Extension
UNIVERSITY OF WISCONSIN-MADISON

Reference Guide
2026-2027 Ozaukee County 4-H Leaders Association Funding Support for Educational Travel Opportunities Application

Complete Application Requires:

- One letter of recommendation from an adult who is familiar with your 4-H work and involvement (must not be a relative). The recommendation may be dropped off at the Extension office or emailed separately to the Ozaukee County 4-H Educator by the deadline.
- Cover Letter
- Resume
- Essay response to essay question
- Participate in an interview (Third Thursday of the agreed upon month prior to Leaders Association Board Meeting)

Complete application, including letter of recommendation, is due to the Extension Ozaukee County office by the first day of the any month. Interview will follow on the third Thursday of that month.

- Your application packet can be dropped off in person, emailed to abi.quinlan@wisc.edu or mailed to:
    - Extension Ozaukee County office
    - 121 W. Main St.
    - Port Washington, WI 53074
- Note: an after hours drop box is located on the Eastern front entrance of the Admin Building. Be sure to label the envelope with the *'UW Extension'* name.

Educational Travel Opportunities:

- American Spirit
- Beyond Wisconsin
- Citizenship Washington Focus (CWF) @ Ignite
- Ignite by 4-H - All Tracks
- National 4-H Conference
- National 4-H Congress
- Space Camp

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This guide explains funding support offered by the Ozaukee County 4-H Leaders Association. Additional support may be available through the Ozaukee County 4-H Foundation.

For detailed information on statewide, national, and international Wisconsin 4-H educational experiences, including registration deadlines, timelines, trip expectations, eligibility requirements, and state-level scholarships, please visit the Wisconsin 4-H website.

Need-based statewide scholarships are available for select State Educational Experiences. Refer to the Statewide Scholarships webpage for eligibility and application details.

Overview of Wisconsin 4-H Educational Travel Opportunities / Awards

(Click on blue headers to link to additional information)

***Note: More opportunities may become available as the year proceeds. Check the website linked above.**

There are many ways for 4-H members to travel, learn, and grow through Wisconsin 4-H. These experiences help youth build leadership skills, meet new friends, explore careers, and learn more about the world.

Applications for these trips are submitted through **Wisconsin 4-H**, and participants are selected at the state level. The Ozaukee County 4-H Leaders Association does not choose who attends these trips but helps support Ozaukee County youth who are accepted.

The application requirements to be eligible for Leaders Association funding support are to complete a cover letter, resume, submit a letter of recommendation, essay question and participate in an interview. Ozaukee County 4-H Leaders Association and Ozaukee 4-H Foundation pay a portion of the cost for each opportunity. Ozaukee County 4-H Leaders Association awards up to 50% of the trip's cost.

4-H American Spirit

Travel with other Wisconsin 4-H members on a bus trip to the East Coast while learning about U.S. history, citizenship, and leadership. This experience helps youth better understand how our country was built and how they can make a difference today.
Who can apply: Youth in grades 8–10 at the time of registration.
Event Dates: June and July date options (TBA.)
Registration Deadline: November 30, 2026

Citizenship Washington Focus (CWF) @ Ignite

CWF is a week-long trip to Washington, D.C. where youth learn through the Community Accelerators Track. Community Accelerators Track where youth learn to drive change at the local level through social entrepreneurship, service learning, and community-based

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problem solving. Youth come together to collaborate, share ideas, and develop innovative solutions for real-world challenges.
Who can apply: Youth in grades 10–12, at least 15 years old during the experience.
Event Dates: March 15-21, 2027
Registration Deadline: August 27, 2026

National 4-H Conference

Four to five youth selected from the state 4-H committee join youth from each of the 50 states in the nation selected for this conference, held in Washington, D.C. This thrilling experience in citizenship features visits with national government officials such as the Secretary of State, Senators, and Congressional representatives. The program includes discussion on various issues of national importance among delegates.
Who can apply: Youth in grades 10–12, ages 15–18 as of January 1 of the travel year.
Event Dates: TBD. April 2027
Application Deadline: December 1, 2026

National 4-H Congress

National 4-H Congress is the premiere nation-wide event for 4-H'ers to network with others from around the country, Canada, and Puerto Rico. While at Congress, 4-H'ers engage in leadership, citizenship, global awareness, and inclusion.
Who can apply: Youth in grades 9–12, no older than 18 as of January 1 of the program year.
Event Dates: November 27 - December 1, 2026
Application Deadline: June 30, 2026

Space Camp

Space Camp is a camp experience where youth learn and experience a ton of different aspects about life as an astronaut, working at NASA, and exploring places beyond Earth!
Wisconsin 4-H Space Camp is an educational experience where youth from across the state take a bus down to Huntsville, Alabama, for a multi-day journey. Youth get the opportunity to venture away from home to meet new friends, develop leadership and teamwork skills, and learn all about space.
Who can apply: Youth in grades 6–8, no older than 15 at the time of the program.
Event Dates: April 30-May 2, 2027 (tentative)
Registration Deadline: December 13, 2026

Ignite by 4-H

Youth in grades 10–12 from across the country are invited to the Ignite Conference. For four days at Ignite by 4-H, youth from all over the country come to Washington D.C. to collaborate, connect, and cultivate a passion for expanding their minds and their world. Youth will immerse in hands-on workshops, experience, activities in their key programming areas. *Wisconsin 4-H plans to send a statewide delegation with an emphasis on Animal Science and STEM tracks.*

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Who can apply: Youth in grades 10–12, at least 15 years old at the time of travel, who have not previously attended Ignite. *County Educator approval required.*
Event Dates: March 15-21, 2027
Registration Deadline: August 27, 2026

Beyond Wisconsin: Exploring the Midwest (New! For 2027)

This unforgettable experience offers middle school students an opportunity to journey from Wisconsin to St. Louis, Missouri for adventures that blend fun, learning, and cultural discovery. Along the way, participants will explore science museums, art centers, and enjoy live music and performances, all while sampling local flavors like St. Louis-style barbecue.
Who can apply: Youth in grades 6-8.
Event Dates: February 11-15, 2027
Registration Deadline: November 22, 2026

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Application for Funding Requirements Support Materials: Letter of Recommendation

A letter of recommendation from an adult who is familiar with your 4-H work and involvement (must not be a relative) is required. Please allow at least two weeks for the adult to submit the recommendation. You may send a letter or e-mail to request a recommendation, but please do this in writing so your recommender will have the correct information.

1. Submit your request in writing, including:
    a. Your Name
    b. Ask if they are willing to write a recommendation
    c. The opportunity/award you are applying for
    d. Ask them to include information about your:
        - Leadership skills
        - Communication skills
        - Listening skills
        - Presentation skills
        - Self-confidence
        - Teamwork
        - Time Management
        - Responsibility, etc.

Recommenders appreciate having a copy of your resume as they write the recommendation. Please consider sending a copy with your letter or e-mail.

Application Deadline

Let them know that the recommendation must arrive to the Extension Ozaukee County Office by the deadline noted on page 1 of the packet. The recommendation can be dropped off in person, e-mailed, mailed to:

Ozaukee County 4-H Program
Extension- Ozaukee County Office
121 W Main Street
PO Box 994
Port Washington, WI 53074
Abi.quinlan@wisc.edu

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Tips for Composing your Cover Letter and Resume

Use a computer.
All application materials must be typed using a computer. This includes your cover letter, resume, and essay responses. Using a computer makes your work easier to read, edit, and save for future opportunities.

If you do not have a computer at home, you can use one at school, a local public library, or with help from a friend or family member. Save your documents so you can update them from year to year.

Make a plan before you start writing.
Before you begin, read through all the resume, cover letter, and essay questions. Take notes and organize your thoughts.Think of your 4-H experience like a job:

- What responsibilities do you have?
- What skills have you learned?
- What leadership roles or projects have you completed?
- How has 4-H helped you grow or change as a person?

Try to describe what you do using clear, action-focused language.

Put information in the right order.
List your experiences in reverse chronological order, which means starting with your most recent activities and working backward. This helps reviewers quickly see what you are currently involved in.

Pay attention to layout and formatting.
Your resume and cover letter should be neat, organized, and easy to read.

- Use a common, professional font such as Arial or Times New Roman
- Font size should be between 11 and 12 points
- Use the same font throughout your documents
- Use margins between 0.5” and 1” on all sides

Avoid abbreviations whenever possible. If you use one, write out the full name the first time and include the abbreviation in parentheses, such as University of Wisconsin (UW).

Keep your resume the right length.
Your resume should be one to two pages long, but not longer than two pages.

Make it your own.
This is your chance to share who you are. Your resume and cover letter should reflect

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your experiences, interests, and goals. Let your personality show while staying professional.

Proofread carefully.
Check your documents for spelling and grammar mistakes. Use spell check, then ask at least two other people to review your cover letter, resume, and essay responses. Many applications lose points due to small errors, so take your time with this step.

Ask for help when you need it.
If this is your first time creating a resume or cover letter, it is normal to have questions. Ask a parent, club leader, teacher, or Extension staff member for help. It is always better to ask questions than to guess.

Cover Letter Outline

Your Street Address
Your City, State, Zip
Date (that you are sending it in)

Ozaukee County 4-H Program
Extension- Ozaukee County
121 W Main Street
PO Box 994
Port Washington, WI 53074

Dear Selection Committee:

PARAGRAPH 1: Share the reason you are writing this letter and why you are applying for the trip or award. Include a listing of the trips and/or awards for which you want to be considered (ex. Citizenship Washington Focus, Key Award, 4-H American Spirit, etc.)

PARAGRAPHS 2 & 3: These are the “why me?” paragraphs. Explain in no more than two paragraphs why you are uniquely qualified to receive the award or funding for a travel opportunity. Share what distinguishes you from other applicants. Also share why you are interested in attending this opportunity/receiving this award. If applying for a trip, you may also share what you will bring back to your county/community/club after attending. Give examples to help explain your statements.

FINAL PARAGRAPH: Close the letter. Thank the committee for considering your application.

Sincerely,
Sign your letter here

Type Your Name Here As You Signed It Above
Phone Number
E-mail Address

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IMPORTANT: Please compose the cover letter in your own words, not in the exact words from the sample!

Sample Cover Letter

123 Any Street
My City, Wisconsin 12345
October 10, 2025

Ozaukee County 4-H Program
Extension- Ozaukee County Office
121 W Main Street, PO Box 994
Port Washington, WI 53074

Dear Selection Committee:

It is my pleasure to submit my resume and essay response to be considered for funding for the Wisconsin 4-H and Youth Conference.

This is my seventh year as a 4-H member. I have been very active with my projects and as a member in my club, Lucky Clovers. My enclosed resume highlights my 4-H involvement. Participation in county programs including Wild Wacky Day Camps and Friends Helping Friends has made me interested in attending Wisconsin 4-H and Youth Conference. I have heard from other 4-H members about how it is a good opportunity to help me grow as a youth leader.

4-H has provided me with some excellent experiences. I have increased my communication skills by participating in the county Arts & Communication Festival, as well as serving as secretary for my club. I have learned to give back to my community by helping with my club's senior citizens holiday party and helping at the local food pantry.

Last year I became involved as a county Cloverbud project youth leader. I enjoyed working with other youth and adults from Ozaukee County to plan the county Cloverbud events and workshops. I had to learn to work as part of a planning team to get ready for a program. One of my jobs was preparing packets of craft project materials before a meeting and then teaching the craft to Cloverbuds. This was a chance for me to use my organizational and leadership skills. Other 4-H members who attended Wisconsin 4-H and Youth Conference told me about the opportunity to take youth leadership seminars. I would use the leadership skills gained and project ideas from these seminars in my club and in the county Cloverbud project.

I hope to attend Wisconsin 4-H Youth Conference to grow as a youth leader and to meet other people. My strong communication skills and willingness to grow as a youth leader make me a great candidate. Thank you for considering my application for funding. I look forward to speaking with you during the interview.

Sincerely,
Chris Clover
262-123-4567
chris.clover@gmail.com

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Resume Outline

NAME
ADDRESS LINE 1
ADDRESS LINE 2
PHONE NUMBER
E-MAIL

Education	School name, grade in school
4-H Summary	4-H club name, years in 4-H. List all projects in which you are or have been enrolled. Include the number of years you have been or were a member of that project. Indicate in which projects you are currently enrolled.
4-H and Community Involvement	Summarize the 4-H activities in which you have participated and the number of years you participated. Include both club, county, and state involvement. Also, include school activities, work experience, or other community/extracurricular activities and the years you participated.
Skill Development	Translate what you have learned as a result of participation in 4-H projects and activities into skills you have developed.

IMPORTANT: Please compose the resume in your own words, not in the exact words from the sample on the next page! The style of your resume may also vary. You'll find many resume examples on the internet.

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Sample Resume

Chris Clover
4hrocks@email.com

425 Green Lane Forestville, WI 12345 (262) 444-4444

EDUCATION

Green Clover High School-12th grade

4-H SUMMARY

Happy Clover 4-H Club, 10 years
4-H Projects (Number of Years):
Crocheting, Foods & Nutrition (10)
Clothing (9)
Quilting, Youth Leadership (7)
Sheep (6)
Flowers, Drawing & Painting (5)
Home Environment, Photography (4)
Veterinary Science (3)
Exploring, Ceramics (1)

4-H AND COMMUNITY INVOLVEMENT

Club Involvement:
President, 2013-2015
Treasurer, 2012-2013
Secretary, 2009-2010
Fruit Sale/Fundraising Committee, 2013-2014

County Involvement:
Leaders Association Board Youth Representative, 2013-2015
Livestock Association Board Sheep Youth Representative, 2013-2015
Ozaukee County 4-H Ambassador, 2011-2015
Delegate to Citizenship Washington Focus, 2014
Delegate to 4-H American Spirit, 2013
Delegate to State 4-H & Youth Conference, 2012
Delegate to Space Camp, 2011

State Involvement:
State Drama Team, 2014
Variety Show Performer, 2008, 2010, 2011, 2014

Community Involvement
Church Bell Choir, 2013-2015
Vacation Bible School Leader, 2011-2015
Sunday School Teacher, 2011-2015
Piano Lessons, 2007-2015
Dish Washer at Tasty Restaurant, 2012-2013
Green Clover High School Soccer Team, 2012-2013

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Sample Resume Chris Clover- Page 2

SKILL DEVELOPMENT

- Gained decision making, planning, and organizing skills while Co-Chairing Countywide Communication Festival- carrying out responsibilities including publicity, securing donations, recruiting judges, and coordinating the event. The event was attended by 66 4-H youth and their families.
- Mastered communication skills while providing youth perspective to monthly County Board Leaders meetings, getting involved in organizational committees and making recommendations for the betterment of the 4-H program.
- Collaborated with others to research the 4-H history and write the 4-H Centennial Proclamation, promoting 4-H and presenting it to the Ozaukee County Board.
- Honed leadership skills while conducting club meetings following parliamentary procedure for a club of 90 members- provided activities, education, and recreation, while maintaining member engagement.
- Utilized skills in financial management, budgeting, reporting, and completed a financial charter with successful audit while serving as 4-H Club Treasurer.
- Improved written and oral communication skills through constructing monthly Club Secretary reports.
- Strengthened leadership and communication abilities through seminars, icebreakers, and games while attending tri-county workshops.
- Practiced leadership skills while serving as a youth leader in clothing, crocheting, foods, exploring, and Cloverbud projects by conducting activity meetings for up to 10 members.
- Improved speaking skills through participating in the Communications Festival and other 4-H leadership opportunities.
- Gained confidence through emceeing various events and coordinating a state clothing review show.
- Expanded knowledge of sheep nutrition, fitting, and showing through self-motivated education, while coaching four younger siblings.
- Engaged problem solving and team leadership skills to create a barn cleaning schedule for the County Fair that resulted in 13 diverse youth earning the sheep herdsmanship team award for superior cleanliness, knowledge, and barn presence for two consecutive years.
- Practiced time management skills by balancing multiple 4-H activities and projects as well as school, work, and community involvement
- Nurtured intergenerational relationships through interaction at events with all age groups.

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Essay Question

Include in your application packet a one-page response to the appropriate essay question:

Travel Opportunities

This 4-H experience takes place beyond Ozaukee County and offers new learning and growth opportunities. What do you hope to learn or gain from this experience? After you return home, how do you plan to use what you learned in your 4-H club, school, or community?

Tips for completing your essay response:

- Choose a common and professional font, such as Arial or Times New Roman. Your font size should be no less than 11 points and no larger than 12 points. Use the same font throughout your document.
- Include your name, opportunity or award applied for, and date at the top of the page for your essay response.
- The essay response should be single-spaced.
- Use 1” margins at the top, bottom, and both sides of your page.
- Your essay response should be no more than one page long.
- Proofread your essay response and have someone else proofread it as well for accuracy in grammar and spelling.
- You will be evaluated on your depth of thought and how clearly you can communicate.

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Leaders Association Funding Support Policies

AWARDS FOR EDUCATIONAL TRAVEL

- The Ozaukee County Leaders' Association will appoint evaluators for the interviews. Evaluators may be adult 4-H leaders, but no evaluator may serve if an immediate family member or member of the household is participating in the interview process. A minimum of three people, one of which is an Ozaukee County 4-H Leaders Association Board Member shall serve as an evaluator.

- All applicants must attend a live interview. If the applicant is unable to do face to face, other arrangements could be made prior to the date of the interview, including a phone interview or video conference. The applicant will work with the Ozaukee County UW-Extension staff to arrange the interview.

- Applicants are to follow the directions on the application. Incomplete or late applications may not be accepted. Recommendations for Educational Travel Awards may not be from the 4-H Program Educator.

- All 4-H members who participate in the 4-H Educational Travel and Award Interview process will receive written feedback on their application and interview using the standardized evaluation form.

- Evaluation rubrics will help determine which youth will receive awards.

- The decision of the evaluators is final.

EDUCATIONAL TRAVEL SCHOLARSHIP SELECTION PROCESS

4-H TRIP SCHOLARSHIP SELECTION

- The maximum amount of Leaders' Association sponsorships to attend 4-H state or national trips are 50% of the trip costs and international opportunities are 15% of the trip costs.

- All applicants for travel experiences scholarships must go through the application/interview process to be considered as an Ozaukee County 4-H Leaders Association scholarship recipient. Individuals will be notified in writing if they are selected, or denied a scholarship.

3. All requests for funding must be requested and approved before the travel experience.

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