



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

**All application materials for 2021 National 4-H Congress are due August 15**

Interviews: To Be Determined

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Page 4: Cover Letter Outline  
\*Complete cover letter with guide provided. If needed, see examples on 4-H website.  
Page 5: Resume Outline  
\*Complete resume with guide provided. 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 6: Interview Questions  
\*Prepare for your interview by reviewing the questions provided.  
Page 7: Application Cover Page –  
Award and Educational Travel Opportunities Selection Form  
\*Complete form in entirety and include with cover letter and resume

**BY August 15<sup>th</sup>, TURN IN COMPLETE APPLICATION. BE SURE TO INCLUDE:**

- Awards and Educational Travel Opportunity Selection Form with Signatures of Parent/Guardian and 4-H Club Leader
- Cover letter with your signature
- Resume

If you have any questions regarding cover letters or resumes, please call or email the 4-H office at 608-742-9685 or [pat.wagner@wisc.edu](mailto:pat.wagner@wisc.edu).

***You will not know how far you could have gone or what you could have done until you try!***



## **Columbia County 4-H Award and Educational Travel Opportunities National 4-H Congress 2021**

The Columbia County 4-H Leader’s Association invites you to apply for one of the National 4-H Congress educational travel opportunities sponsorships in this special selection process. The 4-H Leader’s Association sponsors opportunities and awards. Currently, per the Columbia County 4-H Leader’s Association Standing Rules, the organization 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.

All eligible Columbia County 4-H members **MUST** complete the following:

- an Award and Educational Travel Opportunity **Selection Form**;
- a **Cover Letter**; and
- a **Resume**.



This “Guide to Apply” and a sample resume and cover letter are available on line at:

<https://columbia.extension.wisc.edu/4-h-youth-development/4-h-forms/> If you have questions, please call Pat Wagner at the UW-Madison Extension Columbia County Office at 608-742-9685.

**Cover Letter, Resume and Selection Form Deadline For National 4-H Congress 2021  
August 15, 2021**

Send to: UW-Madison Extension Columbia County, 112 E. Edgewater, Rm. 212, Portage, WI 53901  
Email to: Pat Wagner, [pat.wagner@wisc.edu](mailto:pat.wagner@wisc.edu)

**Interview Date: To Be Determined**

**National 4-H Congress – 2 Youth** - Estimated Cost: \$1,200. Delegates participate in self-development seminars, tours and a service project, while exchanging ideas with youth from across the country in Atlanta, GA, November 26—30, 2021. Participants must be in grades 10-12 at time of participation with maximum age of 18 on Jan. 1 of program year.

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**Columbia County 4-H**

**COVER LETTER OUTLINE**

**DATE**

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

**Dear Selection Committee:**

**PARAGRAPH 1:**

Who are you? Provide a 1-3 sentence introduction. Tell the committee that you are sending the application to apply for the opportunity to attend \_\_\_\_\_ educational travel opportunity or to receive the 4-H Key Award. **Include by listing or checking off the opportunities 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 qualified to represent Columbia County 4-H. Be sure to include what skills you have gained through 4-H and how you will use those skills during the opportunity or when sharing your experiences after you return. In this section, also share why you are interested in attending/receiving the education travel opportunity. 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 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 (Freshman, Sophomore)

**4-H SUMMARY**

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

**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.



## INTERVIEWS

**All 4-H members applying for an award or 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

## *Award & 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 \_\_\_\_\_

\_\_\_\_\_ **National 4-H Congress (November, 2021)**

*Return this form with your completed cover letter and resume by August 15th to:*

*UW-Madison Extension Columbia County*

*% 4-H Award & Educational Travel Opportunity Selection*

*112 E. Edgewater St., Room 212, Portage, WI 53901*

*Interviews may be held and a date will be announced as soon as possible.*