

Iowa 4-H Scholarship

Instructions for Letters of Recommendation

To the Applicant

With your 4-H scholarship application you must include two letters of recommendation

- **one** from an academic advisor such as a high school or college classroom instructor, guidance counselor, advisor, or principal,

AND

- **one** from an Extension staff member or 4-H volunteer.

Contact and ask if they will write one letter of recommendation (covers all scholarships for which you are applying/eligible). Provide them with the following information and any other details that will help them write a recommendation to support your application.

- Provide the following address or an addressed/stamped envelope to:

4-H Scholarships
Extension 4-H Youth Bldg - ISU
Ames IA 50011-3630

- Applicant Name _____
- Specify name(s) of 4-H Scholarship(s) for which applying/eligible:

- Give them a copy of the criteria of scholarships for which you are applying/eligible.

To the Academic Advisor – Extension Staff or 4-H Volunteer

- The above-named applicant for a 4-H scholarship has respectfully requested that you write a letter of recommendation relative to scholastic abilities, leadership, citizenship, need, and character.
- Please submit one **signed** letter (on plain or letterhead stationery) **prior to February 1**. Only **one** letter is needed no matter how many 4-H scholarships for which the applicant has applied/is eligible. Mail to the above address in time to be received before or on **February 1**.
- **Or return** letter to applicant for inclusion with scholarship materials.
- **Be sure to include applicant's name within your letter. Please sign your letter and include your title/affiliation.**
- Letter of reference does NOT need to include a listing of involvements as the applicant has already included this information in their application. It should portray the character of the individual so the reader can “visualize” something of the applicant from reading the letter.
- All written statements will be open to the state 4-H scholarship committee.

Thank you for supporting this 4-H scholarship applicant.