

FORGIVABLE LOAN - Betty Jean Utecht Forgivable Loan

The Betty Jean Utecht Forgivable Loan amount is \$250.00 for study in the area of nursing. The Forgivable Loan is awarded to 4-Her's based on demonstrated personal growth, development and leadership, academic performance, community engagement, and future educational goals. This loan is renewable with an annual application.

A 4-H member may apply for both the Betty Jean Utecht Forgivable Loan and a St. Croix County 4-H Leaders Association Scholarship.

To be considered for the Betty Jean Utecht Forgivable Loan, 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.

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

ELIGIBILITY

To be eligible for the initial Betty Utecht Forgivable Loan, youth are required to be a member of the St. Croix County 4-H program for at least the past 3 years; be a member in good standing; have a grade point average of at least 2.5 on a 4.0 scale; and be enrolled or planning to enroll at a university, college, or technical school during the 2021 – 2022 academic school year.

Following graduation from a university, college or technical school, the recipient is required to submit a copy of the graduation certificate to the UW-Extension Office, upon which the loan will be forgiven.

First time applicants for the Betty Jean Utecht Forgivable Loan should follow all 4-H scholarship application requirements (1-4) as outlined below. Please note a letter of recommendation is also required (see 5 below).

To receive the loan payment, the recipient must submit a copy of their transcript to the UW-Extension Office by February 1 along with a written acknowledgement to the family sponsoring the loan in a stamped, addressed envelope.

Reapplying applicants must submit a copy of their most current transcripts by February 1 of that school year with a cover letter and a brief statement describing educational progress and updating any changes in educational goals.

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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 UtechtLoan Application” (i.e. **Smith UtechtLoan 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.

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 Question

- 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

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Essay Question (250 word limit)

With so many different youth programs available to children, why did you choose to participate in 4-H and what suggestions do you have for making the 4-H program better?

5. Letter of Recommendation - Make sure the 4-H 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).

NOTIFICATION

Applicants who are awarded the forgivable loan 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