

# 2024 Betty Jean Utecht Forgivable Loan for Nursing

The Betty Jean Utecht Forgivable Loan amount is \$250.00 for study in the area of nursing. The Forgivable Loan is awarded to 4-Hers 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 emailed as indicated below no later than **Monday, April 1 at 5:00pm**. Late applications cannot be considered. Applications are required to follow all guidelines as outlined below. Any application that does not meet these requirements 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 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 pursuing a nursing career during the 2024 – 2025 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 (1-5) as outlined below. Please note a letter of recommendation is also required (see 6 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.

## APPLICATION

Complete applications are to be submitted to Sky Holt, 4-H Youth Development Agent, at the following email address [sky.holt@wisc.edu](mailto:sky.holt@wisc.edu). Applications should be submitted as one PDF document and titled as follows “*Your Last Name* Utecht Loan Application” (i.e. **Smith**

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**UtechtLoan Application).** Unfortunately, we are unable to accept any other document format or cloud/internet shared documents (i.e. Google Docs). Applications can also be mailed to UW-Extension Office, 1960 8<sup>th</sup> Avenue, Suite 140, Baldwin, WI 54002 and must be postmarked no later than April 1, 2024.

Applications must include all sections below (Cover Letter, Resume, Project List, Essay Question, Letter of Recommendation). NOTE: The letter of recommendation should be emailed separately to [sky.holt@wisc.edu](mailto:sky.holt@wisc.edu) by the 4-H leader writing the letter. **IMPORTANT: Each individual section should not exceed one page and should include the Applicant's Name at the top of each page.**

## 1. Cover Letter

Cover letters should be an introduction and 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. Make sure to indicate which scholarship you are applying for (4-H Scholarship, Betty Jean Utecht Forgivable Loan, 4-H Trade Scholarship or Dairy Science).

## 2. Resume

Suggested resume headings include: Career Goals, Education Goals, School Experience, Current GPA, Work Experience, 4-H Experience, Leadership Experience, Activities Outside of 4-H

## 3. List of all 4-H projects in which the applicant participated:

The project list should be in order of importance to the 4-Her using the template below (similar to page 2 of the green 4-H cover) with the most important projects at the top of the list.

Name of project	Year Carried						

## 4. 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.**

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- 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 [sky.holt@wisc.edu](mailto:sky.holt@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 after May 1.

## QUESTIONS

Call or email Sky at the St. Croix County UW-Extension Office with any questions or concerns regarding the application process at (P)715-531-1930 or email [sky.holt@wisc.edu](mailto:sky.holt@wisc.edu)