



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

***All application materials due October 29***

Interviews: November 1, 2021

### THIS PACKET CONTAINS

- Page 1: Guide to Apply Index Page  
Page 2-3: Columbia County 4-H Award and Educational Travel Opportunities Details  
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 OCTOBER 29<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**

The Columbia County 4-H Leader’s Association invites you to apply for one or more of the educational travel opportunities or the 4-H Key Award this year. The 4-H Leader’s Association sponsors these opportunities and awards which are available only to 4-H youth in grades 8-13. 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:  
October 29**

Send to: Columbia County Extension Office, 112 E. Edgewater, Rm. 212, Portage, WI 53901

**2022 Interview Date:  
November 1**

### **Travel Opportunities Sponsored By Columbia County 4-H Leaders Association**

and numbers sponsored. Note-Youth may register and attend without 4-H Leaders Association sponsorship.

**Citizenship Washington Focus - 2 Youth** - Estimated Cost: \$1,750.00. Selected youth attend a weeklong program in Chevy Chase, MD to learn about citizenship and government, along with opportunities to observe the attractions of Washington D.C. Participants may select from two 2022 dates: June 4 - 12 and July 2 - 10. Participants must be in grades 10-12 at time of registration in fall-winter with minimum age of 15 during program.



**National 4-H Congress 2022**– 2 Youth - Estimated Cost: \$1,200. Delegates participate in self-development seminars, tours and a service project, while exchanging ideas with 1,300 youth from across the country in Atlanta, GA, November 25 -29, 2022. Participants must be in grades 9-12 at time of participation with maximum age of 18 on January 1 of the year of travel.

**National 4-H Conference** – 1 Youth, with highest interview and application scores, is nominated to apply following the Columbia County 4-H interview process - Estimated Cost: \$1,300. The 2022 conference will be Saturday – Thursday, Late March/Early April in Washington D. C. The State 4-H committee selects 8 – 10 delegates from nominee applications. Each participant selects an issue and works with other youth from across the country to develop plans that help direct future 4-H programming. Delegates spend the majority of their time contributing to stimulating, task oriented groups. One day is spent on Capitol Hill with legislators and touring. Participants must be in grades 10-12 during the program with minimum age of 15 and maximum 18 on Jan. 1 of program year.

**American Spirit East** – 1 Youth – Estimated Cost: \$1400. Delegates must be in grades 8 – 10 at the time of registration. Dates of Event are still To Be Determined in 2022. There will be 3 travel weeks in June / July. In addition, participants attend a Spring American Spirit orientation. Youth learn about America’s heritage and build awareness of the many steps taken to gain U.S. independence and freedom by visiting historical sites in Philadelphia, New York, Boston, and more. Youth register via 4-HOnline November 1 – December 20, 2021.

**4-H Key Award** – 2 Youth. The Wisconsin 4-H Key Award Program recognizes a select group of 4-H participants who’ve demonstrated consistent growth in their 4-H involvement, developed and applied leadership skills, and actively participated in the functions of their 4-H club and community. Selection of 4-H Key Award recipients is based on an evaluation of the candidate’s total 4-H record. To be eligible, candidates must be in 9<sup>th</sup> grade or above and must have completed at least three years of 4-H and one year of youth leadership. The quota of award recipients is determined by county 4-H enrollment of youth ages 14 years and older. Quotas are 2% of that population or a minimum of two per county. This award is only given once.

**WI 4-H & Youth Conference** – This event is in transition and it is hoped it will be offered in 2022 for youth grades 7 - 10. At this time, there are no firm plans so applications and interviews for this event will be held at a later date. Sponsorships will be available once details are unveiled by the State 4-H Office.

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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 \_\_\_\_\_

Please rank educational travel opportunities in order of preference (*#1 as first choice, etc.*). See pages 2 and 3 of this packet or visit the 4-H website for more information and eligibility requirements. If you are not eligible, please place an X and do not include it in your preference ranking. If eligible for the 4-H Key Award and want to be considered for it, please place a V in that Award blank.

Educational Travel Opportunities: (All travel is in 2022)

\_\_\_\_\_ Citizenship Washington Focus (June or July)

\_\_\_\_\_ National 4-H Congress (November)

\_\_\_\_\_ National 4-H Conference (March / April)

\_\_\_\_\_ American Spirit East (June / July)

Award:

\_\_\_\_\_ 4-H Key Award (*Fall Next Year*)

*Return this form with your completed cover letter and resume by **October 29** to:  
UW-Madison Extension Columbia County  
% 4-H Award & Educational Travel Opportunity Selection  
112 E. Edgewater St., Room 212, Portage, WI 53901*

*Interviews will be held November 1. You will be notified of the specific time and location.*