**2020 Calumet County Key Award
Application Packet**

**Grades 9-13 for the 2019-2020 school year**

**All materials due March 2, 2020**

### Interviews are

### Tuesday, March 17, 2020, beginning at 6:00 pm

### Room #015 and #017

### Courthouse, Chilton

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

Page 1: Awards Overview

Page 2: 2020 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: Trips and Awards Selection Policy

Page 12: Application Follow-Up

What needs to be turned in by March 2, 2020

* 2020 Award 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 Connie at 920-849-1450 x4 or e-mail connie.leonhard@wisc.edu.

The application deadline for Key Award applications is March 2, 2020**.
Interviews will be held on Tuesday, March 17.**

**Key Award**

This award is the top honor a 4-H member can achieve in 4‑H in Wisconsin. Only two awards can be given each year in Calumet County. Also this year, key award winners will have the opportunity to be a recipient of the Cheri Sattler Memorial Scholarship.

Qualifications: at least 14 years old on January 1, 2020, and completed at least three years of 4-H and one year of youth leadership

**Return to 4-H Office by March 2, 2020**

**2020 4-H KEY AWARD**

**APPLICATION COVER SHEET**

###### 4-H trips and awards are open to all 4-H members in good standing and age/grade eligible. Interviews will be held on Tuesday, March 17, 2020, beginning at 6:00 pm.

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

**GENERAL INFORMATION**:

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:**  |  |
| **City, State, Zip:** |  |
| **Phone Number:** |  |
| **E-mail:** |  |
| **Birthdate:** |  | **Age** (as of 1/1/2020)**:** |  | **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 March 2, 2020, return to: Extension Calumet County, 206 Court St, Chilton, WI 53014**

**E-mail:** **connie.leonhard@wisc.edu****, 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/](http://jobstar.org/tools/r%C3%A9sum%C3%A9/)
* **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 or connie.leonhard@wisc.edu. 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 & Award Selection Committee

206 Court St

Chilton, WI 53014

Dear Selection Committee:

PARAGRAPH 1

This section should include what are you sending and why are you sending it. **Include the trip opportunities/awards 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 attending the trip/receive the award. Also tell how you will share what you learned when you return. Give examples to help explain your statements.

The Calumet County 4-H Leaders Council would like to see all trip 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**

February 18, 2020

Extension Calumet County

Attn: 4-H Trip & Award Selection Committee

206 Court St

Chilton, WI 53014

Dear Selection 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-HSummarize 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 |

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SAMPLE RÉSUMÉ

Chris Clover

425 Clover Lane

Chilton WI 53014 920/999-9999

4hrocks@tnt.com

|  |  |
| --- | --- |
| **EDUCATION** | Green Meadow Middle School, 8th 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Needs Work** | **Average** | **Good** | **Very Good** |
| **Cover Letter** | 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. |
| **Résumé** | 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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor | Unknown |
| * Leadership qualities
 | 0 | 0 | 0 | 0 | 0 |
| * Maturity
 | 0 | 0 | 0 | 0 | 0 |
| * Participation in 4-H program
 | 0 | 0 | 0 | 0 | 0 |
| * Responsibility
 | 0 | 0 | 0 | 0 | 0 |
| * Positive attitude
 | 0 | 0 | 0 | 0 | 0 |
| * Will positively represent the 4-H program
 | 0 | 0 | 0 | 0 | 0 |

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@wisc.edu** **by March 2, 2020.**

***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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Fair | Poor | Unknown |
| * Leadership qualities
 | 0 | 0 | 0 | 0 | 0 |
| * Maturity
 | 0 | 0 | 0 | 0 | 0 |
| * Responsibility
 | 0 | 0 | 0 | 0 | 0 |
| * Positive attitude
 | 0 | 0 | 0 | 0 | 0 |
| * Will positively represent the 4-H program
 | 0 | 0 | 0 | 0 | 0 |

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@cwisc.edu by March 2, 2020.**

***THANK YOU!***

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**Calumet County 4-H Trips and Awards Selection Policy**

January 2016

1. The opportunity to apply for a 4-H trip scholarship or 4-H Key Award is open to all youth meeting membership and age eligibility requirements for a trip 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 trip 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.

1. 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.
2. 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.
3. 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, UW-Madison, Division of 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 Calumet County office.
* Once all application materials have been received and the March 2 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.