



# 2024-2025 Green County 4-H

## Older Youth Travel Experiences, Awards & Scholarships

### APPLICATION PACKET

#### FALL APPLICATIONS:

**ALL MATERIALS DUE:**  
**Friday, November 1, 2024**

**INTERVIEWS:**  
**Wednesday, November 13, 2024**

#### SPRING APPLICATIONS:

**ALL MATERIALS DUE:**  
**Wednesday, March 5, 2025**

**INTERVIEWS:**  
**Wednesday, March 19, 2025**

The Green County 4-H program uses an application and interview process to support you in building life skills as you pursue extraordinary 4-H opportunities and recognitions, including:

- **4-H Travel Scholarships** – Funds to cover 25% of a 4-H Travel Experience (6<sup>th</sup>-12<sup>th</sup> Gr)
- **4-H Key Award** – Top award a WI 4-H Youth can receive (11<sup>th</sup>-13<sup>th</sup> Gr)
- **4-H College Scholarships** – Funds (\$500-\$1,000) for post-high school education (12<sup>th</sup>-13<sup>th</sup> Gr)

There are three parts of this process, and further supports youth in building important life skills.

**Part 1 - Application:** Youth must submit a written application. Depending on the opportunity a youth is applying for, the youth must complete a cover letter, resume, essay, and collect a recommendation letter. Youth need to write about their 4-H experiences in a way that highlights the practice skills they have developed. Youth will...

- Use **self-discipline** to prepare the materials and ensure they are submitted on time.
- Build **record keeping** and **communication** skills while preparing for the workforce.

**Part 2 - Interview:** Youth applicants will participate in an interview with a small panel of 4-H adult volunteers and community members. Youth will...

- Practice **communication** and **social skills** as they talk about their 4-H experiences in a way that is understandable to people both within and outside of the organization.
- Use **critical thinking** skills to formulate appropriate answers to interview questions.

**Part 3 - Feedback:** Youth will receive a written evaluation with feedback on both their application and interview, as well notification about whether or not they were selected for an award or scholarship. Youth will build **resiliency** and **character** as they receive feedback on what they did well and what they could improve on in future applications and interviews.

#### **This packet contains:**

Page 2-5: List and Description of 4-H Travel Experiences, Awards, & Scholarships  
Page 5-6: Tips for Composing Your Application  
Page 6: Application Requirements Chart  
Page 7-8: Cover Letter Outline & Sample

Page 9-10: Resume Outline & Sample  
Page 11: Essay Question  
Page 12: Adult Recommendation Form  
Page 13: Application Reflection (*required*)  
Page 14: Interview Schedule Sheet (*required*)

## 2024 OPPORTUNITIES

**TRAVEL FEES & SCHOLARSHIPS** – Youth register for a 4-H Travel Experience on 4HOnline, but pay the cost of the travel experience in advance of the experience to the 4-H Adult Leaders Association. Youth selected for a 4-H Travel Scholarship through the application and interview process will be eligible for a scholarship of 25% off the total cost. **Please note:** Travel scholarship awardees are required to give a presentation about their experience at an Adult Leaders meeting upon their return. Additional 4-H funding may be available from the 4-H Junior Leaders group, for active 4-H Junior Leader participants; contact advisor Deb Myers ([april18@tds.net](mailto:april18@tds.net)) for more information on 4-H Junior Leaders. Needs-based scholarships are also available for youth who participate in Statewide 4-H Educational Experiences. Scholarships require an application that is submitted to the state office. For more information and to apply, please visit the [Statewide Scholarship Website](#).

### 4-H TRAVEL EXPERIENCES

#### Advanced Space Academy – Huntsville, Alabama

\*Fall Application\*

**When:** February 15-22, 2025

**Advanced Space Academy** happens every other year and it explores college and career preparation through an immersive experience in science, technology, engineering and math. Trainees undergo a variety of astronaut training exercises, engineering challenges, and team building activities, all culminating in an extended duration simulated space mission. Registration will tentatively open September 1 – 30, 2024. More information can be found at: [go.wisc.edu/AdvancedSpace](http://go.wisc.edu/AdvancedSpace) Members must be in **10<sup>th</sup>-12<sup>th</sup> grade**. The total cost of Advanced Space Camp is approx. \$2,700.00.

- Payment Schedule:      Payment #1 = \$1,000 – Due 12/1/2024  
   Payment #2 = Balance minus scholarship – Due 1/10/2025

**Scholarship application materials REQUIRED:** Cover Letter, Resume (1-2 page), Long Essay (150-300 words), Recommendation Form/Letter, Application Reflection and Interview Preference Form.

#### Space Camp – Huntsville, Alabama

\*Fall Application\*

**When:** May 1-5, 2025

Space Camp is a camp experience where you learn and experience a ton of different aspects about life as an astronaut, working at NASA, and exploring places beyond Earth! Registration will tentatively open Nov. 15 – Dec. 15, 2024. More information can be found at: [go.wisc.edu/SpaceCamp](http://go.wisc.edu/SpaceCamp)

4-H members must be in **6<sup>th</sup>-8<sup>th</sup> grade** and a maximum age of 15 at the time of the travel experience. The total cost of Space Camp is approx. \$1,300.00.

- Payment Schedule:      Payment #1 = \$325 – Due 1/10/2025  
   Payment #2 = \$325 – Due 2/1/2025  
   Payment #3 = Balance minus scholarship – Due 3/1/2025

**Scholarship application materials REQUIRED:** Cover Letter, Resume (1 page), Short Essay (100-150 words), Application Reflection and Interview Preference Form.



## **National 4-H Conference – Arlington, Virginia**

**\*Fall Application\***

**When:** April 11-16, 2025

Wisconsin 4-H annually selects only 8-10 youth to attend this conference. Delegates work in groups with youth from across the country to develop plans to strengthen and expand future 4-H programming. Applications are tentatively due to the State 4-H Office on Dec. 1, 2024.

More information can be found at: [go.wisc.edu/NationalConf](http://go.wisc.edu/NationalConf)

4-H members must be in **10<sup>th</sup>-12<sup>th</sup> grade** at time of the program, a minimum age of 15 and a maximum age of 18 as of January 1, year of travel. The total cost for the experience is approx. \$2,000.

- **Payment Schedule:** Payment #1 = \$500 – Due 1/10/2025  
Payment #2 = \$500 – Due 2/1/2025  
Payment #3 = Balance minus scholarship – Due 3/1/2025

**Scholarship application materials REQUIRED:** Cover Letter, Resume (1-2 pages), Long Essay (150-300 words), Recommendation Form/Letter, Application Reflection and Interview Preference Form.

## **National 4-H Congress – Atlanta, Georgia**

**\*Spring Application\***

**When:** *TENTATIVE* November 29 – December 3, 2025

National 4-H Congress is the premiere nation-wide event for 4-Hers to network with others from around the country, Canada, and Puerto Rico. While at Congress, 4-Hers engage in leadership, citizenship, global awareness, and inclusion. Registrations will be tentatively open June 2024.

More information can be found at: [go.wisc.edu/4HCongress](http://go.wisc.edu/4HCongress)

4-H members must be in **9<sup>th</sup>-12<sup>th</sup> grade** at time of registration and a maximum age of 18 as of January 1, 2025. The total cost for the travel experience is approx. \$1,500.

- **Payment Schedule:** Payment #1 = \$500 – Due 8/1/2025  
Payment #2 = \$500 – Due 9/1/2025  
Payment #3 = Balance minus scholarship – Due 10/1/2025

**Scholarship application materials REQUIRED:** Cover Letter, Resume (1-2 pages), Long Essay (150-300 words), Recommendation Form/Letter, Application Reflection and Interview Preference Form.

## **4-H AWARDS**

**\*Spring Application\***

### **4-H Key Award**

This award is the highest award a 4-H member can receive in Wisconsin 4-H. It recognizes members in **11<sup>th</sup>-13<sup>th</sup> grade** and who have shown consistent growth in their 4-H program, developed their leadership ability, and been helpful to other members in their club and community. Youth must have completed at least three years of 4-H club membership and one year of youth leadership. A limit of only 3-4 members from Green County can be selected for this annual award.

**Award application materials REQUIRED:** Cover Letter, Resume (1-2 pages), Long Essay (150-300 words), Recommendation Form/Letter, Application Reflection and Interview Preference Form.

## 4-H COLLEGE SCHOLARSHIPS

\*Spring Application\*

**Scholarship application materials REQUIRED:** Cover Letter, Resume (1-2 pages), Long Essay (150-300 words), Recommendation Form/Letter, Application Reflection and Interview Preference Form.

### 4-H Adult Leaders Scholarships

Applicants must be enrolled in Green County 4-H at the time of application, have been enrolled in Green County 4-H for at least three (3) years, and be enrolled or planning to enroll at a university, college or technical school during the upcoming academic school year. Applicants can be awarded this scholarship only once. Annually there are three \$500 scholarships available and awarded at the discretion of the interview committee.

### Cindi Miller Memorial Scholarships

Applicants must be enrolled in Green County 4-H at the time of application and be enrolled or planning to enroll at a university, college or technical school during the upcoming academic school year. A key criteria for selection of this scholarship will be a high level of community involvement. Applicants can be awarded this scholarship only once. Annually there are three \$1,000 scholarships available and awarded at the discretion of the interview committee.

## **TIPS FOR COMPOSING YOUR APPLICATION PACKET**

Reference the “Applications Requirements Chart” on the next page for what is required for each opportunity. One application can be submitted for multiple awards or scholarships, but it is CRITICAL that the applicant identifies in the COVER LETTER what exact travel scholarship(s), college scholarship(s) or award they wish to be considered for.

When it comes to the cover letter and resume, please note...

- Use a computer. You can save your work and make revisions from year to year. If you do not have a computer at home, work with your school, a friend, or a local public library. The cover letter, resume, and essay questions **must** be typed with a computer.
- Plan ahead. Go through each part of the resume and cover letter before typing. Collect your thoughts, and use the guide materials in this packet. As much as possible, think of your 4-H experience as a job. What do you do? 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?
- Consider layout, design, and abbreviations. Your cover letter and resume should be easy to read and understand. Arrange your resume as illustrated in the sample copy provided.
  - Choose a common and professional font, such as Arial or Calibri. Your font size should be 11-12 point. Use the same font throughout your application documents.
  - Use between .5” and 1” margins at the top, bottom, and both sides of your page.
  - Avoid using too many abbreviations, as not everyone is familiar with them.
- The cover letter for this application should be no longer than one page, and **must** specify what award or scholarships(s) you are applying for.
  - **Travel Scholarship Applicants:** Short and concise letters are encouraged! Don’t make this overly hard on yourselves; the first and last paragraph can be as short as just 1-2 sentences.
  - **Award & College Scholarship Applicants:** Write this letter as you would for a job application, specifying why you are qualified and deserving of this recognition.
- Order is important. Resumes are typically put together by organizing information in the order that it happened. Arrange information in reverse chronological order (most recent first) within the sections designated in the examples in this packet.

- Individualize it. This is YOUR resume and cover letter. Outlines and samples are provided to assist you, but you **must** add your own personality and experience to it.
- Proofread! Your documents should be free of spelling and grammatical errors. Use spell check and follow up by having at least two other people proofread your cover letter, resume, and essay response. Don't lose points in the process by neglecting to proofread.
- Ask for help if you need it! If you have never gone through this process, you will probably have questions. Don't hesitate to ask! Ellen's office number is (608) 328-9440 and her email is [ellen.andrews@wisc.edu](mailto:ellen.andrews@wisc.edu). Ask questions or get clarification if you don't understand something!

Please neatly compile and submit to the Green County UW-Extension Office by:

- Fall Applications: November 1, 2024
- Spring Applications: March 5, 2025

Your application packet can be dropped off in person, emailed, or mailed to the UW-Extension Office.

### Applications Requirement Chart

Which of the following application components are required for each opportunity?

	Cover Letter	Resume	Essay	Recommendation Form or Letter	Reflection	Interview Preference	Application Timeline
<b>Advanced Space Camp</b>	Yes	1-2 page	Long Essay	Yes	Yes	Yes	Fall
<b>Space Camp Scholarship</b>	Yes	1 page	Short Essay	No	Yes	Yes	Fall
<b>Summer Academy Scholarship</b>	Yes	1 page	Short Essay	No	Yes	Yes	Spring
<b>American Spirit Scholarship</b>	Yes	1-2 page	Long Essay	Yes	Yes	Yes	Fall
<b>Citizens Washington Focus Scholarship</b>	Yes	1-2 page	Long Essay	Yes	Yes	Yes	Fall
<b>National 4-H Conference Scholarship</b>	Yes	1-2 page	Long Essay	Yes	Yes	Yes	Fall
<b>National 4-H Congress Scholarship</b>	Yes	1-2 page	Long Essay	Yes	Yes	Yes	Spring
<b>4-H Key Award Scholarship</b>	Yes, with more explanation	1-2 page	Long Essay	Yes	Yes	Yes	Spring
<b>4-H Adult Leaders Scholarship</b>	Yes, with more explanation	1-2 page	Long Essay	Yes	Yes	Yes	Spring
<b>Cindi Miller Scholarship</b>	Yes, with more explanation	1-2 page	Long Essay	Yes	Yes	Yes	Spring

Please see page 14 for instructions on including your preferred interview time with your application materials.

# COVER LETTER OUTLINE

NAME  
ADDRESS LINE 1  
ADDRESS LINE 2  
PHONE NUMBER  
E-MAIL (if applicable)

Date (that you are mailing it in)

(Note: Use a font size no smaller than 11 pt. and no larger than 12 pt.)

Green County 4-H Program  
UW-Extension Green County  
2841 – 6<sup>th</sup> Street  
Monroe, WI 53566

Dear Selection Committee:

**FIRST PARAGRAPH:** What are you sending and why are you sending it? Include a listing of the travel experiences, awards and/or scholarships for which you want to be considered (ex. Space Camp, Key Award, Adult Leaders Scholarship).

**MIDDLE PARAGRAPH(S):** This is the “why me?” paragraph(s). Explain in no more than two paragraphs why you are well qualified to represent Green County 4-H. Also share why you are interested in receiving this experience/award/scholarship. 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!)

***IMPORTANT: Please compose the cover letter in your own words, not in the exact words from the sample on the next page!***

**SAMPLE COVER LETTER**

NAME  
ADDRESS LINE 1  
ADDRESS LINE 2  
PHONE NUMBER  
E-MAIL (if applicable)

October 10, 2024

Green County 4-H Program  
UW-Extension Green County  
2841 – 6<sup>th</sup> Street  
Monroe, WI 53566

Dear Selection Committee:

It is my pleasure to submit my resume and essay response to be considered as a delegate for 4-H Summer Academy.

This is my seventh year as a 4-H member. I have been very active with my projects and as a member in my club, Lucky Clovers. My enclosed resume highlights my 4-H involvement. Participation in county programs including 4-H Officer Training and 4-H Project Day has made me interested in attending 4-H Summer Academy.

Last year I became involved as a county Cloverbud project youth leader. I had to learn to work as part of a planning team to get ready for a program. One of my jobs was preparing packets of craft project materials before a meeting and then teaching the craft to Cloverbuds. This was a chance for me to use my organizational and leadership skills. Other 4-H members who attended Wisconsin 4-H and Youth Conference told me about the opportunity to take youth leadership seminars. If I got to attend I would do a good job representing Green County and would use the leadership skills and project ideas from these seminars in my club and in the county Cloverbud project.

Thank you for considering my application. I look forward to speaking with you during the interview.

Sincerely,

*Chris Clover*

Chris Clover



# RESUME OUTLINE

NAME  
ADDRESS LINE 1  
ADDRESS LINE 2  
PHONE NUMBER  
E-MAIL (if applicable)

EDUCATION                      School name, grade in school

4-H SUMMARY                      4-H club name, years in 4-H (please count years as a Cloverbud)  
List major projects in which you are or have been enrolled. Include the number of years you have been or were a member of that project. Indicate in which projects you are currently enrolled. (Prioritize projects if limited in space; quality over quantity)

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 and county level. (Prioritize activities if limited in space; quality over quantity)

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 personally gained as a result of participation in 4-H projects and activities into personal attributes.

OTHER ACTIVITIES                      In this section, include school activities, work experience, or other community/extracurricular activities and the number of years you participated.

***IMPORTANT: Please compose the resume in your own words, not in the exact words from the sample on the next page!***

## SAMPLE RESUME

### CHRIS CLOVER

4hrocks@email.com

Forestville, WI 12345

(608) 444-4444

425 Green Lane

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EDUCATION	Forestville High School, 10 <sup>th</sup> grade
4-H SUMMARY	Lucky Clovers 4-H Club, 6 years Arts & Crafts, Archery, Photography, Sheep, 5 years (current projects) Foods & Nutrition, 3 years Poultry, 2 years
4-H ACTIVITY INVOLVEMENT	<b><u>Club:</u></b> Offices held: Reporter, Treasurer, Vice President Fundraising Committee, 2021-2024 Senior Center Community Service Project, 2020-2024 Parade Float Committee, 2019-2023 Window Display Committee, 2019-2021  <b><u>County:</u></b> Animal Science Committee, 2022-2024 County Fair Assistant, 2022-2024 4-H Cloverbud Camp Helper, 2022-2023  <b><u>State:</u></b> 4-H Fall Forum Delegate, 2023 4-H Art Beat, 2019
SKILL DEVELOPMENT	*Gained knowledge of effective photograph composition *Developed proficient knowledge of sheep nutrition, fitting, and showing *Identified optimum feeding rations for market animals, staying within farm budget and utilizing crops produced *Advanced showmanship skills through workshops and competition experiences *Collected 57 pairs of mittens for community service project *Documented growth and learning in project areas annually through record book *Strengthened organizational skills through arrangement of state art exhibit featuring over 100 pieces of artwork
PERSONAL DEVELOPMENT	*Strengthened communication skills, including spoken and written *Grew as a team player and role model *Exhibited sportsmanship in and out of competitive situations *Organized special events and meetings while paying close attention to detail *Used parliamentary procedure to manage club meetings with over 30 members *Taught groups of up to 10 younger members in sheep, arts & crafts, and archery *Worked with peers, younger members, and adults on multiple committees
ACTIVITIES (outside of 4-H)	*Dish Washer at Tasty Restaurant, 2022-2023 *Community Choir, 2022-2023 *Forestville High School Soccer Team, 2021-2022

## ESSAY QUESTION

Include in your application packet an essay response to the appropriate question:

### **Short Essay:** (100-150 word response)

*4-H youth learn important life skills through involvement in their 4-H clubs, projects and groups, such as problem solving, responsibility, cooperation, empathy and leadership. What are 1-2 life skills 4-H has enabled you to learn and practice? How will these skills help you in the future?*

### **Long Essay:** (150-300 word response)

*4-H provides youth a place to belong, matter and explore their project interests, while supported by caring adults and peers. A high quality, engaging 4-H experiences sets up to grow and thrive into the future. What has been one of your most positive and impactful 4-H experiences? What about this experience made it so impactful? How will this experience impact your future goals or perspectives?*

### **Tips for completing your essay response:**

- Choose a common and professional font, such as Arial or Calibri. Your font size should be no less than 11 point and no larger than 12 point. Use the same font throughout your document.
- Include your name, grade, and 4-H club at the top of the page for your essay response.
- The essay response should be single-spaced.
- Use 1" margins at the top, bottom, and both sides of your page.
- Be thoughtful and honest in your response.
- Proof read your essay response, and have someone else proof read it as well for accuracy in grammar and spelling.
- You will be evaluated on your depth of thought and how clearly you can communicate.

# ADULT RECOMMENDATION

The following applicant, \_\_\_\_\_, is applying to represent the Green County 4-H Program as a 4-H travel experience scholarship, award and/or college scholarship recipient. You have been identified as a person who could speak to their qualifications for these recognitions.

Please only complete the following recommendation if you are *not a relative of the applicant* and are willing to provide the applicant an honest and favorable recommendation.

- 1.) Below or on a separate sheet, please discuss why the applicant is deserving of the scholarship and/or honors. Feel free to describe the applicant's character attributes and leadership skills (ex. communication skills, self-confidence, teamwork, time management, responsibility, compassion, community engagement, etc.) as well as any additional information that would be helpful to the selection committee.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title/Relationship to Applicant: \_\_\_\_\_

Recommendations should be returned to the applicant, to be submitted with their complete application by:

**Fall:** November 1st, 2024

**Spring:** March 5, 2025

# 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, resume and essay, I: (check all that apply)

learned more about myself (*If checked, list at least one thing that you have learned*):

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better understand why I'm in 4-H

better understand what skills I have gained from 4-H

better understand how to develop a resume

will set higher project goals this year (*If checked, list at least one goal you are setting this year*)

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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*)

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Other(s): (*Please list*)

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2. What is the most helpful or valuable part of this application process?

3. What ideas do you have for improving this application process?

Please return this form with your application materials.

*Thank You!*

# 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 preferred, but interviews via Zoom will also be accepted, if necessary.

Also, please write in if there is any time you could definitely not interview. Thank you.

## Fall Interviews: November 1, 2024

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

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

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

\_\_\_ 6:45 p.m.

\_\_\_ 7:00 p.m.

\_\_\_ 7:15p.m.

## Spring Interviews: March 19, 2025

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

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

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

\_\_\_ 6:45 p.m.

\_\_\_ 7:00 p.m.

\_\_\_ 7:15 p.m.

\_\_\_ 7:30 p.m.

\_\_\_ 7:45 p.m.

\_\_\_ 8:00 p.m.

\_\_\_ 8:15 p.m.

Please return this form with your application materials.

Name \_\_\_\_\_