



# UW Extension

Pierce County



*The Citizenship Washington Focus trip experiences living history at Mount Vernon.*



*Delegates to the Out-of-State Service Learning Trip to Rhode Island at MSP International Airport.*

## Guide to Creating an Application and Cover Letter for 4-H Award Trips and the World Beyond!

### **THE FINAL PRODUCT!**

**WHAT YOU WILL RETURN TO THE UW-EXTENSION OFFICE BY NOVEMBER 17**

- A 4-H Award Trip Preference Form.
- A Trip Promotional Requirement Form and/or Trip Talk Form if a traveler in 2015
- A Cover Letter.
- One letter of recommendation from any adult except a relative.

## Guide to Creating an Application and Cover Letter for 4-H Award Trips

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**NOTE:** If you have questions regarding what is expected or how to complete the application, please call the UW-Extension Office (715-273-6781) or email Frank Ginther (francis.ginther@ces.uwex.edu). We will be happy to set up a time to help you with your application!

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## *LOOK at the Opportunities which await you...*

Now that you have recently completed a 4-H club year, I hope that you are planning to return for an exciting new 4-H year filled with many opportunities, especially for our older 4-H youth.

A variety of opportunities exist for Pierce County 4-H older youth. These opportunities are shared with you in hopes that you will consider getting involved.

Each year, the Pierce County 4-H Leaders' Council sponsors a variety of award trips available only to our 6<sup>th</sup> - 13<sup>th</sup> graders. To be considered for any one of the trip and award possibilities, you **MUST** complete the Trip Preference form, Trip Promotional Requirement form (if you traveled last year), Cover Letter, and acquire 1 adult recommendation **by November 17**. This is used for FIVE (7<sup>th</sup> & 8<sup>th</sup> grade Adventure), State 4-H & Youth Conference, American Spirit (**EARLY DEADLINE OF OCTOBER 27**), Out-of-State Service-Learning, Citizenship Washington Focus, National Congress, and nominations for any other national trips. After a 4-H record book is completed and the 4-H Cover Letter is accepted in to the UW-Extension Office, continuing nominees will be invited to Interviews for the trip and award selection. Bring your Record Book to the Interview if chosen. Interviews will be held **late-November**.

Remember...you will not know how far you could have gone or what you could have received until you try. Good Luck!!

*We are looking for interested older youth to be considered for something special!*

*Don't miss out on opportunities which await you!!*



*Service Learning trip delegates  
at Campbell Creek Science  
Center in Anchorage*

# AWARD TRIPS FOR PIERCE COUNTY 4-H OLDER YOUTH:

Trip	Description	Dates & Cost to Delegates
<b>FIVE – 7<sup>th</sup> &amp; 8<sup>th</sup> Grade Adventure Trip</b> (Finding Interesting Varieties in Everyone) Grades 7-8	FIVE diversity trip delegates enjoy learning about multiculturalism (appreciating different cultures) in a diverse location closer to home. This Midwest regional trip introduces current school year 7 <sup>th</sup> and 8 <sup>th</sup> graders to concepts of diversity, regional culture, acceptance, and tolerance of other individuals.	The travel takes place in late June or early July depending on delegate schedules. Approximately \$200 for registration & transportation
<b>WI State 4-H Youth Conference</b> Grades 8-10	4-H members from around the state learn about the University of Wisconsin-Madison campus and take part in seminars to learn more about themselves, future careers, and government.	June 20-23, 2016 (confirmed) About \$175 for registration & transportation, not including any seminar fees
<b>Citizenship - Washington Focus</b> Washington DC Grades 10-12	Participate in seminars on citizenship, leadership, government, and civic responsibility. Tour historic sites and meet with Senators and Congressmen.	<u>2016 Tentative dates:</u> June 25-July 3 – Wk 4 July 9-17 – Wk 6 July 16-24 – Wk 7 Approximately \$650 for registration & transportation.
<b>National 4-H Congress</b> Atlanta, GA Grades 11-13	Must be currently in eleventh grade or above, enrolled in 4-H, have completed at least four years of club work, submitted cover letter, one adult recommendation, and completed a record book and a trip interview. Delegates participate in self-development seminars, tours and a service project, while exchanging ideas with youth from across the country.	November 25-29, 2016 November 24-28, 2017  Approximately \$300
<b>Out-of-State Service Learning</b> Grades 9-12	This trip will be an experience, with 4-Hers traveling to another state or province and learning about a new culture through travel and service. Members must have completed three years of club work and be in grades 9-12. Travel is in conjunction with 3-4 area counties. The 2015 destination is to tbd.	Travel takes place in late June to early July depending on delegate schedules. Approximately \$600-\$800 for registration & transportation
<b>Western Spirit</b> Grades 9-10	The experience will begin with transportation to St. Croix Falls and west from there. We are partnering with the National Park Service and have incorporated seven national park units in the experience: St. Croix Falls Nat'l Scenic Riverway, Badlands Nat'l Park, Mount Rushmore Nat'l memorial, Jewel Cave Nat'l Monument, Yellowstone Nat'l Park (a 3-day educational program), Grand Teton Nat'l Park, Devil's Tower Nat'l Monument.	<u>Tentative dates:</u> June 22-July 2, 2016  <b>Very</b> tentative cost of \$1,500 per person
<b>Space Camp</b> Grades 6-8	4-H Missions in Space is a fun filled extended weekend in April at the U.S. Rocket and Space Center in Huntsville, Alabama where participants will complete a simulated Space Shuttle mission, experience training simulators, and learn about becoming an astronaut.	April 21-25, 2016  Approximately \$300 for registration & transportation.
<b>National 4-H Conference</b> (Washington DC) Grades 10-12	Final selection made by State 4-H Office. Must be currently in eleventh grade or above, enrolled in 4-H, have completed at least four years of club work, submitted cover letter, one adult recommendation, and completed a record book and a trip interview. Six total Wisconsin 4-H youth are selected to attend this working conference held at the National 4-H Center, Washington, D.C. Each participant selects an issue and works with other youth from across the country to develop plans to help direct future 4-H programming. One day is spent on Capitol Hill meeting with legislators and touring.	April 8-14, 2016  Approximately \$300
<b>American Spirit</b> APPLICATION MATERIALS DUE 10/27/2015 Grades 8-10	A Northwest Region bus travel experience to Amish Country in Pennsylvania, New York City, Plymouth Rock, Boston and Niagara Falls. Youth will be responsible for conducting a teachable moment about a topic related to American history, learn about the many steps taken to gain the U.S. independence and freedom and gain a better understanding of America's heritage.	June 2016  Approximately \$1100 plus the cost of a passport for travel to Canada

**Unless noted, all Application Materials are due November 17 to the UW-Extension Office.**

# **Pierce County 4-H Leaders' Council Award Trip Policy**

## **4-H Trip Application Process/Requirements**

1. Materials Due to Extension Office by November 17 \*unless otherwise noted\*
  - Cover Letter
  - One Adult Recommendation
  - Trip Preference Form
  - Trip Promotional Requirement Forms (if you traveled last year)
2. Trip interviews will be conducted in the month of November.
  - Bring your completed 4-H Record Book along to the interview.
  - Candidates will be notified by December 31 of Award Trip selections.
  - Award Trip candidates who cannot attend Trip Interviews must notify the 4-H Youth Development Agent by November 25 and receive an approved excuse. With an approved excuse, the member is responsible for arranging for the interview to be conducted with the 4-H Youth Development Agent prior to the scheduled interview date.
3. Not necessarily all members who apply for a trip with a Cover Letter will be awarded an interview or a 4-H Award Trip. Cover Letters and Record Books are subject to standards of completion. The Cover Letter and Record Book should represent a 4-H member's best work.

### **Award Trip Payment:**

The Pierce County 4-H Leaders' Council will offer a portion of a 4-H member's fee and/or expenses for one award trip per year, for each trip once during their 4-H career. (Must meet requirements specific to each trip in addition to those county requirements listed above).

The UW-Extension Office will send a commitment form to selected participants following interview selections. The commitment form with the member's signature and his/her parent's signature along with the specified deposit must be turned in by the posted date. The remaining balance must be paid by the dates set by the 4-H Youth Development Agent. The payments could be several small increments or one large sum closer to the date of travel. In any case, the entire amount of the delegate's fees must be paid no later than two weeks prior to the trip.

If the member defaults on the trip, after turning in the commitment form, and chooses not to attend, the member is responsible for the entire cost of the trip. If the Leaders' Council has paid a scholarship portion of the trip and the member defaults on the trip, after turning in the commitment form, and chooses not to attend, the member is responsible to pay that portion back to the Leaders' Council.

If a member defaults on a trip due to an emergency, for example: death in family, critical illness, divorce, or any other reasonable cause, the Leaders Council has the right to allow default of the trip and no repayment be made.

If a member needs a disciplined plan in making payments, a payment plan may be set up with the 4-H Youth Development Agent in conjunction with the 4-H Adult Advisors Council on an individual case-by-case basis. The payment plan can be kept private.



*Out of State Service Learning trip to Alaska.*

## Pierce County 4-H Award Trip Self-Evaluation Checklist

**NOTE:** This checklist is not required for application, but can be very helpful. It is simply for you, as the member, to self-evaluate your Cover Letter with the hopes you may discover your own strengths and weaknesses before your application is reviewed by the selection committee.

Name \_\_\_\_\_ Club \_\_\_\_\_

Please check the box if you agree with the statement. Then, complete the statement at the bottom of the reverse page with specific reasons and details.

<p><b>Cover Letter</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> My Cover Letter is in business letter format with the correct spacing and punctuation.</li><li><input type="checkbox"/> My Cover Letter refers to my 4-H Record Book, but does not repeat it.</li><li><input type="checkbox"/> My Cover Letter explains my qualifications for being selected for a trip or award.</li><li><input type="checkbox"/> My Cover Letter is typed, not handwritten.</li><li><input type="checkbox"/> I have described my leadership and commitment to goals in my Cover Letter.</li><li><input type="checkbox"/> I go more "in-depth" about my knowledge and skills highlighted in my 4-H Record Book in my Cover Letter.</li><li><input type="checkbox"/> My Cover Letter is 1-2 pages long.</li><li><input type="checkbox"/> My Cover Letter is arranged in a logical format.</li><li><input type="checkbox"/> I used "I" in my Cover letter.</li></ul>
<p><b>Adult Recommendation</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> I provided the adult recommendation form and a pre-addressed envelope to an adult that is not my relative that can speak to my qualifications to receive a trip or award at least two weeks before the form is due.</li><li><input type="checkbox"/> I provided the adult with pertinent information about the 4-H Cover Letter and Record Book process.</li></ul>
<p><b>Overall</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> I have completed every component of the Cover Letter thoroughly.</li><li><input type="checkbox"/> I was concise, but I also included specific details.</li><li><input type="checkbox"/> Unless instructed otherwise, I wrote in paragraphs with complete sentences.</li><li><input type="checkbox"/> I feel it is reflective and thoughtful.</li><li><input type="checkbox"/> It is representative of my most significant 4-H experiences to date.</li><li><input type="checkbox"/> I took time to complete my Cover Letter with care.</li><li><input type="checkbox"/> It is an example of my best written communication skills.</li><li><input type="checkbox"/> It includes evidence of accomplishments, leadership, improvement, reflection, and learning.</li><li><input type="checkbox"/> I know my Cover Letter has few spelling or grammar errors because not only have I proofread it, but so has another trusted adult.</li></ul>



## TIPS FOR CREATING YOUR COVER LETTER

**Use a computer.** You can save your work and make revisions as necessary. This is especially helpful for future use. The cover letter and envelope should not be handwritten.

**Plan ahead.** Go through each part of the cover letter before typing. Use your old record books to help you. Put your thoughts together. 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?

**Layout, design, and formatting.** Your cover letter should be easy to read and understand. Choose an appropriate font and font size. Use the same 1-2 fonts throughout your document. As a general rule, a 1" margin is used at the top, bottom and on both sides of your page. Use action words and be short, concise and to the point. Logical arrangement is very important in a cover letter!

**Editing.** Your documents should be free of spelling and grammar errors. Use spelling and grammar check and follow that up by having at least two adults proofread your cover letter. Do not use contractions, abbreviations, or 4-H jargon.

**Individualize it.** This is YOUR cover letter; add your own personality to it. This provides you the opportunity to express emotion, which is evident in a good cover letter. In addition, this is a great way to tailor your cover letter for this particular application.

**Put it ALL down.** Don't be modest or shy about your accomplishments and experiences. A cover letter is your chance to highlight your unique skills and qualities. Assume your reader does not know you; provide as complete a description of accomplishments as possible. Remember, accomplishments are about what you have learned, how you have grown, what skills you have developed and what you have experienced, not about awards or ribbons. The accomplishments you discuss in your cover letter should refer to your 4-H Record Book, not repeat it. In addition, the cover letter should explain your accomplishments and experiences in a story-like format that works with the information provided in your 4-H Record Book. This allows you to go in-depth about important knowledge and skills and relate them to the expectations of the "employer" and provide a sample of your written communication skills.

**Ask for help if you need it.** If you haven't ever gone through this process, you may have questions. Don't hesitate to ask! The 4-H & Youth Development Educator is more than willing to help. Call him at 715-273-6781 or email him at francis.ginther@ces.uwex.edu.

### MAIN PARTS OF A 4-H AWARDS TRIP COVER LETTER

<b>DATE</b>	Date you are mailing letter
<b>ADDRESS</b>	Inside address (Address of the individual receiving letter).
<b>SALUTATION</b>	Greeting to individual receiving letter, followed by a colon
<b>PARAGRAPH 1</b>	What are you sending and why are you sending it? Include by outlining your objective (i.e., Receive a trip or award).
<b>PARAGRAPHS 2 &amp; 3</b>	This is the "why me?" paragraph. Explain in no more than two paragraphs why you are uniquely qualified to represent Pierce County 4-H. Ask yourself what distinguishes you from other applicants. Give specific examples to help explain your statements.
<b>FINAL PARAGRAPH</b>	Thank the Committee for considering your application and request an interview.
<b>CLOSING</b>	Sincerely" is the most appropriate closing, followed by a comma Signature in black pen; should be legible
<b>NAME</b>	Typed name that matches signature

## List of Action Words to Utilize in Cover Letters and Record Books

Accelerated	Demonstrated	Interpreted	Published
Acted	Designed	Interviewed	Presented
Accomplished	Determined	Introduced	Promoted
Achieved	Developed	Invented	Publicized
Adapted	Directed	Issued	Questioned
Administered	Dispatched	Judged	Recommended
Advised	Distributed	Kept	Recorded
Analyzed	Documented	Learned	Recruited
Arranged	Earned	Listened	Reduced
Assembled	Edited	Launched	Referred
Assisted	Effectuated	Led	Reinforced
Assumed	Eliminated	Modeled	Represented
responsibility	Enabled	Maintained	Researched
Budgeted	Enforced	Managed	Revamped
Balanced	Examined	Mastered	Reviewed
Blazed	Experimented	Met with	Revised
Billed	Energized	Modernized	Revitalized
Built	Established	Motivated	Scheduled
Carried out	Evaluated	Negotiated	Showed
Changed	Expanded	Observed	Served
Calculated	Expedited	Operated	Set up
Channeled	Facilitated	Obtained	Solved
Collected	Found	Optimized	Spearheaded
Communicated	Functioned as	Originated	Steered
Compiled	Gained	Orchestrated	Studied
Completed	Gathered	Ordered	Structured
Conceived	Generated	Organized	Suggested
Conducted	Graded	Oversaw	Supervised
Controlled	Graduated	Participated	Supported
Counted	Illustrated	Performed	Surpassed
Compared	Increased	Pinpointed	Taught
Contracted	Influenced	Planned	Tested
Coordinated	Implemented	Prepared	Trained
Counseled	Improved	Presented	Updated
Created	Initiated	Produced	Utilized
Defined	Innovated	Programmed	Used
Delivered	Installed	Proved	Won
Delegated	Instructed	Provided	Wrote

## SAMPLE COVER LETTER

November 2, 2008

Pierce County 4-H Leaders' Association  
412 West Kinne St.  
Box 69  
Ellsworth, WI 54011

Dear 4-H Leaders' Council:

It is my pleasure to submit my trip preference form, trip promotional requirement form, and adult recommendation in consideration as a delegate for the Citizenship Washington Focus Trip. My leadership experiences and my dedication to personal development make me a first-rate choice to represent Pierce County 4-H.

I believe my seven years of 4-H experience has prepared me well for representing the Pierce County 4-H program. Not only am I an active member in my 4-H club, but I have demonstrated that I am a sound leader on the county level by accepting several leadership roles like that of the Pierce County 4-H Older Members Reporter and a 4-H Summer Camp Counselor. In these roles, I developed new goal-setting strategies, strengthened my planning and organizing skills, and gained new perspective about myself and others, all of which have made me both a better leader and well-rounded citizen.

Additionally, serving as a 4-H & Youth Conference delegate last year is just one illustration of my commitment to learning in 4-H. While at Conference, I challenged myself by registering for a seminar that would cultivate my viewpoint on diversity issues and, then, following the conference I presented new knowledge with my fellow youth leaders. As a result, my fellow youth leaders and I decided to help plan a diversity seminar for the Youth Engaged in Learning about Leadership (YELL) Conference this year and many of the participants responded that they, too, learned a lot from our seminar.

In closing, I hope to be a Pierce County delegate to Citizenship Washington Focus to learn more about 4-H and to meet diverse people. My previous experience representing Pierce County, as well as my enthusiasm and my eagerness to share what I learn with others makes me a great candidate for this award trip. Thank you for considering my application. Please call me at 555-111-7777 or email me at [chris.clover@net.net](mailto:chris.clover@net.net) to schedule an interview. I look forward to discussing my qualifications and my 4-H Record Book with you in person.

Sincerely,

Chris Clover

# 4-H Award Trip Preference Form

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Club: \_\_\_\_\_ Grade entering this fall: \_\_\_\_\_

**IMPORTANT NOTE:** Give careful consideration to the award trips you apply for. When it is time to register for the trip, you will be informed and may be held financially liable for part of the cost if you cancel after payments are due.

***Please check the appropriate boxes – PUT AT LEAST ONE CHECK FOR EVERY TRIP.***

Trips:	I have received this award in the past	I would like to apply this year.	I don't want to apply this year.
<b>FIVE – 7<sup>th</sup> &amp; 8<sup>th</sup> Grade Adventure Trip</b> (Finding Interesting Varieties in Everyone) (Gr. 7-8)			
<b>WI State 4-H Youth Conference</b> (Madison – Grade 8-10)			
<b>Citizenship - Washington Focus</b> (Washington DC – Gr. 10-12)			
<b>National 4-H Congress</b> (Atlanta, GA – Grade 11-13)			
<b>Out-of-State Service Learning</b> (Grade 9-12)			
<b>American Spirit</b> (Grade 9-10) APPLICATION MATERIALS DUE 10/27/15			
<b>Space Camp</b> (Grade 6-8)			
<b>National 4-H Conference</b> (Washington DC) final decision made by State 4-H Office			
<b>Western Spirit</b> (Grade 9-10)			

Comments:

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## PIERCE COUNTY 4-H ADULT RECOMMENDATION

The following applicant \_\_\_\_\_ is applying to represent the Pierce County 4-H program on an out-of-county trip and/or to be selected as a 4-H Award recipient. You have been identified as a person who could speak to their qualifications for these trips and awards. It is the responsibility of the youth leader to see that you receive this recommendation at least 2 weeks prior to the due date along with a pre-addressed envelope. Recommendations are confidential and will not be returned to the 4-H youth leader. A recommendation from a family member will not be accepted.

Please complete the following recommendation and return as directed below.

1) *Today's Date Completed:* \_\_\_\_\_ *Name:* \_\_\_\_\_

*Phone:* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Do you feel this member would be a good representative of Pierce County 4-H if selected as a delegate on a 4-H trip, or as a Key Award winner?* \_\_\_\_ Yes \_\_\_\_ No

*How long have you known this 4-H member?* \_\_\_\_\_

*In what capacity do you know this member?* \_\_\_\_\_

2)

<b>Evaluate the Member</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>N/A</b>
Involvement in 4-H at Club level					
Involvement in 4-H at County level					
Involvement in School & Community					
Works to the best of their ability					
Dependability					
Communication					
Leadership Skills					
Ethics					
Solving Problems					
Independence and Maturity Level					

3) *Comments:*

*Signature of Adult Recommending 4-H Youth Leader:* \_\_\_\_\_

**Recommendations should be sent directly to:**  
 Pierce County UW-Extension Office  
 4-H Trip and Award Recommendation  
 412 S. Kinne St.; BOX 69  
 Ellsworth, WI 54011  
**DEADLINE DATE: November 17**



## Pierce County 4-H Leaders' Trip Promotional Requirement Form



The Pierce County 4-H Leaders' Council will offer a portion of a 4-H member's fee and/or expenses for one award trip per year, for each trip once during their 4-H career. In return, trip recipients are expected to work an assigned shift in the Food Stand during the County Fair, help promote 4-H and the available trips, and complete two annual Trip Talks. Trip winners are also encouraged to create and display one 4-H marketing item such as a poster, scrapbook, or news release and to actively participate in other countywide approved fundraising such as Platbook Ad sales or Adopt A Pen efforts. If a member cannot complete a requirement, s/he must establish an alternative with the 4-H Agent. Trip recipients who do not complete these requirements will be ineligible for future trips or awards and will be held responsible for reimbursement of funds contributed by the 4-H Leaders' Council toward their trip.

Trip recipients must complete all of the requirements below. When you complete a requirement, write the date in the blank provided and ask an adult from the place where you went to sign the form as a record that the requirement was completed.

<b>In return for the 4-H Leaders' Association Financial Support, I...</b>	<b>Date</b>	<b>Signature</b>
1. Completed a 4-H Record Book	_____	_____
2. Worked in Food Stand at County Fair	_____	_____
3. Talked at 2 4-H Clubs or other county-wide meeting to promote the 4-H Award Trip program <i>(May also submit a Trip Talk Form)</i>	1 _____	1 _____
	2 _____	2 _____
4. Created and displayed/published one 4-H marketing item such as a news release, poster, display, etc.	_____	_____
5. Actively participated in one countywide, pre-approved fundraising event, in addition to the fair food stand	_____	_____

**DUE BY NOVEMBER 17 if you traveled on a 4-H Award Trip in 2015**