

**RACINE COUNTY 4-H   
AWARDS & EXPERIENCES  
APPLICATION & INTERVIEW PROCESS**

**Grades 9+ (2019-2020 school year)**

***Please use this application if you were in 9th grade or above during the 2019-2020 school year.***

This packet contains:

Page 2-4: Awards & Educational Experiences Descriptions

DEADLINE:

**Thursday, October 1, 2020**

to the UW-Extension Office

1072 Milwaukee Ave.

Burlington, WI 53105

Page 5-6: Cover Letter Outline/Sample

Page 7-9: Resume Outline/Sample

Page 10: Tips for Creating Cover Letter and Resume

Page 11: Scoring Information

Page 12: Reference Form

Note: If you have questions regarding what is expected or how to complete the application, please email beth.mattson@wisc.edu

**THE FINAL PRODUCT**

* A cover letter – **one copy**
* A resume – **one copy**
* Reference form (from any 4-H adult volunteer except a relative) – *submitted directly to the Extension Racine County office by that person.*

*These copies are due by 4:30 p.m. on Thursday, October 1, 2020. They may be dropped off in person at the Extension Racine County office (1072 Milwaukee Avenue, Burlington, WI 53105) on weekdays between 9:00 a.m.-12:00 p.m. or 1:00-3:00 p.m. by the stated date and time, placed in the green drop box in front of the Burlington office by the stated date and time, postmarked via USPS mail by the stated date, emailed (beth.mattson@wisc.edu)/faxed (262-767-8775) timestamped by the stated date and time.* ***Late forms are unable to be accepted.***

**Interviews will be held in mid-October.** We will contact you to schedule and confirm your interview.

**Awards & Experiences Descriptions**

All grades listed below are based on **2020-2021** school year. This application recognizes your achievements from the completed 4-H year, but the qualifications below for each experience or award are based on the **2020-2021** school year. Please double check that you meet the qualifications for the experiences and awards you are applying for. The Racine County 4-H Leaders Association will pay half of total experience costs for those awarded.

Once a member has been chosen or elected to attend anything identified in the Awards & Experiences application, the opportunity of scholarship for that award is no longer available to that member unless its date conflicts with the county fair, or state, national, or international 4-H participation. If other unforeseen circumstances arise, one must come before the Board of Directors to obtain permission to interview a second time.

**American Spirit East** (2 recipients) **8th-10th grade in 2020-2021 school year**

Youth learn about the steps to independence and freedom on a journey through their American heritage. Visit sites of historical importance in Philadelphia, Boston, New York City, and Niagara Falls. Travel typically takes place in June and July (multiple weeks to choose from). Youth need to have a sincere interest in learning about our history and heritage. Youth will build their leadership skills and team building skills. Total cost: TBD. The Racine County 4-H Adult Leaders Association will pay up to half the cost of the experience.

*Requirements:*

* Display developing leadership qualities

**Citizenship Washington Focus** (4 recipients) **10th-12th grade in 2020-2021 school year**

Citizenship Washington Focus (CWF) is a weeklong summer experience at the National 4-H Center near Washington D.C. Travel typically takes place in June and July (multiple weeks to choose from). Activities include tours, legislator visits and experiencing the government process with 4-H members from across the U.S. Total cost: TBD. The Racine County 4-H Adult Leaders Association will pay up to half the cost of the experience.

*Requirements:*

* Demonstrate leadership skills
* Minimum age of 15 at the time of the program

**Future 4-H Leader Award 7th-9th grade in 2020-2021 school year**

This award is given to youth who have displayed growth in leadership skills.

*Requirements:*

* Member of a club and county committee
* Display potential leadership skills

**National 4-H Conference Nominee** (1 recipient) **10th-12th grade in 2020-2021 school year**

One Racine County youth is selected to compete to be part of Wisconsin’s delegation to the National 4-H Conference in Washington D.C. This typically takes place in March or April. Total cost: TBD. The Racine County 4-H Adult Leaders Association will pay up to half the cost of the experience.

*Requirements:*

* Minimum age of 15 and maximum age of 18 as of January 1, 2021.
* Outstanding project work individually and as a Teen or Junior Project Leader
* Shown consistent growth in the organization

**National 4-H Congress** (2 recipients) **10th-12th grade in 2020-2021 school year**

Delegates from all over the country meet in late November/early December, in Atlanta, Georgia to participate in seminars, tours, and a service project, while exchanging ideas with each other and learning about 4-H in other states. Total cost: TBD. The Racine County 4-H Adult Leaders Association will pay up to half the cost of the experience.

*Requirements:*

* Maximum age of 18 as of January 1, 2021.
* Outstanding project work
* Teen of Junior Project Leader
* Demonstrated continued growth and development in 4-H

**Racine County 4-H Honor Court** (12 recipients) **9th-12th grade in 2020-2021 school year**

The Honor Court consists of youth who have displayed outstanding leadership in 4-H. The award is designed to recognize those youth who have displayed leadership in their project, club, county Junior Leaders Association, and other 4-H activities.

*Requirements:*

* Teen or Junior Project Leader
* Successful 4-H career, including project and leadership growth

**Outstanding Teen** (2 recipients) **11th-12th grade in 2020-2021 school year**

Two outstanding 4-H teens will be selected from the Honor Court. The recipients should provide a positive image of 4-H and be a positive role model for youth. The recipients will represent Racine County 4-H throughout the year at events, such as parades and community happenings and participate where needed at the Racine County Fair (including the Livestock Auction). The recipients will be the Master/Mistress of ceremonies at the Holiday Ball and the Recognition Celebration, as well as be present for duties as assigned throughout the year.

*Requirements:*

* Demonstrated project and leadership growth
* Teen Project Leader
* Attended an educational experience and utilized leadership gained

**Wisconsin 4-H & Youth Conference** (10 recipients) **7th-10th grade in 2020-2021 school year**

This experience for youth throughout the state is held on the University of Wisconsin campus in Madison. This typically takes place in June. Members have the opportunity to participate in educational and social activities, gain new ideas, and meet new friends. Scholarships for this experience may be awarded more than once under the discretion of the Awards Committee. Total cost: TBD. The Racine County 4-H Adult Leaders Association will pay up to half the cost of the experience.

*Requirements:*

* Bronze participant points higher
* Display developing leadership qualities

**Wisconsin Key Award** (up to 6 recipients) **9th-12th grade in 2020-2021 school year**

The Wisconsin 4-H Key Award recognizes 4-H participants who have 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.

*Requirements:*

* At least three years of 4-H membership
* At least one year of youth leadership

# Cover Letter Outline

# *(Note: Use a font size no smaller than 11 point and keep it limited to one page.)*

# DATE (that you are mailing it in)

Racine County 4-H Awards Committee

1072 Milwaukee Ave.

Burlington, WI 53105

**Dear 4-H Awards Committee:**

**PARAGRAPH 1:** What are you sending and why are you sending it? Include a listing of the experiences and/or awards for which you want to be considered (ex. Citizenship Washington Focus, Key Award, Honor Court). *If you are listing more than one experience, please indicate what your first choice is.* **NOTE: You will ONLY be considered for experiences listed in your cover letter. However, you will be considered for any of the other awards for which you are eligible.**

**PARAGRAPHS 2 & 3** These paragraphs are the “why me?” paragraphs. Explain in no more than two paragraphs why you are uniquely qualified to represent Racine County 4-H at this experience or why you should be the recipient of this award. Ask yourself what distinguishes you from other applicants. **Give examples to help explain your statements.**

**FINAL** **PARAGRAPH** Close the letter. Be sure to include a sentence stating when you would be available for an interview. You will be contacted to schedule and confirm your interview date and time. Thank the committee for considering your application/resume.

**Sincerely,**

# Type your name here and sign your name above it

#### *(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**

#### September 1, 2020

Racine County 4-H Awards Committee

1072 Milwaukee Ave.

Burlington, WI 53105

Dear 4-H Awards Committee:

It is my pleasure to submit my resume in consideration for Citizenship Washington Focus, the Honor Court, and any other awards for which I am eligible.

My 4-H experience has prepared me well for representing Racine County 4-H at Citizenship Washington Focus. Personally, I have learned the value of working with other people to accomplish a task by helping chair my club’s activity committee. Just like our members of Congress, I need to be prepared for meetings and work with the other five members of the committee. I am interested in seeing how our government works on a national level. Being a good role model has been emphasized in my 4-H club and I demonstrate this in what I say and do. I look forward to meeting 4-H members from other states.

My participation and leadership at the local, county, and state level for my projects make me qualified for the Racine County 4-H Honor Court. 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 members 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 Racine County 4-H. I would be available for a personal interview in the morning on Saturdays and the evenings on Tuesdays and Thursdays. I look forward to hearing from you.

Sincerely,

Chris Clover

**Resume Outline**

# *(Note: Use a font size no smaller than 11 point and keep it limited to 1-2 pages.)*

**NAME**

City, State

PHONE NUMBER

EMAIL

# EDUCATION School name, grade in school

4-H club name, number of years in 4-H

**4-H PROJECT** List all projects in which you are or have been enrolled. Include

**SUMMARY** the number of years you have been or were a member of that project. Indicate in which projects you are currently enrolled.

**4-H ACTIVITY** Summarize all 4-H activities in which you have participated and

**INVOLVEMENT** the number of years you participated.

###### LEADERSHIP List your 4-H leadership roles (club, county and state).

**ROLES**

**SKILL** List what you have learned as a result of participation in 4-H

## **DEVELOPMENT** projects and activities and the skills you have developed.

### **PERSONAL** List what you have personally gained as a result of participation

**DEVELOPMENT** in 4-H projects and activities in terms of your personal attributes.

**OTHER** In this section, include school activities, work experience, special

**ACTIVITIES** activities, etc. and the number of years you participated.

**Sample Resume**

**Chris Clover**

## Racine, WI

(262) 767-2929

chris.clover@gmail.com

**EDUCATION** Case High School, 10th grade

Tucker 4-H, 8 years

# 4-H PROJECT Clothing, Dairy, Photography, Sheep, 5 years – current projects

# SUMMARY Foods and Nutrition, 3 years

# Poultry, 2 years

# Mechanical Science, 1 year

**4-H ACTIVITY** Delegate to CWF, 2017 Delegate to State Conference, 2015

**INVOLVEMENT** International Exchange Host, 2016 Dairy Workshop, 3 years Offices Held: Pres., V. Pres. Cloverbud Camp Teacher, 3 years

Dairy Judging, 5 years Ambassador, 3 years

Club Calendar Committee, 5 years Card Party Committee, 3 years

4-H Jr Leader BOD, 2 years County Fair Exhibitor, 5 years

Club Fundraisers, 5 years Club Community Service, 3 years

1. Junior Board Member, 3 years Club Fundraiser Chairperson, 1 year

**LEADERSHIP**  \*Effectively chaired the card party committee for 2 years

**ROLES**  \*Assist dairy project leader with meetings

\*Chair of club calling tree committee

\*Member of County Foods Committee, assisting with Foods Revue

\*Teach younger members in Foods, Clothing, and Dairy

\*Current Vice President of club

\*Current Secretary of Racine County Jr. Leader, past treasurer

**SKILL** \*Proficient knowledge of dairy nutrition, fitting, showing, and training

**DEVELOPMENT** \*Proficient knowledge of sheep nutrition, fitting, showing and training

\*Experienced show person taking top awards in animal projects, 5 years

\*Able to document projects in record book

\*Developed optimum feeding rations for market animals staying within family budget and utilizing crops produced

\*Cultural arts skills: crocheting, framing, quilting, flower arranging, stenciling, painting, layout and design

\*Proficient in composing photographs using the four rules of composition

**Sample Resume Continued**

page 2

**Chris Clover**

## Racine, WI

(262) 767-2929

chris.clover@gmail.com

**PERSONAL** \*Excellent role model, mentor and team player.

**DEVELOPMENT** \*Effectively work with younger members, peers and adults in varied situations

\*Organize special events and meetings while paying close attention to detail

\*Delegate tasks effectively and appropriately as part of leadership role in club

\*Sportsmanship exhibited in and out of competitive situations

\*Understands and use parliamentary procedure

**OTHER** CCD, 5 years

**ACTIVITIES** June Dairy Month Recipe Contest Entrant, 7 years

Holstein Association Member, 7 years

Honor Roll, 4 years

Volleyball team, 4 years

Choir, 3 years

1. Basketball team, 2 years

Tips for Doing Your Cover Letter and Resume

**\*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 resume and cover letter **should not** be handwritten.

\***Plan ahead**. Go through each part of the resume and cover letter before typing. Use your old record books to help you. Put your thoughts together. Translate your skills into action oriented, concise descriptions. (A list of action verbs can be found at <https://mass4h.org/programs/list-action-verbs> and the 4-H life skills wheel can be found at <http://4h.ucanr.edu/files/206232.pdf>). 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 can you break it down into life skills, leadership skills, career skills, and community service? How have you personally changed as a result of your 4-H experience?

\***Order is important**. Arrange information chronologically within the following sections: 4-H Project Summary, 4-H Activity Involvement and Other Activities. See sample resume for example.

\***Layout and design.** Your resume and cover letter should be easy to read and understand. It does not have to look exactly like the examples provided, but choose an appropriate layout, font and font size, no smaller than 11 point. Use the same font throughout your document. You will want to experiment with spacing. As a general rule, a 1” margin is used at the top, bottom and on both sides of your page. White space is a good thing. Each description should begin with an action word and be short, concise and to the point. The resume should be no more than one, two or three pages long.

\***Proof it**. Your documents should be free of spelling errors. Use spell check if you have it and follow that up by having at least two people proofread your resume and cover letter.

\***Ask for help if you need it**. If you have not ever gone through this process, you may have questions. Do not hesitate to ask!

**RACINE COUNTY 4-H**

**REFERENCE FORM**

***This form should be completed by a 4-H adult volunteer not related to applicant.***

Name of 4-H Member:

As part of the process for selecting youth for Racine County 4-H Awards & Educational Experiences, the selection committee is seeking a recommendation and more information on each candidate. Please provide us your input regarding the following areas:

Unknown Poor Fair Good Excellent

Leadership qualities

Maturity

Participation in 4-H program

Responsibility

Positive attitude

Please provide additional comments in the space below:

Name of Reference:

Title/Role:

Signature:

Date:

Phone Number:

Please mail or drop off this completed form in a sealed envelope to the address below by Thursday, October 1, 2020:  
  
**Extension Racine County**

**Racine County 4-H Leaders Association**

**1072 Milwaukee Avenue**

**Burlington, WI 53105**

