

Richland County

# 4-H AWARDS & SCHOLARSHIPS

## Application Guide

*Includes:*

- *4-H Awards (Key Award & Leaders Plaque)*
- *4-H Scholarships*
- *4-H Educational Experiences (American Spirit, Citizenship Washington Focus, International Programs & Natl 4-H Congress)*



UW-MADISON EXTENSION

**Congratulations!** You have taken the first step in the application process. The 4-H application and interview process is designed not only to select the award and scholarship recipients, but also to help you gain valuable skills that you will use beyond your participation in 4-H.

The 4-H application and interview process is held twice a year.

Applications are due in mid-October for:

- 4-H Key Award and 4-H Leaders Plaque
- 4-H International Travel Programs
- American Spirit
- Citizenship Washington Focus

Applications are due by March 15<sup>th</sup> for:

- 4-H Scholarships
- National 4-H Congress

Are you ready to begin?

Here is what you will need to complete your application:

- Cover Letter
- 4-H Resume
- 4-H Record Book

Letters of Recommendation:

- Letter of Recommendation from a 4-H volunteer
- Letter of Recommendation from a school or community representative

Additional materials for 4-H Scholarship Applicants:

- Essay *"How has 4-H helped me prepare for my future?"*
- 4-H Participation Verification Form (Completed by 4-H Club Leader)

If you have any questions, or need assistance in completing your application, call the Extension Office at 608-647-6148 or email [karleen.craddock@wisc.edu](mailto:karleen.craddock@wisc.edu). We are happy to help!

After you submit your application and 4-H record book, you will be contacted to schedule an interview. The final selection will be made by the 4-H Awards Committee based on your interview and application.

It is an honor to be recognized for your outstanding leadership in 4-H. I wish you the very best as you complete the application process.

Congratulations!



Karleen Craddock

Richland County Extension 4-H Educator

How to apply for...

## 4-H Awards

Two special awards will be presented during the Annual 4-H Recognition Banquet. The Key Award and 4-H Leaders Plaque are awarded to older members for their leadership in the 4-H program.

4-H Leaders Plaque – Recognizes 4-H members in grades 9-12 who have been active in their 4-H club and the Richland County 4-H program. The award is based on their project and activity involvement, leadership, and community service.

Key Award – Recognizes 4-H members based on their overall 4-H participation, including: projects, activities, leadership, and involvement in county 4-H programs. Personal development and community involvement are also considered in selection of the 4-H Key Award. Recipients must be in 11<sup>th</sup> – 12<sup>th</sup> grade or graduated from high school and still enrolled in 4-H. Additional requirements include participation in 4-H for a minimum of three years and has served as a youth leader for at least one year. This is the highest award given to Wisconsin 4-H members.



How to apply for...

## 4-H Scholarships

The Richland County 4-H Leaders Association awards scholarships to 4-H members to attend post-secondary education. Application information is available on the Richland County Extension website at <https://richland.extension.wisc.edu/scholarships/>

You will also find links to these local scholarships on the Extension website:

- Buena Anderson 4-H Clothing Scholarship
- Meat Animal Sale Scholarship
- Richland County Beef Producers Scholarship
- Golden Gallon Scholarship

**March 15<sup>th</sup> is the application deadline for the scholarships list above.**

Looking for MORE scholarships? Contact Karleen Craddock, 4-H Extension Educator at [karleen.craddock@wisc.edu](mailto:karleen.craddock@wisc.edu) for a list of state and national ag-related scholarships.

How to apply for...

# 4-H Educational Experiences

Find out about the many statewide educational programs and travel experiences offered by Wisconsin 4-H at:

<https://4h.extension.wisc.edu/opportunities/statewide-events-and-opportunities/>

All 4-H members are invited to apply for state and national 4-H programs. You do not need to be selected at the county level to be eligible to attend. Due to the cost of participating in these programs, the Richland County 4-H Leaders Association provides funding to help make the programs more affordable for 4-H members.

## To apply for funding for these 4-H Educational Experiences:

- American Spirit (Apply in Oct)
- Citizenship Washington Focus (Apply in Oct)
- National 4-H Congress (Apply in March)
- 4-H International Travel (Apply in Oct)

Submit a 4-H resume, cover letter, letters of recommendation and your 4-H record book.

## All other 4-H Educational Experiences use a simplified application process.

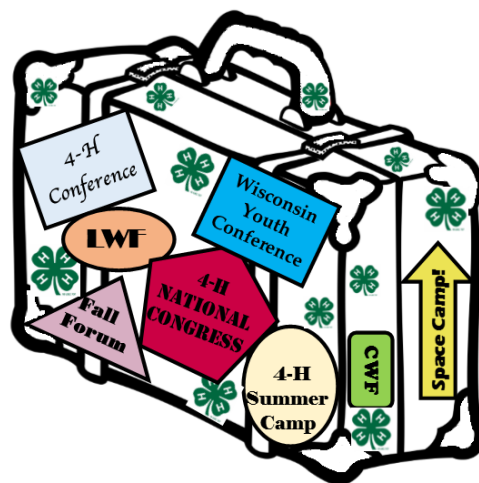
Contact the Extension Office at 608-647-6148 or check the Extension website for additional information, application forms and due dates for these programs!

Program and Location	Dates	Who is eligible?
Art Beat!, Wisconsin Dells	March	Grades 3-5
Space Camp, Huntsville, AL	Mid-April	Grades 6-8
Summer Academy, UW-Madison	June	Grades 8-11
4-H Summer Camp, Wisconsin Dells	July	Grades 3-8 Counselors 9-12
Arts Camp, Wisconsin Dells	November	Grades 6-8
Fall Forum, Green Lake, WI	November	Grades 7 & up
Advanced Space Academy, AL	January 2025	Grades 10-12

What are you waiting for?!?

Adventure awaits!

Apply today!!



# **Helpful Hints for Creating Your 4-H Resume and Cover Letter**

## **Think of your 4-H experience as a job...**

What have you done? How have you grown? What skills have you developed as a result of participation in 4-H? How have you personally changed as a result of your 4-H experience? Your 4-H record books will be very helpful as you review all that you have done in 4-H!

## **Format...**

Your resume needs to be organized and easy to read and understand. Choose an appropriate font and font size. Use the same font throughout your documents. If you use indents on your resume, be sure they all line up.

## **Newest to oldest...**

Organize all your 4-H experiences, activities and projects in chronological order from most recent to oldest. Dates are important! Choose the most important information. Your 4-H resume should be no more than one or two pages long.

## **Tell your story...**

Choose statements that are concise, descriptive and clearly written. Begin with an action word. Check out the list of action words and "Creating WOW statements" included in the application guide to help you build your 4-H resume.

## **Edit, edit, edit...**

Your 4-H resume and cover letter should have ZERO spelling and grammar errors. Use spell check and have two people proofread your resume and cover letter. It is easy to overlook mistakes, especially after you have read the documents many times.

## **Make a GREAT impression...**

Every resume and cover letter you create, whether for 4-H, for a job, or even for volunteering, should always be typed. The cover letter and resume will be the selection committee's first impression of you. Make a great impression with clearly written and error free documents!

***Creating a 4-H resume and cover letter are skills that you will use in the future!  
Here are a few tools to help you put together a great application...***

# COVER LETTER OUTLINE

## Personal Letterhead *(optional)*

Richland County 4-H Leaders Association  
1200 Highway 14 West  
Richland Center, WI 53581

### Date

Dear 4-H Leaders Association/To whom it may concern,

**Paragraph 1:** What are you applying for?

**Paragraphs 2 & 3** Describe what makes you deserving of this award/scholarship/trip. Explain in no more than two paragraphs why you are uniquely qualified to represent Richland County 4-H. Ask yourself what distinguishes you from other applicants. Be sure to give examples to help explain your statements.

**Closing paragraph** Thank your audience for considering your application. Restate, in one final sentence (make this something they will remember), why you are the best fit for what you are applying for. *\*For a professional job, express that you will be contacting them within two weeks to follow-up but also provide your contact information.*

Sincerely,

(Your handwritten signature HERE)

**Your name typed HERE**

# SAMPLE COVER LETTER



**CHRISTINA  
CLOVER**

+123-456-7890  
christina.clover@gmail.com  
123 Anywhere St., Any City, ST 12345

October 25, 2023

**Richland County 4-H Leaders Association**

1000 Highway 14 West  
Richland Center, WI 53581

**Dear 4-H Leaders Association Board Members,**

It is my pleasure to submit my resume and letters of support in consideration for (insert the name of the award or scholarship that you are applying for).

I believe my 4-H experience has prepared me well for representing the Richland County 4-H program. My 4-H experiences have given me a strong sense of accomplishment. Personally, I have learned the value of working with other people to accomplish a task when I served as the chairperson for my club's activity committee. I needed to be prepared for meetings and work with the other five members of the committee. Being a good role model has been emphasized in my 4-H club and I demonstrate this in what I say and do.

I have devoted a great deal of time to learning about my project areas especially in the clothing project as I have been in that project for five years. I have participated in many countywide activities related to my project work such as the Clothing Revue. As a youth leader, I have helped younger members learn how to do the things I learned from older 4-H'ers and adult leaders.

Thank you for considering my application. I feel that my qualifications listed above and on my enclosed resume make me a good representative of Richland County 4-H. I look forward to hearing from you.

**Regards,**

*(Insert signature)*

**Christina Clover**

# Creating “WOW” Statements about Your Skills

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When talking or writing about your 4-H experiences use concrete descriptions about what you did and what the impact was. To practice identifying strong, impactful statements, review the examples below.

Which of the following examples makes you say “Wow!” about the 4-H member’s skills?

## **Club Officer Example:**

- Weak - Reporter for 4-H club. Took pictures at club meetings.
- Better - Took pictures at club meetings and sent them to newspaper.
- Strong - Promoted three club community service projects with photos and articles in the Richland Observer

## **Promoting 4-H Example:**

- Weak - Participated in 4-H Open House. Assisted with club booth.
- Better - Spoke to visitors about 4-H at our club booth at 4-H Open House.
- Strong - Recruited potential 4-H members by presenting information about 4-H at Open House, which was attended by 50 families. Identified 4 potential new members.

## **Animal Project Example:**

- Weak - Fed my animals daily.
- Better - Tended to my animals daily (feeding and grooming).
- Strong - My daily routine included feeding, grooming, and exercising my own horses, as well as maintaining clean stalls.

## **Time Management Example:**

- Weak - Coordinated my 4-H and school activities.
- Better - Coordinated my schedule for ten 4-H projects and my school athletic activities.
- Strong - Coordinated my schedule for 4-H, school, FFA, volunteer work, part-time job, and homework while maintaining an A-B average in school.

## **Leadership/Community Service Example:**

- Weak - Participated in community service projects.
- Better - Participated in valentine card making community service project.
- Strong - Assisted younger members in decorating valentine cards which were given to a local senior center. Contributed to donation of 150 total cards.

Practice by writing your own “WOW” statements about your 4-H experiences.



## ACTION VERBS FOR YOUR 4-H RESUME

When creating your resume, use action verbs to describe your 4-H experiences. Below is a list of verbs that may apply to the life skills you have developed through 4-H.

Achieved	Executed	Processed
Adapted	Expanded	Proposed
Administered	Expedited	Provided
Advised	Facilitated	Put together
Analyzed	Formed	Realized
Arranged	Formulated	Received
Assembled	Generated	Recommended
Assessed	Guided	Recorded
Assisted	Handled	Recruited
Budgeted	Identified	Reduced
Built	Illustrated	Repaired
Calculated	Implemented	Replaced
Collected	Improved	Reported
Coached	Increased	Represented
Communicated	Initiated	Researched
Compiled	Innovated	Resolved
Completed	Installed	Restored
Composed	Instituted	Reviewed
Computed	Instructed	Revised
Concluded	Integrated	Revitalized
Condensed	Introduced	Secured
Conducted	Invented	Selected
Convinced	Launched	Served
Coordinated	Logged	Showed
Corrected	Maintained	Simplified
Created	Managed	Solved
Critiqued	Marketed	Started
Decided	Maximized	Stimulated
Delegated	Modified	Streamlined
Delivered	Motivated	Strengthened
Demonstrated	Navigated	Summarized
Designed	Negotiated	Supervised
Determined	Obtained	Supplied
Developed	Operated	Taught
Devised	Optimized	Tested
Diagnosed	Organized	Trained
Directed	Originated	Transferred
Discovered	Performed	Updated
Distributed	Planned	Upgraded
Enhanced	Prepared	Utilized
Established	Presented	Verified
Evaluated	Produced	Was responsible for
Examined	Promoted	Wrote

# 4-H RESUME OUTLINE

*Highlight your 4-H experiences and life skills developed through participation in 4-H*

## Full Name

Address Line 1

City State Zip

Phone Number

Email

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### EDUCATION

- School name, grade, projected graduation date.
- 4-H club name, years in 4-H.

### 4-H PROJECT SUMMARY

List all projects in which you are or have been enrolled, the number of years you have been or were a member of that project, and which projects you are currently enrolled in.

### 4-H ACTIVITY INVOLVEMENT

Summarize all 4-H activities in which you have participated and the number of years you participated.

### PERSONAL and SKILL DEVELOPMENT

Use action words to describe the skills you have developed as a result of your participation in 4-H. Include the personal traits developed that you will use throughout your lifetime as well as specific skills learned through your 4-H projects and activities. Avoid using "I" or "Me" in the descriptions.

### 4-H LEADERSHIP EXPERIENCES

Describe your leadership experience, what you have learned personally, and how you have gained additional responsibility. Use action words.

### OTHER LEADERSHIP EXPERIENCES AND NON-4-H ACTIVITIES

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

# SAMPLE 4-H RESUME

## Christina Clover

4-H Hwy. CC  
Richland Center, WI 53581

(608) 647-4444  
c.clover@gmail.com

### EDUCATION

Ithaca High School, Junior, Class of 2024  
Lucky Clovers 4-H, 8 years

### 4-H PROJECT SUMMARY

Dairy (2017-2023)	Photography (2017-2023)
Foods & Nutrition (2017-2023)	Gardening (2018-2022)
Sheep (2019-2023)	Art-Drawing (2019-2021)
Beef (2021-2023)	

### 4-H ACTIVITY INVOLVEMENT

County Fair Exhibitor (2017-23)	4-H Club Community Service Activities (2017-23)
Rotary Lights (2019-23)	Richland County Dairy Breakfast (2018-23)
4-H Discovery Day (2019-23)	4-H Summer Camp (2017-19; Counselor-2023)
Richland Co. 4-H Jr. Leader (2020-23)	Dairy Judging Team (2021-22)
4-H Space Camp (2022)	4-H Leaders Board Member (2021-22)
Photography Workshop (2019)	Fitting and Showing Clinic (2018, 2020)

### PERSONAL and SKILL DEVELOPMENT

Developing public speaking skills through demonstrations and 4-H leadership roles  
Fine-tuned organizational skills while serving on 4-H committees  
Effectively work with younger members, peers and adults as a 4-H club officer  
Demonstrate sportsmanship during 4-H events and competitions  
Strengthened budgeting and record-keeping skills through 4-H livestock project management  
Proficient knowledge of dairy nutrition, fitting, showing, training, and judging  
Experienced show person taking top awards in dairy and sheep at the Richland County Fair  
Learned importance of persistence through trial and error in the 4-H foods project  
Developed attention to detail through 4-H photography project  
Delegate tasks effectively and appropriately as a 4-H club officer  
Improved conflict resolution skills as a camp counselor assisting two campers who didn't get along

### 4-H LEADERSHIP EXPERIENCES

Served as 4-H club president for two years. Helped new members learn parliamentary procedure.  
Co-taught Quiz Bowl practice sessions with Dairy project leader. Served as team captain.  
Assisted 4-H Discovery Day planning committee. Helped organize event for 100+ youth.  
Recruited 5 new families to join 4-H at Open House held during National 4-H Week.  
Provided direction to countywide 4-H programs as a member of the 4-H Leaders Board.  
Chaired community service committee for 4-H club. Planned activities to benefit local community.

### OTHER LEADERSHIP EXPERIENCES and NON-4-H ACTIVITIES

School Activities: Honor Roll (2020-23); Choir (2021-23); Basketball team (2021-23)  
Ithaca High School Class Secretary (2023)  
Holstein Association Member (2017-23)  
Church Youth Group Member (2021-23)

# Letters of Recommendation

In addition to your cover letter, resume, and 4-H record book, your application will not be complete until the following are received:

- Letter of Recommendation from a 4-H volunteer
- Letter of Recommendation from a school or community representative

If you are applying for the 4-H Leaders Association scholarship, you will also need to submit:

- 4-H Participation Verification Form

## **How to request Letters of Recommendation:**

1. Create a list of 3-5 adults who know you well. Coaches, teachers, youth group leaders and 4-H volunteers who have worked closely with you are possible choices.
2. Contact one 4-H volunteer and one other adult to write a letter of recommendation for you. Ask in-person, if possible.
3. Provide them with the following information:
  - a. What you are applying for? *Tell them about the award or trip.*
  - b. When the letter is due. *Ask them at least 1-2 weeks before the deadline.*
  - c. How the letter is to be submitted:  
**Letters of recommendation can be emailed to [karleen.craddock@wisc.edu](mailto:karleen.craddock@wisc.edu) or mailed to the Extension Office.** If mailed, you provide a stamped, addressed envelope.
  - d. *Optional* – Providing a copy of your resume will help them highlight your accomplishments.
4. Don't forget to send a Thank You note to the people who write your letters!

## **If you are applying for a 4-H Scholarship:**

Scholarship applicants also need to submit a "4-H Participation Verification Form" completed by the 4-H Club Leader.

Copies of the verification form are available at the Extension Office or can be downloaded from the Richland County Extension website at <https://richland.extension.wisc.edu/4-h-youth-development/4-h-forms/>

You may submit letters of recommendation that you used for other scholarship applications. All letters of recommendation must have been written within the last 12 months.

# **Helpful Hints for Preparing for an Interview**

*\*Although not necessary for a 4-H interview, recommended for any other professional interview.*

## **Before the Interview**

- ✓ Be prepared to answer the following questions: (1) Tell me about yourself – always answer this question starting with a little about your past, a little about what you’re currently doing and a little about what you want to do, (2) What is your greatest strength, (3) What is your greatest weakness.
- ✓ Even if it’s an informal interview, ALWAYS come dressed to impress.
- ✓ Brainstorm examples/stories of your past experience ahead of time. Write them down on a piece of paper and then read them before the interview so they are fresh in your mind.
- ✓ Anticipate the questions you’ll be asked and be prepared how to best answer them.
- ✓ When an interviewer asks you to give them an example about a time when.... Always answer in this format – S.T.A.R. (first explain the Situation, then define the Task, describe your Action, and what the Result was). Stories about when something went wrong and you learned something from the experience are always helpful in an interview!
- ✓ Practice interviewing. Have somebody ask you questions and practice your responses.
- ✓ Arrive 10-15 minutes early. *\*Visit your interview location ahead of time so you don’t get lost the day of your interview and show up late.*
- ✓ *\*Research the company and the executive team of the company BEFORE the interview. “80% of the work is done before you ever set foot in the interview room.”*
- ✓ *\*Bring extra copies of your resume, list of references and at least two questions for the interviewer.*
- ✓ *\* Bring one 3 X 5” index card with short, quick notes on it to help refresh your mind if you get stumped. Only pull out in an emergency situation (i.e. when you are completely drawing a blank).*

## **During the Interview**

- ✓ Greet everyone politely, pleasantly and enthusiastically. Introduce yourself. Shake hands firmly and make eye contact.
- ✓ Sit up straight and keep your elbows off the table.
- ✓ Be aware of how many times you say “um,” “like,” “so,” etc. Brief, silent pauses are OKAY! It shows you are thinking about your response and how you want to answer.
- ✓ Always say things in a positive way. Never say anything bad about past teammates, bosses, teachers, leaders, etc.
- ✓ Interviewing is a two-way process. Don’t be afraid to ask questions.

## **After the Interview**

- ✓ After the interview shake everyone’s’ hands, make eye contact, and thank them.
- ✓ *\*Follow-up your interview with a thank you note reiterating your interest in the job. Restate why you want the position, what your qualifications are, and how you might make significant contributions.*