

Award, Recognition and Trip Application Assessment

Applicant Name _____

Application Component	Comments
<p>Cover Letter</p> <ul style="list-style-type: none"> <input type="checkbox"/> States award or trip seeking <input type="checkbox"/> 4-H involvement and qualifications clear <input type="checkbox"/> Learning or skill development explained <input type="checkbox"/> Business letter format – looks professional <input type="checkbox"/> Spelling, grammar, etc. high quality 	
<p>Resume</p> <ul style="list-style-type: none"> <input type="checkbox"/> Arranged in logical manner <input type="checkbox"/> Includes short explanations of when <input type="checkbox"/> Is representative of applicant-shows who they are <input type="checkbox"/> Size (10 – 12 point) and type of font (easy to read), alignment of text - looks professional <input type="checkbox"/> Spelling, grammar, etc. is high quality 	
<p>Self-Reflection Checklist</p> <ul style="list-style-type: none"> <input type="checkbox"/> All components completed <input type="checkbox"/> Thoughtful reflection of strengths <input type="checkbox"/> Thoughtful reflections on improvements 	
<p>Trip Preference Form</p> <ul style="list-style-type: none"> <input type="checkbox"/> Member is in good standing <input type="checkbox"/> Filled in completely <input type="checkbox"/> All signatures and dates 	
<p>Letter of Recommendation Form</p> <ul style="list-style-type: none"> <input type="checkbox"/> Non-family member <input type="checkbox"/> Skills should all be in good or excellent ranks <input type="checkbox"/> Comments should be complimentary toward the skills listed 	