



## Reference Guide

### 2024-2025 Ozaukee County 4-H Leaders Association Funding Support for Educational Travel Opportunities and Key Award Application

#### 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
- Participate in an interview (return schedule – last pg. of packet)

**Complete application, including letter of recommendation, is due to the Extension- Ozaukee County Office by deadline listed below.**

Your application packet can be dropped off in person, e-mailed to [claudia.breitengross@wisc.edu](mailto:claudia.breitengross@wisc.edu) , or mailed to:

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

\*Note: An 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.

**Fall Application Materials Deadline:** Thursday, October 31, 2024

**Fall Interview Date:** November 12, 2024

#### Opportunities:

- Advanced Space Academy
- American Spirit
- National 4-H Congress
- National 4-H Conference
- International Programs (currently paused for 2024-2025 year)

**Spring Application Materials Deadline:** Friday, January 31, 2025

**Spring Interview Date:** TBA. February 2025

#### Opportunities:

- Key Award
- Citizenship Washington Focus (CWF)
- Space Camp
- Summer Academy



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**This packet is strictly for Leaders Association funding support only.**

Please visit the [Wisconsin 4-H State](https://4h.extension.wisc.edu/) webpage (<https://4h.extension.wisc.edu/>) for more information on specific statewide, national, and international events and opportunities including registration deadline, timeline, trip expectation, and more. Need-based Statewide Scholarships are available for State Educational Experiences as well – see website noted above for more information.

## **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?

Application for travel opportunities are through the WI 4-H Program and participants are not selected to attend the experience by the Ozaukee County 4-H Leaders Association. The Ozaukee County 4-H Leaders Association offers funding support to Ozaukee County 4-H members that are participating in a WI 4-H Educational Travel Opportunity.

The application requirements to be eligible for Leaders Association funding support are to complete a cover letter, resume, submit a letter of recommendation, essay question and participate in an interview. 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 up to 50% of the trip's cost and the Ozaukee County 4-H Foundation awards 10% of the trip cost.

### **4-H American Spirit**

Travel with other youth members from Wisconsin on this fun and educational experience that focuses on increasing your understanding and appreciation of U.S. American history and heritage through bus journey to the East Coast. You will also develop leadership skills and learn about citizenship. Members in 8<sup>th</sup>-10<sup>th</sup> grade at time of registration are eligible to apply.

### **Citizenship Washington Focus (CWF)**

“CWF” is a weeklong experience held near Washington, D.C. Experience the city and learn about America's heritage, 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 10<sup>th</sup> – 12<sup>th</sup> grades at time of selection. Minimum age of 15 yrs. during experience. Upon returning, members are expected to share this fun and exciting experience with their 4-H club and other clubs in the county.



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### National 4-H Conference

Four to five youth selected from state 4-H committee join youth from each of the 50 states in the nation 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. This opportunity is for 4-H members in 10<sup>th</sup> – 12<sup>th</sup> grade at registration. Minimum age of 15 and maximum age of 18 on Jan. 1<sup>st</sup> year of travel.

### National 4-H Congress

National 4-H Congress is the premiere nation-wide event for 4-H'ers to network with others from around the country, Canada, and Puerto Rico. While at Congress, 4-H'ers engage in leadership, citizenship, global awareness, and inclusion. This opportunity is open to 4-H members in 10<sup>th</sup> - 12<sup>th</sup> grades at registration. Maximum age of 18 on Jan. 1<sup>st</sup> of year of travel.

### Space Camp

Space Camp is a camp experience where youth learn and experience a ton of different aspects about life as an astronaut, working at NASA, and exploring places beyond Earth! Wisconsin 4-H Space Camp is an educational experience where youth from across the state take a bus down to Huntsville, Alabama, for a multi-day journey. Youth get the opportunity to venture away from home to meet new friends, develop leadership and teamwork skills, and learn all about space. This opportunity is for 4-H members in 6<sup>th</sup> – 8<sup>th</sup> grade, maximum age of 15, at time of program.

### Summer Academy

Summer Academy is a multi-day educational experience on the UW-Madison campus, and will help youth discover their pathway to their future. Summer Academy will be focused on youth participants exploring their sparks and connecting with people, places, and programs that can support them through higher education and career development. It is designed for youth in 8<sup>th</sup>-11<sup>th</sup> grade at time of registration.

### Wisconsin 4-H Key Award

This award recognizes members in 9<sup>th</sup> 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. Youth must have completed at least three years of 4-H club membership and one year of youth leadership.



## Application for Funding Requirements Support Materials

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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  
[claudia.breitengross@wisc.edu](mailto:claudia.breitengross@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 errors in grammar. 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! *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



## 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  
Involvement**                      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](mailto: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  
INVOLVEMENT**

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.



## 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.



## Leaders Association Funding Support Policies

### 4-H TRIP SPONSORSHIP SELECTION

1. The maximum amount of Leaders' Association funding support to attend state or national trips/events are as follows:

Trip	Amount of Sponsorship
Summer Academy	50%
4-H Space Camp / Advanced Space	50%
Citizenship Washington Focus	50%
National 4-H Congress	50%
National 4-H Conference	50%
Winter Leadership Camp	50%
Space Camp Counselor	50%
American Spirit Experience	50%
International Programs	15%

2. All applicants for travel experience funding support must go through the application/interview process to be considered eligible for funding support. Funding recipients will be notified via email or in writing.
3. Only one travel experience funding support per member per selection year will be awarded with the exception of Winter Leadership Camp and Pathways Conference which may be in addition to one other experience.
4. Additional fees such as seminar fees for Summer Academy or passports are the responsibility of the youth/family.
5. All requests for funding support must be applied for and approved before the travel experience.



## 2024-2025 Wisconsin 4-H State & National Educational Experiences

What?	When?	Where?	Who?	How much?	How to register:	Adult volunteers:
<b>Arts Camp</b> <a href="http://go.wisc.edu/ArtCamp">go.wisc.edu/ArtCamp</a>	October 5-6, 2024	Upham Woods, Baraboo, WI	Grades 6-8	\$120	Registration via 4Honline open until Sept 16. Capacity is limited.	1 adult / 10 youth + track leads & advisory support
<b>Fall Forum</b> <a href="http://go.wisc.edu/4hfallforum">go.wisc.edu/4hfallforum</a>	November 2-3, 2024	Stevens Point, WI	Grades 7-12 & 4-H Volunteers	\$65 (day only) - \$185 (2 nights)	Registration via 4Honline open now until September 30.	Youth must identify a chaperone or will be assigned to one. All 4-H volunteers welcome to attend.
<b>National 4-H Congress</b> <a href="http://go.wisc.edu/4HCongress">go.wisc.edu/4HCongress</a>	November 29-December 3, 2024	Atlanta, GA	Grades 10-12; maximum age 18 on January 1 of program year.	\$1500.00 (approximate)	The application process will open in July. Full payment due to the State 4-H office in October.	1 adult / 10 youth + 2 adult advisors selected to support a two-year term
<b>Advanced Space Academy</b> <a href="http://go.wisc.edu/AdvancedSpace">go.wisc.edu/AdvancedSpace</a>	February 15-22, 2025	Huntsville, AL	Grades 10-12	\$2700.00	Registration via 4Honline. opens early September. 36 youth participant minimum.	1 adult / 10 youth + staff leads
<b>ArtsBEAT!</b> <a href="http://go.wisc.edu/ArtBeat">go.wisc.edu/ArtBeat</a>	March 14-16, 2025	Upham Woods, Baraboo, WI	Grades 3-5	\$120.00 (approximate)	Registration via 4Honline. opens early December. Capacity is limited.	1 adult / 10 youth + track leads & advisory support
<b>National 4-H Conference</b> <a href="http://go.wisc.edu/NationalConf">go.wisc.edu/NationalConf</a>	April 11-16, 2025	Washington, DC	Grades 10-12	\$2000.00 (approximate)	Applications available in Nov. Space is limited to 4 or 5 youth, selected through the application process (National limit)	2 adult advisors selected to support a two-year term
<b>Space Camp</b> <a href="http://go.wisc.edu/SpaceCamp">go.wisc.edu/SpaceCamp</a>	May 1-5, 2025	Huntsville, AL	Grades 6-8	\$1300.00 (approximate)	Registration via 4Honline. opens early November. Capacity is limited. Full payment due to the State 4-H office in March.	1 adult / 10 youth + 2 adult advisors selected to support a two-year term
<b>Summer Academy</b> <a href="http://go.wisc.edu/4Hsummeracademy">go.wisc.edu/4Hsummeracademy</a>	June 16-19, 2025	Madison, WI	Grades 8-11	\$600.00 + bussing (if needed) (approximate)	Registration via 4Honline opens in March. Capacity is limited.	1 adult / 10 youth + track leads & advisory support
<b>Citizenship Washington Focus (CWF)</b> <a href="http://go.wisc.edu/CWF">go.wisc.edu/CWF</a>	June or July, 2025 (exact dates tbd; typically a Sat. to Sat.)	Washington, DC	Grades 10-12 (at time of registration)	\$2500.00 (approximate)	Registration via 4Honline opens in January. Capacity is limited.	1 adult / 10 youth + 2 adult advisors selected to support a two-year term
<b>American Spirit East</b> <a href="http://go.wisc.edu/AmericanSpirit">go.wisc.edu/AmericanSpirit</a>	1 week in June or July 2025. TBD	East Coast	Grades 8-10 (at time of registration)	\$2200.00 (approximate)	Registration via 4Honline opens early November. Full payment due in January.	1 adult / 10 youth + Staff Lead

\*Dates are subject to change. All experiences may have participation limitations and/or may require an application process to be considered.

**To apply for an adult volunteer position:**



\*Guide is subject to change.

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## Funding Support/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.

### November 12, 2024

<input type="checkbox"/>	6:00 pm
<input type="checkbox"/>	6:20 pm
<input type="checkbox"/>	6:40 pm
<input type="checkbox"/>	7:00 pm
<input type="checkbox"/>	7:20 pm
<input type="checkbox"/>	7:40 pm
<input type="checkbox"/>	8:00 pm
<input type="checkbox"/>	8:20 pm
<input type="checkbox"/>	8:40 pm
<input type="checkbox"/>	9:00 pm

### TBA. February, 2025

<input type="checkbox"/>	6:00 pm
<input type="checkbox"/>	6:20 pm
<input type="checkbox"/>	6:40 pm
<input type="checkbox"/>	7:00 pm
<input type="checkbox"/>	7:20 pm
<input type="checkbox"/>	7:40 pm
<input type="checkbox"/>	8:00 pm
<input type="checkbox"/>	8:20 pm
<input type="checkbox"/>	8:40 pm
<input type="checkbox"/>	9:00 pm

**\*Please return this form with your application materials.\***

**Name**

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

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