

2021 St. Croix County 4-H Key Award

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. 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).

To be considered, all applications must be uploaded to the link below no later than **Friday, April 9, 2021 at 5:00pm**. Late applications cannot be considered.

The application requirements represent what youth may be asked to submit when applying for jobs. We encourage applicants to treat this process as if applying for employment. For help with creating cover letters and resumes, applicants should reach out to their club leaders, teachers or parents.

ELIGIBILITY

To be eligible for the Key Award, 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.

Applications are required to follow all guidelines as outlined below. Any application that does not meet these requirements cannot be considered.

APPLICATION

Complete applications are to be submitted to Heather Vierling, 4-H Youth Development Agent, at the following email address heather.vierling@wisc.edu. Applications should be submitted as one PDF document and titled as follows "Last Name KeyAward Application" (i.e. **Smith KeyAward Application**). Unfortunately, we are unable to accept any other document format or cloud/internet shared documents (i.e. Google Docs).

Applications must include all of the following (1-4 below). Please note a letter of recommendation is also required (see 5 below) and should be emailed separately to heather.vierling@wisc.edu by the 4-H leader writing the letter.

1. 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 has made an impact in your life and how skills learned in 4-H will be used in the future. The strongest cover letters expand on information on the resume and do not repeat the same information.

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2. 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(s) and career major(s) on your resume

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 and you should not include any project descriptions or explanations.

4. Essay Questions (both questions should be answered)

- 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

Essay Question #1 (250 word limit)

What has 4-H taught you and how has it impacted/shaped the person you are today?

Essay Question #2 (250 word limit)

Leadership can be a vague word. Describe your personal leadership role and give an example(s) of how you have been a leader in 4-H with your Club, Community, Country or your World?

5. Letter of Recommendation – Make sure the leader writing your letter is aware of the requirements below.

- 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
- One letter of recommendation from a 4-H Leader (i.e. Club leader, Project Leader). This letter should not be from a family member.
- The letter of recommendation should be emailed directly to heather.vierling@wisc.edu in a PDF format and titled as follows "Applicant's Last Name Recommendation Letter" (i.e. **Smith Recommendation Letter**). Unfortunately, we are unable to accept any other document format or cloud/internet shared documents (i.e. Google Docs).

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NOTIFICATION

Applicants who are awarded scholarships will be notified by postal letter by May 1.

QUESTIONS

Call or email Heather at the St. Croix County UW-Extension Office with any questions or concerns regarding the application process at (P)715-531-1930 or email heather.vierling@wisc.edu