



## THE APPLICATION PROCESS: IT'S ALL ABOUT THE LIFE SKILLS

The Calumet County 4-H Leaders Council uses an application and interview process to support you in building life skills as you pursue extraordinary 4-H opportunities. These are the components of the process and the life skills on which they focus:

**Part 1:** You must complete a cover letter, resume, and essay and collect a recommendation letter to submit as a written application. You must use **goal setting** skills as you identify which awards and opportunities you wish to apply for. You must also use **self-discipline** to prepare the materials and ensure they are submitted on time. Working on the written application materials builds **record keeping** and **communication** skills while simultaneously preparing you for the workforce. You will need to write about your 4-H experiences in a way that highlights the practical skills you have developed. 4-H adult volunteers who serve on the final Interview Committee will review the written application materials.

**Part 2:** Youth applicants participate in an interview with a small panel made up of 4-H adult volunteers, representatives from businesses and organizations from throughout Calumet County, or friends of 4-H. In the interview setting, you will practice **communication** and **social skills** as you talk about your 4-H experiences in a way that is understandable to people both within and outside of the organization. You will also use your **critical thinking** skills as you formulate appropriate answers to interview questions.

**Part 3:** You will receive notification about whether or not you were selected for an award or travel opportunity. You can build **resiliency** and **character** as you receive feedback on what you did well and what you could improve on if you were to apply again.

### THE FINAL PRODUCT: DUE OCTOBER 12, 2018

- A cover letter
- A resume
- One page response to essay question
- One letter of recommendation from an adult who is familiar with your 4-H work and involvement (not a relative). This recommendation should be mailed separately.
- Checklist and "What Do You Think?"

Please submit to the Calumet County UW-Extension Office, 206 Court Street, Chilton, WI 53014, by October 12, 2018. Your application packet can be dropped off in person, e-mailed, mailed, or deposited in the drop box at the UW-Extension Office.

Interviews will be held on October 24, 2018, in the lower level of the Courthouse in Chilton.



## ESSAY QUESTION

Include in your application packet a one-page response to this essay prompt:

**4-H has helped me to become a better community member by ...**

### Tips for completing your essay response:

- 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.
- Include your name, grade, and 4-H club at the top of the page for your essay response.
- The essay response should be single-spaced.
- Use 1" margins at the top, bottom, and both sides of your page.
- Your essay response should be no more than one page long.
- Include information from throughout your 4-H experience.
- Be thoughtful and honest in your response.
- Proofread your essay response, and have someone else proofread it as well for accuracy in grammar and spelling.
- You will be evaluated on your depth of thought and how clearly you can communicate.



## ADULT RECOMMENDATION

The following applicant, \_\_\_\_\_, has applied to receive funding from the Calumet County 4-H Leaders Association for an educational travel experience 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 opportunities and awards.

Please complete the following recommendation and return as directed below.

Below or on a separate sheet, please explain why the applicant is deserving of the funding and/or honors. Feel free to describe the applicant's leadership skills (ex. communication, listening skills, presentation skills, self-confidence, teamwork, time management, responsibility, etc.) as well as any additional information that would be helpful to the selection committee.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title/Relationship to Applicant: \_\_\_\_\_

Recommendations should be sent directly to:

Calumet County UW-Extension  
4-H Award Recommendation  
206 Court Street  
Chilton, WI 53014

Fax: 920-849-1614

e-mail: [connie.leonhard@ces.uwex.edu](mailto:connie.leonhard@ces.uwex.edu)

DEADLINE DATE: OCTOBER 12



**INTERVIEW INFORMATION**  
**Wednesday, October 24, 2018**  
**Starting at 6:00 pm, Courthouse, Rooms #015 and #017**

In order to be eligible for awards and/or to receive funding for educational travel experiences through the Calumet County 4-H Leaders Council, you must turn in a complete application packet to the UW-Extension Office (206 Court Street, Chilton, WI 53014) by **Friday, October 12** and **interview on Wednesday, October 24.**

A panel of adult volunteers will conduct the interviews, and each interview will last approximately 10 minutes. Plan to arrive at least 10 minutes prior to your scheduled interview time.

The volunteers from the Interview Committee will also review your paper application materials. In making the final selection, the committee will evaluate you based on both your written materials and your interview.

For interview night, remember to ...

- Dress appropriately
- Smile
- Relax
- Explain how you have grown through 4-H (reference the life skills)
- Talk clearly and slowly
- Make it clear how 4-H has made a difference in your life

Please remember that you are applying for an award or partial funding for an educational experience. This does not guarantee you a spot on the experience. Also, any 4-H member can register for an educational travel experience, regardless if they receive partial funding or not.

Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. If you need an interpreter, materials in alternate formats or other accommodations to access this program, activity or service, please contact the Extension Office at 920-849-1450 as soon as possible so that proper arrangements can be made in a timely fashion.



**CHECKLIST AND "WHAT DO YOU THINK?"**  
Please complete and submit with your application materials.

Name: \_\_\_\_\_

What awards and/or funding for educational travel experiences are you applying for? : \_\_\_\_\_

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**Before you submit your application, confirm that you did the following...**

- Prepared a cover letter
- Created a resume
- Wrote a one page essay response to the prompt
- Had one adult complete a recommendation using the provided form and had them send it directly to the Calumet County UW-Extension Office

**Time for a little self-reflection...**

1. As a result of constructing my cover letter/resume, I: *(check all that apply)*

\_\_\_ learned more about myself *(If checked, list at least one thing that you have learned):*

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\_\_\_ better understand why I'm in 4-H

\_\_\_ know how to put a resume together

\_\_\_ better understand what skills I have gained from 4-H

\_\_\_ will set higher project goals this year *(If checked, list at least one goal you are setting this year)*

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\_\_\_ will take on a new 4-H challenge this year *(If checked, list at least one new challenge you plan to take on this year)*

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\_\_\_ Other(s): *(Please list)* \_\_\_\_\_

2. Please share other comments/suggestions about the application and interview process: