



Extension
UNIVERSITY OF WISCONSIN-MADISON



Reference Guide

2022 Ozaukee County 4-H Leaders Association Funding Support for Educational Travel Opportunities & Awards

Complete Application Requires:

- One letter of recommendation from an adult who is familiar with your 4-H work and involvement (must not be a relative). The recommendation should be mailed or e-mailed separately to the Extension- Ozaukee County Office.
- Cover letter
- Resume
- Essay response to essay question

Complete application, including recommendation, is due to the Extension- Ozaukee County Office by January 31. Your application packet can be dropped off in person, e-mailed to jayna.hintz@wisc.edu, or mailed to:

UW Extension – Ozaukee County Office
121 W Main St
PO Box 994
Port Washington, WI 53074

*Note afterhours office drop box is located at the Eastern Front entrance of the Administration building. Be sure to label the envelope with the UW Extension name.

This packet is strictly for Leaders Association funding support only.

Please visit the [Wisconsin 4-H State webpage](https://4h.extension.wisc.edu/) (<https://4h.extension.wisc.edu/>) for more information on specific statewide event and opportunities including g registration deadline, timeline, trip expectation, and more.



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UNIVERSITY OF WISCONSIN-MADISON



[Overview of Wisconsin 4-H Educational Travel Opportunities / Awards](#)

(Click on blue headers to link to additional information)

***Note: More opportunities may become available as the year proceeds. Check the website linked above.**

Did you know there were so many opportunities for 4-H members?

By completing the cover letter, resume, recommendation, and essay question and participating in an interview, you become eligible for funding support for the following trips and awards! The Ozaukee County 4-H Leaders Association and Ozaukee 4-H Foundation pay a portion of the cost for each opportunity. Ozaukee County 4-H Leaders Association awards 50% of the trips cost and the Ozaukee County 4-H Foundation award 10% of the trip cost.

The following opportunities are being offered in 2022 and Leaders Association is holding interviews for funding on February 8, 2022.

[4-H American Spirit](#)

Travel with other 4-H members from Wisconsin on this fun and educational experience that focuses on increasing your understanding and appreciation of U.S. American heritage. You will also develop leadership skills and learn about citizenship. Travel stops include Philadelphia, Boston, New York, and Niagara Falls. Members in 8th-10th grade are eligible to apply.

[Citizenship Washington Focus \(CWF\)](#)

“CWF” is a weeklong experience held at the National 4-H Center near Washington, D.C. Experience the city and learn about America’s heritage while you see the sites, visit the branches of government, and reflect on YOUR responsibilities as a citizen. During this fun-packed week, you will get to know other 4-H members from Wisconsin and throughout the United States, and even have the opportunity to meet your state legislators. This opportunity is for 4-H members in 10th – 12th grades, minimum age of 15 yrs. during program. Upon returning, members are expected to share this fun and exciting experience with their 4-H club and other clubs in the county.

[National 4-H Conference](#)

Six to ten youth from each of the 50 states in the nation are selected for this Conference, held in Washington, D.C. This thrilling experience in citizenship features visits with national government officials such as the Secretary of State, Senators, and Congressional representatives. The program includes discussion on various issues of national importance among delegates.

[Wisconsin 4-H Key Award](#)

This award recognizes members in 11th grade and older who have shown consistent growth in their 4-H program, who have developed their leadership ability, and who have been helpful to other members in their club and community. You must have completed at least three years of 4-H club membership and one year of youth leadership.

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Letter of Recommendation

A letter of recommendation from an adult who is familiar with your 4-H work and involvement (must not be a relative) is required. Please allow at least two weeks for the adult to submit the recommendation. You may send a letter or e-mail to request a recommendation, but please do this in writing so your recommender will have the correct information.

1. Submit your request in writing, including:
2. Your Name
3. Ask if they are willing to write a recommendation
4. The opportunity/award you are applying for
5. Ask them to include information about your:
 - Leadership skills
 - Communication skills
 - Listening skills
 - Presentation skills
 - Self-confidence
 - Teamwork
 - Time Management
 - Responsibility, etc.

Recommenders appreciate having a copy of your resume as they write the recommendation. Please consider sending a copy with your letter or e-mail.

Application Deadline

Let them know that the recommendation must arrive to the Extension Ozaukee County Office by the deadline noted on page 1 of the packet. The recommendation can be dropped off in person, e-mailed, mailed to:

Ozaukee County 4-H Program
Extension- Ozaukee County Office
121 W Main Street
PO Box 994
Port Washington, WI 53074
Jayna.hintz@wisc.edu



Tips for Composing your Cover Letter and Resume

- Use a computer. You can save your work and make revisions as necessary from year to year. If you do not have a computer at home, work with your school, a friend, or a local public library. The cover letter, resume, and essay questions must be completed with a computer.
- Make a plan. Go through each part of the resume and cover letter materials in this packet, collect your thoughts and make notes. 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. Arrange information in reverse chronological order (most recent first) within the sections designated in the examples in this packet.
- Consider 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 professional font, such as Arial or Times New Roman. Your font size should be no less than 11 points and no larger than 12 points. Use the same font throughout your application documents. Use between .5" and 1" margins at the top, bottom, and both sides of your page. Avoid using abbreviations, as not everyone is familiar with them. If you do use an abbreviation, the first time you write it in the resume use the whole word followed by the abbreviation, for example, University of Wisconsin (UW).
- Your resume may be one to two pages long, but no more than two pages.
- Individualize it. This is YOUR resume and cover letter. Add your own personality to it.
- Proofread it. Your documents should be free of spelling and grammatical errors. Use spell check and follow up by having at least two other people proofread your cover letter, resume, and essay response. This is where many people have minor mistakes! Don't lose points in the process by forgetting to proofread your documents.
- Ask for help if you need it! If you have never gone through this process, you will probably have questions, don't hesitate to ask! Jayna's office phone number: 262-284-8288 and e-mail: jayna.hintz@wisc.edu. *Be sure to ask questions or get clarification if you don't understand something.*



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Cover Letter Outline

Your Street Address
Your City, State, Zip
Date (that you are sending it in)

Ozaukee County 4-H Program
Extension- Ozaukee County
121 W Main Street
PO Box 994
Port Washington, WI 53074

Dear Selection Committee:

PARAGRAPH 1: Share the reason you are writing this letter and why you are applying for the trip or award. Include a listing of the trips and/or awards for which you want to be considered (ex. Citizenship Washington Focus, Key Award, 4-H American Spirit, etc.)

PARAGRAPHS 2 & 3: These are the “why me?” paragraphs. Explain in no more than two paragraphs why you are uniquely qualified to receive the award or funding for a travel opportunity. Share what distinguishes you from other applicants. Also share why you are interested in attending this opportunity/receiving this award. If applying for a trip, you may also share what you will bring back to your county/community/club after attending. Give examples to help explain your statements.

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

Sincerely,

Sign your letter here

Type Your Name Here As You Signed It Above
Phone Number
E-mail Address

IMPORTANT: Please compose the cover letter in your own words, not in the exact words from the sample on the next page!

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Sample Cover Letter

123 Any Street
My City, Wisconsin 12345
October 10, 2014

Ozaukee County 4-H Program
Extension- Ozaukee County Office
121 W Main Street
PO Box 994
Port Washington, WI 53074

Dear Selection Committee:

It is my pleasure to submit my resume and essay response to be considered for funding for the Wisconsin 4-H and Youth Conference.

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, Lucky Clovers. My enclosed resume highlights my 4-H involvement. Participation in county programs including Wild Wacky Day Camps and Friends Helping Friends has made me interested in attending Wisconsin 4-H and Youth Conference. I have heard from other 4-H members about how it is a good opportunity to help me grow as a youth leader.

4-H has provided me with some excellent experiences. I have increased my communication skills by participating in the county Arts & Communication Festival, as well as serving as secretary for my club. I have learned to give back to my community by helping with my club's senior citizens holiday party and helping at the local food pantry.

Last year I became involved as a county Cloverbud project youth leader. I enjoyed working with other youth and adults from Ozaukee County to plan the county Cloverbud events and workshops. I had to learn to work as part of a planning team to get ready for a program. One of my jobs was preparing packets of craft project materials before a meeting and then teaching the craft to Cloverbuds. This was a chance for me to use my organizational and leadership skills. Other 4-H members who attended Wisconsin 4-H and Youth Conference told me about the opportunity to take youth leadership seminars. I would use the leadership skills gained and project ideas from these seminars in my club and in the county Cloverbud project.

I hope to attend Wisconsin 4-H Youth Conference to grow as a youth leader and to meet other people. My strong communication skills and willingness to grow as a youth leader make me a great candidate. Thank you for considering my application for funding. I look forward to speaking with you during the interview.

Sincerely,

Chris Clover
Chris Clover
262-123-4567
chris.clover@gmail.com

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Resume Outline

NAME
ADDRESS LINE 1
ADDRESS LINE 2
PHONE NUMBER
E-MAIL

EDUCATION School name, grade in school

4-H SUMMARY 4-H club name, years in 4-H. List all projects in which you are or have been enrolled. Include the number of years you have been or were a member of that project. Indicate in which projects you are currently enrolled.

4-H AND
COMMUNITY
INVOLVMENT Summarize the 4-H activities in which you have participated and the number of years you participated. Include both club, county, and state involvement. Also, include school activities, work experience, or other community/extracurricular activities and the years you participated.

SKILL
DEVELOPMENT Translate what you have learned as a result of participation in 4-H projects and activities into skills you have developed.

IMPORTANT: Please compose the resume in your own words, not in the exact words from the sample on the next page! The style of your resume may also vary. You'll find many resume examples on the internet.



Sample Resume

Chris Clover
4hrocks@email.com

425 Green Lane

Forestville, WI 12345

(262) 444-4444

EDUCATION

Green Clover High School-12th grade

4-H SUMMARY

Happy Clover 4-H Club, 10 years
4-H Projects (Number of Years):
Crocheting, Foods & Nutrition (10)
Clothing (9)
Quilting, Youth Leadership (7)
Sheep (6)
Flowers, Drawing & Painting (5)
Home Environment, Photography (4)
Veterinary Science (3)
Exploring, Ceramics (1)

**4-H AND
COMMUNITY
INVOLVMENT**

Club Involvement:
President, 2013-2015
Treasurer, 2012-2013
Secretary, 2009-2010
Fruit Sale/Fundraising Committee, 2013-2014

County Involvement:
Leaders Association Board Youth Representative, 2013-2015
Livestock Association Board Sheep Youth Representative, 2013-2015
Ozaukee County 4-H Ambassador, 2011-2015
Delegate to Citizenship Washington Focus, 2014
Delegate to 4-H American Spirit, 2013
Delegate to State 4-H & Youth Conference, 2012
Delegate to Space Camp, 2011

State Involvement:
State Drama Team, 2014
Variety Show Performer, 2008, 2010, 2011, 2014

Community Involvement
Church Bell Choir, 2013-2015
Vacation Bible School Leader, 2011-2015
Sunday School Teacher, 2011-2015
Piano Lessons, 2007-2015
Dish Washer at Tasty Restaurant, 2012-2013
Green Clover High School Soccer Team, 2012-2013



SKILL DEVELOPMENT

- Gained decision making, planning, and organizing skills while Co-Chairing Countywide Communication Festival- carrying out responsibilities including publicity, securing donations, recruiting judges, and coordinating the event. The event was attended by 66 4-H youth and their families.
- Mastered communication skills while providing youth perspective to monthly County Board Leaders meetings, getting involved in organizational committees and making recommendations for the betterment of the 4-H program.
- Collaborated with others to research the 4-H history and write the 4-H Centennial Proclamation, promoting 4-H and presenting it to the Ozaukee County Board.
- Honed leadership skills while conducting club meetings following parliamentary procedure for a club of 90 members- provided activities, education, and recreation, while maintaining member engagement.
- Utilized skills in financial management, budgeting, reporting, and completed a financial charter with successful audit while serving as 4-H Club Treasurer.
- Improved written and oral communication skills through constructing monthly Club Secretary reports.
- Strengthened leadership and communication abilities through seminars, icebreakers, and games while attending tri-county workshops.
- Practiced leadership skills while serving as a youth leader in clothing, crocheting, foods, exploring, and Cloverbud projects by conducting activity meetings for up to 10 members.
- Improved speaking skills through participating in the Communications Festival and other 4-H leadership opportunities.
- Gained confidence through emceeing various events and coordinating a state clothing review show.
- Expanded knowledge of sheep nutrition, fitting, and showing through self-motivated education, while coaching four younger siblings.
- Engaged problem solving and team leadership skills to create a barn cleaning schedule for the County Fair that resulted in 13 diverse youth earning the sheep herdsmanship team award for superior cleanliness, knowledge, and barn presence for two consecutive years.
- Practiced time management skills by balancing multiple 4-H activities and projects as well as school, work, and community involvement
- Nurtured intergenerational relationships through interaction at events with all age groups.



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Essay Question

Include in your application packet a one-page response to the appropriate essay question:

Travel Opportunities

Opportunities offered through the 4-H program that extend beyond Ozaukee County offer participants opportunities for personal growth. How do you hope to grow as a result of this opportunity? How will you use the knowledge and skills gained after you return?

Key Award

The Key Award is the highest honor awarded by the Ozaukee County 4-H program. How have you grown as a result of your participation in 4-H? How have you contributed toward the 4-H program? How will you apply the knowledge and skills gained through 4-H to assist you in future endeavors?

Tips for completing your essay response:

- Choose a common and professional font, such as Arial or Times New Roman. Your font size should be no less than 11 points and no larger than 12 points. Use the same font throughout your document.
- Include your name, opportunity or award applied for, and date at the top of the page for your essay response.
- The essay response should be single-spaced.
- Use 1" margins at the top, bottom, and both sides of your page.
- Your essay response should be no more than one page long.
- Proofread your essay response and have someone else proofread it as well for accuracy in grammar and spelling.
- You will be evaluated on your depth of thought and how clearly you can communicate.

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Funding/Award Interview Schedule

Please **check (✓) all times you are available** for interviews. We will contact you with the selected time after all interviews are scheduled. Interviews are held at the Extension Ozaukee County office in the Ozaukee County Administration Building, 121 W Main St., Port Washington.

February 8, 2022

	5:00 pm
	5:20 pm
	5:40 pm
	6:00 pm
	6:20 pm
	6:40 pm
	7:00 pm

*Please return this form with your application materials. *

Name

List the name of the award or opportunity for which you are applying for funding.

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