



UNIVERSITY of NEW HAMPSHIRE COOPERATIVE EXTENSION

Criteria for Award Selection for the State and National 4-H Awards

(Requires minimum 3 years participation in 4-H)

State 4-H Achievement Awards

- must be 14 yrs and older (as of Jan 1 of the calendar year the event will be held)
- 4-H member needs to demonstrate excellent communication skills and have the ability to explain the scope of their 4-H experience
- Award recipients will be honored at the New Hampshire State 4-H Activities Day Awards Program held the Saturday after Memorial Day.
- All youth who apply for a national award will be considered for a State Achievement Award.

National 4-H Achievement Awards

National 4-H Congress

- Must be 14 yrs and older (as of Jan 1 of the calendar year the event will be held)
- National 4-H Youth Congress is an issues-based educational experience that develops leadership skills while recognizing contributions and accomplishments of the 4-H youth involved. Delegates take part in educational workshops that address key issues identified by the delegates before the 4-H Congress, hear from outstanding speakers, and participate in cultural tours, community service, and entertainment.
- To receive the award to attend National 4-H Congress the 4-H member needs to exhibit leadership experience, demonstrate excellent communication skills, and the ability to explain the scope of their 4-H experience and highlight how they would share the information from attending Congress with the youth and adults when they returned.

National 4-H Conference

- Applicants must be 15 years of age (**as of Jan 1 of the calendar year the event will be held**)
- Each county can nominate a maximum of three applicants representing both genders (if only one gender represented, a county may only nominate two individuals).
- *Achieving greater involvement of youth and adults in 4-H program development at all levels is one of the major objectives of National 4-H Conference.* In carrying out this objective, consulting groups of youth, volunteers, and 4-H professionals devote the major part of National 4-H Conference to in-depth discussions of issues of priority concern in the world today and make recommendations relating to 4-H youth development programming. Delegates have the opportunity to interact with 4-H teens from throughout North America and to exchange program ideas. Tours of Washington and meeting with elected officials from New Hampshire provide insight into the workings of our government and an opportunity to share the important roles youth play in today's 4-H.
- To receive the award to attend National 4-H Conference the 4-H member needs to demonstrate good communication skills, leadership experience, a broad knowledge of the total 4-H youth development program, be able to identify strengths and challenges of the NH program, be aware of current issues they would like to discuss with their national congressional delegation, convey skills needed to be a good team member and provide ideas of how they could implement a plan of action when they return to NH.

National 4-H Dairy Conference

- Applicants must be 15 years of age (**as of Jan 1 of the calendar year the event will be held**) and have at least three years experience in the 4-H Dairy project including the current year.
- This premier event is designed to assist 4-H youth in learning more about the dairy industry. Youth explore dairy careers, debate contemporary issues facing the dairy industry, share ideas, interests, and concerns with peers nationwide, and practice leadership, communication, and group participation skills. 4-H members exhibiting at World Dairy Expo or participating in the National 4-H Dairy Judging Contest are not eligible to participate in Dairy Conference in the same year.
- To receive the award to attend the National 4-H Dairy Conference the 4-H member must demonstrate good communication skills, have a broad understanding of the dairy industry and the desire to learn more about careers related to the dairy industry. The member needs to be able to discuss how the 4-H experience has prepared them for leadership roles and how they would share the information gained from attending the conference with other when they return home.

If you have previously applied for a State or National Achievement Award, in addition to the above criteria remember judges will want to see that over the past year you continued:

- Personal growth through 4-H in new or expanded ways.
- Demonstrated further significant contributions in the areas of your leadership and service.
- Developed and practiced additional life and career skills or significantly improved existing skills.

Applying for state and national 4-H awards is similar to applying for a job. Each part of the awards packet builds upon the others. Create interest in the cover letter by addressing the goals of the award opportunity, emphasize two or three 4-H strengths in the resume, and finish by focusing on other areas in the narrative. Provide clear dates and examples to make the application tell a story. Remember the judges do not know you, like your 4-H leader and county educator do, and will base their decision on the application packet. This application should be easy to adapt to a job resume.

Final selection of awards will be made by the selection committee based on a combination of:

- Applicants level of accomplishment shown by the cover letter, resume, narrative and letter of recommendation (letter of recommendation will be optional in 2009-2010, mandatory in 2010-2011)
- The recommendation of the county educator or program associate
- Personal Interview

Written packet content and format

The judges will be determining the degree to which you have met the following criteria as documented in the application packet:

- Understands the goals and objectives of the award (this needs to be in your cover letter)

- Demonstrates the ability to set goals and to work towards their attainment;
- Documents the development of career skills;
- Shows personal growth through the development and application of life skills;
- Develops and uses leadership skills;
- Makes a difference in the lives of others through service.

Application Packet

- Application packet must be on white 8 ½” x 11” paper with 1” margins on all sides, using 12 point print that is easy to read (Times New Roman type is a good example). These guidelines must be followed, or the application will not be accepted.
- Applicants name and a page number should appear at the bottom right hand side of each page. (a footer is an easy way to accomplish this)
- **Do NOT** include photos, news clippings, or other supporting documents.
- A complete packet contains a cover letter (listing all the awards you are applying for), resume, narrative, letter of recommendation (optional in 2009-2010, mandatory in 2010-2011), and member application check list.
- If you are a repeat award applicant, continued achievement should be indicated with an *

If the application packet is selected at the county level to be submitted to the state for further consideration, the County Extension Educator will attach a comment sheet with a written recommendation for each award you are being nominated for. County offices will mail the applications to the State 4-H Youth Development office. Applications must be postmarked by December 1st of the current year. Late applications will not be accepted.

The judges will select those with significant personal achievement in the above criteria to participate and be interviewed. Interviews will be held in mid January, with a snow date in the following week.

Interviews

You should **dress appropriately** for the interview process. (Jeans and t-shirts are not appropriate). You should try to make a good first impression as you walk into the interview room, with your head held high, smiling, and then you should shake hands with the judges if convenient. The interview will be a team of 3 or 4 judges who will have reviewed the written packet. The interview will be used to further illustrate the member’s competencies, as well as to assist in choosing the best-rounded applicant. If there is a conflict on the interview date, a video may be substituted for the personal interview. This has to be pre-arranged through the county office.

County level evaluation will consider achievement in the areas of:

- | | |
|------------------------------------|-----------------------------------|
| • Attainment of personal goals | • Personal growth in life skills |
| • Advancement of project knowledge | • Leadership |
| • Development of career skills | • Service to community and others |

Application and selection

The application and selection process for a State 4-H Achievement Award and/or National 4-H Awards consists of five parts. The application check list, cover letter, resume and narrative must be typed. The final step is the personal interview.

Rules for Submitting 4-H Award Packets

1. 4-H members submitting award packets must have been enrolled in 4-H during the current 4-H year, and have at least 3 years of 4-H experience to write about.
2. All 4-H award packets are due in the County office by _____.
3. Award packets will be judged at the County level. Each county will send a list of the members selected to be judged at the State level.
4. If a 4-H'er is selected for the State interview process, he or she must participate in the interview in order to be eligible for a trip.

Guidelines for Submitting 4-H State and National Award Packet

1. Award packet must be typed.
2. The award packet should include three years of 4-H experiences.
3. Be as creative as possible when putting together an award packet.
4. Please be sure to include the information requested in the packet.
5. **7 page maximum (up to 8 pages for 2009-2010)** On the pages of the application use footer for each section with your name, date and page number.
 - a. Applicant Check List (1 page)
 - b. Cover Letter (1-1 ½ pages)
 - c. Resume (1-2 pages)(up to 3 pages in 2009-2010)
 - d. Narrative "What 4-H Participation has Meant to Me" (if repeat applicant "What Continued 4-H Participation has Meant to Me") (1 Page)
 - e. Recommendation from an outside source – 4-H Leader, Teacher, Clergy Member, etc. (1 page) (optional in 2009-2010, mandatory in 2010-2011)

Application Packet

Make sure that each section of the application packet is done on a separate sheet of white 8 ½" x 11" paper with 1" margins. Application can be no more than 7 pages maximum (up to 8 pages in 2009-2010).

Cover Letter (1-1 ½ pages)

The cover page is a letter that introduces you to the judges, stating why you want to be considered for a state or national award. This letter needs to address the goals and key question for the specific award you are applying for.

- Must answer **“What unique challenges or learning have you had in your 4-H experience and how do you feel it may be similar or different from those in other states?”**
- If applying for *one award* cover page should be one page maximum.
- If you are applying for *more than one award* you only need to write one cover letter however it can not be more than a page and a half.

Resume (up to 3 pages for 2009-2010, 1-2 pages maximum in 2010-2011)

Preparing a resume is part of this application process. It is to give you the experience to create a resume for a job or any other kind of application in the future. Preparing a resume is of prime importance to your being considered for an interview for employment. Taking a lot of effort in the preparation of the resume can not be overemphasized. The preferred resume format is that of a professional resume, with a centered address, and neatly organized listings of objective, experience, education, and interests, and be sure to include a section on 4-H experiences.

4-H Story (1 page maximum) **“What 4-H Participation Has Meant To Me”** (if repeat applicant “What Continued 4-H Participation has Meant to Me”) Up to this point of the application, you have gone back in time and given examples that help the judges see a picture of your leadership skills and experiences. You have described citizenship and community service, and explained how that affects your perspective. Project work has taught you these skills. Now it is time to write your 4-H story. The story should creatively show your 4-H experiences, tell how you are using 4-H lessons in life and how they will help you in your adult life and career.

The application packet should reflect how 4-H projects and activities have helped you develop and practice the following skills. Describe your most significant 4-H projects, activities and experiences associated with each. Include the last three years with emphasis on the past year's efforts.

Leadership Skills - Relate these skills to the leadership roles you have held during the past three years, such as holding an office, on a committee, or participation in a leadership project. Incorporate your 4-H leadership experiences with your leadership outside of 4-H.

Example: 2006 – 2009 held various terms as Club Photographer, Treasure and Secretary in my local 4-H Club.

Citizenship and Community Service experiences - What did you learn? Tell how you feel when you help others. Why is this important? Citizenship is the status or condition of a citizen (family, club, and local, state, national), the duties, rights and responsibilities of this person's actions as a citizen. Community service is what you do as an individual or group to help your community. Relate the service to things you have done in the past three years.

Example: 2008 – Student of the Year, had to have all grades B or above and do at least four hours of community service a month.

Teaching Skills - Tell what you have taught. Why it is important? What you have learned, etc?

Example: 2008-2009 4-H shooting sports coach, helped shooters develop better techniques.

Communication Skills - Why is this skill important? How you have used this skill.

Example: 2008 – 2009 Wrote for the club news paper.

Team Work – Include examples of events or activities which required team work.

Example: 2007-2009 Did a team action exhibit at State Activities Day.

To apply for any of these awards you must enclose a recommendation letter written by a 4-H leader, clergy member, teacher, etc. The letter should be no more than one page.

Make sure the person that writes your recommendation includes your name, how long they have known you, their involvement with you and the contributions you have made to 4-H, school and or the community you live in. They also should tell about your leadership qualities and any other qualities that you possesses. The recommendation can be mailed or given back to you and then you will enclose it with the rest of your paperwork.

Sample Resume

Applicant Name
Street Address
City, State, Zip Code
Telephone #

My goal is to graduate from college with my Bachelors in early-childhood education with a minor in either English or psychology.

Skills and Accomplishments:

Leadership:

Through leadership I have come to realize that being a true leader doesn't always mean taking charge, but sometimes means taking a back seat and providing persuasive guidance when needed. As a leader, I've learned to be a good listener, a role model, and an effective delegator. I've been able to develop my organization, management, negotiating, reasoning, responsibility, and planning skills through my offices and committees.

- * Vice President of my local club (1996-1997), Secretary (1997-1998), and President (1997-2000).
- * Acting Secretary and now Treasurer of Jr. Leaders, responsible for \$40,000.00 of the club's money.
- * 1999-2003 - Member of the Chicken BBQ Committee, ordered food and supplies through comparative shopping, prepared utensil packets and set prices for the meals. Also named Jr. Leader of the day, responsible for recruiting and overseeing volunteers working a six-hour shift.
- * Co-chair for the County 4-H Centennial Celebration, responsibilities included finding games, activities, and events for the day, shopping for supplies and delegating work to other committee members. During the event I helped to make sure everything went smoothly for the four hundred attendees.
- * 2001-2002 - Received county medal for leadership, as well as the "I Dare You Award" in, for my growth in being able to effectively lead and persuade others to go one step further.

Community Service:

Community Service has provided me with the opportunity to work with a diverse group of people. I have grown as an individual because not only am I teaching them, but in return they are teaching me. Through community service I am able to close the gap between the generations. My compassion, thoughtfulness, concern, acceptance, empathy, and social skills have greatly improved as a result of working with the diverse generations. Knowing I have made a difference in their lives is most rewarding.

- * 1995-2000 - Planned and organized monthly favors and events for the Peabody Nursing Home.
- * 1998-1999 - My local 4-H club received the Colgate Youth Award for service to the nursing home.
- * 1998-2003 - Volunteer at New Hampshire Veterans Home. Varied duties to include gathering residents for activities, delivering mail, serving coffee, teaching residents to use a computer, assisting on outings, decorating and helping at dances, playing musical instruments, bringing the Sunshine Cart to the residents' room, and socializing.
- * Received the Daughters of American Revolution Award for service to the local NH Veterans Home.
- * 2001-2003 - Worked in the local soup kitchen. Responsible for menu planning, comparative shopping, cooking and serving the food, as well as setting tables, clean-up, and socializing.

- * 1998-2002 –Operation Santa Claus program with the Jr. Leaders' Club. Provided gifts for five children each year within a predetermined budget.
- * 1998-1999 - Received a Community Service county medal for my records and story of how I have made a difference in other peoples' lives.

Teaching:

Teaching others has provided me with certain essentials for the "real" world. It has promoted my self-esteem, allowed me to expand on my creativity and imagination, and has given me the opportunity to work on my effectiveness of communication and utilizing resources. Budgeting has also played an important role in teaching.

- * Participated in both Demonstrations and Action Exhibits at Presentation Day teaching approximately eighty people during each action exhibit session.
- * Received a Teen Mentor Medal for the make-it-take-it workshop I conducted entitled "Sweet Temptations" for approximately twenty people at the 4-H Mini Fair.
- * Conducted a session at a Presentation Workshop for approximately fifteen leaders and youth.
- * Involved with the Celebrate N.H. Folklife Festival as a presenter of a make-it-take-it for approximately four hundred people throughout the course of two days.
- * Nursery School Teacher at my church since 1999. I prepare lessons and activities for children age two to five. I can expect up to ten kids in the nursery, to include infants.
- * When my school schedule allows, I volunteer in a kindergarten classroom. I am expected to help the kids with their lessons and answer any questions they may have. This has helped me to decide on my long-term goal to become a kindergarten teacher.
- * 2000-2001 - Algebra tutor for two students.
- * 1999-2000 - Received a county medal for Arts and Crafts for demonstrating my skills in managing time, money, and resources.

Communication:

Communication has not only increased my self-esteem, but it has also given me the chance to improve upon my writing and speaking skills. I have gained confidence when having to speak in front of groups or present an idea to a committee. Effectiveness is key in communication. With this realization, I am more capable of helping others develop their skills.

- * 1999-2000 - County winner for my speech "I Too Have A Dream" for Public Speaking. I was surprised to have reached this goal, as this was only my second year doing a speech. I hope to do as well in the future!
- * 2001-2002 - Participated as Mistress of Ceremonies for both county Fashion Revue and Honors Evening.
- * 2001-2002 - Mistress of Ceremonies for the State Activities Day Awards Ceremony.
- * Participated in county and state poster (1995-2001) and photography (1995-2002) contests. Through written work and pictures I have been able to express my opinions on subject matters and to clearly make a point to all audiences.
- * Made memory books and completed my junior/senior records each year.
- * Serving as secretary for several organizations has given me the chance to improve my communication skills. I have learned to take notes at meetings and clearly state what was said and decided upon in a report so that it can be used as a reference in the future.

Team Work:

Working with others in 4-H will serve as a huge asset in any future plans of mine. Team work involves skills such as sociability, problem solving, decision-making, and listening. Serving on committees has really taught me more about being a good team member. You have to be able to respect other people's opinions and ideas and be able to highlight each other's strong points to get things accomplished.

* 2001-2003 – State Teen Council member with duties such as brainstorming ideas for workshops, finding presenters, gathering information on speakers, working with a set budget, and planning a schedule of events. Most importantly, though, is the ability to work with the other thirteen members and advisors to get things accomplished on time.

* Junior judge at the Fair (clothing and textiles; 2001-2002) - Worked with adults to look at 4-H participants' clothing and make suggestions on things they could improve upon for their sewing. We had to not only give "helpful hints" to the participants, but also provide encouragement and compliments.

* 2002-2003 - Member of the Food Show committee. As a member, I was expected to help out at the day of the event. I also found and made a recipe based on our theme for all participants to try.

* 1997-2003 - Fashion Revue committee. With the other members, I have brainstormed ideas for themes, bought and made the decorations, planned the opening of the program, designed the program cover, and help younger members at the Fashion Show.

* 2000-2003 - On several advisory and council committees for the Jr. Leaders' Club. This has given me the opportunity to work a diverse group people on different levels.

* Band member within my school since fifth grade. Last year I switched instruments from the flute to the tenor saxophone. I had to work with other saxophonists to learn how to play the instrument correctly.

Education:

Regional High School: Anywhere, New Hampshire

Graduation: 2004

Area of Study: College Prep

4-H Activities:

1999-2003 4-H Teen Conference delegate

2000-2001 Acting Secretary, 4-H Jr. Leaders

2000-2003 Secretary, 4-H Teen Council

2001-2002 Co-Chair, Centennial Celebration

2001-2003 Representative at 4-H Foundation Meeting

School Activities:

2000-2003 Class Secretary

2000-2003 Co-Editor of Yearbook

2001-2002 Secretary of Debate Club

2001-2003 Secretary of Student Council

2002-2003 Secretary of National Honor Society

Employment:

September 1999 to present - Sunday School Nursery Teacher

July 2000 to September 2000 - Page at the Library

2000 to present – Babysitter

Resume Facts

Filling out applications and resumes are necessary in a variety of situations. An application is a process for applying for such things as scholarships, trips and entrance to colleges, universities or trade schools. A resume is utilized firmly in the job market and is being used in this process to give you a feel for its importance. It will also be helpful in the interview situation.

Employers have indicated that resumes are screened in two minutes or less. Consequently, **resumes should be brief and to the point, easy-to-read, grammatically correct, neat and orderly.** As a *general rule*, quality applicants will submit resumes that are one page in length, and never more than two, however, for this packet we will accept a two page resume. Organize your resume in an outline form, to make it easier to read. Avoid overstatements of abilities or accomplishments as they will make it difficult to validate in the interview. An excellent resume maximizes your strengths and addresses the needs of the employer.

The purpose of a resume is to generate an interview by:

- Providing enough information to capture and maintain interest.
- Avoiding highly detailed descriptions (work, activities, etc.)
- Addressing the hiring supervisor's or manager's perspective and his or her employment needs.
- Stating what you have done, how well you did it, and your potential to contribute to the position for which you are applying.
- Showing how your past experiences and performances qualify you for the position. Be future oriented.

Parts of a Resume

1. Name, address, phone number and email address.
2. Career objective
3. Accomplishments or skills
4. Education
5. Work experience
6. Activities and interests
7. References

- Not all parts are required in every resume. Use only those that are relevant to the job for which you are applying.
- Make use of space, capital letters, bolding, asterisks, underlining, etc., to direct the reader's eye to relevant information.
- Know your competition. Design a great resume. An average, run-of-the-mill resume implies you are an average, run-of-the-mill person. Rarely does a supervisor or manager want to hire an average, run-of-the-mill person.

To adjust a resume to become a 4-H resume include involvement, accomplishments and skills you have gained in 4-H and outside of 4-H. With this resume, you are to include a recommendation rather than a reference, but they are similar to each other.



**UNIVERSITY of NEW HAMPSHIRE
COOPERATIVE EXTENSION**

**State Achievement and National 4-H Awards
Member Applicant Check list**

Name _____

County _____

Phone _____ Email _____

Age (as of Jan 1 of the current year) _____ Years in 4-H counting the current year _____

check all awards for which you are applying, note year if you have previously received award

Name of Award	Award(s) currently applying for	Year previously received
State Achievement Award		
National 4-H Congress		
National 4-H Conference		
National 4-H Dairy Conference		

Application package - include each item listed below:

- ____ 1 Member Applicant checklist (this form)
- ____ Individualized cover letter (1-1 ½ pages)
- ____ 1 copy of current resume (up to 3 pages in 2009-2010, 1-2 pages in 2010-2011)
- ____ 1 copy of narrative “*What 4-H Participation Has Meant To Me*” (if repeat applicant “*What Continued 4-H Participation Has Meant To Me*”) (1 page)
- ____ Recommendation from an individual other than your 4-H Educator(s) (optional in 2009-2010, mandatory in 2010-2011)

Mail or Email application packet

Due to County Cooperative Extension Office _____

(contact your county office for deadlines and address information)

Mailing address:

Email address:

The University of New Hampshire Cooperative Extension is an equal opportunity educator and employer.
University of New Hampshire, U.S. Department of Agriculture and N.H. counties cooperating.