



# 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.  
(Exception: College undergraduates may submit both letters from academic advisors, teachers/professors.)
- 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/Teacher/Professor – 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 March 1**. Provide only **one** letter no matter how many Iowa 4-H scholarships the applicant has applied/is eligible for. Mail to the above address in time to be received on or postmarked by **March 1**.
- **Or return** letter to applicant to include with scholarship materials.
- Be sure to **include the applicant's name** within your letter.
- Please **sign** your letter and include your title/affiliation.
- Letter of reference **should portray the character** of the individual so the reader can “visualize” something of the applicant from reading the letter. It does **NOT** need to include a listing of involvements as the applicant should have already included this information in their application.
- All written statements will be open to the state 4-H scholarship committee.

Thank you for supporting this 4-H scholarship applicant.