



Extension
UNIVERSITY OF WISCONSIN-MADISON
OUTAGAMIE COUNTY



4-H Educational Travel Experience Portfolio Packet

Due: October 1	American Spirit Trip Citizenship Washington Focus (CWF) National 4-H Conference
Due: February 1	Key Award National 4-H Congress

This packet contains:

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| <ul style="list-style-type: none"> <input type="checkbox"/> Portfolio Instructions <input type="checkbox"/> Cover Letter Outline <input type="checkbox"/> Résumé Outline | <ul style="list-style-type: none"> <input type="checkbox"/> Tips for Creating Cover Letter and Résumé <input type="checkbox"/> Application Form <input type="checkbox"/> Recommendation Forms |
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Final Checklist

- I have included all required information.
 - Cover letter (30 points)
 - Résumé (60 Points)
 - Portfolio (40 Points)
 - Application Form
- I have given the recommendation forms to my club main leader and another 4-H leader, and I have informed them of the due date. (20 Points)
- I have completed and signed the application form.
- My parent/guardian has signed the application form.
- I have submitted my completed application and **4 copies** of my Portfolio Packet (Cover Letter, Résumé, and Portfolio) (three for reviewers and one for the Outagamie Extension Office). Please, no 3-ring binders or report covers. Simply staple in the upper left corner.

Thank you.

Name
Address
City, State, Zip Code
Phone number
Email address

Date (that you are mailing it in)

**Outagamie County 4-H Leaders Association
3365 West Brewster Street
Appleton, WI 54914**

Dear Selection Committee:

Paragraph 1: What are you sending and why are you sending it? Include which trip you wish to be considered for (example: Citizenship Washington Focus, American Spirit, Key Award, etc).

Paragraphs 2 & 3: These are the “why me?” paragraphs. Explain in no more than two paragraphs why you are uniquely qualified to represent Outagamie County 4-H. Ask yourself what distinguishes you from other applicants. Provide specific examples from one or more of the résumé categories (Leadership Development, Skill Development, 4-H Activity Involvement, 4-H Project Summary, Personal Development, or Other Activities).

Final Paragraph: Close the letter. Thank the Committee for considering your application/ résumé.

Sincerely,

[Your name typed as you will sign it above.]

***Tip: The cover letter should complement the résumé, not repeat it.**

Name
Address Line 1, Address Line 2
Phone Number Email (If applicable)

EDUCATION

School or college name, then Freshman, Sophomore, etc.
4-H Club name, years in 4-H.

**4-H PROJECT
SUMMARY**

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 which projects you are currently enrolled in.

**4-H LEADERSHIP
DEVELOPMENT**

Translate what you have learned personally in 4-H and how you have gained additional responsibility.

Examples:
Assist poultry project leader with meetings
Current Vice President of club
Member of county Aerospace Committee, planned county rocket launch

**4-H SKILL
DEVELOPMENT**

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

Examples:
Cultural art skills: crocheting, quilting, stenciling
Proficient knowledge of dairy nutrition, fitting, showing, and training
Able to document growth in project in 4-H Record book

**4-H ACTIVITY
INVOLVEMENT**

Summarize all 4-H activities in which you have participated and the number of years you participated.

Examples: committees, educational trips, speaking/demonstrations, Revues, etc.

**4-H PERSONAL
DEVELOPMENT**

Translate what you have personally gained as a result of participation in 4-H projects and activities into personal attributes.

Examples:
Strengthened communication skills, including spoken and written
Effectively work with younger members , peers, and adults in varied situations
Organized special events and meetings while paying close attention to detail

**OTHER
ACTIVITIES**

In this section, include school activities, work experience, special activities, etc. and the number of years you participated.

Examples:
Honor Roll, 4 years
Church Volunteer: usher, 2 years
Saxophone Lessons, 4 years

Tips for Doing Your Cover Letter and Résumé

- **Plan ahead.**

- Go through each part of the résumé and cover letter before typing.
- Use your past trip applications and 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 experiences 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 experiences?

You will need two recommendations.

- Make sure that your references have plenty of time to fill in the recommendations.
- You will also need to let them know when it is due at the Outagamie Extension Office.

- **Layout, design, and abbreviations.**

- Your résumé should be easy to read and understand. Use a computer!
- Arrange your résumé as illustrated in the sample outline provided.
- Choose a common and professional font, such as Arial or Times New Roman.
- Your font size should be no less than 11 point and no larger than 12 point.
- Use the same font throughout your document.
- Use 1" margins at the top, bottom, and both sides of your page.
- Your résumé may be two pages long, but no more than two pages.
- Avoid using too many abbreviations, as not everyone is familiar with them. If you do use an abbreviation, please include what it means in parenthesis after the abbreviation the first time it is used in the résumé.

- **Proof it.**

- Your documents should be free of spelling and grammatical errors.
- Use spell check if you have it.
- We recommend having at least two people proofread your résumé and cover letter.

- **Ask for help if you need it.**

- If you have not gone through this process in the past, you may have questions. Do not hesitate to ask! The Outagamie County 4-H Travel Scholarship Committee members are more than willing to help you. Call the Outagamie Extension office (832-5122) for committee member names and phone numbers.

- **Other helpful advice from reviewers:**

- Never leave a section blank.
- Avoid negative comments.
- Include future goals to show growth.
- Include personal insights, thoughts, or understanding gained after the event or experience.
- Reminder: this is a professional presentation of your 4-H career, and your whole submission is reviewed as a total visual presentation (résumé, cover letter, portfolio, color, design, layout, etc.)

The Portfolio

A portfolio is a tool that visually illustrates and supports what you have written in your résumé and cover letter.

What Needs to Be Included in the Portfolio

On one page, pick one of the following topics and respond to it. Be sure you give specific examples in your response. **(Approximately 300 words)**

- 4-H provides opportunities for developing leadership. Explain your most meaningful 4-H leadership experience.
- Discuss how the skills and experiences you have gained from 4-H are different from your classroom education.
- Describe how you have given back to your community through your 4-H involvement.
- Talk about the biggest lesson you have learned through your 4-H involvement.

On another page, pick a second topic from the above list and respond to it. Again, be sure to give specific examples in your response. **(Approximately 300 words)**

On the next pages (2-4 pages for this section), pick your top 3-4 projects. Visually illustrate what you wrote in your résumé about that project. Use no more than 2 pages per project and no more than 4 pages total. Colored illustrations enhances presentation and is visually more appealing.

For example, if you listed skills learned from participating in an animal project, then you might include pictures of your project animal; a summary of your record book, results from the Livestock Market Animal Sale, and a short summary of your accomplishments could be put on this page. You should tell a visual story of your projects. You may include captions or written explanations.

If you listed skills learned from participating in cultural arts, you might include pictures of your work, comments from the judge (written and summarized) and a short summary of your accomplishments could be put on one page.

Assemble your application packet: Cover letter, résumé, and then portfolio.

The packet should include at least 6 pages and no more than 9 pages total.

Remember this is a professional presentation that should be visually appealing



Extension
UNIVERSITY OF WISCONSIN-MADISON
OUTAGAMIE COUNTY

Educational Travel Experience
Portfolio Packet Application



Member Information

Applicant's Name:

___ Male ___ Female Phone: Current Grade:

Address:

City: Zip:

Email:

Date of Birth: T-Shirt Size (adult tees: S, M, L or XL):

Name of Parent(s)/ Guardian(s):

Parent Email:

Name of 4-H club: # of years as a 4-H member:

of years in the Youth Leadership project:

Please check which experience you wish to be considered for:

- Key Award** **National 4-H Congress** **National 4-H Conference**
- American Spirit Trip** **Citizenship Washington Focus (CWF)**

MEMBER

I have prepared this application packet myself and believe it to be correct. If selected, I will talk at two different clubs or organizations about this trip (such as my club meeting, another 4-H club meeting or the Action Center at the County fair), I will attend the orientation and planning meetings.

Date: _____ Applicant's signature: _____

PARENT

I have reviewed this packet and believe it to be correct. I will support my child in participating in this trip by attending with them all orientation and planning meetings and agree to be financially responsible for up to 25% of the total cost.

Date: _____ Parent's signature: _____

Please return completed application to:
Outagamie County Extension, Attn: Educational Travel Experience
3365 W Brewster Street, Appleton, WI 54914



Extension

UNIVERSITY OF WISCONSIN-MADISON
OUTAGAMIE COUNTY

Outagamie County Extension
Attn: Educational Travel Experience
3365 W Brewster Street
Appleton, WI 54914
920-832-5122
www.outagamie.extension.wisc.edu



4-H LEADER RECOMMENDATION FORM

4-H Leader (other than parent):

The 4-H member listed below is applying for a scholarship to participate in a 4-H educational travel opportunity or award. Your evaluation is an essential part of this member's application. Please complete the form and send **DIRECTLY** to the address above by:

October 1 for Space Camp, American Spirit, Citizenship Washington Focus or National 4-H Conference

February 1 for Explore WI, WI State 4-H & Youth Conference, National 4-H Congress, or Key Award

DO NOT give completed form back to the member.

If you have any questions, please contact Alicia at (920) 832-5122 or alicia.shroederhaag@wisc.edu

Recommendation form for (name of applicant):

Name of person completing recommendation form:

Trip member is applying for scholarship to attend:

Accuracy of Application: (Member honestly and accurately completed application). ***Please check one of the boxes or the member will not receive any points for this section.***

Excellent Good Satisfactory Not Satisfactory

Based upon participation, is this member a good candidate for the scholarship to attend the trip? ***Please check one of the boxes or the member will not receive any points for this section. No need to write a recommendation letter, just check yes or no.***

Yes No If no, why not?

Date: _____ 4-H Leader Signature: _____

Thank you!

An AA/EEO employer, UW-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX and ADA requirements.



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4-H MAIN LEADER RECOMMENDATION FORM

4-H Main Leader (other than parent):

The 4-H member listed below is applying for a scholarship to participate in a 4-H educational travel opportunity or award. Your evaluation is an essential part of this member's application. Please complete the form and send **DIRECTLY** to the address above by:

October 1 for Space Camp, American Spirit, or Citizenship Washington Focus or National 4-H Conference

February 1 for Explore WI, WI State 4-H & Youth Conference, National 4-H Congress, or Key Award

DO NOT give completed form back to the member.

If you have any questions, please contact Alicia at (920) 832-5122 or alicia.shroederhaag@wisc.edu

Recommendation form for (name of applicant):

Name of person completing recommendation form:

Trip member is applying for scholarship to attend:

Accuracy of Application: (Member honestly and accurately completed application). ***Please check one of the boxes or the member will not receive any points for this section.***

Excellent Good Satisfactory Not Satisfactory

Based upon participation, is this member a good candidate for the scholarship to attend the trip? ***Please check one of the boxes or the member will not receive any points for this section. No need to write a recommendation letter, just check yes or no.***

Yes No If no, why not?

Date: _____ 4-H Main Leader Signature: _____

Thank you!

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