

# 4-H Youth Experience's Grant

## Program

Revised: 21 Feb 2023

Effective Date: FY 2024 (July 1, 2023)



Each Year, the Lincoln County 4-H Leaders' Association sponsors a variety of opportunities available only to our 4-H'ers in grades 6 and above. To be considered, you must submit a cover letter and interview packet for selection to attend one of these events.

The Lincoln County Leaders Association offers financial assistance for one Travel Experience per year and for each Travel Experience during their 4-H career. The Leaders Association provides up to 50% funding to youth that are selected thru the interview process for these Youth Experiences. The estimated cost reflects the amount that the selected youth would be responsible to pay.

To qualify for financial assistance members must:

1. Fill out a Resume as described in the Resume Guidelines Packet.
2. Participate in the Interview Selection Process.
3. Complete Trips/Awards registration as requested by UW-Extension
4. Promote 4-H and these youth experiences by sharing by creating a poster / display at county fair, presenting your experience at 4-H Functions and other club meetings.

Youth can also earn funds toward trip opportunities by working in the 4-H Dairyland Stand at the Lincoln County Fair. Funds earned by youth in this manner accumulate each year and will be held in their name by the Leaders Association until the youth requests to use them.

In addition to the 50% grant received by the 4-H youth through this program, the 4-H board has adopted a grant program to provide additional assistance to 4-H members from limited resource or financial hardship families.

The board is committed to eliminating barriers for youth to take part in all 4-H programs, activities, and experiences. This grant program only provides funding for county, regional, state, or national programs only, and is sponsored by the Lincoln County 4-H Association.

To apply, simply complete and submit the application found at

<http://lincoln.uwex.edu/files/2010/12/lincoln-county-4-h-grant-program-application.pdf>

Your Request will be handled in a confidential manner. The information you provide on the application will only be used to verify eligibility.

## Educational Travel Experiences for 2023-2024

The following opportunities have an application deadline of September 10th.

Interview process will take place NLT Oct 17th.

| <b>Travel Experience</b>      | <b>Registration Period</b>                  | <b>Travel Period</b> | <b>Cost</b> |
|-------------------------------|---|----------------------|-------------|
| Advanced Space Academy        | July (Every other Year)<br>(Not in 2023-24) | January              | \$2000      |
| National 4-H Dairy Conference | Aug-Sept                                    | October              | \$650       |
| Arts Camp                     | Oct.  | November 18-19       | \$110       |
| National 4-H Congress         | Aug – Sept. 15                              | November 24-28       | \$1500      |
| Fall Forum                    | Oct   | November             | \$135       |
| American Spirit               | Oct-Nov                                     | June/July            | \$2000      |

These remaining opportunities have an application deadline in February.

Approximate Interview Process will take place in March.

| <b>Travel Experience</b>          | <b>Registration Period</b> | <b>Travel Period</b> |  | <b>Cost</b> |
|-----------------------------------|----------------------------|----------------------|--|-------------|
| Art Beats                         | Jan-Feb                    | March 16-17          |  | \$125       |
| Space Camp                        | Nov-Dec                    | April 18-22          |  | \$1000      |
| Nat. 4-H Conference               | Jan-Feb                    | April 19-24          |  | \$2000      |
| Summer Academy                    | April                      | June 24-27           |  | \$450       |
| WIS Youth Conference              |                            |                      |  |             |
| CWF-Citizen Washington Conference | Dec                        | June                 |  | \$2000      |
|                                   |                            |                      |  |             |

# Lincoln County 4-H Youth Leader Resume Process Workbook



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## A Resume and Cover Letter Guide

A variety of opportunities exist for Lincoln County 4-H youth leaders – ages 6<sup>th</sup> grade and older.

Youth applying for a trip will receive a scholarship for the 4-H year. It will be the responsibility of the youth to enroll in a trip for which he or she will receive a scholarship.

If a youth misses enrolling for the trip, the scholarship will not be awarded.

### **Resume Workshop**

**September 28th, 2023**

**6:00 pm,**

**Extension Lincoln County**

**Register:**

Email: [melissa.yates@wisc.edu](mailto:melissa.yates@wisc.edu)

# Guide to Creating a Resume and Cover Letter Table of Contents:

**What you will return to the extension office **BY OCTOBER 10TH.****

- ❑ One cover letter
- ❑ One resume
- ❑ One letter of recommendation (reference) from any adult *except a relative*
- ❑ One Preference Form

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**NOTE:** If you have questions regarding what is expected or how to complete the application, please call the 4-H/Extension Office at (715-539-1074) or email [melissa.yates@wisc.edu](mailto:melissa.yates@wisc.edu). We will be happy to set up a time to help you with your cover letter and resume application!

# Opportunities & Guidelines:

The Lincoln County 4-H Leaders' Association, Inc. provides a scholarships to all youth who are interested in attending a travel experience through this process. The estimated cost reflects the amount that the youth selected is responsible to pay.

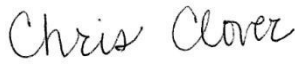
## **County Requirements for Trips, Awards, & Leadership Opportunities**

The Lincoln County 4-H Leaders' Association will offer financial assistance for one award trip per 4-H enrollment year and for each trip once during their 4-H career. In order to qualify for financial assistance for trips, members must:

1. Turn in a resume and cover letter
2. Complete trip/award registration as requested
3. Participate in interview
4. Help promote 4-H and the available trips upon return

**Note:** Youth are able to enroll in a travel experience without being selected for a scholarship or going through this process. The individual's family would be responsible for the total amount of the trip in this case.

# Cover Letter Outline

|   |  |
|---|--|
| <b>DATE</b>   | DATE YOU ARE TURNING THE LETTER IN   |
| <b>ADDRESS</b>  | ADDRESS OF THE INDIVIDUAL/OFFICE RECEIVING LETTER  |
| <b>SALUTATION</b>   | GREETING TO INDIVIDUAL RECEIVING LETTER  |
| <b>PARAGRAPH 1</b>  | WHAT ARE YOU SENDING AND WHY ARE YOU SENDING IT? INCLUDE BY OUTLINING YOUR OBJECTIVE (I.E., EARN A TRIP OR AWARD).   |
| <b>PARAGRAPHS 2 OR 3</b>  | PROVIDE SPECIFIC EXAMPLES TO EXPLAIN WHY YOU ARE <u>UNIQUELY</u> QUALIFIED TO REPRESENT LINCOLN COUNTY 4-H. TELL ONE OF YOUR LEADERSHIP STORIES, EXPLAIN WHAT YOU'VE LEARNED AND WHAT SKILLS YOU HAVE GAINED. ASK YOURSELF WHAT DISTINGUISHES YOU FROM OTHER APPLICANTS. |
| <b>FINAL PARAGRAPH</b>  | THANK THE LEADERS' ASSOCIATION FOR CONSIDERING YOU AND REQUEST AN INTERVIEW.   |
| <b>CLOSING</b>  | SINCERELY IS THE MOST APPROPRIATE CLOSING, FOLLOWED BY A COMMA   |
|  | SIGNATURE IN BLACK PEN; SHOULD BE LEGIBLE  |
| <b>NAME</b>   | TYPED NAME THAT MATCHES SIGNATURE  |

# Cover Letter Sample

October 1, 2021

Lincoln County 4-H Awards Committee

801 N. Sales Street

Merrill, WI 54452

Dear 4-H Awards Committee:

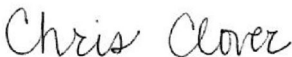
It is my pleasure to submit my resume, references, and adult recommendation in consideration as a delegate for the American Spirit Trip and a spot as an Ambassador. My leadership experiences and dedication to personal development make me a first-rate choice to represent Lincoln County 4-H.

I believe my five years of 4-H experience has prepared me well for representing the Lincoln County 4-H program. Not only am I an active member in my 4-H club, but I have demonstrated that I am a sound leader on the county level by accepting several leadership roles like that of the Lincoln County 4-H Junior Ambassador. I helped organize and host 4-H Day at the Fair this summer, which involved setting goals, working with my team, and troubleshooting at the last moment. Despite the fact that we didn't get all our supplies to the Fairgrounds on time, we created a great station and I loved the thankyou I got from the kids who joined us.

Additionally, I served as a Space Camp delegate last year. While on the trip, I challenged myself to meet new people and learn as much as I could. It was hard at first but then I met some other quiet people and am still in touch with them. When I got back, I presented new knowledge with my fellow youth members at my Club Meeting. I think this demonstrates my dedication to learning and growing in 4-H.

In closing, I hope to be a Lincoln County delegate to American Spirit Trip to learn more about 4-H. My previous experience representing Lincoln County, as well as my enthusiasm and my eagerness to share what I learn with others makes me a great candidate for this award trip. Thank you for considering my application. Please call me at 555-111- 7777 or email me at [chris.clover@net.net](mailto:chris.clover@net.net) to schedule an interview. I look forward to discussing my qualifications with you in person.

Sincerely,



Chris Clover

# Resume Outline

## **NAME**

PHONE NUMBER

EMAIL

ADDRESS

## **EDUCATION**

List school name, year in school, expected date of graduation, 4-H club name and years in 4-H.

## **LEADERSHIP**

List all 4-H and non-4-H leadership roles and years held. Provide short list of your responsibilities

## **4-H PROJECTS**

List all projects in which you are or have been enrolled and the number of years enrolled.

## **4-H ACTIVITIES**

List all prominent 4-H activities and the number of years participated.

## **SCHOOL & COMMUNITY**

List all significant school and community activities

- school events
- sports, community organizations, church, and work experience in paid or volunteer roles as well as the number of years you participated. Provide a short explanation of your role and/or responsibilities in each school or community activity and what knowledge and skills you learned as a result.

## **COMMUNITY SERVICE/VOLUNTEERING**

List all significant 4-H and non-4-H service projects and the number of years participated.

## **ACHIEVEMENTS**

List all awards, honors, and other special successes and year received.



# Resume Sample

## Chris Clover

555-111-7777[chris.clover@net.net](mailto:chris.clover@net.net)  
1129 4H ROAD, FOUR CLOVER, WI 58965

### EDUCATION

Emerald Middle School, 7th grade, Graduate in 2018  
Lucky Clovers 4-H Club Member, 5 years

### LEADERSHIP

**County 4-H Ambassadors** 2019-Present

- Emceed various 4-H events as representative of the program
- Planned three county-wide events with fellow ambassadors
- Strengthened communication and time management skill

**Lucky Clovers 4-H Club.** **Treasurer, 2019-2020**

- Keep all financial records for the club including deposits, account balancing, and writing checks
- Help create the club budget
- Learn how to manage money in new way

### 4-H PROJECTS

**Foods & Nutrition** 2020-Present

- Exhibited at the Foods Revue for three years with increasingly complex foods
- Studied nutrition and table etiquette then co-led workshop

**Photograph** 2018-Present

- Learned how to create interesting photos by using the rule of thirds and leading lines.
- Participated in two digital photo workshops to strengthen project skills

### 4-H Activities

**WI Youth Conference** 2020

- Exhibited at the Foods Revue for three years with increasingly complex foods

**Fall Forum** 2019-20

- Participated in the youth and adult leadership weekend attending seminars and other activities

## SCHOOL & COMMUNITY

**St. John's Church Youth Group** 2019-Present.

- Attend 90% of regular meetings and greet members and newcomers
- Participate in 2 to 3 service-learning projects per year
- Learn about my community and the importance of helping others.

**Food Pantry** 2019-2020

- Assisted with local drive to collect baby items
- Collected donated items when delivered

## SCHOOL & COMMUNITY

- Space Camp Delegate 2019
- Emerald Middle School – High Honor Roll 2019-2020
- Most Motivated Player, Volleyball 2020
- Outstanding 4-H Member 2020

## REFERENCES

**Ms. Karen Lively – English Teach**

English Teacher

Emerald Middle School

1234 S. Leadership St.

Emerald, WI 51235

715-123-4567

[karen.Lincoln@school.com](mailto:karen.Lincoln@school.com)

**Mr. David Clover - 4-H Club Leader**

6985 N. Shamrock St.

Emerald, WI 51235

715-234-5698

[cloverdj@net.net](mailto:cloverdj@net.net)

**Ms. Anna Fourleaf – Space Camp Advisor**

16 W Service St.

Emerald, WI 51235

715-987-3569

[afourleaf@gmail.com](mailto:afourleaf@gmail.com)

\*Note: A reference should not be from a family member. Find someone in the community that knows you and your involvement.

# 4-H Resume Self Evaluation Checklist

***Do Not turn this in with your application.***

This checklist is to NOT be turned in with the application. It is simply for you, as the member, to self-evaluate your cover letter and resume with the hopes you may discover your own strengths and weaknesses before your application is reviewed by the selection committee.

## Cover Letter

- My cover letter is in business letter format with the correct spacing and punctuation.
- My cover letter refers to my resume, but does not repeat it.
- My cover letter narrates my qualifications for being selected for a trip or award.
- My cover letter is typed and uses the same font as my resume.
- I have expressed emotion in my cover letter.
- I share at least one specific example/story that highlights my skills.
- My cover letter is tailored for the trips I would prefer to attend.
- I used "I" in my Cover letter.

## Resume

- I arranged my resume in an organized, logical way.
- I did not use the words "I" or "my" on my resume.
- My resume is in chronological order.
- My resume has a good balance of text and white space.
- My resume is typed and I used the same font throughout.
- I used action words to describe my accomplishments and experiences.
- I used lists -not complete sentences - to describe my achievements
- This resume is representative of me and my personality.
- My resume is tailored for this particular application/trip.
- I do not think I was shy about my accomplishments and experiences.

## Reference Sheet

- I have contacted three adults that can speak to my qualifications and received their permission to include their information on my referencesheet.
- I included the adults' names, titles, addresses, phone numbers, and emails,
- In one sentence told how the person serves as a good reference for me or know of my qualifications.

**Adult Recommendation**

- I provided the adult recommendation form and a pre-addressed envelope to an adult that is not my relative that can speak to my qualifications to receive a trip or award at least two weeks before the form is due.
- I provided the adult with pertinent information about the 4-H Cover Letter and Resume process.

**Overall**

- I took time to complete my Cover letter and Resume with care.
- It is an example of my best written communication skills.
- I have thoroughly completed every component of the Cover letter, Resume and References page.
- My application materials have none or few spelling, format, or grammar errors because I have proofread it, AND so has a trusted adult.
- I included specific details while being concise.
- My application represents my most significant 4-H experiences to date.
- It includes evidence of accomplishments, leadership, improvement, reflection, and learning.

*I think the strengths of my cover letter & resume are:*

*My Cover Letter & Resume can improve in these ways:*



# Lincoln County 4-H 2023 Trip & Award Preference

|       |  |                             |  |
|-------|--|-----------------------------|--|
| Name  |  | Age (As of January 1, 2022) |  |
| Email |  | Current Grade               |  |

Please indicate (rank in order) what opportunities (1 being the most desired) those trips you would be most interested in being considered for:

| RANK CHOICES | OPPORTUNITY AVAILABLE                                   | GRADE REQUIREMENTS<br>(AS OF 1/1/22)  |
|--------------|---|---|
|              | 4-H Ambassador  | Grades 7 and above  |
|              | U.S. Space Camp   | Grades 6 – 8 (max of 15 years of age by trip date)                                      |
|              | Wisconsin 4-H and Youth Conference                      | Grades 7 - 10   |
|              | American Spirit – East                                  | Grades 8-10   |
|              | Leadership Washington Focus                             | Grades 6-8  |
|              | Citizenship Washington Focus                            | Grades 10-12 (min of 15 years of age by trip date)                                      |
|              | National 4-H Congress                                   | Grades 10-12 (max of 18 years of age by the first of the year attending)                |
|              | National 4-H Conference<br>Consideration at State Level | Grade 10 – 12 (max of 18 and min of 15 years of age by the first of the year attending) |
|              | Key Award   | Grade 9 and above   |
|              | I Dare You Award  | Grade 9-11<br>(Lincoln County Members Only)   |



# Lincoln County 4-H Experience & Leadership

## Adult Recommendation

The following applicant, \_\_\_\_\_, is applying to represent the 4-H program on an out-of-county trip and/or to be selected as a 4-H Award recipient and/or be selected to serve in a key 4-H leadership position. You have been identified as a person who could speak to their qualifications for these trips and awards. Recommendations are confidential and should not be returned to the 4-H youth.

Please complete the following recommendation and return as directed below.

Today's Date Completed: \_\_\_\_\_

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

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

Do you feel this member would be a good representative of Lincoln County 4-H if selected? \_\_\_\_\_ Yes \_\_\_\_\_ No

How long have you known this 4-H member? \_\_\_\_\_

In what capacity do you know this member? \_\_\_\_\_

| Evaluate the Member                | Poor | Fair | Good | Excellent | N/A |
|------------------------------------|------|------|------|-----------|-----|
| Involvement in 4-H at Club level   |      |      |      |           |     |
| Involvement in 4-H at County level |      |      |      |           |     |
| Involvement in School & Community  |      |      |      |           |     |
| Works to the Best of their Ability |      |      |      |           |     |
| Dependable                         |      |      |      |           |     |
| Communication                      |      |      |      |           |     |
| Leadership Skill Set               |      |      |      |           |     |
| Mature                             |      |      |      |           |     |
| Problem Solver                     |      |      |      |           |     |

On one separate sheet, please briefly share why the applicant is deserving of the 4-H trip and/or awards. Please describe the applicant's leadership skills (i.e.: communication, self-confidence, teamwork, time management, responsibility, etc.), and qualities as a youth leader as well as any additional information that would be helpful to the selection committee.

Signature of Adult Recommending 4-H Youth Leader: \_\_\_\_\_

**Recommendations should be sent directly to:**

Melissa Yates, Lincoln County 4-H Educator

Scan & Email to: [Melissa.yates@wisc.edu](mailto:Melissa.yates@wisc.edu)

**DEADLINE DATE: October 10th, 2023**