



Top Ten Tips and Tricks

Applying for an Outagamie County 4-H Leaders Association Trip Scholarship

1. **Make your application shine!** Your application is only as good as you make it. The people who are reviewing the applications do not know you or what you have done. It is up to YOU to tell them! This is not the time to be shy – brag about what you have done! Tell them what you heard, saw, did, and learned.
2. **Answer every question.** Double check your work and make sure you did not miss something.
3. **Watch the deadlines.** Late applications will not be accepted, so be sure to get your application in on time. If you are mailing the application, be sure to give enough time for the post office to deliver it. It is also a good idea to call the office and make sure they received everything...take any steps you could to make sure your application gets where it is supposed to go.
4. **Proofread your application** – including the boxes, lines, and essay – more than one time. Watch for spelling and grammar errors. It is always helpful to have an adult proofread your application (maybe your mom/dad...but consider someone else – like a leader – as they will see your application from a different perspective).
5. **Be honest in your answers.** Only list those things that YOU participated in.
6. **Remember – neatness counts.** When at all possible, type your application and essays. This will make it easier for the reviewer to look at your application on the same level as all other applicants.
7. **Use your record books and history with 4-H to your advantage.** You have learned and done MUCH more than you can remember sitting in front of your computer filling out the application. Consider making a list of all your projects and the major things you learned. Don't forget that you are learning more than just the project information – you are learning life-skills (organization, teamwork, planning, decision making, belonging, public speaking, confidence, etc.) through ALL of your projects. Don't be afraid to use these skills in your application!
8. **Your club leader will need to complete your recommendation form.** Your application requires a recommendation form from your 4-H club's main leader. Be sure to give the form and your completed application to your leader with enough time for him/her to fill out the recommendation and sign your application. It is also a nice gesture to offer a stamped envelope for your main leader to mail in the recommendation form. (Note: the recommendation form will go directly to the Extension Office. When you call to make sure that your application has arrived, it is a good idea to see if your leader's recommendation form has arrived also. If it has not, call your leader and kindly ask if the form has been completed.)
9. **Keep a copy of your application.** That way, if something is missing, you have a copy of it and don't need to rush to complete a new application. Also you can update it as needed for future opportunities.
10. **If you are a first year 4-H member,** and don't have a lot to fill in the 4-H boxes, **talk with your leader to discover things you have done in the club that relate to the questions. DO NOT LEAVE THE SECTION BLANK or WRITE "NONE"!** You are a 4-H'er and have the experience, even if it is not as obvious as serving as a club officer. You may not have been a participant in some of the county-wide events, but have you done anything in your club? Youth Leaders? Presentations? Demonstrations? Community Service? All of these things count, and add up on your application.

Applications are reviewed by outside representatives who know what Outagamie County 4-H is all about. But they don't know you (or your name). So, there will be no bias in their decisions. All applications are scored using the rubric posted on the website so you can see how and where points are assigned. Reviewers tabulate their results and all results are compiled to get a cumulative average score.

A total of 150 points are available. Applications that do not receive a minimum of 100 average cumulative points will not be considered for scholarships. Each applicant will receive their individual comments from the reviewers.

