

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



This application is for those who are in 10th, 11th, 12th, or 13th (one year out of high school) grade during the 2022-2023 school year.

To apply for Racine County 4-H awards and experiences, as a 4-H member in 10th grade and above, you are being asked to develop and submit your cover letter and resume. In your cover letter, you will let the selection committee know which awards and experiences you are applying for. Examples of a cover letter and resume can be found in this packet. To complete your application, be sure to submit the following:

- ❑ Cover Letter
- ❑ Resume
- ❑ Reference form
- ❑ Please include a photo of the applicant with the application submission. The purpose of this photo is for recognition during the awards ceremony. A head and shoulders photo emailed in JPG format is preferred.

The deadline for your application materials listed above is **Wednesday, September 21, 2022**.
Late submissions are unable to be accepted. Submission methods are as follows:

Mail: Extension Racine County, 1072 Milwaukee Avenue, Burlington, WI 53105
Drop off: Extension Racine County, Monday-Friday, between 9:00 a.m.-12:00 p.m. and 1:00 p.m.-4:00 p.m. Drop box: Place in the green drop box in front of the Extension Racine County office in Burlington. Email: elizabeth.vazquez@wisc.edu

Interviews will be held at the end of October. You will be contacted to schedule an interview. Keep an eye on your email for your invitation to schedule. We are hopeful that the opportunities listed below will be carried out, but due to unforeseen circumstances, all are subject to change.

AWARDS & EXPERIENCES DESCRIPTIONS

All grade requirements listed below are based on the current (2022-2023) school year. This application recognizes your participation and achievements through the recently completed 4-H year (2021-2022). 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 up to half of the total experience cost 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 experience is no longer available to that member unless the date conflicts with the county fair, or state, national, or international 4-H participation. If other unforeseen circumstances arise, one must come before the Racine County 4-H Board of Directors to obtain permission to interview a second time.

American Spirit East

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 for this experience typically takes place in June and July. Youth need to have a sincere interest in learning about our history and heritage. Total cost: TBD. The Adult Leaders Association will pay up to half the cost of the experience. (2 scholarship recipients)

Scholarship Requirements:

- Currently enrolled in 8th-10th grade
- Display developing leadership qualities

Citizenship Washington Focus

Citizenship Washington Focus is a weeklong summer experience 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 Adult Leaders Association will pay up to half the cost of the experience. (4 scholarship recipients)

Scholarship Requirements:

- Currently enrolled in 10th-12th grade
- Minimum age of 15 at the time of the program
- Demonstrate leadership skills

National 4-H Conference Nominee

One Racine County 4-H 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 Adult Leaders Association will pay up to half the cost of the experience. (1 scholarship recipient)

Scholarship Requirements:

- Currently enrolled in 10th-12th grade
- Minimum age of 15 and maximum age of 18 as of January 1, 2023
- Outstanding project work individually and as a Junior or Teen Project Leader
- Shown consistent growth and development in 4-H

National 4-H Congress

Delegates from all over the country typically meet in late November/early December, 2023, 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 Adult Leaders Association will pay up to half the cost of the experience. (2 scholarship recipients)

Scholarship Requirements:

- Currently enrolled in 9th-12th grade
- Maximum age of 18 as of January 1, 2023
- Outstanding project work individually and as a Junior or Teen Project Leader
- Demonstrated continued growth and development in 4-H

Racine County 4-H Honor Court

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. (up to 12 recipients)

Award Requirements:

- Currently enrolled in 9th-12th grade
- Junior Project Leader or Teen Project Leader experience
- Successful 4-H career, including project and leadership growth

Racine County 4-H Outstanding Teen

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. (2 recipients)

Award Requirements:

- Currently enrolled in 11th or 12th grade
- Demonstrated project and leadership growth
- Teen Project Leader experience
- Attended an educational experience and utilized leadership gained

Wisconsin 4-H & Youth Conference

● **Wisconsin 4-H & Youth Conference or SPARK days**

This experience is held on the University of Wisconsin-Madison campus typically in late June. Members participate in educational and social activities, gain new ideas, and meet new friends. Scholarships for this experience may be awarded more than once at the discretion of the Awards Committee. Total cost: TBD. The Adult Leaders Association will pay up to half the cost of the experience.

In 2022, Wisconsin 4-H hosted regional SPARK days and did not host WI 4-H & Youth Conference

Wisconsin 4-H will be hosting 3 separate 4-H Spark Days in June this summer to help youth explore their sparks at different campuses around the State! The Spark Days were held in June of 2022. Each day includes hands-on sessions, career pathway exploration, guest speakers, meeting new 4-H friends from around the state, and fun. This opportunity will be open to youth in grades 7-12. You will be awarded a scholarship to attend 1 regional event or the Conference.

Total cost: TBD. The Adult Leaders Association will pay up to half the cost of the experience.

(10 scholarship recipients)

Scholarship Requirements:

- Currently enrolled in 7th-10th grade
- Display developing leadership qualities

Wisconsin 4-H Key Award

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. (up to 6 recipients)

Award Requirements:

- Currently enrolled in 9th-13th grade
- At least three years of 4-H membership
- At least one year of youth leadership

RACINE COUNTY 4-H AWARDS & EXPERIENCES REFERENCE FORM

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

First and Last Name of 4-H Member:

As part of the process for selecting youth for Racine County 4-H Awards & 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	<input type="checkbox"/>				
Maturity	<input type="checkbox"/>				
Participation in 4-H program	<input type="checkbox"/>				
Responsibility	<input type="checkbox"/>				
Positive attitude	<input type="checkbox"/>				

Please provide additional comments in the space below:

Name of Reference:

Title/Role:

Date:

Phone Number:

Email:

Signature: _____

Please mail or deliver this completed reference form, in a sealed envelope, to Extension Racine County, 1072 Milwaukee Avenue, Burlington, WI 53105 so that it is received by Wednesday, September 21st, 2022. Email: elizabeth.vazquez@wisc.edu

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 Avenue
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

October 5, 2022

Racine County 4-H Awards Committee
1072 Milwaukee Avenue
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

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 SUMMARY

List all 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.

4-H ACTIVITY INVOLVEMENT

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

LEADERSHIP ROLES

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

SKILL DEVELOPMENT

List what you have learned as a result of participation in 4-H projects and activities and the skills you have developed.

PERSONAL DEVELOPMENT

List what you have personally gained as a result of participation in 4-H projects and activities in terms of your personal attributes.

OTHER ACTIVITIES

In this section, include school activities, work experience, special 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, 10 th grade Tucker 4-H, 8 years
4-H PROJECT SUMMARY	Clothing, Dairy, Photography, Sheep, 5 years (current projects) Foods and Nutrition, 3 years Poultry, 2 years Mechanical Science, 1 year
4-H ACTIVITY INVOLVEMENT	Delegate to CWF, 2017 Offices Held: Pres., V. Pres. Dairy Judging, 5 years Club Calendar Committee, 5 years 4-H Jr Leader BOD, 2 years Club Fundraisers, 5 years Junior Board Member, 3 years Delegate to State Conference, 2015 Cloverbud Camp Teacher, 3 years Ambassador, 3 years Card Party Committee, 3 years County Fair Exhibitor, 5 years Club Community Service, 3 years Club Fundraiser Chairperson, 1 year
LEADERSHIP ROLES	*Effectively chaired the card party committee for 2 years *Assist dairy project leader with meetings *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 DEVELOPMENT	*Proficient knowledge of dairy nutrition, fitting, showing, and training *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
PERSONAL DEVELOPMENT	*Excellent role model, mentor and team player. *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 ACTIVITIES	Honor Roll, 4 years June Dairy Month Recipe Contest Entrant, 7 years Volleyball team, 4 years Choir, 3 years

Cover Letter and Resume Tips

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!

This is for your reference. You do not need to print and submit with your application.

Awards & Experiences Rubric - Grades 10+ First & Last Name: _____

Grade (2022-2023): 10th 11th 12th 13th

Category	10, 9 points	8, 7, 6 points	5, 4, 3 points	2, 1 points	0 points
Cover Letter	Youth did a thorough job connecting experience and interest with experiences/awards, giving specific details. Letter is free of typos and spelling errors.	Youth included some details connecting personal experience and interest with specific experiences/awards.	Youth included few details connecting personal experience and interest with specific experiences/awards.	Youth included very little or no details connecting personal experience and interest with specific experiences/awards.	Youth did not complete a cover letter.
Resume (Overall appearance)	Resume has all details present including name, phone, address, experience, schooling activities, and is laid out in a manner that is easy to follow.	Resume has most details present and is fairly organized where key information is easy to find.	Resume has some details present. Information is somewhat organized but can be difficult to find information.	Resume is missing key pieces of information and is unorganized. It is difficult to find information.	Resume is hand-written and missing many key pieces of information that were asked for in instructions.
Resume (Offices held, Projects)	Youth held offices at club and county level. Junior and/or Teen Leader in 2 projects or more. Participates in 5 or more projects.	Youth held offices at club and county level. Junior and/or Teen Leader in 1 project. Participates in 4 or more projects.	Youth held office at club or county level. Junior or Teen Leader in 1 project. Participates in 3 or more projects.	Youth held office at club or county level. Participates in 2 or more projects.	Youth does not hold office at the club or county level and is not a Junior or Teen Leader.
Resume (Community Service, Non-4-H activities)	Youth participated in club and countywide service projects. Active in multiple extra-curricular activities outside of 4-H.	Youth participated in club and countywide service projects. Active in few extra-curricular activities outside of 4-H.	Youth participated in club and countywide service projects. Is not involved in any extra-curricular activities.	Youth participated in club service projects only. Is not involved in any extra-curricular activities.	Youth has not participated in any service projects at any level and is not involved in any extra-curricular activities.
Personal Development gained through 4-H	Youth provides a detailed, well-thought out and thorough list of how 4-H has impacted their personal development and makes the connection.	Youth provides several ways 4-H has impacted personal development and provides some details to make the connection.	Youth provides some ways 4-H has impacted personal development but provides minimal details to make the connection.	Youth provides minimal information on how 4-H has impacted their personal development and does not make a connection.	Youth did not include this information.
Skill Development gained through 4-H	Youth shares numerous skills they have developed through 4-H and makes a direct correlation between the two with details.	Youth shares several skills they have developed through 4-H and does a good job connecting the two with some details.	Youth shares some skills they have developed through 4-H but not many details to connect 4-H with skills developed.	Youth shares few skills they have developed through 4-H but there is no connection provided to connect the two.	Youth did not answer the question.
Interview (professional appearance, greeting of interview panel)	Youth is dressed in interview attire (no shorts, flip flops, tank tops). Arrives on time. Proper greeting with interviewers. Makes consistent contact throughout interview.	Youth is dressed in interview attire. On time for interview. Some effort put into greeting interviewers. Sporadic eye contact throughout interview.	Youth is dressed casually. Late for interview. Minimal effort put into greeting interviewers. Poor eye contact during interview.	Youth is not dressed in interview attire. Late for interview. Poor eye contact.	Youth did not show up for the interview.
Interview responses to questions	Youth answers all questions thoroughly and provides examples and details in responses. Does not use "um" frequently in responses. Youth holds eye contact.	Youth answers most questions thoroughly, providing examples and details. Youth uses "um" occasionally in responses. Youth holds eye contact.	Youth answers some questions thoroughly, provides some details and examples. Youth uses "um" often in responses. Youth has poor eye contact.	Youth answers questions minimally, provides few details or examples in responses. Uses "um" frequently. Has poor eye contact.	Youth did not show up for the interview.