



State 4-H Recognition

Organizing and Designing Your Application Materials

Access and read [2017 4-H Opportunities Available](#) for application criteria. Iowa 4-H'ers may apply for any or all application areas for which they are eligible.

Please read this help sheet completely BEFORE accessing the online applications.
This document will help you submit the best application(s) possible.

<ul style="list-style-type: none"> National 4-H Conference 	<ul style="list-style-type: none"> State 4-H Council
<ul style="list-style-type: none"> National 4-H Congress 	<ul style="list-style-type: none"> State 4-H Project 1 State 4-H Project 2
<ul style="list-style-type: none"> Shooting Sports Ambassador Program 	(may apply for up to two project areas; one area awarded per youth per year; area awarded once only to each youth)

- Each of the above 6 areas will have a separate **online application**. Make sure you qualify in each application area for which you apply!
- You will need to complete a “First Form” in **each application area** for which you wish to apply. This form will ask for your name, County of 4-H membership, and email address. When “Submitted” the unique JotForm URL associated with this application will show in the Thank You box. You will also receive an email with the URL. This unique URL will enable you to access this specific application as many times as needed until you click “Submit”.
 - Repeat the above for each opportunity for which you are eligible and wish to apply.
 - Note:** Each 4-H'er should use their own email address in each application area’s First Form.
- In the online application, each time you click on a “**Next**” button your application information will be saved. You may exit the application and then access it again using its URL. Every answer area on a page must contain data before the form will let you click “Next”. Type a “hold word” into the answer box if you wish to move on and come back later to answer.
- There is an opportunity to “**Print**” your application outline before you “**Submit**”. **NOTE:** uploaded file URL(s) should show on the printed outline and emailed application outline you received after submitting the application. (See **12.** last item for more information.)
- Each online application must have the “**Submit**” button clicked to be officially received by the State 4-H Office. Once submitted, you should **not** access an application.
- All applications and subsequent uploads must be submitted by 11:59 PM, February 1. Please plan accordingly.** Print and use this document to help you submit an outstanding application!
- Each application** will ask for ask for the following personal contact information:

First & Last Name	Current Year in School
County of 4-H Membership	Age as of March 1
Number of Years in 4-H	Birth Date
Mailing Address	Parent/Guardian Name(s)
City & Zip Code	Parent/Guardian Email
Phone Number	Opportunities for which You are Applying
E-Mail Address	

8. **Mark Saturday, April 1 on your calendar: The State 4-H Recognition event will be held Saturday, April 1, 2017** on the Iowa State University campus in Ames. Educational activities will also be offered throughout the day.

9. **Applications will ask for your interview preference time.** Be specific! Please imagine scheduling 300 interviews among 25 committees with a variety of considerations of application area, county, time preference, and then having to make last minute changes.

You have the following choices:

_____ **No Preference**

_____ **Morning only**

_____ **Afternoon only**

_____ **Conflict on April 1*. I need to schedule a video or teleconference.**

Note: *If unable to attend State 4-H Recognition Day in person on Saturday, April 1, 2017, applicants should submit no more than TWO applications and contact Cayla Taylor, cayla@iastate.edu, 515-294-1877 by February 22 to set up video or teleconference interviews. If applicant has submitted multiple applications and then find they cannot attend interviews on April 1, they must choose up to TWO of their submitted applications and contact Cayla Taylor ASAP to set up video or teleconference interviews. Video interviews will be conducted by 4-H Youth Field Specialists and submitted before March 20.

You will be asked state your conflict for April 1.

My conflict is: _____

- **If you mark you have a conflict** for April 1, please contact Cayla Taylor, cayla@iastate.edu or 515-294-1877, to schedule a teleconference on April 1 or a video interview conducted by a Youth Field Specialist. These interviews must be completed and **submitted by March 20.**

- The application will also give you a chance to ask for considerations; i.e. travel time; carpooling; work; practice; sibling also has interview, etc.

Please consider: _____

- All youth will receive a letter soon after March 1 with their interview time(s) and information.

10. **Specific application question:**

- If applying for both National 4-H Conference and/or Congress trips tell us, if chosen for both trips, which trip you would prefer: _____

- If applying for two Project areas, if chosen for both, enter the Project area which you would prefer awarded: _____

- If applying for both State 4-H Council and Shooting Sports Ambassador Program tell us, if chosen for both, which group you would prefer: _____

11. **TELLING YOUR 4-H STORY**

All opportunities require you to answer a set of **5 to 6 short answer questions** in no more than 200 to 350 words, as indicated. Type or copy/paste typed answers directly into the online application. **Plain text only** should be typed or copied in the application answer areas.

[**Note:** All application questions are given at the end of this document. Download and print the **Application Material Evaluation** and the **Interview Evaluation** for your application area to tailor your answers to the specific points on the Evaluations.]

As you think about how you are going to share your 4-H experiences through your short answer questions and support material, follow these steps:

A) Gather materials

If you have been keeping a record book, scrapbook, or portfolio, you will already have most of what you need. If not, gather as many of the following items as you can:

- project records and other records of your 4-H involvement and achievements
- participation summary
- awards and certificates
- programs or materials from conferences or workshops you have participated in or facilitated
- scrapbooks, newspaper clippings, or other reports of accomplishments
- meeting minutes and activity reports

B) Examine criteria and objectives for the award/opportunity for which you are applying.

- As you organize your thoughts, keep the criteria and objectives front and center. You can find all evaluation and information materials on the State 4-H Recognition website at www.extension.iastate.edu/4h/page/recognition-opportunities.
 - Evaluation forms show the criteria for a successful applicant.
 - One page hand-outs describing each opportunity explain the objectives of the experience for participants.
 - Watch the video of previous participants explaining their experiences and sharing qualities of good candidates.

C) Create a personal inventory

Look through the materials you have gathered, and think back over your 4-H experience. Brainstorm about who you are, what excites and motivates you, what you have to contribute, and more. This exercise will help you to identify samples and ideas that will tell your story. Think about the following categories:

• Project Area Accomplishments and Skills

What have been your most enjoyable and satisfying experiences or achievements? How did you accomplish them and what tools or means did you use? Did you gain confidence or a sense of achievement?

- Take your favorite skills and list them in order of preference. Next to each skill, list ways in which you used that skill in 4-H, school, or other projects and what you accomplished.

• Self-Evaluation/Goals

List your personal qualities and characteristics.

- We often have difficulty giving ourselves credit for things we are good at, so ask friends, family members or past 4-H'ers. Which of these qualities could you feature in your material? How would you represent it? Now is the time to "brag" in specific detail.
- What is one skill your friends and family can always count on about you — something they know you'll always do for them? If you were going to include this how would you do it? Could you simply describe it, write a story, use photos or records or include a sample of your skill?
- Sometimes our true character comes out when we are challenged. Each challenge you meet (a tough class, a difficult relationship, a trying job search) can give you increased confidence. Describe a challenge you faced and overcame. What talents or abilities did you use to meet the challenge? What samples of these might you include?

• Citizenship and Service Experience

We all belong to groups of one kind or another. List one or more groups you belong to.

- What talents or interests do you use as a member of these groups? List examples that demonstrate talents you use as a member of these groups, such as leadership or organizational skills.
- What are some things you do to help others? Maybe you volunteer your time, energy, and talents to help friends, neighbors, and family members. List your volunteer experiences and who was impacted.
- Consider sharing how you define citizenship and how you've been an active, responsible citizen in your local community and beyond. How have you shown social responsibility, respect and timely response to the needs, rights and responsibilities of others?

• Work and Leisure/Miscellaneous Information

When was the last time you earned money, a special privilege, or a reward? What sample of this talent might you include? List some your leisure interests and how they connect to the opportunity for which you are applying.

12. Organizing and Designing Your Support Material

You will also have the opportunity to type in/copy-paste or upload up to two (2) additional pages of **support material**. The support material should relate to and complement the opportunity for which you are applying. Support material is not exceed two (2) typed pages. Keep this limit in mind when laying out your Support Material.

There are several formats you can use for your support material.

- Consider how the information you include will meet the criteria on the evaluation form and help the evaluator find the information for which they are looking.
- Be selective. You probably cannot include everything that you have accomplished and/or in which you have participated, but elaborate where needed.
- Good organization is important to the evaluator so he/she may follow your presentation and easily find information that addresses the selection criteria.

NOTE STATE 4-H COUNCIL APPLICANTS: Your Support Material must have a 1 page Resume and a 1 page: Tell Your Story—that can include photos, narrative, poetry, scanned art, highlights of your experiences—however you can best share information for the criteria that hasn't been covered in your answers to the application questions. (See the end of this document for the list of Application Questions.)

1. A **RESUME** may be one option to consider for a support material upload file. Consider the type of resume and information that fits what you want to share.

- a) **Personal Resume**

- personal information: name, address, etc.
- scholastic status: school, grade, G.P.A., class rank, etc.
- educational/career goals
- 4-H participation, projects, leadership, citizenship
- school activities, leadership positions, honors/awards, etc.
- community service, church involvement, group participation

- b) **4-H Resume**

- club name and county
- years of membership
- offices held, committees served on
- 4-H projects enrolled in, number of years
- 4-H goals and objectives
- knowledge and skills learned - size and scope
- summary of growth (in project): a list or by years
- 4-H club, county, or state recognitions
- 4-H Leadership and citizenship opportunities
- other?

2. **4-H STORY** or narrative format

- a) **Introduction**

Consider a way to gain the reader's attention. What is unique about you and your accomplishments?

EXAMPLES:

- A quote: *I hear and I accept, I see and I remember, but I do and I understand.*
- A statement: Imagine, being selected 'Bronson's Best Cook' at the age of 12.
- A story: On a cold winter day, I began a journey traveling in an IH 4366 4-WD tractor from the field to home, never guessing how far this journey would take me.
- Select a related theme: *Ovis aries*: What a funny name. (Sheep project award.)
- "Have you hugged a tree today?" Nature and outdoors is one of my primary interests.

- Include evaluation of what you have learned, gained, accomplished. Expressing related feelings, attitudes, beliefs are appropriate.
 - Be realistic and honest. What worked and what did not work that you planned. The human-interest story may add a positive impact.
- b) **Format options for the body**
- A well organized paragraph by paragraph narrative.
 - Narrative with noted headings for sections of information.
 - Interview format. Questions relating to project or trip with responses.
 - Newsletter or newspaper format with headings for various sections.
 - Narrative with related photos interspersed that help to visually tell the story.

3. **OTHER** Options

a) **Listing of accomplishments**

- Summarize significant contributions listed by years or by topic.
- Identify Goal - i.e. To develop and practice leadership and flesh out how you did that.
- List contribution by level - club, county, area, state, community, school, etc.

b) **Question**

Answer related to topic (could be a project, communications, citizenship, etc.)

- What is my definition of leadership?
- How do people develop leadership?
- What can I contribute by attending . . . ?

c) **Record keeping forms that may help you to tell/show accomplishments**

- Livestock records that may show size and scope of project, \$ value, etc.
- Garden project: planting, harvesting and sales record.
- Outline for a workshop you planned and conducted.
- Worksheets you developed for special project.
- Samples of work - Photography is logical one to actually 'show' your skill; drawings or sketches for visual art item; sketches of clothing designs; plans for room rearrangement, etc.

d) **Photo page**

- Select action photos that visually help to tell/and or add to your story. Use captions to communicate/emphasize the point of the photo.
- **YOU** should appear in the photo, doing, helping, showing, etc.
- In some cases organize by topic showing specific project, leadership, community service, etc.
- If doing a photo collage think about, "More is not always better."

4. Additional pointers to consider for **application questions and support material**:

- Use the information you've gathered to help you thoroughly answer your application questions.
- Answers may be typed or copied/pasted into the online application and are limited to 200 to 400 words. Answers WILL cut off after the specified limit is reached. (Each question will have the word limit at its end. You can see the word count at the lower right of each answer box.)
- Check carefully for grammar, spelling, and typing errors.
- Use action verbs to accurately describe what you have done. Did you "help" or did you actually "plan and conduct"? Some words to consider:

assisted	explained	planned
constructed	initiated	presented
coordinated	learned	revised
developed	maintained	selected
directed	managed	

- Use the support pages to **elaborate** on your 4-H experiences. Stress how your projects have grown, what you learned, and how you have benefited. Keep this in mind when answering application questions as well.
- Watch for vague or broad statements. Give specific examples, explain and include details.
- Including non-4-H activities is okay but, if possible, share how these relate or contribute to 4-H experiences. (Learned sewing skills in 4-H, now help with costumes for the school play).

13. Getting Your Support Material in the online Application—any combination of these 3 that does not exceed 2 pages total:

Typing in the text box, Copy/Paste to the text box, or Uploading File(s)

- If typing in or copying/pasting material in the Support **text** area, use **plain text only** (no outlines or bullets) and the font should not be smaller than 10 pt. using Arial, Calibri, Helvetica, or Times New Roman.
- The support material may include a story, resume, record forms, or photos. You may use whatever method helps you best express your information.
- **NOTE:** State 4-H Council support material must be: 1 page: resume and 1 page: Tell Your Story—Story can include photos, narrative, poetry, scanned art, highlights of your experiences, however you can best share information for the criteria that hasn't been covered in your answers to the questions.
- If not typing in your material, you may upload up to two files, but files should not be more than 2 pages combined.
- If uploading a file, the **format must be in:** MSWord (.doc or .docx) **or** PDF (.pdf) **or** JPEG (.jpg). No other formats will be accepted!
- **Name your uploaded file(s)** with the application area, your last name, first name, and if more than one upload, the number 1 or 2, i.e. CongressTaylorCayla1 and CongressTaylorCayla2.
 - Follow the directions to upload your file(s) to JotForm. Give the program TIME. A URL for your upload will show in the box when successful.
- **PRINT** your application outline **before** you click submit.
- **A confirmation email will be sent.** Check out your upload(s):
 - If you uploaded a file, you should see the URL link in the confirmation email and be able to click on it and see your file.
 - **If you uploaded a file and do not see a URL link in the confirmation email—if you have a problem uploading while in the application:**
 - send the upload file(s), named correctly and in correct format, to isu4hrecognition@gmail.com. In the message put your name, application involved, and a brief explanation of what happened when you tried to upload your file(s). We will upload the file(s) to your application and send you a confirmation email within 3 work days, November 1 through March 10.

14. Questions on the JotForm process? Contact isu4hrecognition@gmail.com. A response will be sent within 3 work days, November 1 through March 10.

Enjoy preparing and sharing YOUR 4-H story!

15. Finally, print and use the *Interview Tips* with the Interview Evaluation for your application area to give your best interview ever!

APPLICATION QUESTIONS

Application Questions are also listed on the Application Material Evaluation under each opportunity. Answers may be typed or copied/pasted into the online application and are limited to 200 to 400 words. Answers WILL cut off after the specified limit is reached. (Each question will have the word limit at its end. You can see the word count at the lower right of each answer box.)

Download and print the Application Material Evaluation and Interview Evaluation to tailor your answers and support material to the specific points on the Evaluations.

National 4-H Conference

1. Why would you be an effective delegate to National 4-H Conference based on what you know about this event? What would you want to gain from this experience? (250 words maximum)
2. Share what citizenship means to you, including examples of how you are a good citizen. (350 words maximum)
3. Share a leadership activity you have participated in and what role you played. (350 words maximum)
4. What would you tell a U.S. Congress member about Iowa 4-H and why it is important that 4-H funding continues? (250 words maximum)
5. How would you use the information you gather from National 4-H Conference to benefit the 4-H Program in your county, area, and state? (350 words maximum)

National 4-H Congress

1. Why would you be an effective delegate to National 4-H Congress based on what you know about this event? What would you want to gain from this experience? (250 words maximum)
2. Share what citizenship means to you, including examples of how you are a good citizen. (350 words maximum)
3. Share a leadership activity you have participated in and what role you played. (350 words maximum)
4. What would you share with delegates from other states about Iowa 4-H? (250 words maximum)
5. How would you use the information learned at National 4-H Congress about other successful 4-H Programs to benefit local, area, and state 4-H programs? (350 words maximum)

State 4-H Council

1. What do you hope to gain from the experience of being on the State 4-H Council? What do you see as your potential contributions to the group? (250 words maximum)
2. What does leadership mean to you? Give an example of how you demonstrate leadership or responsibility in your home, school, 4-H club, church, or community? (350 words maximum)
3. What is an issue facing youth today and what role can youth play in addressing it? (250 words maximum)
4. Give an example of how you've made a difference to others and how you identified that need. (250 words maximum)
5. Share a time when you faced a challenge. How have you grown from that experience? (250 words maximum)
6. Describe a time when you've been an advocate for something important to you. Reflecting on that experience, how would you be an ambassador for 4-H in your state council role? (350 words maximum)

State 4-H Shooting Sports Ambassador Program

1. How has your participation in 4-H Shooting Sports benefited you? Share the personal growth you have attained through your involvement in 4-H Shooting Sports. (250 words maximum)
2. How have you shared your knowledge and interest in Shooting Sports with others? How has it made you a better citizen of your club, community, county, state, world? (350 words maximum)
3. What leadership roles have you taken on through your 4-H career? Especially highlight how 4-H Shooting Sports has helped you develop as a leader. (350 words maximum)
4. What would you tell a potential donor about Iowa 4-H Shooting Sports and why it would be important that they support this program? (250 words maximum)

5. What skills and knowledge have you gained through Shooting Sports? How do you think your 4-H Shooting Sports experiences will affect your future? (350 words maximum)

Project Award (1 and 2)

1. How do you see your 4-H project experiences affecting your future? Include goals, plans, and growth of your project. (250 words maximum)
2. How have you shared your knowledge in this project with others? How has it made you a better citizen of your club, community, county, state, world? (350 words maximum)
3. What is leadership to you? Highlight specific leadership opportunities you have had within this project area and any other elected or voluntary leadership you have taken on locally or beyond. (350 words maximum)
4. Share how your 4-H participation, individually or as part of a group, has met the needs of others. How have you grown as a person through participation in this project? (250 words maximum)
5. What skills and knowledge have you gained in your 4-H project? What activities or opportunities have you participated in because of your involvement in this project area (club, county, state, national)? (350 words maximum)

IOWA STATE UNIVERSITY

Extension and Outreach

... and justice for all

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TDD). USDA is an equal opportunity provider and employer.

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Cathann A. Kress, director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.