



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

All application materials due April 1st

Interviews: April 8, 2024

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 APRIL 1st, 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 pfile@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 Rebecca Pfile at the Columbia County Extension Office at 608-742-9685.

**Cover Letter, Resume and Selection Form Deadline:
April 1st**

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

**Interview Date:
April 8, 2024**

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: \$1,600.00. Selected youth attend a weeklong program to learn about citizenship and government, along with opportunities to observe the attractions of Washington D.C. Exact dates TBD. 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 2023– 2 Youth - Estimated Cost: \$1,350. Delegates participate in self-development seminars, tours and a service project, while exchanging ideas with 1,300 youth from across the country. Participants must be in grades 10-12 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 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. 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 will be June 14–23, June 21–30, July 5-14, 2024. 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 21.

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 9th 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.

Summer Academy – Madison, WI. Estimated Cost: \$400. Delegates must be in grades 7 - 10 at registration from April 1 - 30. Dates are tentatively in June 2024. This new Positive Youth Development program will help you discover pathways to your future. Signup to learn what it takes to have a career, or a hobby in several SPARK areas including agriculture, STEM, service, leadership, arts, trades, and many more. There will be fun opportunities to build networks and friendships with folks from all over the state of WI.

Space Camp - Huntsville, AL. Estimated Cost: \$900. Delegates must be in grades 6 - 10; max age of 15 at time of program. Dates are April 18 - 22, 2024.

The University of Wisconsin–Madison does not discriminate in its employment practices and programs and activities on a variety of bases including but not limited to: age, color, disability, national origin, race, or sex. For information on all covered bases, the names of the Title IX and Americans with Disabilities Act Coordinators, and the processes for how to file a complaint alleging discrimination, please contact the [Office of Compliance](#), 361 Bascom Hall, 500 Lincoln Drive, Madison WI 53706, Voice 608-265-6018, (relay calls accepted); Email: uwcomplianceoffice@wisc.edu.



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 mark an X next to the educational experience you are applying for. 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 2024.)

- _____ Space Camp (*April 18-22, 2024*)
- _____ National 4-H Conference (*April 19-24, 2024*) – Registration Closed
- _____ Citizenship Washington Focus (*June 15-22, 2024*) – Registration Closed
- _____ Summer Academy (*June 24-27, 2024*) – Registration will open soon
- _____ State Art Team (*June 19-27, 2024*) – Registration Currently Open
- _____ Drama Company (*June 19-27, 2024*) – Registration Currently Open
- _____ American Spirit East (*June / July 2024*) – Registration Closed
- _____ National 4-H Congress (*November 2024*) – Registration will open this summer

Award:

- _____ 4-H Key Award (*Fall Next Year*)

Return this form with your completed cover letter and resume by April 1, 2024 to:
becky.pfile@wisc.edu

Interviews will be conducted April 8, 2024. You will be notified of the specific time.