2015 4-H Key Award Application

4-H Key Award is the highest 4-H recognition you can receive. 4-H Key Award applicants must have consistent 4-H growth, be in 9th grade or older, must have completed at least 3 years of 4-H and 1 year of youth leadership and contributed to service to their club, community, and county.

All materials are due Thursday, March 5, 2015.

Interviews: Sunday, March 15, 2015 starting at 1:00p.m.
at the James P. Coughlin Center

(If you know ahead of time that you cannot make this date/time because of another pressing event, please call Matt Welter at 920-232-1974 to make arrangements with the committee.)

This packet contains:
Page 2: Tips for Creating Cover Letter and Resume
Page 3: Cover Letter Outline
Page 4: Sample Cover Letter
Page 5: Resume Outline
Page 6: Sample Resume
Page 7: Application Questions
Page 8: Adult Recommendation (non relative) from a 4-H reference.
Page 9: Adult Recommendation (non relative) from a non 4-H reference (teacher, community leader, etc.).

WHAT YOU WILL TURN IN BY March 5, 2015

- A cover letter.
- A resume.
- Answers to the Application Questions.
- Your past 5 years (if applicable) of 4-H Record Books.

The two Adult Recommendations will be sent directly to the Extension Office to be included with your application. Ask for these early to give the writer enough time to complete and return the recommendation! It would be helpful to include a pre-addressed envelope with your recommendation form when giving it to the person writing the recommendation.

If you have any questions regarding the application process you can contact the office at 920-232-1974 or email Matt Welter at matthew.welter@ces.uwex.edu

Matt Welter
4-H Youth Development Educator
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 cover letter and resume cannot be handwritten.

♦ **Plan ahead.** Go through each part of the resume and cover letter and put your thoughts together. Translate your skills into action oriented, concise, descriptions. 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 have you personally changed as a result of your 4-H experience?

♦ **Order is important.** Resumes are typically put together in the order that it happened. Arrange information chronologically within the following sections: 4-H Summary, 4-H Activity Involvement and Other Activities. See sample resume for example or check out the following website: [http://resume.monster.com/](http://resume.monster.com/) [http://jobstar.org/tools/resume/](http://jobstar.org/tools/resume/)

♦ **Layout, design and abbreviations.** Your cover letter and resume should be easy to read and understand. Arrange your resume as illustrated in the sample copy provided. Choose a common and appropriate font, such as Arial or Times New Roman. Your font size should be no less than 11 point and no more than 14. Use the same font throughout your document. Use 1” margins at the top, bottom and on both sides of your page. Avoid using too many abbreviations, as not everyone is familiar with them. If you do use an abbreviation, please include what it means in parenthesis after it. The resume should be no more than 2 pages.

♦ **Individualize it.** This is YOUR resume and cover letter. Add your own personality to it.

♦ **Proof it.** Your documents should be free of errors. Use spell check and follow up by having at least two other people proofread your cover letter and resume. This is where many people make minor mistakes. Don’t lose points in the process by forgetting to proofread your documents!

♦ **Ask for help if you need it.** Don’t hesitate to ask! My office number is 920-232-1974 and my email is matthew.welter@ces.uwex.edu. If it’s past office hours, leave a message with a time that will be good to get in touch with you. Make sure to ask questions or get clarification if you don’t understand something.
DATE (that you are mailing it)

Winnebago County UW-Extension Office
Attn: 4-H Key Award Selection Committee
625 E Cty Rd Y, Suite 600
Oshkosh WI 54901

Dear Selection Committee:

PARAGRAPH 1:
What are you sending and why are you sending it?

PARAGRAPHS 2 - 4
This is the “why me?” section. Explain in no more than three paragraphs why you are qualified to receive the Wisconsin 4-H Key Award. Ask yourself what makes you stand out from other applicants. Also share why you are interested in receiving the 4-H Key Award. You may want to briefly highlight how your experience fits the key factors for the award of consistent growth, developed and applied leadership skills, and actively participated in your club, community, and county. Give examples to help explain your statements.

FINAL PARAGRAPH
Close the letter. Thank the committee for considering your application.

Sincerely,

Type Your Name Here As You Will Sign It Above
(Don't forget to sign your letter!)
February 20, 2015

Winnebago County UW-Extension Office
Attn: 4-H Key Award Selection Committee
625 E Cty Rd Y, Suite 600
Oshkosh WI 54901

Dear Selection Committee:

It is my pleasure to submit my resume and application to be considered as a recipient of the 4-H Key Award.

This is my seventh year as a 4-H member. I have been very active with my projects and as a member in my club, the Lucky Clovers. My enclosed resume and application highlights my 4-H involvement. Sharing my leadership skills at 4-H events at the club, county, and state level makes me a great candidate for this award.

I have had some great experiences in 4-H. I have increased my communication skills by participating in the county speaking contest, serving as secretary and president for my club, and attending 4-H Winter Leadership Camp. I have learned to give back to my community by helping with my club’s senior citizens holiday party and helping at 4-H Cloverbud Blast.

Last summer I attended Citizenship Washington Focus. I enjoyed getting to know other 4-H members from Winnebago County and other counties throughout the state. My involvement made me want to experience more in 4-H, especially beyond Winnebago County. I got involved in 4-H Arts Camp as an activity counselor. This was a test of many of my skills in action including communication, teamwork, responsibility, and leadership. I thoroughly enjoyed the experience and look forward to being involved in the future.

I hope to receive the 4-H Key Award. My past 4-H experiences including representing Winnebago County at district and state events, enthusiasm to be involved, and my willingness to share what I learn with others make me a great candidate. Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Chris Clover

Chris Clover
RESUME OUTLINE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
PHONE NUMBER
E-MAIL (if applicable)

EDUCATION
Current school or college name, then freshman, sophomore, etc.

4-H SUMMARY
4-H club name, years in 4-H
List projects in which you are or have been enrolled (no more than 10).
Include the number of years you have been or were a member of the project.

4-H ACTIVITY INVOLVEMENT
Summarize the most significant activities that you have participated in
and the number of years you participated. Include all levels of involvement that you have including club, county, district, state.

SKILL DEVELOPMENT
Explain what you have learned as a result of participation in 4-H
projects and activities. What skills have you developed as a result of these experiences?

PERSONAL DEVELOPMENT
Explain what personal attributes you have gained as a result of participation in 4-H projects and activities.

OTHER ACTIVITIES
In this section, include school activities, work experience, special activities and the number of years you participated.
SAMPLE RESUME

Chris Clover
425 Clover Lane
Oshkosh WI 54901
920/999-9999
4hrocks@tnt.com

EDUCATION
Green Meadow High School, 11th grade

4-H
SUMMARY
Lucky Clovers 4-H Club, 6 years
Horse and Pony and Foods and Nutrition, 6 years
Arts and Crafts, 5 years
Poultry, 3 years
Flowers, 2 years

4-H ACTIVITY
INVolVEMENT

<table>
<thead>
<tr>
<th>Club</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstration, 5 years</td>
<td>County Fair Exhibitor, 5 years</td>
</tr>
<tr>
<td>Pizza Seller and Maker, 5 years</td>
<td>Speaking Contest, 5 years</td>
</tr>
<tr>
<td>Club Fundraiser, 5 years</td>
<td>Horse Committee Volunteer, 4 years</td>
</tr>
<tr>
<td>Sr. Citizens Holiday Party, 5 years</td>
<td>County Fair Helper, 2 years</td>
</tr>
<tr>
<td>Club Float, 3 years</td>
<td>Officer Training, 1 year</td>
</tr>
<tr>
<td>Club Secretary, 1 year</td>
<td>Horse Bowl, 1 year</td>
</tr>
<tr>
<td>Citizenship Washington Focus Delegate, 1 year</td>
<td></td>
</tr>
</tbody>
</table>

District
4-H Winter Leadership Camp, 1 year

State
Horse Bowl, 1 year
4-H Arts Camp, 1 year

SKILL
DEVELOPMENT
* Knowledge of healthy food choices.
* Knowledge of various food preparation options including microwaving, cooking, baking, and slow cooking.
* Knowledge of horse nutrition, horse knowledge, fitting, training, and showing in both English and Western.
* Knowledge of poultry nutrition, grooming, background, and showing.
* Basic knowledge of various flowers and care needed.
* Cultural arts skills: drawing, painting, macramé, leather craft, and stenciling.

PERSONAL
DEVELOPMENT
* Effective communication skills including spoken and written.
* Ability to work well with others including youth and adults.
* Ability to work toward personal goals from start to finish.
* Effectively works well in team situations, including showing and sportsmanship.

ACTIVITIES
* Summer Soccer, 6 years
* Church Volunteer, 5 years
* Library Reading Club, 4 years
* Honor Roll, 2 years
* Chorus, 2 years
QUESTIONS FOR ALL APPLICANTS
To help the selection committee gain a better sense of your qualifications, please type your answers to the following questions.

1. Based on your experiences in 4-H, what is an important concern of youth that you feel 4-H has helped you deal with positively? What has 4-H specifically done to help you in dealing with this concern? Could changes be made for 4-H to help even more? How would your proposed change help?

2. National 4-H Council is collecting stories about “The Revolution of Responsibility.” These are stories about 4-Hers making a difference, leading positive change, and making an impact in your community. Share your story about making a difference in 4-H. This could be participating in or leading a community service activity in your 4-H club or helping a younger 4-H member with a project. To see examples go to the video at https://www.youtube.com/watch?v=WC90-fGzGuo

3. 4-H teaches life skills – skills that you learned in 4-H (your club, a project, an activity). These skills include communication (public speaking & listening), organizational skills, decision-making, self-confidence, ability to work with others (teamwork), time management, and record keeping. Write about what life skill or skills you have learned through 4-H, including how you have learned those skill(s). To find out more life skills that 4-H teaches, go to http://florida4h.org/clubs/files/101.9_Targeting_Life_Skills.pdf

4. Please share anything else you think will give the selection committee insight into who you are, what your 4-H experience has been and why you should be considered for the 4-H Key Award.

List up to three people that you’d like to present this award to you.
NON 4-H REFERENCE FORM

Name of 4-H Member: ________________________________

As part of the process for selecting youth for the Wisconsin 4-H Key award, the selection committee is seeking recommendation information for each candidate. The 4-H Key Award is awarded to members with consistent 4-H growth, 9th grade or older, must have completed at least 3 years of 4-H and 1 year of youth leadership, and contributed to service to their club, community, and county. It is the highest 4-H recognition a member can receive.

Please provide your input regarding the following areas:

- Leadership qualities
  - Unknown
  - Poor
  - Fair
  - Good
  - Excellent

- Maturity
  - Unknown
  - Poor
  - Fair
  - Good
  - Excellent

- Participation in 4-H program
  - Unknown
  - Poor
  - Fair
  - Good
  - Excellent

- Responsibility
  - Unknown
  - Poor
  - Fair
  - Good
  - Excellent

- Positive attitude
  - Unknown
  - Poor
  - Fair
  - Good
  - Excellent

- Potential for future success
  - Unknown
  - Poor
  - Fair
  - Good
  - Excellent

Please provide additional comments in the space below, on the back, or on an attached sheet:

Print Your Name: ________________________________  Title: ________________________________

Signature: _________________________________________  Date: ________________________________

PLEASE RETURN THIS FORM TO THE ADDRESS ABOVE BY MARCH 5, 2015.

Winnebago County 4-H Youth Development is a program of the Winnebago County UW-Extension.

THANK YOU!

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements.
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