



## Instruction Sheet for 4-H Members National 4-H Award Trip Application Process

National 4-H trips are an exciting part of the 4-H experience. To apply for selection to attend a national 4-H award trip you are required to submit a CT 4-H Recognition Form by the required deadline and take part in an interview. Please remember that you are applying for an award that is based on your cumulative 4-H experience. Presenting a neat, thorough and complete application illustrates your interest in the award and how much effort you have put into the application process.

Completing applications are an important life experience. As you get older you will be completing applications for college, scholarships, jobs and other awards. It is important that you present yourself in a positive and professional manner. In order to make the most out of the national 4-H award trip application process here are some rules that need to be followed:

- A completed CT 4-H Recognition Form must be submitted to the county 4-H office by the county deadline date. A completed application includes:
  - A typewritten application. Handwritten forms will not be accepted.
  - All required signatures
  - A recommendation form that is attached to the recognition form or sent separately to the county 4-H educator. Do not send recommendation forms to the State 4-H Office.
- Your county 4-H educator will review your application to make sure it is complete and will then sign it and forward it on to the State 4-H Office by the state deadline date. Incomplete applications will be returned to the applicant.
- Recognition forms will be evaluated and applicants with qualifying scores will be invited for an interview as part of the selection process.
- Qualifying applicants will be contacted by the State 4-H office to schedule their interview. Two interview dates are provided at different locations in the state. If those dates are not convenient applicants will be asked to travel to the UConn Storrs campus for their interview. Once the interviews have been completed, applicants' scores for both their recognition form and their interview will be totaled and an average score determined for each individual.
- Because you are applying for an award trip, attention will be paid to the leadership and citizenship experiences that you list on your application. Take time to think of all the leadership and citizenship activities you have taken part in throughout your 4-H career. Try to use action verbs to show that it was a leadership experience. A list of action verbs has been included with this instruction sheet. Make sure to also update your recognition form with any new activities or awards if you are applying for another trip or re-submitting your application the following year.
- Make sure to review the score sheets included with this packet for both the recognition form and the interview so you are familiar with the scoring process.
- Correct spelling and grammar are an important part of your application. Take the time to check your spelling and grammar. It's always a good idea to have an adult review your application before you submit it because they may spot errors you have missed.
- Please remember that you can always ask your county 4-H educator to review your form or for guidance on completion of the recognition form.

## 2017 CT 4-H RECOGNITION FORM & OPPORTUNITIES

The Connecticut 4-H Recognition Form is used to select 4-H'ers for State, Regional and National 4-H Events and other 4-H Opportunities. The form is for 4-H'ers age 14 or older. Please note that you must submit an updated form for each of the award trip deadline dates (January and June). A form submitted for consideration in January will not automatically be considered for the June award selection process. You must submit a new form even if there are no updates to it.

### Due Dates to State 4-H Office (earlier due date to county office)

January 5, 2017 – National 4-H Conference, Citizenship Washington Focus (Due to county office December, 2016 - check with county office for exact dates)

June 1, 2017 –, National 4-H Congress, National 4-H Dairy Conference (Due to county office May, 2017 - check with county office for exact dates)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Age: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Club Affiliation: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### **2017 State Recognition Form Opportunities (Please check activity you want to be considered for)**

- Citizenship Washington Focus, Washington, D.C. (June 25-July 1, 2017) <http://4-h.org/parents/citizenship-washington-focus/>. Must turn 15 years old before trip begins.
- National 4-H Conference, Washington D.C. (March 25-30, 2017) <http://www.4-h.org/4-h-conference/> Must be 15-18 years old on January 1 of the current conference year to participate
- National 4-H Dairy Conference, Madison, Wisconsin (late Sept./early Oct.) <http://4h.uwex.edu/events/dairyconf/index.cfm> Must be in grades 10-12 during the program to participate. Maximum age is 18 on Jan. 1 of the current conference year. Open to dairy goat project members.
- National 4-H Congress, Atlanta, Georgia (November 24-28, 2017) <http://www.national4-hcongress.com/> Must be 14-18 years old on January 1 of the current conference year to participate

### **National 4-H Trip Opportunities**

**Citizenship Washington Focus** - CWF participants enjoy a behind-the-scenes look at our nation's capital and the chance to meet members of Congress; motivational speakers, educational workshops, and assemblies that increase individual commitment to citizen involvement and build lifetime skills for success; activities that encourage new and lasting friendships; and an enthusiastic staff of young adults that work directly with them.

**National 4-H Conference** is a working conference in which delegates explore current issues affecting youth and the role 4-H can play in addressing those issues. Each youth chooses their topic before they arrive for conference. During the conference, youth develop a presentation on their findings/discussions to share with a federal agency's key decision makers. This event also includes Capitol Hill visits along with monument tours and other social activities.

**National 4-H Dairy Conference** provides an opportunity for youth to meet with members of the dairy industry and develop a better understanding of the production and marketing of dairy products as well as provide a broad understanding of careers available in the dairy industry. A variety of tours and workshops are offered to meet these objectives.

**National 4-H Congress** - National 4-H Congress is a pinnacle event of the 4-H experience providing workshops focused on the 4-H mission mandates, hands-on service learning experiences, challenging speakers, and opportunities for networking and recreational activities.



**CONNECTICUT 4-H  
RECOGNITION FORM**

**UConn**  
COLLEGE OF AGRICULTURE,  
HEALTH AND NATURAL  
RESOURCES

EXTENSION

Name: \_\_\_\_\_  
As it appears on driver's license or other form of identification

Address \_\_\_\_\_

Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Age \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Youth Cell Phone: \_\_\_\_\_ Parent Cell Phone: \_\_\_\_\_

Youth Email Address \_\_\_\_\_

Parent Email Address \_\_\_\_\_

Years in 4-H \_\_\_\_\_  
Affiliation – Name of Club or Individual Member

Major 4-H projects \_\_\_\_\_

**STATEMENT BY 4-H MEMBER**

I personally have prepared this report and certify that it accurately reflects my work:

Date \_\_\_\_\_ Signed: \_\_\_\_\_  
(4-H Member Signature)

**APPROVAL OF THIS REPORT**

We have reviewed this report and believe it to be correct:

Date \_\_\_\_\_ Signed: \_\_\_\_\_  
(Parent or Guardian)

Date \_\_\_\_\_ Signed: \_\_\_\_\_  
(Local 4-H Leader)

Date \_\_\_\_\_ Signed: \_\_\_\_\_  
(Extension Educator)

Information reported should reflect the highlights of your 4-H involvement. Non 4-H activities should be listed under Question 4.

1. Leadership Activities – List and describe your leadership experiences in 4-H. Include elected, appointed or volunteer offices held (Fair Association, club officer, committee chair, etc.) and what your responsibilities were in those positions. What did you accomplish while in these positions? (i.e., helped to plan, organize, or conduct particular events or activities)

a. List Leadership Activities

Activity	Level of Participation*	Year(s)
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b. Describe Leadership Activities (Write a brief paragraph about your accomplishments in those positions)

\*Level of Participation – Did you participate, help plan, implement, etc.

**2. Citizenship Activities – List your citizenship/community service experiences and team cooperative efforts in 4-H. Include things that contribute to the welfare of your group members, other individuals, your community or things which have helped your club or group work more effectively.**

**a. List Citizenship Activities**

<b>Activity</b>	<b>Level of Participation</b>	<b>Year(s)</b>
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**b. Describe Citizenship Activities - (Write a brief paragraph about your accomplishments in those positions.)**

**3. Public Presentations – Describe your public speaking activities in 4-H. Include presentations in club and community, participation in Public Speaking programs, speaking before groups, appearances on radio and TV, Master or Mistress of Ceremonies, doing a working booth, or other participation.**

**4. Other Activities – List other 4-H projects/activities. You can also include other community, church and school activities if applicable.**

**5. Please describe why you would like to be considered for participation in a state award trip or Citizenship Washington Focus Program, and what contributions you could make to 4-H based on your participation in such a program afterwards.**

**6. 4-H Story: Use additional pages to write your 4-H Story. Your story should be no more than five pages. Consider the following questions when writing your story:**

- **How has 4-H impacted your life?**
- **How have you benefited from the setting and attainment of specific goals?**
- **What rewards have you experienced as a result of your leadership and citizenship experiences in 4-H?**
- **What problems have you discovered as a result of these experiences?**
- **What do you need to do or learn to improve your leadership abilities?**
- **How might the skills, knowledge and leadership abilities you gained through 4-H benefit you and others in the future?**

CONNECTICUT 4-H RECOGNITION RECOMMENDATION

**Recommendation to be submitted by someone other than a relative.**

**The Connecticut 4-H Recognition Form is being submitted in order to consider \_\_\_\_\_ for 4-H state awards (trip to Citizenship Washington Focus, National 4-H Congress, National 4-H Conference, National Dairy Conference, etc.).**

Please write a statement explaining why this 4-H member should be considered for the recognition requested. Include things like quality of work, attendance, motivation, what you have observed he or she has learned and leadership ability. Please be specific. State actual events where applicant exhibited behaviors that qualify him or her for this award.

Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Relationship to Applicant)

**Please return completed form to your county 4-H Educator**



## Connecticut 4-H Recognition Form Score Sheet

Name of 4-H Member \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

Date \_\_\_\_\_

Please complete this score sheet for each individual recognition form. Place the appropriate rating next to each category listed below. The total number of points allowed for each category is listed next to the category title.

\_\_\_\_\_ **Content (25 points):** This includes overall experience in the 4-H program.

\_\_\_\_\_ **Leadership/Citizenship (25 points):** Sections 1 and 2 of the Recognition Form

\_\_\_\_\_ **4-H Story (25 points):** Story should be no more than five pages and should address how 4-H has impacted the author's life.

\_\_\_\_\_ **Correctness/Completeness (20 points):** The form should be neat and easy to read. Spelling and grammar are important

\_\_\_\_\_ **Recommendation (5 points):** Recommendation form completed by individual other than relative must be attached to recognition form.

\_\_\_\_\_ **Total Score**

General Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Interview Score Sheet

Name of 4-H Member \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

Date \_\_\_\_\_

Please complete this score sheet for each interview. Place the appropriate rating next to each category listed below. The total number of points allowed for each category is listed next to the category title.

\_\_\_\_\_ **Appearance (5 points):** Wore clean, wrinkle-free clothes, hair combed, clothes were appropriate for interview.

\_\_\_\_\_ **Entrance/Exit (5 points):** Used a friendly greeting and firm handshake. Introduces self by name. At end of interview shook hands with the interviewer and thanked him or her.

\_\_\_\_\_ **Body Language (10 points):** Maintained good eye contact and used good posture. Does not display nervous or distracting gestures.

\_\_\_\_\_ **Responses to Questions (40 points):** Answered questions directly and completely.

\_\_\_\_\_ **Language Used (15 points):** Used complete sentences, enunciated words correctly.

\_\_\_\_\_ **Questions Asked (5 points):** Asked relevant questions of interviewer.

\_\_\_\_\_ **Interest (15 points):** Expressed strong interest in the award/activity. Showed appropriate excitement.

\_\_\_\_\_ **Preparation (5 points):** Brought items to the interview (e.g., copies of resume, letters of reference, record book or scrapbook).

\_\_\_\_\_ **Total Score**

General Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CHOOSING ACTION VERBS

Below is a list of action verbs. Use these verbs to describe duties you have performed in jobs, projects, or volunteer experiences. Using these words will strengthen your application or resume.

Ordered	Planned	Administered
Examined	Compared	Inspected
Arranged	Developed	Exhibited
Weighed	Recorded	Addressed
Mapped	Memorized	Protected
Recruited	Edited	Formed
Judged	Informed	Budgeted
Purchased	Summarized	Tested
Operated	Wrote	Defined
Selected	Monitored	Gathered
Eliminated	Drew	Collected
Enforced	Photographed	Designed
Improved	Scheduled	Interviewed
Painted	Built	Cleaned
Loaded	Devised	Harvested
Fixed	Sewed	Drove
Typed	Chose	Charted
Solved	Supplied	Studied
Organized	Mentored	Taught
Conducted	Evaluated	Implemented
Coordinated	Applied	Possessed
Compiled	Determined	Drafted
Counseled	Delegated	Delivered
Demonstrated	Described	Enlisted
Established	Executed	Explained
Furnished	Utilized	Trained
Supervised	Solicited	Served
Reviewed	Reported	Recognized
Provided	Produced	Presented
Prepared	Performed	Identified
Initiated	Maintained	Managed
Modified	Interpreted	