



Extension
UNIVERSITY OF WISCONSIN-MADISON
PIERCE COUNTY



American Spirit East Trip Delegates experiences Niagara Falls up close.



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 JANUARY 16

- A 4-H Award Trip Preference Form.
- A Cover Letter.
- One recommendation form from any 4-H leader adult except a relative.

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

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FORMS

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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 April Daniels at april.daniels@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 award possibilities, you **MUST** complete the Trip Preference form, Cover Letter, and acquire **ONE** 4-H Adult Leader recommendation **by January 16th**. This is used for Space Camp, National 4-H Youth Conference, American Spirit, Citizenship Washington Focus, National Congress, and Pathways Conference 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 the last couple weeks in **January**.

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!!



CWF Trip delegates at Twilight Taps in Washington D.C.

Pierce County 4-H Leaders' Council Award Trip Policy

4-H Trip Application Process/Requirements

1. Materials Due to Extension Office **by January 16th** *unless otherwise noted*
 - Cover Letter
 - One 4-H Adult Leader Recommendation
 - Trip Preference Form
2. Trip interviews will be conducted in the first couple weeks of January.
 - Bring your completed 4-H Record Book along to the interview.
 - Candidates will be notified by February 15, 2024 of Award Trip selections.
 - Award Trip candidates who cannot attend Trip Interviews must notify the 4-H Office to 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 Educator 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).

The Extension Office will send a commitment form and invoice to selected participants following final interview selections. The commitment form with the member's signature and their 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 Program Educator in conjunction with the 4-H Adult Advisors Council on an individual case-by-case basis. The payment plan can be kept private.



*Citizen Washington Focus Trip 2022
Wisconsin Delegates*

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.

4-H Adult Leader Recommendation

- I provided the adult recommendation form and a pre-addressed envelope or electronic copy and where to send the recommendation 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 my 4-H Cover Letter.

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.

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

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

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 Office is more than willing to help. Call at 715-273-6781.

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

December 29, 2023

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



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, display, social media posts or scrapbook. If a member cannot complete a requirement, they must establish an alternative with the 4-H Educator. 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 requirements 1-4 below or establish an alternative plan with the 4-H Educator. When you complete a requirement, write the date in the blank provided and ask an adult/leader from the place where you went to sign the form as a record that the requirement was completed.

**In return for the 4-H
Leaders' Association
Financial Support, I...**

Date

Signature

- | | | |
|--|---------|---------|
| 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 put in anticipated dates of 2024-25 Trip Talks</i>) | 1 _____ | 1 _____ |
| 4. <i>Create a display or poster that will be on display at the Pierce County Fair. (Expectations will be shared closer to the fair)</i> | 2 _____ | 2 _____ |

DUE BY September 30, 2024, if you traveled on a 4-H Award Trip in 2024

