



**UW**  
**Extension**  
University of Wisconsin-Extension

**Chippewa County 4-H**



Northern Wisconsin Delegation  
American Spirit East Trip on the steps  
of Ellis Island



Wisconsin Delegation Space Camp  
Huntsville, Alabama  
Mission Graduation

## **Guide to Creating a Resume and Cover Letter for 4-H Awards, Trips and the World Beyond!**

### **The Final Product**

What you will need to turn into the UW-Extension office by **November 1**.

- Cover letter
- Resume
- Self-Evaluation Checklist
- Trip Preference Form
- Adult Recommendation Form from any adult except a relative; provide them a stamped and addressed envelope

After award committee reviews application materials, members will participate in an interview.

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## Guide to 4-H Award and Recognition Application Process

Table of Contents	Pages
Overview of 4-H Trips and Opportunities	4 - 5
Chippewa County 4-H Leaders Council Award Trip Policies	6 - 7
General Tips for Application Materials	8 - 9
Tips for Creating a Cover Letter	10 - 11
<ul style="list-style-type: none"><li>• Cover letter Outline</li><li>• Sample cover letter</li></ul>	
Tips for Creating a Resume	12 - 15
<ul style="list-style-type: none"><li>• Resume outline</li><li>• Sample Resume</li></ul>	
Interview Tips	16
<b>Forms</b>	
➤ Self-Evaluation Checklist	17-18
➤ 4-H Award Trip Preference Form	19
➤ Adult Recommendation Form	20
➤ Trip Promotional Plan Form (for reimbursement)	21

Note: If you have questions, regarding what is expected or how to complete the application, please call the UW-Extension Office (715) 726 – 7956 or e-mail Heidi Vanderloop, [Heidi.vanderloop@ces.uwex.edu](mailto:Heidi.vanderloop@ces.uwex.edu). The Awards and Recognition Committee will be happy to set up a time to help you with your application.

### *Look at the Opportunities, which await you . . . .*

A variety of opportunities exist for Chippewa County 4-H older youth. These opportunities are shared with you in hopes that you will consider getting involved.

Each year, the Chippewa County 4-H Leaders' Council sponsors a variety of award trips only to our 6<sup>th</sup> – 13<sup>th</sup> grade members. To be considered for any one of the trips or awards, you MUST complete

- Trip Preference Form
- Cover Letter
- Resume
- Acquire one adult recommendation
- Self-Reflection Checklist

These need to be into the UW Extension Office by November 1. These will be used for any and all of the trips or awards offered. Continuing nominees will be invited to interviews for the trip/opportunity and award selection. Bring your record book to the interview. Interviews will be held November 5, 2019.

*Remember . . . you will not know how far you could have gone or what you could have received until you try. Don't miss out on opportunities which await you! Good Luck!!*

## Awards and Trips for Chippewa County 4-H Older Youth

\*All applicants need to carry county approval through the time of award or trip.

<b>Trip &amp; Qualifications</b>	<b>Description</b>	<b>Dates &amp; Approximate Cost</b>
<p style="text-align: center;"><b>Space Camp</b></p> <p>Be in 6 – 8th grade, max age 15 at the time of the trip</p>	<p>Delegates team up for hands-on mock space missions and other STEM activities in this NASA program while exchanging ideas with youth from across Wisconsin.</p>	<p>April 25-29, 2019 Huntsville, AL Approx. \$625 total cost</p>
<p style="text-align: center;"><b>Wisconsin 4-H &amp; Youth Conference</b></p> <p>Be in 7 – 10<sup>th</sup> grade at the time of selection</p>	<p>Approximately 500 youth attend this pre-college program in Madison each summer. Participants take part in education seminars and assemblies, and meet people from across Wisconsin. They are encouraged to take what they learn and share it with others in their home community</p>	<p>June 24-27, 2019 UW Madison Campus Approx. \$300 Certain seminars cost extra.</p>
<p style="text-align: center;"><b>American Spirit East Leadership Program</b></p> <p>Be in 8 – 10<sup>th</sup> grade at time of trip</p>	<p>The American Spirit East Leadership Program is an opportunity for youth to develop knowledge of America’s Heritage, citizenship and leadership. Objectives for participants include increasing knowledge and understanding of America’s heritage, building awareness of the many steps taken to gain U.S. independence and freedom, increasing awareness of self in relationship to others and sharing what was learned with others. Featured sites include: Amish Village, Valley Forge, Philadelphia (Independence Hall, Liberty Bell), New York (Harbor tour, 9/11 Memorial, Night Tour of New York), Mayflower II/Plymouth Rock, Boston/Freedom Trail, China Town/Atlantic Ocean, Whale Watching/Lobster Dinner and Niagara Falls. Each participant will keep a journal of their experience to use for sharing.</p>	<p>Dates: June 7-15, 2019 or July 5-14, 2019 East Coast Approx. cost \$1,400</p>
<p style="text-align: center;"><b>American Spirit West Leadership Program</b></p> <p>Be in 9 – 12<sup>th</sup> grade at time of trip</p> <p>*Offered even years only</p>	<p>The American Spirit West Leadership Program is an experience that will begin with transportation to St. Croix Falls and head west from there. Partnering with the National Park Service, seven national parks will be featured: St. Croix Falls National Scenic Riverway, Badlands National Park, Mt. Rushmore National Memorial, Jewel Cave National Monument, Yellowstone National Park, Grant Teton National Park and Devil’s Tower National Monument. Activities will include ranger-led education programs, service learning projects, hiking, some camping and fun! Youth will learn about the foundation and background of national parks, gain appreciation of natural resources and gain outdoor and leadership skills. Each participant will keep a journal of their experience to use for sharing.</p>	<p>Dates: Not Available this Program Year National Parks in western and southern US Approx. TBD</p>
<p style="text-align: center;"><b>National 4-H Congress</b></p> <p>Be in 10 – 12<sup>th</sup> grade at time of selection, max age 18 as of Jan 1, 2019</p>	<p>Delegates participate in self-development seminars, tours, and do community service while exchanging ideas with youth from across the country.</p>	<p>November 29 – December 3, 2019 Atlanta, Georgia Approx. \$1,200. The Wisconsin 4-H Foundation sponsors a portion of the cost.</p>

<b>Trip and Qualifications</b>	<b>Description</b>	<b>Dates &amp; Approximate Cost</b>
<p><b>Citizenship Washington Focus</b></p> <p>Be in 10 – 12<sup>th</sup> grade at time of selection, min age 15</p>	<p>Approximately 120 Wisconsin Youth are selected to attend this leadership program held at the National 4-H Center. Participants learn the importance of civic and social responsibilities as they relate to the development of better citizens and leaders. The week consists of participatory workshops, speakers, committee work, field trips and social events.</p>	<p>June/July 2019 Washington DC Approx. \$1,400</p>
<p><b>National 4-H Conference</b></p> <p>Be in 10 – 12<sup>th</sup> grade during the program, max age 18 as of Jan 1, 2017</p>	<p>Six to eight youth from across the state are selected to attend this working civic conference held at the National 4-H Center. Each participant selects an issue (i.e. education, promotion, environment, violence) and collaborates with youth from across the country in an effort to help better direct future 4-H programming. Delegates spend the majority of time contributing to stimulating, task-oriented groups. One day is spent on Capitol Hill meeting with legislators.</p>	<p>April 5-11, 2019 Washington, DC Approx. cost \$1,300. The WI 4-H Foundation sponsors a portion of the cost.  *Special National Application required. Contact Extension Office.</p>
<p><b>Key Award</b></p> <p>-Be 14 years of age or older on Jan 1, 2019 -Completed 3 years of 4-H membership -Completed 1 year of youth leadership as a project</p>	<p>Wisconsin 4-H Key Award recognizes a select group of 4-H members who have demonstrated consistent growth in their 4-H program, developed and applied their leadership skills, and actively participated in the functions of their 4-H club and community.</p>	

## **Chippewa County 4-H Leaders' Council Award and Recognition Policy**

### **4-H Trip Application Process/Requirements**

1. Materials due to Extension Office by November 1<sup>st</sup>.
  - a. Cover letter
  - b. Resume
  - c. Trip Preference Form
  - d. Adult Recommendation
  - e. Self-Reflection Checklist
2. Award and Recognition interviews will be conducted on **Monday, November 5, 2019 beginning at 4:30 p.m.**
  - a. Bring your most recently completed record book along to the interview.
  - b. Candidates will be notified by e-mail of Award and Recognition Selection interviews.

- c. Members are responsible for scheduling their interviews by using Google Forms. Interviews will be conducted on **Monday, November 5, 2019.**
  - d. Award and Trip candidates who cannot attend interviews must notify the 4-H Youth Development Agent by November 1<sup>st</sup>.
3. All members who apply for an award or trip with all completed materials are not guaranteed to be awarded an interview or a 4-H Award/Trip.
  4. **Application materials should represent a 4-H member's best work.**

### **Trip Reimbursement Requirements**

After accepting a trip opportunity, trip delegates have the opportunity to earn 10% of their trip cost for each of the following items before the next award/trip cycle which starts November 1<sup>st</sup>. The trip delegate is responsible for completing the Trip Promotional Plan Form and turning it in to the Extension Office by October 1<sup>st</sup> to receive reimbursement.

1. Achievement in 4-H: completed record book, attendance, demonstration, exhibit at fair.
2. Work an assigned shift in the 4-H Leader's Food Stand at the County Fair.
3. Present your trip experience at two 4-H Club meetings or county events.
4. Create and display/publish one 4-H marketing item such as a news release, poster, display, etc.
5. Participate in at least one county activity beyond the fair.

### **Trip Payment**

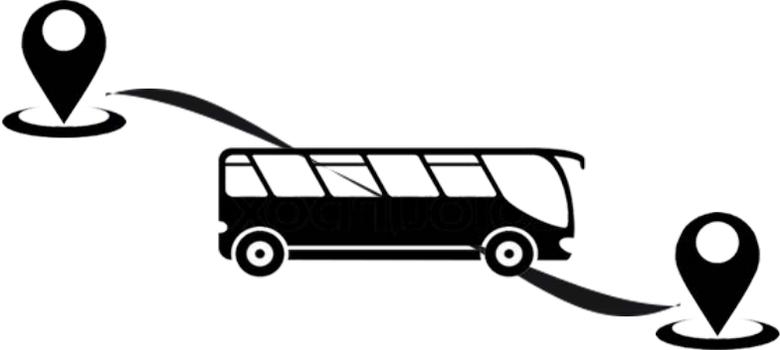
The Chippewa County 4-H Leader's Council will offer a portion of a 4-H member's fee and/or expenses for one award trip per year, for each trip once during their 4-H career. (Must meet requirements specific to each trip in addition to those county requirements listed above.)

The UW Extension Office will send a commitment form to selected participants following interview selections. The commitment form with the member's signature and his/her parent's signature along with the specified deposit must be turned in by the posted date. The remaining balance must be paid by the dates established by the 4-H Program Coordinator. The payments could be several small increments or one large sum closer to the date of travel. In any case, the entire amount of the delegate's fees must be paid no later than two weeks prior to the trip.

If the member defaults on the trip, after turning in the commitment form, and chooses not to attend, the member is responsible for the entire cost of the trip. If the Leader's Council has paid a scholarship portion of the trip and the member defaults on the trip, after turning in the commitment form, and chooses not to attend, the member is responsible to pay that portion back to the Leader's Council.

If a member defaults on a trip due to an emergency, for example: death in family, critical illness, divorce, or any other reasonable cause, the Leader's Council has the right to allow default of the trip and no repayment be made.

If a member needs a disciplined plan in making payments, a payment plan may be set up with the 4-H Program Coordinator in conjunction with the 4-H Adult Leader's Council on an individual case-by-case basis. The payment plan can be kept private.



## **TIPS FOR COMPLETEING YOUR COVER LETTER AND RESUME**

**✿ DETERMINE THE AWARD YOU ARE APPLYING FOR** – Review the overview of 4-H trips and opportunities. Consider when the trips take place, the cost, the ages that are eligible and how many times a youth can participate in each opportunity. Discuss this with your parents and/or a trusted adult. Indicate in the first column your preference in rank order.

**✿ 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 resume should not be handwritten.

**✿ PLAN AHEAD** – Read all the instructions before you start. Put your thoughts together and translate your skills into action-oriented, concise descriptions. Think of your 4-H experience as a job. What do you do in 4-H? What skills have you developed as a result of participation in 4-H? How have you personally changed as a result of your 4-H experience?

**✿ LAYOUT, DESIGN AND ABBREVIATIONS** – Your cover letter and resume should be easy to read and understand. Arrange your resume as illustrated in the outline and sample. Choose a common, easy to read font that is no smaller than 11 point and no larger than 14 point. Use the same font throughout the application. Use 1" margins at the top, bottom and both sides of the page. You may have a two page resume. If you use abbreviations, include what it means in parentheses the first time you use it.

**✿ COVER LETTER** – The cover letter tells about yourself and your 4-H work. Explain why you feel you should be selected to represent Chippewa County on a trip or receive an award. Give individual examples to explain your statements. This is YOUR cover letter. Add your own personality to it. (sample in following pages)

**✿ RESUME** – The resume includes current facts about you and your 4-H experiences. Organize to best present your accomplishments as a 4-H member as well as achievements in school and your community. Include your objective (trip or award you are applying for), accomplishments, education, 4-H and school experiences, and volunteer experiences. Pick out and combine things from throughout your experience and from projects that best communicate what you have done. Include examples that illustrate problem solving, communication skills, decision-making, and other skills you will use in your adult life. What you write should be clear to someone who does not know you and about your involvement in 4-H. (see sample in following pages)

**✿ 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 resume. Don't lose points in the review process by forgetting to proofread your documents.

**✿ ASK FOR HELP IF YOU NEED IT** – If you have never completed an application, you will probably have questions. Don't hesitate to ask for help. Contact Heidi Vanderloop at (715) 726-7956 or by e-mail, [heidi.vanderloop@ces.uwex.edu](mailto:heidi.vanderloop@ces.uwex.edu) to set up a time to meet or to discuss your application. Youth are encouraged to attend the Resume Workshop on Thursday, October 11, 2019 at 6:30 p.m. in Room 13 of the Chippewa County Courthouse to learn proper techniques for resume writing and assistance.

## List of Action Words to Utilize in Cover Letter, Resume, and Record Book

(recommended, not required)

Accelerated	Demonstrated	Interpreted	Provided
Acted	Designed	Interviewed	Published
Accomplished	Determined	Introduced	Promoted
Achieved	Developed	Invented	Publicized
Adapted	Directed	Issued	Questioned
Administered	Dispatched	Judged	Recommended
Advised	Distributed	Kept	Recorded
Analyzed	Documented	Learned	Recruited
Arranged	Earned	Listened	Reduced
Assembled	Edited	Launched	Referred
Assisted	Effected	Led	Reinforced
Assumed responsibility	Eliminated	Modeled	Represented
Budgeted	Enabled	Maintained	Researched
Balanced	Enforced	Managed	Revamped
Blazed	Examined	Mastered	Reviewed
Billed	Experimented	Met with	Revised
Built	Energized	Modernized	Revitalized
Carried out	Established	Motivated	Scheduled
Changed	Evaluated	Negotiated	Showed
Calculated	Expanded	Observed	Served
Channeled	Expedited	Operated	Set up
Collected	Facilitated	Obtained	Solved
Communicated	Found	Optimized	Spearheaded
Compiled	Functioned as	Originated	Steered
Completed	Gained	Orchestrated	Studied
Conceived	Gathered	Ordered	Structured
Conducted	Generated	Organized	Suggested
Controlled	Graded	Oversaw	Supported
Counted	Graduated	Participated	Surpassed
Compared	Illustrated	Performed	Taught
Contracted	Increased	Pinpointed	Tested
Coordinated	Influenced	Planned	Trained
Counseled	Implemented	Prepared	Updated
Created	Improved initiated	Presented	Utilized
Defined	Innovated	Produced	Used
Delivered	Installed	Programmed	Won
Delegated	Instructed	Proved	Wrote

## Cover Letter Outline

**Date** (that you are mailing it)

**Inside Address:** This is also the address you will send your materials to if you don't drop them off personally.

Chippewa County 4-H Leader's Council  
Chippewa County Courthouse  
Attn: Trip and Award Application  
711 N Bridge Street, Room 13  
Chippewa Falls, WI 54729

**Salutation:** Greeting to individual receiving the letter followed by colon

**Paragraph 1:** What are you sending and why are you sending it? Include your objective (what trip you are applying for)

**Paragraph 2 - 4:** This is the "Why me?" section. Explain in no more than 3 paragraphs why you are qualified to represent Chippewa County 4-H. Ask yourself what distinguishes you from other applicants. Share why you are interested in attending/receiving the trip or award. If you want to go on a trip, you might also share what you will bring back to Chippewa County and your club. **Give examples to help explain your statements.**

**Final paragraph:** Close the letter. Thank the committee for considering your resume and other application materials.

**Signature:** Sincerely, Type your name 3 or 4 lines down and then sign with your signature above the typed one.

**\*\*\* A reference or adult recommendation from a family member will not be accepted.**

## **SAMPLE COVER LETTER**

November 1, 2018

Chippewa County 4-H Leader's Council  
Chippewa County Courthouse  
Attn: Trip and Award Application  
711 N Bridge Street, Room 13  
Chippewa Falls, WI 54729

Dear Award and Recognition Committee:

It is my pleasure to submit my resume and application materials to be considered as a delegate for Citizen Washington Focus.

This is my seventh year as a Chippewa County 4-H member. I have been active with my projects and as a member of my club, Badger Buddies. My enclosed resume highlights my 4-H involvement. Participation in these 4-H activities and events made me interested in representing Chippewa County on this trip.

4-H has provided me with some great experiences. I have increased my communication skills by participating in Fine Arts Festival doing drama and speaking contests and serving as the president and secretary of my club. I have learned to give back to my community by helping with our 4-H club highway clean up, helping at the June Dairy Days Meal and assisting in the Clover College.

For the past two years, I've served as a camp counselor for winter and summer camps. I enjoyed getting to know other 4-H members in Chippewa County and Dunn County. My involvement made me want to experience more in 4-H, especially beyond Chippewa County. Other members who have attended larger trips told about the great leadership and learning opportunities that are part of these trips. If I am chosen for the Citizen Washington Focus trip, I would proudly represent Chippewa County. I would also tell other 4-H members in my club and county about my experiences and encourage them to attend.

I hope to attend Citizen Washington Focus to learn more about 4-H, to meet other people and to increase my leadership skills. My past experiences representing Chippewa County, enthusiasm to be involved and my willingness to share what I learn with others makes me a great candidate. Thank you for considering my application. I look forward to hearing from you.

Sincerely,

*Mary Jane Citizen*

Mary Jane Citizen

## RESUME OUTLINE

On a separate page, create your 4-H resume using the following format (a sample is on the next page). The resume can be more than one page.

NAME

Address Line 1

Address Line 2

Phone Number

Preferred E-Mail Address

- Objective:** In one sentence, which trip or award are you applying for?
- Education:** School or college name, then Freshman, Sophomore, etc.
- Leadership:** List all 4-H and non-4-H leadership roles and years held. Provide a short explanation of your skill development in your leadership roles.
- 4-H Projects:** List all projects in which you are or have been enrolled and the number of years enrolled. Provide a short explanation of your accomplishments (remember, accomplishments are not trophies and ribbons!) in the projects and what knowledge and skills you learned as a result.
- 4-H Activities:** List all prominent 4-H activities and the number of years participated. Provide a short explanation of your role and/or responsibilities in the activities and what knowledge and skills you learned as a result.
- School & Community:** List all significant school and community activities including 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 the activities and what knowledge and skills you learned as a result.
- Service Learning:** List all valuable 4-H and non-4-H service learning projects and the number of years participated. Provide a short explanation of your role and/or responsibilities in these service learning events and what knowledge and skills you learned as a result.
- Achievements:** List all awards, honors, and other special successes and year received.
- Reference:** Two (2) references – one 4-H Leader and one non-relative adult. List on separate sheet, which includes contact information.

## **SAMPLE RESUME**

Mary Jane Citizen  
1776 Patriot Lane  
Chippewa Falls, WI 54729  
715 – 987-6543  
[fakeemail@gmail.com](mailto:fakeemail@gmail.com)

**Objective:** Seeking an interview for the Citizenship Washington Focus Trip

**Education:** Chippewa Falls High School; Freshman, to graduate in 2022.  
Badger Buddies 4-H club, member 8 years

**Leadership:** Chippewa County 4-H Leaders' Council, Reporter, 2015 – Present  
Badger Buddies 4-H Club, Treasurer, 2016 - 2018  
Chippewa Falls High School Student Council, 2017 – Present  
Kamp Kenwood Camp Counselor, Summer 2016, 2017  
YELL Conference Planning Committee, Chair 2015- 2017

Through these leadership roles my communication and organizational skills have really developed. I have been able to speak comfortably in groups; large and small. I also listen carefully and can restate ideas and thoughts. My organizational skills have grown through planning and running effective meetings, and planning budgets and managing money.

**4-H Projects:** Youth Leadership, 2014 – Present  
Archery, Youth Leader, 2015 – Present  
Food and Nutrition, 2010 – 2015  
Photography, 2011 – 2018

I have learned that being a good leader does not mean being the biggest boss but a good listener, encourager, and co-worker. I have learned patience with others and myself during archery and food and nutrition. You cannot learn by only watching, you need to participate and take some risks to learn.

**4-H Activities:** Fine Arts Festival, 2011 – Present  
Clover 4-H Grandparents' Dinner, 2011 – Present  
Wisconsin 4-H & Youth Conference, 2017  
4-H Canoe Camp, 2014, 2015  
Dairy Judging, 2016, 2017

Communication is a skill that was really improved through my 4-H activities. Speaking contests and drama have helped the enunciation, clarity, volume, and tone, while the dinners and conferences help improve my responsiveness and attentive listening skills.

**School & Community:**

Fellowship of Christian Athletes, Organizer, 2017 -  
YMCA Drop-In Child Care, Child Care provider, 2017 – Present  
Synod Youth Board, 2018  
Chippewa Falls High School Swim Team, 2017 - Present  
Chippewa Falls High School Wrestling Manager, 2018

Being part of a team is an important skill that I am improving by being part of these activities. I have been a leader. I have learned how to organize people. I have a better understanding of why people get involved and human needs.

**Service Learning:**

Ronald McDonald House, Blessing Bags, 2018  
Feed My People, Bagging 2013 – 2018  
Adopt – A – Grandparent, Nursing Home, 2012 – 2018  
Agnes Table, Twice a year, 2016 – 2018

I have made community connections and contacts by scheduling, getting suggestions for service, visiting sites, and talking to directors. I have talked to people who are receiving the service and how it affects them. I have learned much about how to be involved in things that really matter to our community.

**Achievements:**

Outstanding Record Book Award, 2015 – 2018  
Wisconsin 4-H & Youth Conference Delegate, 2016, 2017  
Chippewa Falls High School, Honor Roll, 2018

## **References For:**

Mary Jane Citizen  
1776 Patriot Lane  
Chippewa Falls, WI 54729  
715 – 987-6543  
[fakeemail@gmail.com](mailto:fakeemail@gmail.com)

Ms. Karen Buffalo  
Shift Manager  
YMCA Drop In Child Care  
100 Main St.  
Chippewa Falls, WI 54729  
987-654-3210  
[notmyemail@gmail.com](mailto:notmyemail@gmail.com)

Ms. Buffalo is my current supervisor at the YMCA.

Mr. David Clover  
911 Lifesaver Lane  
Chippewa Falls, WI 54729  
715-715-0123  
[stolen@identity.com](mailto:stolen@identity.com)

Mr. Clover is the 4-H club leader for Badger Buddies 4-H Club.

Imma Swimmer  
Swim Coach  
Chippewa Falls High School  
808 Coleman Ave.  
Chippewa Falls, WI 54729  
517-123-9876  
[butterfly@backstroke.com](mailto:butterfly@backstroke.com)

Miss Swimmer is the head coach of the Chippewa Falls Swim Team.

## Interview Process

### Prior to Interview

- Member will be informed of the interview by e-mail.
- Member schedules their own interview using Google Forms, which will be sent with the notification e-mail.

### Day of Interview

- Member should arrive 10 minutes prior to interview.
- Member should be dressed appropriately for interviews.
  - Dress pants and shirt
  - Skirt or dress (nothing fancy)
  - Clean
  - Consider 4-H dress code on trips
- Member should bring their most recently completed record book (1 year).

Two or three adults will conduct interviews individually with members.

- Each team of interviewers will consist of members of the awards committee and community leaders.
- Interview teams will remain the same for each trip.
- Parents will not be in the interview rooms.

The same interview questions will be asked of each member being interviewed for that specific trip.

Interviewers may be taking notes during the interview to help them remember what was shared.

Each interviewer will be asking questions.

Types of questions members should be ready to talk about:

- Personal growth because of 4-H involvement
- Personal experiences in 4-H
- 4-H leadership opportunities
- How you would handle certain social situations
- Problem solving



## **Chippewa County 4-H Award and Recognition Self-Evaluation Checklist**

NOTE: This checklist is required for application to demonstrate that you have done self-evaluation of your application.

Please check the box if you agree with the statement. Then complete the statement at the bottom of the next page with specific reasons and details.

### **Cover Letter**

- My cover letter is in business letter format with 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, not handwritten.
- I have expressed emotion in my cover letter.
- I go more “in-depth” about my knowledge and skills highlighted in my resume in my cover letter.
- My cover letter is tailored for this particular event.
- My cover letter is arranged in a “story-like” format.
- I used “I” in my cover letter.

### **Resume**

- I arranged my resume in an organized logical manner.
- My resume is in chronological order.
- My resume has a good balance of text and white space.
- My resume includes a short explanation in paragraph form of what I learned where indicated.
- My resume is typed, not handwritten.
- I used action words to describe my accomplishments and experiences.
- I used the same 1 – 2 appropriate fonts throughout my resume.
- This resume is representative of me. I have “made it my own” by adding my own personality to it.
- My resume is tailored for this particular event.
- 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 to receive a trip or award and received their permission to include their information on my reference sheet.
- I included the adults’ names, titles, addresses, phone numbers, and emails, as appropriate.
- In one sentence told how the person serves as a good reference for me or is knowledgeable 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 Trip/Award application process.

**Overall**

- I have completed every component of the application materials.
- I was concise, but I also included specific details.
- Unless instructed otherwise, I wrote in paragraphs with complete sentences.
- I feel it is reflective and thoughtful.
- It is representative of my most significant 4-H experiences to date.
- I took time to complete my cover letter and resume with care.
- It is an example of my best-written communication skills.
- It includes evidence of accomplishments, leadership, improvement, reflection, and learning.
- I know my cover letter and resume has few spelling or grammar errors because not only did I proofread it, but so has another trusted adult.

I think the strengths of my cover letter and resume are:

My cover letter and resume can improve in these ways:

## 4-H Youth Award and Recognition Preference Form

Name \_\_\_\_\_

Age: \_\_\_\_\_

Club \_\_\_\_\_

Grade entering this fall \_\_\_\_\_

Please check the appropriate boxes – PUT A CHECK ON EVERY LINE. If applying for more than one trip, please rank them in order from 1 – 3, one being most interested in.

<b>Awards:</b>	<b>I would like to apply this year.</b>	<b>I have received this award in the past.</b>	<b>I do not want to apply this year.</b>
Space Camp			
Wisconsin 4-H & Youth Conference			
American Spirit East Leadership Program			
American Spirit West Leadership Program	N/A	N/A	N/A
Citizen Washington Focus			
National 4-H Congress			
National 4-H Conference			
National 4-H Dairy Conference			
Key Award			

If selected for any trip or award, I agree to conduct myself in an appropriate manner, cooperate with everyone in the delegation, and endeavor to learn as much as possible. I understand that a cash deposit will be required for my trip before I will be accepted as an official delegate for any of the educational trips. I also understand that if I cancel my participation without adequate time for the Chippewa County 4-H Leaders' Council to find a qualified alternate, my deposit may be non-refundable, so as to cover the costs incurred.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ (name of son or daughter) has my permission to apply to be a 4-H delegate/award recipient under that above conditions. If selected, I will have him/her attend the orientation meeting and meet the agreed-upon obligations.

**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**4-H Club Advisor/Leader:** A member in your club is applying for a 4-H award/trip this year. Please indicate that this member is in good standing in the local 4-H Club, and if you wish, tell why this member is deserving of an award/trip and how the member might benefit from the award/trip.

This member is in good standing in our 4-H club. \_\_\_\_ Yes \_\_\_\_ No

**Club Leader Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## ADULT RECOMMENDATION FORM

(NOT A PARENT OR RELATIVE)

Name of 4-H Member \_\_\_\_\_

As part of the selection process for Chippewa County 4-H Awards and Trips, the selection committee is seeking recommendation and information for candidates. Please give us your input regarding the following areas:

Area	Excellent	Good	Fair	Poor	Unknown
Leadership Qualities					
Maturity					
Participation in 4-H Program					
Responsibility					
Positive Attitude					

Please share why the applicant is deserving of the 4-H award or trip. 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. Use the back if more space is needed.

Signature of adult recommending 4-H youth leader: \_\_\_\_\_ Date \_\_\_\_\_

**Recommendation must be sent directly to:**

Chippewa County UW Extension Office  
4-H Award and Trip Recommendation  
711 N. Bridge Street, Room 13  
Chippewa Falls, WI 54729

**Deadline Date: November 1st**

This will be sent out after selection process has been completed. Youth may complete all five opportunities. For each opportunity completed, youth will be reimbursed 10% the cost of the trip by the 4-H Leader's Council.

### **Trip Promotional Plan Form**

After accepting a trip opportunity, trip delegates have the opportunity to earn 10% of their trip cost for each of the following items before the next award/trip cycle which starts November 1<sup>st</sup>. The trip delegate is responsible for completing the Trip Promotional Plan Form and turning it in to the Extension Office by October 1<sup>st</sup> to receive reimbursement.

1. Achievement in 4-H: completed record book, attendance, demonstration, exhibit at fair.
2. Work an assigned shift in the 4-H Leader's Food Stand at the County Fair.
3. Present your trip experience at two 4-H Club meetings or county events.
4. Create and display/publish one 4-H marketing item such as a news release, poster, display, etc.
5. Participate in at least one county activity beyond the fair.

	<b>In return for the 4-H Leaders' Council Financial Support, I</b>	<b>Date</b>	<b>Signature</b>
1.	Completed a 4-H Record Book		
2.	Worked in Food Stand at County Fair		
3.	Talked at 2 4-H Clubs or other county-wide meeting to promote the 4-H Award and Trip Program	1. 2.	
4.	Created and displayed/published one 4-H marketing item such as a news release, poster, display, etc.		
5.	Actively participated in one countywide event, in addition to the fair food stand, Award and Trip Workshop		

**DUE BY October 1 with Reimbursement Form IF YOU TRAVELED ON A 4-H TRIP IN 2019**