

Vernon County 4-H Trip Awards

Background: 4-H members in good standing have the opportunity to expand their 4-H experiences well beyond the county level through 4-H Award Trips. Delegates on 4-H award trips are representing Vernon County 4-H. Therefore there is a selection process in place to ensure that youth who are representing Vernon County 4-H are prepared for the opportunity and will complete their obligations for the privilege of being a delegate. Our goal in 4-H is to teach life skills, and applying for a 4-H trip award is an opportunity for youth to begin to build skills in completing an application and interviewing. As youth grow older, they will use these skills to apply for other opportunities and, eventually, employment.

This packet contains complete information on available trips and steps to apply for an award trip. 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, and it comes with great responsibility. We expect appropriate 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 Description, Qualifications & Costs

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

Approximately 120 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.
- Delegates may only attend once as a youth.

Costs:

- The total fee for CWF trip is *approximately* \$1,400.

➤ 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 \$ 1,300.

➤ **WI 4-H & Youth Conference – Madison, WI** **Vernon Co. Delegates = 10**

Approximately 600 youth attend this pre-college educational event on the UW-Madison campus 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 \$250.

4-H Trip Award Application Checklist

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

_____ Cover Letter (*Typed & Signed*) Your cover letter should include the following information:

- *The 4-H club you belong to and how long you have been a member*
- *Your club meeting attendance record*
- *Offices you have held*
- *Project and other leadership experiences*
- *Why 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 – It's important that your references are not people you're related to—your mom, dad, cousin, aunt, etc.

- 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.

Send reference forms (and stamped envelope addressed to the UW-Extension Office) to your references by September 15th to give them time to complete and return to the office

_____ Contact Colleen Pulvermacher, 4-H Educator, at the UW-Extension Office (637-5276) for assistance with the application and/or help preparing for the interview if needed.

_____ 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

September 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 attend the 4-H and Youth Conference. Attending the state conference would help improve my leadership skills. I will use what I learned to be a better leader in my club. I am kind of shy and hope to learn how to be a stronger leader.

I've been in 4-H for five years, I have been an active member of the 4-H Express Club. I've attended most of the club meetings, and I am Vice President now.

I have many projects in 4-H. Currently, I help with the county swine project. I have helped other youth in my club with showing and fitting tips. 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.

Sincerely,

(Applicants Signature)

Sasha 4-Her

Sample Resume

Sasha 4-Her
12345 Valley Road
Viroqua, WI 54665
(608) 637-0000

- **Objective:**
 - Attend 4-H & Youth Conference.

- **Education:**
 - 9th Grade Student, Viroqua Middle School
 - Band Member, Drums
 - Forensic Team

- **4-H Experiences:**
 - 4-H Express Club Member, 5 years
 - Vice President, 2016-present
 - Reporter, 2014-16

 - Swine Project, 5 years
 - Help younger club members with showing and fitting tips
 - Presented showing and fitting tips at Livestock Super Saturday Event

 - Community Service Projects
 - Valentines for Veterans, 3 years
 - Blankets for newborns, 2 years
 - Planting flower beds at the Vernon County Fairgrounds

 - Space Camp, 2015

- **School and Community Activities:**
 - Member of Unitarian Church Youth Group, 3 years
 - Basketball at Viroqua Middle School, 2 years
 - Member of the Viroqua Community Theatre, 4 years

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

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

2017 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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Please add comments that you believe would be helpful to the committee.

- Cooperative? ___ yes ___ no _____
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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.

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	Below average	Average	Above average
Emotional maturity	___	___	___
Leadership	___	___	___
Enthusiasm & energy	___	___	___
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 other volunteer opportunities have you experienced? (church, etc.)

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

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

What is your favorite 4-H project? Why?

Tell us about any leadership experiences 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 behaving appropriately 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 sell radio ads. How will you approach this responsibility?

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?

Revised 2017

	4 points	3 points	2 points	1 point
First Impression (Appearance and Greeting)	Overall appearance is very appropriate (well dressed & groomed). Mature behavior and language, 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	Consistent 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-thought out, poised, enthusiastic 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

Trip: Yes No

Revised 2017

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?**
 - Help is available! 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 great learning experience, whether or not you choose to accept the trip.
7. **Does the 4-H Educator select the award trip delegates?**
 - No, review of applications, interviews and selections are 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 (no family members) community members including teachers, coaches, advisors, mentors, and church leaders. Always ask people before you list them as a reference!
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.

Updated 2017