

## 4-H Educational Travel Experience Portfolio Packet

<b>Due:</b> <b>October 1</b>	American Spirit Trip Citizenship Washington Focus (CWF) National 4-H Conference
<b>Due:</b> <b>February 1</b>	Advanced Space Camp (travel in odd number year) Key Award National 4-H Congress

This packet contains:

- |   |  |
|---|--|
| <input type="checkbox"/> Portfolio Instructions | <input type="checkbox"/> Tips for Creating Cover Letter and Résumé |
| <input type="checkbox"/> Cover Letter Outline   | <input type="checkbox"/> Application Form                          |
| <input type="checkbox"/> Résumé Outline         | <input type="checkbox"/> Recommendation Forms                      |

### 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).  
**Electronic submissions will not be accepted.** 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 (832-5123) 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

**(If applying for more than one educational travel opportunity, please answer different questions for each application)**

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.
  - What is your favorite project and how have you grown in that project throughout your 4-H years?
  - How do you see 4-H playing a part in your future?
  - What would you say to others to encourage them to join 4-H or stay in 4-H?
  - How has 4-H molded you into who you are today?
  - How did you benefit from the youth-adult partnership that 4-H offers?
  
- 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  
920-832-5123  
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 American Spirit, Citizenship Washington Focus or National 4-H Conference
- February 1** for Explore WI, Summer Academy, 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) 832-5123 or [alicia.shroederhaag@wisc.edu](mailto: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 EEO/AA employer, University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming, including Title VI, Title IX, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act requirements.



**Outagamie County Extension**  
 Attn: Educational Travel Experience  
 3365 W Brewster Street  
 Appleton, WI 54914  
 920-832-5123  
 www.outagamie.extension.wisc.edu



## **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 American Spirit, or Citizenship Washington Focus or National 4-H Conference  
**February 1** for Explore WI, Summer Academy, 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) 832-5123 or [alicia.shroederhaag@wisc.edu](mailto:alicia.shroederhaag@wisc.edu)

Recommendation form for (name of applicant):

Name of person completing recommendation form:

Trip member is applying for scholarship to attend:

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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

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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?

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Date: \_\_\_\_\_ 4-H Main Leader Signature: \_\_\_\_\_

***Thank you!***

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