

Vernon County 4-H Trip Awards

Thank you for your interest in applying for a Vernon County 4-H Trip Award. As you read through this packet, you will find all the information you need to be successful during the selection process. The Vernon County 4-H Leader Parent Federation generously funds 50% of the cost of these trips for 4-H members in good standing. Additional funding may be available if there is financial hardship. Contact Colleen for a confidential discussion. Representing Vernon County on state and nation wide trips is a rewarding opportunity, but it comes with great responsibility. We expect professional behavior from all applicants throughout the entire application and interview process. All Trip Award Applications are due to the UW-Extension Office by **November 1st**.

Items included in Packet:

- Trip Awards and Qualifications
- 4-H Trip Award Application Checklist
- Sample Cover Letter
- Sample Resume
- 2 Reference Forms
- Potential Interview Questions
- Trip Award Application Rubric
- Trip Award Interview Rubric
- Frequently Asked Questions

Complete Application Includes:

- Cover Letter
- Resume
- 2 Reference Forms mailed to the UW-Extension Office by non-related references

Applicants who have been selected for an interview will receive a letter from the recognition committee, confirming the time and date of the interview. If you have questions, feel free to contact the UW-Extension Office at (608) 637-5276.



Trip Awards and Qualifications

➤ Citizenship Washington Focus – Washington D.C. Vernon Co. Delegates = 2

Approximately 200 Wisconsin 4-H Youth are selected to attend this leadership program held at the National 4-H Center in Washington D.C. 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, tours, and social events.

Qualifications:

- 10th-12th grade at time of selection. Minimum age 15 during trip.
- Be selected at the county level.
- Carry county approval through time of award trip.

Costs:

- The total fee for CWF trip is *approximately* \$1,200. (Fee dependent on bus/fuel costs).

➤ National 4-H Congress – Atlanta, Georgia Vernon Co. Delegates = 2

National 4-H Congress is the flagship event of the 4-H program. For over 89 years, youth from around the United States and its territories have participated in this youth leadership development conference. The Congress provides youth with a quality educational and cross-cultural experience that exceeds what any state independently provides. It is designed to address the needs and issues of youth while helping to develop capable, competent, and caring citizens. Approximately 1,300 members of 4-H Youth Development Programs from around the country and Puerto Rico gather in Atlanta, Georgia to learn new skills in leadership, community service and multi-cultural integration. In addition to attending assemblies and workshops, they participate in discussion groups on issues facing our country today and moderate a town hall meeting at which they share the results of those discussions.

Qualifications:

- Be in 10th-12th grade at time of selection. Maximum age 18 as of January 1st.
- Be selected at the county level.
- Carry county approval through time of award trip.

Costs:

- The total cost of the National 4 H Congress is *approximately* \$1,200.

➤ National 4-H Conference – Washington D.C. Vernon Co. Delegates = 1

Six youth are selected to attend this working conference held at the National 4 H Center. Each participant selects an issue (for example - education, promotion, environment, violence, etc.) and works with other youth from across the country to develop plans that help 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 and touring.

Qualifications:

- Be in 10th-12th grade during the program. Maximum age 18 as of January 1st.
- Be nominated at the county level.
- Carry county approval through time of award trip.

Costs:

- The total cost of the National 4 H Conference trip is *approximately* \$ 1,200.

➤ **National 4-H Dairy Conference – Madison, WI**

Vernon Co. Delegates = 1

About 200 youth from 4-H dairy projects around the U.S. and Canada congregate in Madison, Wisconsin for the National 4-H Dairy Conference held annually in conjunction with World Dairy Expo. Participants learn about production, processing, marketing and use of dairy products, and develop a broader understanding of careers available in dairy production, biotechnology, genetics, marketing, and other selected areas. The conference consists of participatory workshops on the University of Wisconsin campus, speakers, tours, and visiting the World Dairy Expo.

Qualifications:

- Must have participated in the 4-H dairy project for at least three years, including the current year.
- Be in 10th-12th grade during the program. Maximum age 18 as of January 1.
- Have outstanding dairy accomplishment records.
- May not exhibit animals at World Dairy Expo or participate in National 4-H Dairy Cattle Judging Contest while at National 4-H Dairy Conference.

Costs:

- The total cost is TBD. Wisconsin 4 H Foundation supports a portion of the cost. The remainder is the responsibility of the delegate.

➤ **WI State 4-H & Youth Conference – Madison, WI**

Vernon Co. Delegates = 10

Approximately 700 youth attend this educational event in Madison, Wisconsin each summer. Participants take part in educational 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.

Qualifications:

- Be in 7th-10th grade at the time of selection.
- Be a 4-H member or member of another Extension program.
- Carry county approval through time of award trip.

Costs:

- The registration cost for Wisconsin 4 H & Youth Conference is approximately \$240.

➤ **Wisconsin 4-H Key Award**

Vernon Co. Delegates = 1

The Wisconsin 4-H Key Award Program recognizes a select group of 4-H participants who have demonstrated consistent growth in their 4-H involvement, developed and applied their leadership skills and actively participated in the functions of their 4-H club and community. Selection should be based on an evaluation of the candidate's total 4-H record (membership, projects, activities, leadership, personal development and county 4-H and community involvement.).

Qualifications

- Be at least in 9th grade or older, and must have completed at least three years of 4-H and one year of youth leadership.

4-H Trip Award Application Checklist

Deadline for Recognition Award Application: **November 1st**

_____ Cover Letter (*Typed & Signed*) Your cover letter should be in proper letter format and include the following information:

- *The 4-H club you belong to*
- *How long you have been a member*
- *How well you attend club meetings*
- *Offices you have held*
- *Project experiences, especially those related to leadership*
- *Other leadership experiences*
- *Reasons that you want to attend the trip you are applying for*
- *How you will share what you learn from your trip*

_____ Resume (*Typed*)

_____ Two Reference Forms (**Reference forms and stamped envelope addressed to the UW-Extension Office need to be given to references by September 15th to give them ample time to complete and return to the office.**)

- One reference from a non-related 4-H general leader/project leader.
- One reference form to a non-related community member, such as a coach or teacher.

_____ Attend a “Putting Your Best Foot Forward” seminar to learn interviewing tips, especially if it is your first year applying. **Contact the UW-Extension Office for details.**

_____ Please understand that if you are selected for a 4-H award trip you are expected to:

- Be actively involved in your 4-H club
- Pay for ½ the cost – remember, if finances are a hardship, help is available! Contact the Extension Office, 637-5276 for confidential assistance
- Sell radio ads to area businesses as a way to promote 4-H opportunities and raise funds so future 4-H delegates can be awarded trips.

Sample Cover Letter

August 29, 2016

4-H Recognition Committee
UW-Extension Office Suite 392
318 Fairlane Drive
Viroqua, WI 54665

Dear 4-H Recognition Committee,

I am applying to be a representative for Vernon County at the Wisconsin State 4-H and Youth Conference. I feel attending the state conference would help improve my leadership, team building, and communication skills. I would use the knowledge I gained to help improve the leadership skills of the other youth in my club.

During my five years in 4-H, I have been an active member of the 4-H Express Club. Besides attending over 75% of the club meetings, I have held two officer positions. Last year I was Reporter, and I am currently serving as Vice President. During the past two years, I have learned how much work is needed to make our club run smoothly.

I have also participated in many projects in 4-H. Currently, I am a youth leader for the county swine project. I have helped other youth in my club with showing and fitting tips. As a youth leader, I helped at a Super Saturday event featuring livestock. I brought my barrows to demonstrate how to correctly fit a market hog, and I demonstrated showing tips for other youth to use during showmanship.

As I stated earlier, I hope to bring all the knowledge I gain at State 4-H and Youth Conference back to my club. I will also use the leadership knowledge I gained to help the other youth that participate in the swine project.

I have attached my resume to show my interest in representing Vernon County at the Wisconsin State 4-H and Youth Conference.

Respectfully yours,

(Applicants Signature)

Susie 4-Her

Sample Resume

Susie 4-Her
1122 Helpful Road
Viroqua, WI 54665
(608) 637-0000

- **Objective:**
 - Represent Vernon County at the Wisconsin State 4-H & Youth Conference.

- **Education:**
 - 8th Grade Student, Viroqua Middle School
 - Honor Roll, 3 years
 - Student Council
 - Band Member, Flute

- **4-H Experiences:**
 - 4-H Express Club Member, 5 years
 - Vice President, 2011
 - Reporter, 2010
 - Swine Project, 5 years
 - Help younger club member with showing and fitting tips
 - Presented showing and fitting tips at 2010 Livestock Super Saturday Event
 - Community Service Projects
 - Roadside Cleanup, 3 years
 - Blankets for newborns, 2 years
 - Planting flower beds at the Vernon County Fairgrounds
 - Space Camp, 2009

- **School and Community Activities:**
 - Member of the Prince of Peace Church Youth Group, 3 years
 - Basketball at Viroqua Middle School, 2 years
 - Member of the Westby Rod and Gun Club, 4 years

- **References:**
 - Sandy Happyweather
4-H Express Club Leader
(608) 637-1111

 - Frank Foul
Viroqua Middle School Basketball Coach
(608) 637-2222

2016 4-H Confidential Reference Check

Applicant's Name: _____

The above named individual has applied to be a Wisconsin 4-H delegate to _____ held in _____ on the following dates _____.

Your thoughtful evaluation of the applicant's ability to participate as a responsible delegate will be appreciated. All information is confidential. Thank you for your assistance.

1. Interpersonal Relations: As you observe this applicant in relationship to other people, is the applicant usually:
Please add comments that you believe would be helpful to the committee.

- Cooperative? ___ yes ___ no _____
- Respected? ___ yes ___ no _____
- Outgoing? ___ yes ___ no _____
- Sensitive toward others? ___ yes ___ no _____

2. A recurrent issue with 4-H trip delegates is lack of timely follow up (sharing at county level and selling radio ads) after they return from their trip. What knowledge and experience do you have with the applicant to address this concern?

3. 4-H Participation: ___ of 4-H club meetings attended in the last year.

4. In comparison with other youth you know, how would you rate the applicant in the following areas?

	Below average	Average	Above average
Emotional maturity	___	___	___
Leadership	___	___	___
Enthusiasm & energy	___	___	___
Self-confidence	___	___	___
Sense of humor	___	___	___
Creativity	___	___	___

4. Do you recommend this applicant for participation in the 4-H award trip applied for? __yes__no

Why or why not?

Signature _____ Date _____

Your relationship with the applicant _____

Please return this form by **November 1st** to: **4-H Recognition Committee, UW-Extension, 318 Fairlane Drive Suite 392 Viroqua, WI 54665**

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Self-confidence	___	___	___
Sense of humor	___	___	___
Creativity	___	___	___

5. Do you recommend this applicant for participation in the 4-H award trip applied for? __yes__no Why or why not?

Signature _____ Date _____

Your relationship with the applicant _____

Please return this form by **November 1st** to: **4-H Recognition Committee, UW-Extension, 318 Fairlane Drive Suite 392, Viroqua, WI 54665**

Possible award trip interview questions

Name: _____

Tell us something about yourself that was not included on your resume.

What is your favorite school or community activity? Why?

What other volunteer opportunities have you experienced? (church, etc.)

How do you describe 4-H to someone who does not know about 4-H?

How long have you been a member of your 4-H club?

What has been your attendance level at your 4-H meetings?

What is your favorite 4-H project? Why?

Tell us about any leadership positions you have held in your club?

How have you handled behavior issues at club level activities?

What leadership activities have you done with specific projects? What were those experiences like for you?

Have you done any leadership activities at the county level?

How will you/have you promote (d) these trips to other youth?

Tell us what you have learned from other trips you have attended (4-H or not).

On these trips, you will be with hundreds of new people. What excites you most about this opportunity? What makes you anxious?

What would you do if someone is not exhibiting appropriate behavior while you are on a trip (4-H related or not)?

Describe a situation where you needed to be flexible or you needed to resolve a conflict.

Why did you choose _____ to be your reference?

How has 4-H encouraged you to do service in or with your club, school, or community?

Give an example of how your service (4-H or otherwise) has impacted others to make a difference in your own life and/or in others' lives.

As a part of your responsibilities, you will have to sell radio ads. Do you see any issues with getting these sold in a timely manner?

If you have been on a trip, did you have any difficulties meeting the requirements for selling and recording radio ads?

A year from now, what do you hope to have achieved, learned, and/or accomplished from having this opportunity?

Possible Key Award Questions

How did you work to involve youth in your project?

How did you assist leaders with involving youth?

What specific leadership activities have you done?

What were some of your challenges (with your project)? How did you overcome these challenges?

What were your rewards (with your project)? How did you celebrate these rewards?

What 4-H trips, county, or national projects have you been involved with?

How did you get involved in your project(s)?

Revised 2013

	4 points	3 points	2 points	1 point
First Impression (Appearance and Greeting)	Overall appearance is very appropriate (clothing, grooming, casual business attire). Professional behavior and language with firm handshake.	Overall neat appearance (acceptable clothing, well groomed). Friendly and courteous behavior and language.	Appearance somewhat untidy (inappropriate choice of clothing and untidy grooming) Attempts to be friendly and courteous.	Very untidy appearance and inappropriate attire and accessories. No greeting or handshake given. Unacceptable behavior and language.
Body Language	Strong eye contact and proper posture throughout interview.	Good eye contact and good posture. Minimal fidgeting.	Somewhat nervous, lapses in eye contact. Obvious fidgeting.	Constant fidgeting. No eye contact.
Communication and Grammar and Use of Language	Speaking was clear and articulate with correct use of grammar. Demonstrated confidence.	Speaking was mostly clear and articulate with a good command of grammar. Used general words instead of details. Some pauses in speaking.	Speech is difficult to understand with some command of grammar. Some responses may need to be repeated. Spoke too loudly or too softly. Extremely nervous.	Speech is very difficult to understand with little command of grammar.
Response to Questions	Thorough answers (answers questions completely) Well-constructed, enthusiastic (but not overly so) responses. Asked appropriate questions.	Answers were acceptable and accurate; may have sounded rehearsed.	Attempted to answer questions completely. Gave brief responses with little confidence or enthusiasm. OR Answered in a manner that was not succinct or clear.	Inappropriate answers. Answered with 'yes' or 'no'. Failed to elaborate. Did not speak in complete sentences.

Interview: _____/16

To be considered for a trip, interviewee must score at least 12 points.

Trip: Yes No

Frequently Asked Questions

1. **I applied for a trip and just found out my Spanish Club trip is at the same time. What should I do?**
 - Contact the Recognition Committee as soon as possible to withdraw your application and/or to express interest in a different trip you qualify for.
2. **May I apply for more than one trip?**
 - Yes, you may apply for more than one trip, but will likely only be awarded one. The 4-H Budget is taken into consideration when the number of delegates is decided.
3. **Is Space Camp considered an award trip?**
 - No, Space Camp does not require a cover letter, resume, and interview. Space Camp is a specialty award trip requiring a registration form and a confidential 4-H Leader recommendation. Space Camp Selection is managed by the 4-H Educator.
4. **My family can't afford to send me on a trip I am interested in. What should I do?**
 - Contact Colleen, 4-H Youth Development Educator, for a confidential discussion.
5. **Do I have to pay my portion of the trip right away?**
 - If you're awarded a trip you will be sent a trip acceptance form which outlines expectations and payment due dates. Contact Colleen with any questions or concerns.
6. **I want to apply for an award trip, but I am not sure when my church camp or drivers education will be. What should I do?**
 - Applying and interviewing for an award trip is a good experience, whether or not you choose to accept the trip.
7. **Does the 4-H Educator select the award trip delegates?**
 - No, that decision is made by the Recognition Committee, a group of three 4-H volunteers who serve staggered three year terms.
8. **Who should I ask to be my references?**
 - Non-related community members including teachers, coaches, advisors, mentors, and church leaders.
9. **May I email my cover letter and resume?**
 - You should always use ink pen to sign (in cursive) your name. Email is unreliable and is discouraged.
10. **I try hard in school, but I'm not on the honor roll. Can I still apply for a 4-H award trip?**
 - Yes, absolutely! Being an honor student is not a requirement to earn a 4-H award trip.