 10-12	\$2000	\$1000
Fall 2025	<b>Space Camp – April 2026 in Huntsville, AL</b> Space camp participants experience life as an astronaut, what it would be like to work at NASA, and participate in hands-on space simulations. <a href="#">Space Camp – Wisconsin 4-H</a>	Grades 6-8	\$1300	\$650
Spring 2026	<b>WI 4-H Arts Ambassadors – June 2026 Arts Team, Communications Team, and Drama Company</b> Arts Ambassadors will learn leadership, interpersonal skills and how to promote the 4-H Expressive Arts, while focusing on your art spark. <a href="#">State Arts Ambassadors – Wisconsin 4-H</a>	Grades 9-13	\$700	\$350
Spring 2025	<b>American Spirit East – June and July 2026</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. <a href="#">American Spirit – Wisconsin 4-H</a>	Grades 8-10	\$3000	\$1500
Spring 2026	<b>Summer Academy – June 2026 at UW-Madison Campus</b> Discover career pathways. Participants learn about having a career in Ag, STEM, service, leadership, arts, trades, and more. <a href="#">Summer Academy – Wisconsin 4-H</a>	Grades 8-11	\$600	\$300
Spring 2026	<b>(NEW!) Discover Wisconsin Series – Summer 2025</b> A 3-day, 2-night travel adventure focused on exploring the state's natural areas, such as fields, forests, and wetlands.	Grades 6-12	\$400	\$200
Spring 2026	<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. <a href="#">National 4-H Congress – Wisconsin 4-H</a>	Grades 9-12	\$1500	\$750



# 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!)



The University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming in compliance with state and federal law.

# 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.



# Columbia County 4-H

## *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 that 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.

### 2025-2026 Educational Travel Opportunities:

- \_\_\_\_\_ Fall Forum (*November 2025*)
- \_\_\_\_\_ National 4-H Conference (*March 2026*)
- \_\_\_\_\_ Ignite (*March 2026*)
- \_\_\_\_\_ Citizenship Washington Focus at Ignite (*March 2026*)
- \_\_\_\_\_ Space Camp (*Spring 2026*)
- \_\_\_\_\_ Discover Wisconsin Series (*Summer 2026*)
- \_\_\_\_\_ Arts Ambassadors – Arts Team, Communications Team, Drama Company (*June 2026*)
- \_\_\_\_\_ Summer Academy (*June 2026*)
- \_\_\_\_\_ National 4-H Congress (***November 2027***)



# Columbia County 4-H

## *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):

---

☐ 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):

---

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 time that you are definitely NOT available to interview. Thank you.

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

**Fall Interviews: Wed., Oct., 15, 2025**

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

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

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

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

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

**Spring Interviews: Wed., Feb. 25, 2026**

\_\_\_\_\_ 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.



The University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming in compliance with state and federal law.