

# 2020 Calumet County 4-H Trips Application Packet



Grades 9-13 for the 2019-2020 school year

**All materials due Friday, October 11, 2019**

Interviews are  
Wednesday, October 23, beginning at 6:00 pm  
Room #017  
Courthouse, Chilton

**This packet contains necessary pieces of your application and additional resources:**

- Page 1: Overview of 4-H Educational Travel Opportunities
- Page 2: 2020 Educational Travel Opportunities Application Cover Sheet
- Page 3: Tips for Creating Cover Letter and Résumé
- Page 4: Cover Letter Outline
- Page 5: Sample Cover Letter
- Page 6: Résumé Outline
- Page 7: Sample Résumé
- Page 8: 4-H Interview Application Comments
- Page 9: Adult Recommendation (non-relative) from a 4-H reference
- Page 10: Adult Recommendation (non-relative) from a non 4-H reference (teacher, community leader, etc.)
- Page 11: Educational Travel Opportunities and Awards Selection Policy
- Page 12: Application Follow-Up

**What needs to be turned in by October 11, 2019**

- 2020 Educational Travel Opportunities Application Cover Sheet**
- Cover letter**
- Résumé**
- Adult 4-H Recommendation**
- Adult non-4-H Recommendation**

Adult Recommendations should be sent directly to the Extension Office by the people filling out the forms. **Ask for these early and in person (face-to-face or phone).** Share with the person what the recommendation is for and ask if they need any information to help them. It is also helpful to include a pre-addressed stamped envelope with your recommendation form when giving it to the person writing the recommendation. **It is the responsibility of the applicant to follow up with people to confirm recommendations have been sent in.**

Applications will be accepted hard copy or via email with electronic signatures.  
If you have a preference for an interview time, or have any questions regarding résumés or the application process, please contact the Extension Office at 849-1450.

Please note that some 2019-2020 educational travel opportunities and awards interviews will be held in the fall, and interviews for Key Award and Wisconsin 4-H & Youth Conference will be in the spring. The application deadline for fall trips and awards is October 11, 2019. **Interviews will be held on Wednesday, October 23.**

**Additional information is available at <https://fyi.extension.wisc.edu/wi4hedopp/>.**



### **National 4-H Conference**

Six (6) youth from **Wisconsin** are selected to attend this working conference held at the National 4-H Center in Washington D.C., March 28-April 2, 2020. Each participant selects an issue (*i.e.* education, promotion, environment, violence) and collaborates with other youth from across the country in an effort to help better direct future 4-H programming. Delegates spend the majority of time contributing to stimulating, task-oriented groups. One day is spent on Capitol Hill meeting with legislators and touring.

#### **Qualifications:**

- Currently in 10<sup>th</sup>-12<sup>th</sup> grade. Maximum age 18 as of January 1, 2020
- Be selected at the county level and then state level;
- Carry county approval through time of award trip.

**Cost:** Approximately \$1,300 (Wisconsin 4-H Foundation sponsors a portion of the cost)

- Calumet 4-H Scholarship - \$600/youth

### **Space Camp**

4-H members may apply for a fun-filled weekend at the U.S. Space and Rocket Center in



Huntsville, Alabama. Travel dates are in April 16-20, 2020. Delegates team up for hands-on mock space missions and other STEM activities in this NASA program while exchanging ideas with 4-H youth from across Wisconsin.

**Qualifications:** Currently in grades 6-8; maximum age 15 at time of trip.

**Cost:** Approximately \$625

- Calumet 4-H Scholarship - \$312.50/youth



### **National 4-H Congress**

This event takes place in Atlanta, Georgia, November 27-December 1, 2020, (Thanksgiving weekend). Delegates participate in self-improvement seminars, tours, and community service, while exchanging ideas with other youth from across the nation.

**Qualifications:** 10th-12th grade at time of selection; maximum age of 18 as of January 1, 2020.

**Cost:** Approximately \$1,200.

Calumet 4-H Scholarship - \$600/youth - first time attendee; \$300/youth - second time.

### **Citizenship Washington Focus**



This leadership program takes place at the National 4-H Center in Washington DC. Participants learn the

importance of civic and social responsibilities as they relate to the development of better citizens and leaders. The nine-day trip (Saturday through the following Sunday) consists of participatory workshops, speakers, committee work, field trips, and social events. Dates are June 13-21 or July 4-12, 2020.

#### **Qualifications:**

- Currently in 10<sup>th</sup> to 12<sup>th</sup> grade; minimum age of 15 during the trip.
- This trip requires a commitment from those selected to attend. The participants are held responsible for the cost once selections are turned in to the state.

**Registration Fees:** Approximately \$1,400. There may be 6-7 additional meals (avg. \$10.00/meal) that are not included in the registration fee.

- Calumet 4-H Scholarship - \$700/youth

### **American Spirit Trip**



Youth from Calumet County join youth from across eastern Wisconsin, as they travel by bus to Philadelphia, New York, Boston, Lexington/Concord, and Niagara Falls, on June 5-14, June 10-18, or July 3-12, 2020. Participants learn about the American Heritage and the steps taken to gain U.S. independence and freedom. Youth stay in hotels/motels. Because of travel into Canada, a passport is needed. **Qualifications:** Currently in grades 8-10. **Cost:** Approximately \$1,400 (\$300 by December 1, remainder by January 1)

- Calumet 4-H Scholarship - \$700/youth

Space is limited.

### **Wisconsin 4-H & Youth Conference**

Applications and interviews for the Wisconsin 4-H & Youth Conference will be held in early spring.

### **Key Award**

Applications and interviews for Key Awards will be held in early spring.

# 2020 EDUCATIONAL TRAVEL OPPORTUNITIES APPLICATION COVER SHEET

4-H educational travel opportunities are open to all 4-H members in good standing and grade eligible.

**This application should be typed or completed using a blue or black pen. Applications completed in pencil will not be accepted!**

Check all opportunities you wish to apply for.

<input type="checkbox"/> National 4-H Conference	March 28-April 2, 2020
<input type="checkbox"/> Space Camp	April 16-20, 2020
<input type="checkbox"/> American Spirit	June 5-14, June 10-18, or July 3-12, 2020
<input type="checkbox"/> Citizenship Washington Focus	June 13-21 or July 4-12, 2020
<input type="checkbox"/> National 4-H Congress	November 27-December 1, 2020

## GENERAL INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Yrs in 4-H: \_\_\_\_\_

Club: \_\_\_\_\_

## Reference Forms

Name of person who will complete your 4-H reference form: \_\_\_\_\_

Name of person who will complete your non 4-H reference form: \_\_\_\_\_

**By October 11, 2019, return to: Extension Calumet County, 206 Court St, Chilton, WI 53014  
E-mail: [connie.leonhard@calumetcounty.org](mailto:connie.leonhard@calumetcounty.org), Fax: 920-849-1614.**

## TIPS FOR WRITING YOUR COVER LETTER AND RÉSUMÉ

- **Do your best!** For some this is the first time putting together a cover letter and résumé. That's okay. Do your best. The selection committee will consider your grade and ability during the selection process.
- **Use a computer.** You can save your work and make revisions as necessary. If you do not have a computer at home, work with your school, a friend, or the library. The cover letter and résumé **cannot** be handwritten.
- **Plan ahead.** Go through each part of the résumé and cover letter before typing. Put your thoughts together. Translate your skills into ***action-oriented***, concise descriptions. As much as possible, think of your 4-H experience as a job. What skills have you developed in 4-H? How have you personally changed as a result of your 4-H experience?
- **Order is important.** Résumés are typically put together in the order that it happened. Arrange information chronologically within the following sections: 4-H Summary, 4-H Activity Involvement, and Other Activities. Résumés are usually between 1-2 pages. See sample résumé for example or check out the following:
  - <http://jobstar.org/tools/résumé/>
- **Layout, design, and abbreviations.** Your cover letter and résumé should be easy to read and understand. Arrange your résumé as shown in the sample copy provided. Choose a common and appropriate font, such as Arial or Times New Roman. Your font size should be no less than 11 point and no more than 14. Use the same font throughout your document. Use 1" margins at the top, bottom, and on both sides of your page. Avoid using too many abbreviations, as not everyone is familiar with them. If you do use an abbreviation, please include what it means in parenthesis after the first time you use it. Do not use text or instant messaging abbreviations, emoticons, or clip art.
- **Personalize your cover letter!** Think of your résumé as the place you list your skills and your cover letter as you talking directly to the judges. Let them see a little bit of you.  
**Remember to sign your cover letter!**
- **Proof it.** Your documents should be free of spelling errors. Use spell check and follow up by having at least two other people proofread your cover letter and résumé. This is where many people make minor mistakes. Don't lose points in the process by forgetting to proofread your documents!
- **Ask for help if you need it.** Don't hesitate to ask! Please contact 920-849-1450. Make sure to ask questions or get clarification if you don't understand something. If it is past office hours, leave a message with a time that will be good to get in touch with you. Make sure to ask questions or get clarification if you don't understand something.

## COVER LETTER OUTLINE

**DATE** (that you are mailing it)

Extension Calumet County  
Attn: 4-H Scholarship Committee  
206 Court St  
Chilton, WI 53014

**Dear Scholarship Committee:**

### **PARAGRAPH 1**

This section should include what are you sending and why are you sending it. **Include the travel 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 Calumet County 4-H and what you hope to learn. Ask yourself what makes you stand out from other applicants. Tell why you are interested in participating. Also tell how you will share what you learned when you return. Give examples to help explain your statements.

**For 2020:** The Calumet County 4-H Leaders Council would like to see all travel participants share their experience with their club and with the county 4-H program. A presentation can be given at your own club meeting as well as one additional presentation at one of the following: Annual 4-H Recognition, Leaders Council Annual or Semi-annual meeting, an additional club meeting (not your own club), the county speaking contest.

### **FINAL PARAGRAPH**

Close the letter. Thank the committee for considering your résumé and application.

**Sincerely,**

**[Sign Your Name Here]**

**Type Your Name Here As You Will Sign It Above**  
(Remember to sign your letter!)

## **SAMPLE COVER LETTER**

October 1, 2019

Extension Calumet County  
Attn: 4-H Scholarship Committee  
206 Court St  
Chilton, WI 53014

### **Dear Scholarship Committee:**

It is my pleasure to submit my résumé and application to be considered as a delegate for **Citizenship Washington Focus and 4-H American Spirit Experience.**

This is my seventh year as a member of the Lucky Clovers 4-H Club. I have been very active with my projects and I have had some great experiences. I improved my communication skills by participating in the county speaking contest, serving as secretary for my club, and attending 4-H Winter Leadership Camp. I have learned to give back to my community by participating in my club's annual cleanup of Memorial Park and by helping my club collect school supplies for "Stuff the Bus."

Last winter I attended 4-H Winter Leadership Camp. I enjoyed getting to know other 4-Hers from Calumet County and the other counties. I want to experience more in 4-H, especially beyond Calumet County. Other 4-H members who attended Citizenship Washington Focus and American Spirit said it's a great opportunity to meet 4-H members from across Wisconsin, while taking part in fun classes and sightseeing.

If I get the opportunity to attend, I would do a good job representing Calumet County and would tell other 4-H members in my club and in the county what CWF and American Spirit was all about and why they should attend. I would also make arrangements to present to my 4-H club in the month following my trip and submit an article to the Tri-County News. I would love to talk about my trip experience at the county speaking contest.

I hope to attend Citizenship Washington Focus and American Spirit to learn more about 4-H and to meet other people. My past experiences representing Calumet County, interest to be involved, and my willingness to share what I learn with others make me a great candidate. Thank you for considering my application. I look forward to hearing from you.

Sincerely,



Chris Clover

## RÉSUMÉ OUTLINE

**NAME**

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

E-MAIL (if applicable)

**EDUCATION**

Current school or college name, and year in school (8th grade, Freshman)

**4-H INVOLVEMENT**

4-H club name, years in 4-H

Summarize major 4-H activities in which you have participated and the number of years you participated. Include all levels of involvement that you have including club, county, district, state, and national.

**SKILL  
DEVELOPMENT**

Explain the skills that you have developed as a result of participation in 4-H projects and activities.

**PERSONAL  
DEVELOPMENT**

Explain the personal qualities that you have gained as a result of participation in 4-H projects and activities.

**OTHER ACTIVITIES**

Include school activities, work experience, special activities, etc. and the number of years you participated

## SAMPLE RÉSUMÉ

Chris Clover  
425 Clover Lane  
Chilton WI 53014  
920/999-9999  
4hrocks@tnt.com

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### EDUCATION

Green Meadow Middle School, 8<sup>th</sup> grade

### 4-H INVOLVEMENT

- Lucky Clovers 4-H Club, 6 years
- Annual Club Demonstration, 5 years
- Volunteer for Pizza Seller and Maker Club Fundraiser, 5 years
- Volunteer at Sr. Citizens Holiday Party, 5 years
- Served as Club Secretary, 1 year
- Exhibited cultural arts, house plants, and swine at the Calumet County Fair, 5 years
- Attended 4-H Winter Leadership Camp, 1 year
- Participated in the 4-H Speaking Contest, 5 years
- Horse Committee Volunteer, 4 years
- Participated in regional Horse Bowl, 1 year
- Attended Club Officer Training, 1 year

### SKILL DEVELOPMENT

- Knowledge of healthy food choices
- Knowledge of various food preparation options including microwaving, cooking, baking, and slow cooking.
- Knowledge of horse nutrition, horse knowledge, fitting, training, and showing in both English and Western.
- Knowledge of poultry nutrition, grooming, background, and showing.
- Basic knowledge of various flowers and care needed.
- Cultural arts skills: drawing, painting, ceramics, leather craft, and stenciling.

### PERSONAL DEVELOPMENT

- Effective communication skills including spoken and written.
- Ability to work well with others including youth and adults.
- Ability to work toward personal goals from start to finish.
- Effectively works well in team situations, including showing and sportsmanship.

### OTHER ACTIVITIES

- Summer Soccer, 6 years
- Church Volunteer, 5 years
- Library Reading Club, 4 years
- Honor Roll, 2 years
- Chorus, 2 years



## 4-H INTERVIEW APPLICATION COMMENTS

Interviewers will be looking for the information listed below when reviewing your application materials. They will share comments with you.

Additional areas will be looked at specifically for the interview.

	<b>Needs Work</b>	<b>Average</b>	<b>Good</b>	<b>Very Good</b>
<b>Cover Letter</b>	Cover letter is unclear.	Cover letter is clear and organized.	Cover letter is well organized and effective. Tailored to trip.	Cover letter is creative, organized and contributes to a professional presentation.
<b>Résumé</b>	Résumé is unclear.	Résumé is clear and organized.	Résumé is well organized and effective. Tailored to trip.	Résumé is creative, organized and contributes to a professional presentation.



**Calumet County 4-H Leaders Council**  
 206 Court St  
 Chilton, WI 53014  
 920-849-1450



## 4-H REFERENCE FORM

Name of 4-H Member: \_\_\_\_\_

As part of the process for selecting youth for Calumet County 4-H Trips, the selection committee is seeking recommendation and information for each candidate. Please provide us your input, to the best of your ability, regarding the following areas:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unknown</u>
• Leadership qualities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Participation in 4-H program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Will positively represent the 4-H program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional comments in the space below:

Print Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Please return this form to the address above or e-mail to [connie.leonhard@calumetcounty.org](mailto:connie.leonhard@calumetcounty.org) by October 11, 2019.**

**THANK YOU!**

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements.



Calumet County 4-H Leaders Council  
 206 Court St  
 Chilton, WI 53014  
 920-849-1450



## NON 4-H REFERENCE FORM

Name of 4-H Member: \_\_\_\_\_

As part of the process for selecting youth for Calumet County 4-H Trips, the selection committee is seeking recommendation and information for each candidate. Please provide us your input, to the best of your ability, regarding the following areas:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unknown</u>
• Leadership qualities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Will positively represent the 4-H program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional comments in the space below:

Print Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Please return this form to the address above or e-mail to [connie.leonhard@calumetcounty.org](mailto:connie.leonhard@calumetcounty.org) by October 11, 2019.**

**THANK YOU!**

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# Calumet County 4-H Educational Travel Opportunity and Awards Selection Policy

January 2016

1. The opportunity to apply for a 4-H travel scholarship or 4-H Key Award is open to all youth meeting membership and age eligibility requirements for a educational travel opportunity or award regardless of race, color, creed, religion, sex, national origin, disability, ancestry, sexual orientation, pregnancy, marital status or parental status.
2. You are required to participate in an interview if one or more of the following applies:
  - applying for a 4-H educational travel scholarship
  - applying for Key Award
  - want to participate in the following limited space events:
    - American Spirit
    - CWF

All applicants will be notified of their scheduled interview date and time. In the event the applicant cannot attend in person, a phone or Skype interview will be provided if the request is made at least 7 days prior to their interview date.

3. If there are more applicants than there are positions for a trip, applicants will be ranked based on their applications and interviews. Ranking will be based on a scoring rubric completed by the selection committee.
4. If there are more applicants for a trip than there are scholarships available, applicants will be ranked based on the application and interview. Ranking will be based on a scoring rubric completed by the selection committee.
5. All trip and award applicants will receive written feedback about their application and interview within two weeks of the selection/interview date. When available, trip registration information will be sent to participants.

An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title VI, Title IX, and the Americans with Disabilities Act (ADA) requirements. Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Please do so as early as possible prior to the program or activity so that proper arrangements can be made. Requests are kept confidential.

## ***I finished filling out my application...now what?***

- Make a copy of your application and keep one for yourself. If your application is hand written, be sure to submit the original copy.
- Follow up with your two references to confirm they have completed your reference forms and sent them to the Extension office.
- Once all application materials have been received and the October 11 application deadline has passed, you will receive a letter from the Extension Office indicating a date and time for your interview.
- Prepare for your interview by selecting appropriate attire and thinking about how you will describe why you deserve to participate in the trip(s) you are applying for.
- Arrive 10-15 minutes early for your interview.
- If selected for a trip, mark the dates of the trip on your calendar.