



ADAMS COUNTY 4-H RECOGNITION AWARD PROGRAM APPLICATION INFORMATION - SENIOR DIVISION

DEAR 4-H MEMBER:

Welcome to the Adams County Senior Division 4-H Recognition Award Program. This application is your ticket to recognition at the county, state, and national level. 4-H members need to submit this application along with two recommendation forms.

Applicants are eligible for several **County Memorial Awards**. A panel consisting of 4-H alumni and past and present 4-H volunteer leaders, will review applications and select winners. County awards will be presented at **4-H Achievement Night** and Leaders Banquet.

Adams County will send two delegates to **National 4-H Congress** tentatively scheduled in **November of the current year**. Adams County Extension staff and 4-H Board members will make the selection based on the Recognition Award applications and overall involvement in 4-H. Applicants for National 4-H Congress must be at least 15 years old, as of the current year and at least a third year 4-H member.

Application Criteria

To compete in the Senior Division of the 4-H Recognition Award Program, 4-H members must be 15-18 years of age, as of January 1, of the current program year.

Application Guidelines

- Applicants may compete in up to 4 program areas. Senior Division applicants can be recognized in 1 or 2 program areas.
- Applications include two recommendation forms, at least one of which must be completed by a non 4-H related person (e.g., teacher, employer, counselor, coach, minister, church youth advisor). Do not ask members of your immediate family to complete recommendation forms.
- If typing, please double space.

Application Deadline

Recognition Award applications are **DUE APRIL 1**. Your recommendation letters must be included in your packet or received at the Extension Office by April 1.



**Adams County 4-H Recognition Award Program
Application Score Sheet - Senior Division**

	Possible Points	Your Score
Project Summary (page 2)	10 points	_____
Project Resume (attached page)	20 points	_____
Question 1 (page 3)	10 points	_____
Question 2 (page 3)	10 points	_____
Question 3 (page 4)	10 points	_____
Question 4 - Essay	20 points	_____
Two completed recommendation forms	20 points	_____
TOTAL SCORE:	100 points	_____

Guidelines for Completing the Adams County 4-H Recognition Award Form

Please PRINT using black ink or type. You may use a typewriter or computer, but follow the original format exactly (i.e. include Affirmative Action statement, etc.).

** 4-H members may compete in four program areas. Junior Division applicants may win in one program area and Senior Division applicants may win in 1 or 2 areas.

Cover Page: Write Program Area for competition in space provided.

Program Areas for Competition:

Achievement	Beef	Bicycle
Child Care	Citizenship	Clothing & Textiles
Dairy	Foods & Nutrition	Gardening
Goat	Home Environment	Health
Horse	Leadership	Pet Care
Public Speaking	Rabbits	Rocketry
Safety	Science & Technology	Sheep
Shooting Sports	Swine	Wood Science

Page 1: General Applicant Information

- Sign and date your application.
- Obtain the signatures of a parent/guardian and your 4-H Club Leader.

Page 2: Project Summary

- List completed projects for last three years, including present year.
- Print using proper names of projects (i.e. Foods & Nutrition-Yr. 8 OR "Around the World in Seven Days"). Do NOT write "exhibited muffins, 10 dairy cattle, gun cabinet, 5 vegetables", etc.
- Projects in your program area of competition should be listed first.
- **Seniors Must Attach A "Project/Participation Resume"**
- Typed resumes are to be single spaced.
- Refer to "Preparing a Resume" handout for additional guidance.
- Junior division entrants DO NOT include a resume with their application.

Impact Question Section

This section includes three short answer questions and one brief essay, dealing with your 4-H experiences. Answers should include events that have shown how 4-H has influenced your life. Think in terms of **IMPACT**. **Be creative!**

Why were these experiences so important to my growth?

What did my club and/or I learn?

Write in paragraph form and use complete sentences. Use ONLY the space provided - DO NOT add pages.

CONTINUED

Page 3:

- **Communications Question** - Include your two most important **4-H** related COMMUNICATION experiences from the current year and/or two previous years. Ideas include, but are not LIMITED to: talking to a different age group than you are accustomed to; speaking in front of a large audience; creating an exhibit; leading a communications activity for your club; doing research on a controversial topic, etc. How have you benefited from these experiences?
- **Leadership Question** - Discuss your two most important **4-H** related LEADERSHIP experiences from current year and/or two previous years. Think about what happened to you or your group, as a result of this experience. What have you learn that helped you become a more effective leader?

Page 4:

- **Community Service Question** - Include your two most important **4-H** related COMMUNITY SERVICE experiences from current year and/or two previous years. How did you feel after completing the activities? What did your experience teach you about the importance of community service? These could have been accomplished as a group OR an individual.
- **Essay** - This story should answer the question "How has my 4-H involvement effected my life beyond 4-H?" Use ONLY one side of one page.

Questions to ask yourself:

How have I made a difference in my school, church youth group, sports team, etc. because of my 4-H experiences?

How has 4-H helped me to become more aware of my role as a citizen in my community?

How has 4-H influenced my plans for the future?

Recommendation Forms: Senior applicants need two recommendation forms, at least one of which must be from a non-4-H-related person. Junior level needs 1 completed form. These recommendations may be returned to you for inclusion with your application, or sent directly to the 4-H Staff, if the writer prefers.

DEADLINE: April 1. Recommendation forms must be included with your application, or received by the April 1, deadline.

Adams County 4-H Recognition Award Program

Preparing Your Resume

Requirements for 4-H Awards:

- A 4-H resume must be submitted with all senior level recognition applications.
- Records from current year, as well as last two years, should be included.
- Anyone serious about seeking an award must submit an organized, clear, concise, up-to-date, and well-prepared resume.

What is a 4-H resume?

- A summary of a person's 4-H records
- A personal data sheet and summary of important facts about the applicant
- A summary of information a judge would like to know about the applicant

Why is a resume important?

- It serves as an introduction.
- It gives facts that help a judge decide whether or not to select an applicant.
- It demonstrates that the applicant is organized, prepared, and serious about receiving the award.
- Can be used in regional and state competitions.
- It provides practical experience and preparation for entering the job market or applying for scholarships.

How do I prepare a resume?

- Make a list of words that best describe you. The list will help you evaluate your skills, abilities, and interests in the program area more objectively. Place a check next to the action words and phrases that best describe you.

I am able to:

- | | |
|--|---|
| <input type="checkbox"/> select materials | <input type="checkbox"/> follow instructions |
| <input type="checkbox"/> budget time and resources | <input type="checkbox"/> motivate others |
| <input type="checkbox"/> make decisions | <input type="checkbox"/> be dedicated |
| <input type="checkbox"/> be responsible | <input type="checkbox"/> work easily with others |
| <input type="checkbox"/> be enthusiastic | <input type="checkbox"/> be a team worker |
| <input type="checkbox"/> manage others | <input type="checkbox"/> remember details |
| <input type="checkbox"/> be a leader | <input type="checkbox"/> plan and follow through |
| <input type="checkbox"/> meet deadlines | <input type="checkbox"/> notice important details |
| <input type="checkbox"/> be organized | <input type="checkbox"/> handle public relations |
| <input type="checkbox"/> read and understand data | <input type="checkbox"/> take responsibility |
| <input type="checkbox"/> solve problems | <input type="checkbox"/> teach others |

List other traits that you have which are specific to the program area you are entering:

- Your resume should reflect your abilities and qualifications. It should highlight the important events, recognition, leadership experiences, etc. of your last three years. Select data which best represents your qualifications for the program area.

CONTINUED

Sample Resume Outline:

The outline below is for your reference; you may use this format, but it is NOT required.

Heading:

Name
Address
Telephone number

Award Program Area:

List in order of preference the program area(s) for which you wish to be considered. Applicants may apply for two award areas but win in one area. 4-H'ers are not able to win in the same program area two consecutive years while in the same age level.

Education:

Highest grade completed
Scholarships and honors
Certificates earned
Internships
Special skills acquired

Club History:

Organize your club history by listing: clubs you belonged to in last three years
offices held - responsibilities and duties

Other Honors:

Awards, achievements, and recognition outside of 4-H
Membership in clubs and/or organizations outside of 4-H

References:

Normally, names and addresses of references are listed at the end of the resume. There is no need to list these again, since recommendation forms will be included in your application packet or mailed directly to Darlene.

Resume Review -

- Keep it short - one side of one page, single-space
- Keep it simple and easy-to-follow
- Keep it organized and neat
- Keep it accurate, factual and current
- Keep it on target - focus on the program area in which you are applying

Any Questions?

If you have questions on resumes or any other part of the recognition award form, feel free to contact the 4-H Staff at the Extension Office, 334-6271 or 1-888-472-0261.

**ADAMS COUNTY 4-H RECOGNITION AWARD PROGRAM
APPLICATION FORM - SENIOR DIVISION**

Name _____ Award Area _____ ;
_____ ; _____ ; _____ .

Address _____ County _____

City _____ State _____ Zip _____

Email address _____

Male _____ Female _____ Years in 4-H _____ Phone Number (____) _____

Age as of January 1 of this year _____ Date of Birth _____ / _____ / _____

Name of Parent(s) or Guardian(s) _____

Name of 4-H Club(s) or Program(s) _____

Name of 4-H Leader(s) _____

Are you currently enrolled in high school, college, or a vocational program? Yes No

If so, what is the school's name? _____

What year are you in? _____ What is your major area of study? _____

If you are not in school, what is your present job or career? _____

=====
I have personally prepared this application and believe it to be accurate.

Date _____ / _____ / _____ Member's Signature _____

My signature below indicates that I have read this application and believe it to be correct. I certify that this individual is a current active member of the 4-H Program, and I approve this application for submission into the 4-H Recognition Award Program:

Date _____ / _____ / _____ Parent's or Guardian's Signature _____

Date _____ / _____ / _____ 4-H Club Leader's Signature _____

Date _____ / _____ / _____ County Extension Agent's Signature _____

This publication is available in alternative media on request.

The University is committed to equal access to programs, facilities, admission and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to Dr. Kenneth Lehrman III, Vice Provost for Affirmative Action, Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901, Email: kfl2@psu.edu, Tel (814) 863-0471.

PROJECT SUMMARY

List the 4-H projects that you have completed in each of the previous two 4-H years. Include the complete name of the project and the unit level.

Year _____

Year _____

List 4-H projects that you are enrolled in this year.

PROJECT AND PARTICIPATION RESUME

Attach a one-page description of your accomplishments and experiences in 4-H. Focus your description on your current year's accomplishments and those of the two previous years. Include the goals that you have achieved, knowledge and skills acquired, special 4-H events, activities, programs that you have attended, etc. You need NOT list your projects again. Use only one side of one page, and type your resume, if possible. All typed resumes should be single-spaced.

3. Describe your two most important **community service** experiences (providing service to benefit an agency or organization outside of 4-H) from the current year, or two previous years. Limit your response to the space provided.

4. Attach a **one-page essay** explaining how your 4-H experiences have helped you make a difference in your club or county 4-H program, school, or community. Also explain how those experiences will help you contribute to a better society in the future. Use only one side on one page, and type your response, if possible. All typed responses should be double-spaced.

ADAMS COUNTY 4-H RECOGNITION AWARD PROGRAM RECOMMENDATION FORM

RECOMMENDATION FOR _____

(4-H Member)

The individual indicated above is submitting an application for recognition in the Adams County 4-H Recognition Award Program. The applicant is required to provide completed recommendation forms from two individuals (i.e. 4-H leader, teacher, coach, guidance counselor, minister, youth group advisor, etc.) who have an understanding of the applicant's involvement in school and community activities. Your responses to the following questions will provide valuable input to the committee, as they review applications and select county winners.

How long have you known the applicant?

How have you been involved with or how do you know the individual?

Describe the contributions the individual has made to the 4-H Program, school, and/or community in which he/she lives.

CONTINUED

Indicate leadership qualities currently exhibited by the applicant, as well as, potential for future leadership development.

Indicate other qualities, strengths, or special talents that you believe the applicant has.

Print name of person submitting recommendation _____

Address _____ Phone _____

Signature of person submitting recommendation _____

Date ____ / ____ / ____

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Print name of person submitting recommendation _____

Address _____ Phone _____

Signature of person submitting recommendation _____

Date ____ / ____ / ____