ST. CROIX COUNTY 4-H KEY AWARD APPLICATIONS

Due to the UW-Extension Office on April 6, 2018

The Wisconsin 4-H Key Award Program recognizes a select group of 4-H participants who have demonstrated consistent growth in their 4-H involvement, developed and applied their leadership skills and actively participated in the functions of their 4-H club and community.

To be eligible, candidates for this award must be at least in 9th grade or older, and must have completed at least three years of 4-H and one year of youth leadership.

Selection is based on an evaluation of the candidate's total 4-H record (membership, projects, activities, leadership, personal development and county 4-H and community involvement.).

All applications must adhere to the strict conventions outlined below. Any application that does not meet these requirements (including all document names) will not be considered. If emailing documents they must be sent as a PDF attachment to an email. Any other cloud/internet shared documents will NOT be accepted (such as Google Docs).

APPLICATION

Applications must be emailed or mailed to the St. Croix County Extension Office by the deadline listed above:

> UW-Extension St. Croix County
> 4-H Key Award
> Attn: Heather Vierling
> 1960 8th Ave., Suite 140
> Baldwin, WI 54002
> heather.vierling@ces.uwex.edu

Applications will consist of the following:

1. **Resume**
   - Applicant's name and contact information at the top of the page
   - Not to exceed one page
   - No less than ¾ inch margins and using Times New Roman font no smaller than 10 points
   - Suggested resume headings include: Career Goals, School Experience, Work Experience, 4-H Experience, Leadership Experience, Activities Outside of 4-H
   - Include probable school choice and major on your resume
   - Resumes must be submitted as a PDF and must be named Applicant Last Name Resume (example: Smith Resume) and attached to an email.

2. **Cover Letter**
   - Applicant's name and contact information at the top of the page
   - Not to exceed one page

- No less than ¾ inch margins and using Times New Roman font no smaller than 10 points
- Cover letters should include information relevant to the application, including how 4-H made an impact and how skills learned in 4-H will be used in the future. The strongest cover letters expand on information on the resume; they do not repeat the same information.
- Cover letters must be submitted as a PDF and must be name Applicant Last Name Cover Letter (example: Smith Cover Letter) and attached to an email.

3. **List of 4-H projects** in which the applicant participated
   - Applicant's name and contact information at the top of the page
   - Not to exceed one page
   - No less than ¾ inch margins and using Times New Roman font no smaller than 10 points
   - The project list should be in order of importance to the 4-Her, with the most important projects at the top of the list. This does not need to be a complete list of every project ever taken by the 4-Her.
   - Project list must be submitted as a PDF and must be name Applicant Last Name Project List (example: Smith Project List) and attached to an email.

4. **One recent photo of the applicant** (preferably at a 4-H event or working on a 4-H project)
   - Photo must be a 5"x7" or less and may be snapshots or professional photos
   - Photo should be clear and, while other people may be in the photo, the applicant must be prominent
   - Photo must be submitted electronically (JPEG or PDF) and titled Applicant Last Name Photo (example: Smith Photo) and attached to an email
   - Photo may be used for promotional purposes

5. **Letter of Recommendation**
   - One letter of recommendation must also be submitted on the applicant's behalf. This letter could be from a member of the community, 4-H leader, teacher, etc. This letter should not come from a family member.

SELECTION PROCESS

A panel of 4-H volunteers will screen the applications and select finalists. The finalists applications will be ranked. The selection committee will assign available key awards to the top ranking applications based on state criteria.

NOTIFICATION

Applicants who are awarded key awards will be notified by postal letter in April. Key Award winners are required to send a thank you notes to sponsors. Key Award recipients will be presented with their awards at the 2018 St. Croix County Fair. Portions of recipients application materials (including their photo) may be featured in 4-H publications, presentations, and marketing materials.

QUESTIONS

Call or email Heather or Melissa at the St. Croix County UW-Extension Office with any questions or concerns regarding the application process.

715-531-1930

heather.vierling@ces.uwex.edu or melissa.heath@sccwi.gov