

National 4-H Conference

Application and Selection

National 4-H Conference is a 6-day conference held between mid-March and early April. It is an educational and leadership opportunity, where 4-H youth and adult staff and volunteers learn and share information on current issues relevant to 4-H and our nation's youth. During the National 4-H Conference, youth will be working together in teams to develop a presentation on a topic which they will present to a corresponding federal agency. Success at this experience requires a high degree of professionalism and the ability to work independently and with a group.

The application and selection process for National 4-H Conference consists of the written resume packet (described below) and a personal interview.

Written packet

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

Through your involvement in 4-H you:

- Understand the goals and objectives of the National 4-H Conference, (this needs to be in your cover letter).
- Demonstrate the ability to set goals and to work toward their attainment.
- Show personal growth through the development and application of life skills.
- Have documented your participation in the four components of citizenship:
 - Civic Engagement - voice, advocacy, activism
 - Civic Education - government principles, processes and structure; personal roles & responsibilities, history & cultural heritage
 - Service - Community service, service learning, community youth development
 - Leadership - Leadership, respect, understanding, character development

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

- Applicants level of accomplishment shown by their resume packet.
- The recommendation of the county 4-H staff member
- A Personal Interview

Rules for Submitting Your 4-H Award Application Packets

1. Youth delegates must be between ages 15 (by January 1 of the conference year) and 19 years old.
2. 4-H members submitting award packets must have been enrolled in 4-H during the current 4-H year. The 4-H year begins on October 1st and goes to September 30th.

3. All 4-H **award packets are due in the County office by September 25**. Award packets will first be judged at the County level. Each county will then send the top 2 resumes for each opportunity to be judged at the State level by October 2.
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 state or national award. If there is a conflict on the State interview date, a video may be substituted for your personal interview. This has to be pre-arranged through your county office.*

Guidelines for Submitting 4-H State and National Award Application Packet

1. Award packet must be typed using a 12 point type that is easy to read (Times New Roman is a good example)
2. Application packet must be on white 8 ½" x 11" paper with 1" margins.
3. Be as creative as possible when putting together your award packet.
4. **Do NOT** include photos, news clippings, or other supporting documents.
5. You must have footers with your name, date and page number on all of your application pages.
6. A complete packet contains (8 pages maximum):
 - a. Applicant Check List (1 page)
 - b. Cover Letter (1-1 ½ pages)
 - c. Resume (up to 3 pages)
 - d. Narrative (1 Page)
 - e. Recommendation from an outside source – 4-H Leader, Teacher, Clergy Member, etc. (1 page)

Please Note: Resume packet must meet all of the above criteria or it will not be accepted.

If your application packet is selected at the county level to be submitted to the state for further consideration, the County Extension Staff member will attach a comment sheet with a written recommendation. County offices will mail the applications to the State 4-H Youth and Family office. Applications must be postmarked by October 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 in the state interviews. **Interviews for National 4-H Conference will be held Saturday October 21, 2017, at Camp Calumet in Freedom, NH.** You will be notified of your interview time via email.*

Interviews

- **Dress appropriately** for the interview process. (Jeans and t-shirts are not appropriate).
- Make a good first impression as you walk into the interview room, with your head held high and smiling.
- Shake hands with the judges if it is convenient.
- The interview will be a team of 3 or 4 judges who will have reviewed your written packet.
- The interview is an opportunity for you to further illustrate your experiences and skill development.
- The judges will be looking for the most well-rounded applicant.

Application Packet Detail

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 National 4-H Conference. This letter needs to address the goals for the specific award for which you are applying and you must answer the question below.

- **“How have you demonstrated active citizenship in your 4-H experience, and how do you feel this has prepared you to represent NH at National 4-H Conference?”**

Resume (up to 3 pages)

Preparing a resume is part of this application process. Preparing a resume is of prime importance to being considered for an interview. It is worthwhile to put a lot of effort in the preparation of your resume. The preferred resume format is that of a professional resume, with a centered address, and neatly organized listings of objective, experience, education, and interests.

The resume outline portion of the application packet should highlight the essential components as well as the leadership skills attained through citizenship experiences you have had within and outside of 4-H. Each of the following areas should be reflected within your resume:

Civic Engagement –Advocating for yourself and other youth in the 4-H program such as sitting on county boards/councils, participating in event planning committees and taking leadership roles in your 4-H club.

Civic Education – Participating in activities that help you understand government principles, processes and structure; personal roles & responsibilities, history & cultural heritage.

Service Learning and Community Service Experiences – Specific dates and events of service you have provided to the community. Relate the service to things you have done in the past three years.

- 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 have done to help your community.
- Service Learning involves the club *planning* the service project, *providing* the service, and then *reflecting* on their experience.

Leadership Skills – Highlight specific skills related to the leadership roles you have held, such as holding an office, a member of a committee, or participation in a leadership project. Incorporate your 4-H leadership experiences with your leadership outside of 4-H.

Narrative (1 page maximum) **Titled “How My Participation at National 4-H Conference would benefit the NH 4-H Program”** 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 citizenship skills and experiences. You have described citizenship and community service, and explained how that affects your perspective. The narrative should explain how your 4-H citizenship experiences have

prepared you to participate effectively at the National 4-H Conference, and how you can bring that experience back to NH to enhance the club, county and state 4-H program. Explain how you are using 4-H lessons in life and how they will help you in your adult life and career.

To apply for this award you must enclose a recommendation letter from an individual other than your 4-H staff member (i.e. 4-H leader, clergy member, teacher, etc.) The letter must 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. Enclose the letter with the rest of your paperwork.

See the next page for a Request Form to help you ask for a letter of recommendation. Be sure you *personally ask* the person you would like to write the letter for you. Do not just give them the form without an explanation.



University of New Hampshire Cooperative Extension

New Hampshire 4-H Awards National 4-H Conference Request for a Letter of Recommendation

(Name)_____ is applying for a NH 4-H Achievement Award to attend the National 4-H Conference and is requesting that you write a letter of recommendation on his/her behalf.

The NH 4-H Achievement Awards are given to youth who demonstrate significant achievement through the NH 4-H program. The judges will be looking for applicants who exhibit personal growth in the following areas:

- The ability to set goals and to work toward their attainment
- Personal growth through the development and application of life skills
- Have documented their participation in the four components of citizenship:
 - Civic Engagement
 - Civic Education
 - Community Service
 - Leadership

A required component of the award application is a letter of recommendation. The letter must be one page or less and must include the applicant's name, how long you have known the applicant, their involvement with you and the contributions the youth has made to 4-H, school and/or the community they live in. Please describe the applicant's leadership characteristics and any other qualities which will help the judges determine their level of qualification.

The applicant will submit your letter with the other components of their application which include a cover letter, resume and essay.

Thank you for your support and encouragement.



National 4-H Conference Member Applicant Check list

Name _____ County _____
Phone _____ Age (as of Jan 1 of the current year) _____
Member Email _____ Years in 4-H _____
Parent Email _____

Please note if you have received other awards through the NH 4-H Program

Name of Award	Year previously received
National Awards	
Agri-Science Summit	
Healthy Living Summit	
Makers Summit	
National 4-H Congress	
National 4-H Dairy Conference	
State Awards	
Barry Conservation Camp Scholarship	
State 4-H Teen Conference Scholarship	
State Achievement Award Only*	

* If you are applying for a national opportunity, you will automatically be considered for a State Achievement Award.

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)
- ____ 1 copy of narrative *"How My Participation at National 4-H Conference would benefit the NH 4-H Program"* (1 page)
- ____ Recommendation from an individual other than your 4-H Educator(s) or Program Associate

Mail your application packet to your County Cooperative Extension Office by the due date of September 25.
(Visit <https://extension.unh.edu/County-Office-Locations> for county address information)

Mailing address:

NOTE: The *State level award judging* will take place on October 21 at Camp Calumet in Freedom, NH
Applicants will receive notification from the State 4-H Office via email unless otherwise requested.

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