



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



Delegates learning together about Community Service in Oregon.

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 EXTENSION OFFICE BY FEBRUARY 22nd

- ☐ A 4-H Award Trip Preference Form.
- ☐ A Cover Letter.
- ☐ One letter of recommendation from any adult except a relative.
- ☐ A refundable \$50 trip application fee

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 Extension Pierce County Office (715-273-6781) or email Frank Ginther (francis.ginther@wisc.edu). We will be happy to set up a time to help you with your application!

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 recommends youth for a variety of award trips available only to our 6th-12th graders. To be considered for any one of the trip and award possibilities, you **MUST** complete the Trip Preference form, Cover Letter, and acquire **ONE** adult recommendation **by February 22nd**. This is used for FIVE (7th & 8th grade Adventure), Space Camp, Wisconsin 4-H & Youth Conference, American Spirit, 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 Extension Office, continuing nominees will be invited to Interviews for the trip and award recommendation process. Bring your Record Book to the Interview if chosen. Interviews will be held on **February 28th or March 1st**.

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!!



*Trip delegates at Olympic
National Park in Washington*

AWARD TRIPS FOR PIERCE COUNTY 4-H OLDER YOUTH:

Trip	Description	Dates & Cost to Delegates
Space Camp OR Space Camp Counselor (may require an additional application and statewide selection process for Counselors) 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. Full value of this educational experience is approximately \$625.00. Maximum age is 15 by time of program to participate. Counselors may be in 9th-10th grade.	NOT AVAILABLE IN 2021
FIVE – 7th & 8th Grade Adventure Trip (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 th and 8 th graders to concepts of diversity, regional culture, acceptance, and tolerance of other individuals. Full value of this educational experience is approximately \$500.00	NOT AVAILABLE IN 2021
WI State 4-H Youth Conference (MAY BE VIRTUAL OR FACE TO FACE) Grades 7-10	4-H members and other older youth 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. Full value of this educational experience is approximately \$300. (400 total youth selected statewide)	HELD IN LATE JUNE – MAY BE VIRTUAL OR IN-PERSON With Council scholarship, your cost is approximately \$100-\$200 depending on any extra selected seminar fees and trip format.
American Spirit EASTERN US Grades 8-10	The American Spirit Trip is a bus travel experience to Amish Country in Pennsylvania, New York City, Plymouth Rock, Boston and Niagara Falls.. Participants must be in the 8th-10th grades in the current school year. Full value of this educational experience is approximately \$1400.00 plus the cost of a passport for travel to Canada. (132 total youth selected statewide)	NOT AVAILABLE IN 2021
Citizenship Washington Focus (CWF) Washington DC Grades 10-12	Participate in seminars on citizenship, leadership, government, and civic responsibility. Delegates tour historic sites and meet with Senators and Members of the House of Representatives; and conduct a simulated legislative session. Full value of this educational experience is approximately \$1400.00. Minimum age is 15 by the time of the program to participate. (90 total youth selected statewide)	HELD IN JUNE OR EARLY JULY - VIRTUAL With Council scholarship, your cost is approximately \$240. Council scholarship support could go higher Council scholarship support could go higher or trip fees could change.
National 4-H Conference Washington DC (may require an additional application and statewide selection process) Grades 10-12	Final selection made by State 4-H Office. Must be currently in tenth grade or above, enrolled in 4-H, and have completed at least four years of club work. Eight to 10 total Wisconsin 4-H youth are selected to attend this working conference held at the National 4-H Center in 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. Full value of this educational experience is approximately \$1300.00. Maximum age 18 by January 1, 2021 to participate.	HELD IN LATE MARCH TO EARLY APRIL - VIRTUAL With Council scholarship, your cost is approximately \$90. Council scholarship support could go higher Council scholarship support could go higher or trip fees could change.
National 4-H Congress Atlanta, GA (MAY BE VIRTUAL OR FACE TO FACE) Grades 10-12	Must be currently in tenth grade or above, enrolled in 4-H, and have completed at least four years of club work. Delegates participate in self-development seminars, tours and a service project, while exchanging ideas with youth from across the country. Full value of this educational experience is approximately \$1200. Maximum age 18 by January 1, 2021 to participate.	HELD IN LATE NOVEMBER AND EARLY DECEMBER With Council scholarship, your cost is approximately \$300. Council scholarship support could go higher Council scholarship support could go higher or trip fees could change.

Unless noted, all Application Materials are due February 22nd to the Extension Office.

Pierce County 4-H Leaders' Council Award Trip Policy

4-H Trip Application Process/Requirements

1. Materials Due to Extension Office **by February 22nd** *unless otherwise noted*
 - Cover Letter
 - One Adult Recommendation
 - Trip Preference Form
 - Refundable \$50 application fee made out to: PIERCE COUNTY 4-H
2. Trip interviews will be conducted in the months of late February and/or early March.
 - Bring your completed 4-H Record Book along to the interview.
 - Candidates will be notified by April 16th of Award Trip selections.
 - Award Trip candidates who cannot attend Trip Interviews must notify the 4-H Youth Development Agent by February 26th 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 pay a portion of a 4-H member's fee and/or expenses for one award trip per year, for each trip during their 4-H career. (Must meet requirements specific to each trip in addition to those county requirements listed above). **A refundable \$50 application fee is required made out to: "PIERCE COUNTY 4-H", with your award trip cover letter and recommendation.**

The Extension Office will send a commitment form to selected participants following final 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 Extension Office. 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 require that 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.



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.

Cover Letter

- ☐ My Cover Letter is in business letter format with the correct spacing and punctuation.
- ☐ My Cover Letter refers to my 4-H Record Book, but does not repeat it.
- ☐ My Cover Letter explains my qualifications for being selected for a trip or award.
- ☐ My Cover Letter is typed, not handwritten.
- ☐ I have described my leadership and commitment to goals in my Cover Letter.
- ☐ I go more "in-depth" about my knowledge and skills highlighted in my 4-H Record Book in my Cover Letter.
- ☐ My Cover Letter is 1-2 pages long.
- ☐ My Cover Letter is arranged in a logical format.
- ☐ I used "I" in my Cover letter.

Adult Recommendation

- ☐ 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.
- ☐ I provided the adult with pertinent information about the 4-H Cover Letter and Record Book process.

Overall

- ☐ I have completed every component of the Cover Letter thoroughly.
- ☐ I was concise, but I also included specific details.
- ☐ Unless instructed otherwise, I wrote in paragraphs with complete sentences.
- ☐ I feel it is reflective and thoughtful.
- ☐ It is representative of my most significant 4-H experiences to date.
- ☐ I took time to complete my Cover Letter with care.
- ☐ It is an example of my best written communication skills.
- ☐ It includes evidence of accomplishments, leadership, improvement, reflection, and learning.
- ☐ I know my Cover Letter has few spelling or grammar errors because not only have I proofread it, but so has another trusted adult.

I think the strengths of my Cover Letter are:

My Cover Letter can improve in these ways:

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@wisc.edu.

MAIN PARTS OF A 4-H AWARDS TRIP COVER LETTER

DATE	Date you are mailing letter
ADDRESS	Inside address (Address of the individual receiving letter).
SALUTATION	Greeting to individual receiving letter, followed by a colon
PARAGRAPH 1	What are you sending and why are you sending it? Include by outlining your objective (i.e., Receive a trip or award).
PARAGRAPHS 2 & 3	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.
FINAL PARAGRAPH	Thank the Committee for considering your application and request an interview.
CLOSING	Sincerely" is the most appropriate closing, followed by a comma Signature in black pen; should be legible
NAME	Typed name that matches signature

SAMPLE COVER LETTER

January 22, 2021

Pierce County 4-H Leaders' Association
432 W. Main 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 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 (all grade levels are as of time of registration for the trip):	I have received this award in the past	I would like to apply this year.	I don't want to apply this year.
Space Camp (Please check Counselor OR Delegate below) Huntsville, AL ____ Counselor applicant Grades 9-10 ____ Youth Delegate Grades 6-8	NOT AVAILABLE IN 2021	NOT AVAILABLE IN 2021	NOT AVAILABLE IN 2021
FIVE – 7th & 8th Grade Adventure Trip (Finding Interesting Varieties in Everyone) Grades 7-8	NOT AVAILABLE IN 2021	NOT AVAILABLE IN 2021	NOT AVAILABLE IN 2021
WI State 4-H Youth Conference (MAY BE VIRTUAL OR FACE TO FACE) Madison, WI Grades 7-10			
American Spirit Grades 8-10	NOT AVAILABLE IN 2021	NOT AVAILABLE IN 2021	NOT AVAILABLE IN 2021
Citizenship - Washington Focus CWF VIRTUAL Washington DC Grades 10-12			
National 4-H Conference VIRTUAL Washington DC Grades 10-12			
National 4-H Congress (MAY BE VIRTUAL OR FACE TO FACE) Atlanta, GA Grades 10-12			

Comments:

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 1 week 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? ____ Yes ____ No

How long have you known this 4-H member? _____

In what capacity do you know this member? _____

2)

Evaluate the Member	Poor	Fair	Good	Excellent	N/A
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:

Extension Pierce County Office

4-H Trip and Award Recommendation

432 West Main St. BOX 69

Ellsworth, WI 54011

DEADLINE DATE: February 22, 2021

