

ELKHART COUNTY 4-H

College & Career Readiness Help Book



This help book will assist you with completing applications.

See the full Elkhart County Scholarship packet for
complete instructions and forms available at:

www.extension.purdue.edu/elkhart

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INTRODUCTION

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Welcome, this booklet is to help you on your journey when applying for 4-H Scholarships and Trips as well as future jobs. We encourage you to start applying if you are in the 10th grade. If you have any questions at any time, please be sure to contact the 4-H Youth Development Extension Educators.

Here are a few basic things that you should know and do when getting ready to apply:

- 4-H Foundation scholarships and awards are not necessarily based on academic achievement or financial need, but on the quality of your application.
- Applications must focus on what you have learned and not what you have won.
- Be sure to read this booklet and the scholarship rules.
- Check the timeline of due dates and start early, but don't wait until the last minute.
- Ask your Purdue Extension Educator for help.
- All applications are electronic and not hand written. If you need a computer to use, please let us know.
- You may only apply for three (3) Accomplishment Scholarships each year.
- Use your 4-H record sheets and Achievement Record book project if you have completed one, to help you create your résumé.

IMPORTANT INFO:

- ◇ December - January: Help from Extension Educators.
- ◇ Call the Extension office at 574.533.0554 to set up an appointment.
- ◇ Be sure you allow time to get required signatures & reference letters.
- ◇ January 15th: Scholarships are due.

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4-H PROJECT CATEGORIES



Animal Science - Meat and Milk Production Category

<i>Ag Day</i>	<i>Junior Pork Day</i>
<i>Animal Science Workshops</i>	<i>Junior Pork Quality Assurance Plus</i>
<i>Aquatic Science</i>	<i>Livestock Judging CDE</i>
<i>Beef</i>	<i>Livestock Skillathon CDE</i>
<i>Career Days</i>	<i>Meat Judging CDE</i>
<i>Dairy</i>	<i>National 4-H Dairy Conference</i>
<i>Dairy Foods CDE</i>	<i>National 4-H Science Experiment</i>
<i>Dairy Judging CDE</i>	<i>Pigeon</i>
<i>Demonstration</i>	<i>Poultry</i>
<i>Food Science Workshop</i>	<i>Poultry Judging CDE</i>
<i>Foods</i>	<i>Professional Persuasive Presentation</i>
<i>General Livestock Quality Assurance</i>	<i>Public Speaking</i>
<i>Goat</i>	<i>Rabbit</i>
<i>Hoosier Beef Congress</i>	<i>Sheep</i>
<i>Illustrated Talk</i>	<i>Swine</i>
<i>Informative 4-H Presentation</i>	<i>Veterinary Science</i>
<i>Interactive Demonstration</i>	<i>Other county/local subject and educational areas</i>

Engineering and Technological Science Category

<i>Aerospace</i>	<i>Engineering Workshop</i>
<i>Aerospace Workshop</i>	<i>Informative 4-H Presentation</i>
<i>Ag Day</i>	<i>Interactive Demonstration</i>
<i>Agricultural Tractor</i>	<i>Lawn and Garden Tractor</i>
<i>ATV Safety</i>	<i>National 4-H Science Experiment</i>
<i>Bicycle</i>	<i>Professional Persuasive Presentation</i>
<i>Career Days</i>	<i>Public Speaking</i>
<i>Computer</i>	<i>Robotics</i>
<i>Computer Science Workshop</i>	<i>Robotics Challenge</i>
<i>Demonstration</i>	<i>Robotics Workshop</i>
<i>Electric</i>	<i>Small Engine</i>
<i>Electric Contest</i>	<i>Wood Science</i>
<i>Electric Workshop</i>	<i>Other county/local subject and educational areas</i>

Animal Science - Companion and Small Animal Production Category	
<i>Ag Day</i>	<i>Informative 4-H Presentation</i>
<i>Animal Science Workshops</i>	<i>Interactive Demonstration</i>
<i>Aquatic Science</i>	<i>Llama and Alpaca</i>
<i>Career Days</i>	<i>National 4-H Dairy Conference</i>
<i>Cat</i>	<i>National 4-H Science Experiment</i>
<i>Demonstration</i>	<i>Pet</i>
<i>Dog</i>	<i>Pigeon</i>
<i>Food Science Workshop</i>	<i>Poultry</i>
<i>Foods</i>	<i>Poultry Judging CDE</i>
<i>General Livestock Quality Assurance</i>	<i>Professional Persuasive Presentation</i>
<i>Goat</i>	<i>Public Speaking</i>
<i>Hippology CDE</i>	<i>Rabbit</i>
<i>Horse</i>	<i>Veterinary Science</i>
	<i>Other county/local subject and educational areas</i>
<i>Horse Judging CDE</i>	
<i>Illustrated Talk</i>	

Citizenship Category	
<i>4-H Military Partnership</i>	<i>Informative 4-H Presentation</i>
<i>All 4-H subject areas</i>	<i>Interactive Demonstration</i>
<i>Ag Day</i>	<i>International Programs</i>
<i>Career Days</i>	<i>Junior Leaders</i>
<i>Children, Youth, and Families at Risk</i>	<i>National 4-H Conference</i>
<i>Citizenship Washington Focus</i>	<i>National 4-H Congress</i>
<i>Collegiate 4-H</i>	<i>Operation: Military Kids</i>
<i>Community Service</i>	<i>Personality</i>
<i>Demonstration</i>	<i>Professional Persuasive Presentation</i>
<i>Entrepreneurship</i>	<i>Public Speaking</i>
<i>Genealogy</i>	<i>Start Local...Go Global! Workshop</i>
<i>Global Markets</i>	<i>State 4-H Junior Leader Conference</i>
<i>Government</i>	<i>State Fair Achievement Trip</i>
<i>Indiana 4-H Youth and Adult Congress</i>	<i>Volunteerism</i>
<i>Indiana State Fair Youth Leadership Conference</i>	<i>Other county/local subject and educational areas</i>

Communications Category	
<i>4-H Ambassador/Recruitment</i>	<i>Informative 4-H Presentation</i>
<i>4-H Band</i>	<i>Leadership</i>
<i>4-H Chorus</i>	<i>National 4-H Conference</i>
<i>4-H Military Partnership</i>	<i>National 4-H Congress</i>
<i>4-H Performing Arts</i>	<i>National 4-H Dairy Conference</i>
<i>Ag Day</i>	<i>Officer Training</i>
<i>All 4-H subject areas</i>	<i>Operation: Military Kids</i>
<i>Citizenship Washington Focus</i>	<i>Professional Persuasive Presentation</i>
<i>Collegiate 4-H</i>	<i>Public Speaking</i>
<i>Demonstrations</i>	<i>State Fair Achievement Trip</i>
<i>Illustrated Talk</i>	<i>State Junior Leader Conference</i>
<i>Indiana 4-H Youth and Adult Congress</i>	<i>Other county/local subject and educational areas</i>
<i>Indiana State Fair Youth Leadership Conference</i>	

Each applicant may enter a maximum of 3 of the 11 categories defined in the next few pages (Category boxes). Applicants must demonstrate how their involvement in Indiana 4-H Youth Development subject matter and events/activities helped develop life skills in that specific category; thus, a single application cannot be used to enter multiple categories.

Healthy Living, Food, and Nutrition Science Category	
<i>4-H Band</i>	<i>Health</i>
<i>4-H Chorus</i>	<i>Healthy Living Workshop</i>
<i>4-H Performing Arts</i>	<i>Home Environment</i>
<i>4-H Round-Up</i>	<i>Informative 4-H Presentation</i>
<i>Ag Day</i>	<i>Interactive Demonstration</i>
<i>Arts and Crafts</i>	<i>Lawn and Garden Tractor/Mower Safety</i>
<i>ATV Safety</i>	<i>Microwave</i>
<i>Bicycle</i>	<i>Personality</i>
<i>Cake Decorating</i>	<i>Photography</i>
<i>Captain Cash</i>	<i>Professional Persuasive Presentation</i>
<i>Career Days</i>	<i>Public Speaking</i>
<i>Character Education</i>	<i>Safety</i>
<i>Child Development</i>	<i>Sewing</i>
<i>Consumer Clothing</i>	<i>Shooting Sports</i>
<i>Demonstrations</i>	<i>Shooting Sports Safety</i>
<i>Farm Safety</i>	<i>Show Me the Money Workshop</i>
<i>Fashion Revue</i>	<i>Sportfishing</i>
<i>Food Science and Nutrition Workshop</i>	<i>Tractor Safety</i>
<i>Foods</i>	<i>Other county/local subject and educational areas</i>

Leadership Development Category	
<i>4-H Ambassador/Recruitment</i>	<i>Indiana State Fair Youth Leadership Conference</i>
<i>4-H Military Partnership</i>	<i>Informative 4-H Presentation</i>
<i>Ag Day</i>	<i>Interactive Demonstration</i>
<i>All 4-H subject areas</i>	<i>Junior Leadership</i>
<i>Children, Youth, and Families at Risk</i>	<i>National 4-H Conference</i>
<i>Citizenship Washington Focus</i>	<i>National 4-H Congress</i>
<i>Collegiate 4-H</i>	<i>National 4-H Dairy Conference</i>
<i>Communications</i>	<i>Officer Training</i>
<i>County 4-H Council</i>	<i>Operation: Military Kids</i>
<i>County 4-H Fair Board</i>	<i>Professional Persuasive Presentation</i>
<i>County Extension Board</i>	<i>Public Speaking</i>
<i>Demonstrations</i>	<i>State Fair Achievement Trip</i>
<i>Entrepreneurship</i>	<i>State Fair Exhibit Hall Worker</i>
<i>Illustrated Talk</i>	<i>State Junior Leader Conference</i>
<i>Indiana 4-H Youth and Adult Congress</i>	<i>Other county/local subject and educational areas</i>

Premier Leadership Category*
Demonstration of life skills developing one's leadership in multiple categories.

Premier Citizenship Category*
Demonstration of life skills developing one's citizenship in multiple categories.

Premier Achievement Category*
Demonstration of life skills developing and overall 4-H achievement in multiple categories.

**Youth who have previously been awarded a \$1,000 accomplishment scholarship are only eligible to compete in the Premier Achievement, Premier Citizenship, and Premier Leadership categories.*

Plant and Environmental Science Category		7
Ag Day	Interactive Demonstration	
Alfalfa	Junior Master Gardener	
Beekeeping	National 4-H Science Experiment	
Biotechnology	PINE Workshop	
Career Days	Plant Science	
Corn	Professional Persuasive Presentation	
Crops	Public Speaking	
Crops CDE	Renewable Energy Workshop	
Demonstration	Shooting Sports	
Entomology	Small Grains	
Entomology CDE	Soil and Water Conservation	
Floriculture	Soil Judging CDE	
Forestry	Soybeans	
Forestry CDE	Strawberries	
Garden	Weather	
Geology	Weeds	
Hay (forages)	Wildlife	
Horticulture CDE	Wildlife Habitat CDE	
Informative 4-H Presentation	Other county/local subject and educational areas	

Steps to Start:

- First Select 3-5 life skills to use for your cover letter and résumé.
- Create a Wow Statement with each life skill.
- Look over the Power Verbs section to help complete the next two items.
- Use the Cover Letter Worksheet and examples to create your cover letter.
- Use the Résumé Worksheet and Examples to create your résumé.
- Review your application and have another person review and edit.
- Ask your Extension Educator for help and editing.

Life Skills List:

Here is a list of possible life skills to help you get started on your cover letter and résumé, but remember there are more skills than provided in this list.

Accepting Differences	Interpretation	Problem Solving
Character	Keeping Records	Reasoning
Citizenship	Leadership	Record Keeping
Communication	Learning to Learn	Resiliency
Community Service Volunteering	Listening	Responsibility
Concerns For Others	Managing Feeling	Responsible Citizenship
Conflict Resolution	Managing Resources	Self-Discipline
Contributions To Group Effort	Managing Stress	Self-Esteem
Cooperation	Marketable Skills	Self-Motivation
Coping	Mastering Technology	Self-Responsibility
Creative Thinking	Mathematics	Service Learning
Critical Thinking	Motivating Self	Sharing
Decision Making	Negotiating	Social Skills
Disease Prevention	Nurturing Relationships	Speaking
Empathy	Organizational	Stress Management
Goal Setting	Personal Safety	Teaching
Healthy Lifestyle Choices	Planning	Teamwork
Honesty	Planning & Organizing	Technology

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Example: Life Skill-Teaching

- Club demonstration on making a pizza - 40 members learned to make a quick and nutritious snack.
- Foods workshop - Assisted project leader with Foods workshop where I taught 12 first year members how to make bar cookies.
- Mini 4-H Workshop - Taught 30 Mini 4-H'ers how to make a fruit kabob.

Use bullet points to develop short, easy to read power statements.

- ◆ The first two should be project specific.
- ◆ Three and four can be about other 4-H work.
- ◆ The last one or two can be about other activities, sports, school.
- ◆ Put your strongest examples first.
- ◆ Be consistent in your format.
- ◆ Always start with a verb. Use a thesaurus or verb list.

WOW Statements

Activity - Participated in Super Saturday. Brought my project from last year.

WOW - Recruited potential 4-H'ers by presenting detailed information on the Foods project at the Elkhart County Super Saturday 4-H Promotional event. This event was attended by 150 people including 83 potential 4-H members.

Can you develop WOW statements for these activities?

Activity - Fed my animals daily (Life Skill-Time Management)
WOW-

Activity - Participated in Junior Leader Service Project (Life Skill-Citizenship)
WOW-

Activity - Coordinated 4-H and School Activities (Time Management)
WOW-

Power Verbs

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The skills listed in types of skills can be described as stated or you can use power verbs. Power Verbs sometimes imply a stronger message. Below is a list of power verbs that might apply to the life skills that you have developed in your 4-H project. NOTE: These power verbs are good to use when writing a job résumé because they are action verbs. As you write your various examples, be sure to use a variety of verbs versus the same verb over and over.

Achieved	Discovered	Negotiated	Solved
Adapted	Distributed	Obtained	Started
Administered	Enhanced	Operated	Stimulated
Advised	Established	Optimized	Streamlined
Analyzed	Evaluated	Organized	Strengthened
Arranged	Examined	Originated	Summarized
Assembled	Executed	Performed	Supervised
Assessed	Expanded	Planned	Supplied
Assisted	Expedited	Prepared	Taught
Budgeted	Facilitated	Presented	Tested
Built	Formed	Produced	Trained
Calculated	Formulated	Promoted	Transferred
Collected	Generated	Processed	Updated
Coached	Guided	Proposed	Upgraded
Communicated	Handled	Provided	Utilized
Compiled	Identified	Put together	Verified
Completed	Illustrated	Realized	Wrote
Composed	Implemented	Received	
Computed	Improved	Recommended	
Concluded	Increased	Recorded	
Condensed	Initiated	Recruited	
Conducted	Innovated	Reduced	
Convinced	Installed	Repaired	
Coordinated	Instituted	Replaced	
Corrected	Instructed	Reported	
Created	Integrated	Represented	
Critiqued	Introduced	Researched	
Decided	Invented	Resolved	
Delegated	Launched	Restored	
Delivered	Logged	Reviewed	
Demonstrated	Maintained	Revised	
Designed	Managed	Revitalized	
Determined	Marketed	Secured	
Developed	Maximized	Selected	
Devised	Modified	Served	
Diagnosed	Motivated	Showed	
Directed	Navigated	Simplified	

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COVER LETTER BASICS

1 page introducing your résumé

4-6 paragraphs that will make the reader want to read your résumé

Paragraphs Do's:

- Project Specific
- Feature Life Skills - introduce briefly three of your life skills
- Feature Activities - 1 skill/paragraph
- Link Activities to Skill
- Use different examples than your résumé
- Bold Skill (usually 1 skill / paragraph)
- Have an Opening & Closing
- Thank the reader & sign the letter

Paragraphs Don'ts:

- Talk about general 4-H
- List activities w/no link to skills
- List all your skills in one paragraph
- Make skills hard to find
- Be boring or disorganized
- Forget to sign/thank reader

Answer the following...

- 1) What is your project area? _____
- 2) What have you learned from 4-H?
- 3) What has 4-H done for you?
- 4) List your life skills, why they are important, and how you use them and/or expand on résumé information:
 - 1-Life Skill:
 - 2-Life Skill:
 - 3- Life Skill:
 - 4-Life Skill:
 - 5-Life Skill:

Skills and Accomplishments: (most important to least important)

What have I learned it? How do I use it? Why is it a strength?

Each example/illustration/activity should be related to this life skill and what happened as a result of your action.

Life Skill #1: _____

List specific illustrations of this life skill:

- 1.
- 2.
- 3.
- 4.
- 5.

Life Skill #2: _____

List specific illustrations of this life skill:

- 1.
- 2.
- 3.
- 4.
- 5.

Format:

Top- Name, Address, Phone number

Skills should stand out (bold)

Font large enough to read (minimum of 10)

Must be only 2 pages

Goals - include a short and long term goal

Awards - keep to a minimum and only related to the project for which you are applying.

The résumé should expand on the life skills, and not add life skills.

Résumé:

1 – 2 pages in length- *NO* more than 2 pages

Include:

Name & Address

Future Goals

5 Skills & Bullets points defending each skill

OPTIONAL: Honors (if you have room)

Awards are nice but explain what you learned, not what you earned!

You need to sell yourself and life skills gained quickly and thoroughly to the readers. Here are a few helpful hints to get this accomplished:

- ◇ Share the 5 life skills that you feel 4-H helped you learn. Same skills as in cover letter.
- ◇ Tell what 4-H experience helped you strengthen the life skills you listed.
- ◇ Use power verbs - start with the verb in past tense (what you have done).
- ◇ 4-H experiences must relate to category in which you are applying.
- ◇ List 4-H experiences first.
- ◇ Use concise bulleted format.
- ◇ Put most impressive bullet points first.
- ◇ Prove your point.

RESUME EXAMPLE

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Chrissy Clover
123 Fair Avenue
Cloverdale, IN 43210
(123) 456-7890

Skills and Accomplishments

Teaching

- Coached 45 young 4-H Sewing members on different modeling techniques during hands-on clothing workshop over the last two years.
- Demonstrated methods of zipper applications and other sewing tips for 50 members at a local 4-H club meeting last spring.
- Assisted my younger brother as he learned how to make apple butter muffins for his Foods project. Instructed 170 children during swimming lessons over the past two summers.

Leadership

- Persuaded my 14 member 4-H group and the local Citizens Association to clean up and restore a neighborhood park, for which we won an award for civic beautification from the mayor.
- Organized a clean-up day and bake sale; press coverage resulted in more than \$1000 in donations from local businesses.

Organization

- Scheduled dates, times and room locations for our three elementary schools when serving as three-year coordinator of 4-H School Promotions.
- Secured presenters, materials and obtained school releases and transportation for presenters.
- During five-year involvement, participated in filming of promotional tape, and represented 4-H by speaking to approximately 250 elementary school students.

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COVER LETTER EXAMPLE

Date

Your Name

Address

City, State Zip code

Indiana 4-H Youth Scholarship Selection Committee
Purdue Extension
4-H Youth Development Department
615 W State Street
West Lafayette IN 47907-2053

Dear Scholarship Selection Committee,

In your opening paragraph include an antidote or personal story/experience as your introduction. Make sure you keep it brief and have it relate directly to the scholarship category, make sure you include: what category for which you are you applying. Then write specifically about the life skills that you list in the résumé. Keep it short and to the point. A list is a good way to do this.

The body of your letter should be 2 or 3 paragraphs that expand on life skills/ résumé. This is also where you tell the committee what you have learned from 4-H related to the category you are applying for. What has 4-H done for you? What skills are you talking about and why the skills are important along with how you use them? Use a separate paragraph for each of the different life skills.

Don't forget to put in a closing paragraph that either summarizes what you have said or add more about what you have gained from this scholarship category. Please thank the committee for their time in reviewing the scholarship applications.

Sincerely,

Sign it with your signature in ink.

Your name typed.

Your letter will be judged for: completeness, adequately describes skills and accomplishments, clarity, grammar, punctuation, encourages the reader to want to know more, content, and how it relates to your résumé.

LIFE SKILL EXAMPLES

Taught how to make “Pizza with Pizzazz” to 38 people at our County Demonstration Contest and 32 people at my local 4-H club meeting. Pizza with pizzazz is made with English muffins in less than three minutes.

Demonstrated “Pizzazz Your Plate” by showing how to make five garnishes to 30 people at the county contest, as well as 37 4-Hers at my club meeting.

Designed and **presented** an interactive presentation for 80 people at the Extension Annual Meeting. The presentation highlighted the Indiana State Fair Youth Leadership Conference.

Instructed 24 first year 4-Hers and parents on the techniques for making and exhibiting 4-H posters at our county “First Year” workshop.

Presented a short speech on Mini 4-H on my local television channel. I discussed some of the different activities and highlights of Mini 4-H. This program reached about 75% of the families in Elkhart County.

Planned a demonstration on “Tasty Gifts to Go.” Tasty Gifts to Go are brownies, cookies, and soups that are put into a jar. Shared Tasty Gifts to Go in my local club, at our county contest, and at the Indiana State Fair.

Prepared tips on “health and safety” topics for six of my local 4-H club meetings. The topics included nutrition, bicycle safety, poison ivy, and tornado watches. I gave a short presentation to 55 4-Hers and parents each month.

Designed an eight-page travel magazine highlighting places such as Gettysburg, Pennsylvania, and Hershey Park. It incorporated postcards, pictures, and text.



IMPORTANT INFORMATION INSIDE

DON'T MISS OUT!

