

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 will be based on an evaluation of the ***candidate's total 4-H career*** (membership, projects, activities, leadership, personal development and county 4-H and community involvement) and their ability to tell their story through an interview process.

Qualifications: Be in 11<sup>th</sup>-13<sup>th</sup> grade, and completed at least three years of 4-H and one year of youth leadership.

**Application Checklist**

Deadline: Must be received at the UW-Extension Office by 11-1-17.

\_\_\_\_\_ Cover Letter (Typed & Signed) The Recognition Committee will be looking for an explanation of your personal leadership growth through your involvement in 4-H, so the importance of a well written cover letter, which may exceed one page, highlighting your 4-H career cannot be overstated. In writing your 4-H story in your cover letter, consider:

-Your 4-H club, length of membership, participation in club, county and project meetings/activities)

-Project experiences, especially those related to leadership. Consider:

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

In what way did you involve youth?

What specific leadership activities have you done? What did you learn from those experiences?

What challenges did you encounter and how did you overcome them?

What were your rewards (with your project)?

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

-Other leadership experiences

\_\_\_\_\_ Resume (Typed, more than one page---length not restricted)

\_\_\_\_\_ Three confidential letters of recommendation (see next page)

- Two recommendations: one from a non-related 4-H general leader; one from a project leader or other 4-H volunteer.
- One recommendation from to a non-related community member, such as a coach or teacher.

\_\_\_\_\_ As needed, contact the UW-Extension Office for support in preparing application materials or for tips on writing and/or interviewing.

2017 4-H Confidential Letter of Recommendation

Dear \_\_\_\_\_

\_\_\_\_\_ has applied for the 4-H Key Award. The Wisconsin 4-H Key Award.  
(applicant name)

The 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.).

Your thoughtful evaluation of the applicant's qualifications for the Key Award, the highest award given in 4-H, is valued and appreciated. All information is confidential. Thank you for your assistance.

In addition to this form, please attach a one page letter of recommendation focusing on the applicant's attributes in terms of being cooperative, respected, coachable, sensitive to others, maturity, growth in leadership over time, enthusiasm, sense of humor and creativity.

*Attention 4-H Leaders:* 4-H Participation: \_\_\_\_ (number) of 4-H club meetings attended in the last year.

Do you recommend this applicant for selection of the 4-H Key Award? \_\_yes \_\_no Why or why not?

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Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Your relationship with the applicant \_\_\_\_\_

Please return this form and confidential letter of recommendation by November 1, 2017 to: 4-H Recognition Committee, UW-Extension, 318 Fairlane Drive Suite 392, Viroqua, WI 54665

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**Interview Prep Questions for Key Award-- Reflect on the following:**

Do you understand the 4-H Key Award considers the total 4-H story of involvement, experiences, and personal growth?

What drew you to 4H? What sustained you in 4-H? How has 4-H impacted your life?

Describe your 4-H projects and activities, how you decided to pursue them and how they have impacted you.

What have been your greatest rewards with your projects and leadership activities?

How have you encouraged other youth in 4-H activities?

What leadership positions have you held?

What other leadership activities have you been involved in?

What challenges have you encountered in your leadership positions and how you overcome these challenges?

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

Describe the community involvement activities you have been involved with. What have been the challenges and rewards?

In what ways has 4-H prepared you for the future?