



Extension
UNIVERSITY OF WISCONSIN-MADISON



Reference Guide
2025-2026 Ozaukee County 4-H Leaders Association
Key Award 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 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 (return schedule - last page of packet)

Complete application, including letter of recommendation, is due to the Extension Ozaukee County office by January 30, 2026.

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.
PO Box 994
Port Washington, WI 53074

*Note: An after hours drop box is located at the Eastern front entrance of the Administration Building. Be sure to label the envelope with the 'UW Extension' name.

This packet is strictly for Leaders Association Key Award application only.

[Wisconsin 4-H Key Award](#)

The Wisconsin 4-H Key Award recognizes youth who have shown long-term commitment to 4-H, demonstrated leadership growth, and contributed positively to their club, county, and community.

Eligibility requirements:

- Must be in 9th grade or older
- Must have completed at least three years of 4-H club membership
- Must have completed at least one year in a youth leadership role
- Must complete the full Key Award application process



Extension

UNIVERSITY OF WISCONSIN-MADISON



Application for Key Award 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



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



Extension

UNIVERSITY OF WISCONSIN-MADISON



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.



Extension
UNIVERSITY OF WISCONSIN-MADISON



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 for the Key Award.

PARAGRAPHS 2 & 3: These are the “why me?” paragraphs. Explain in no more than two paragraphs why you are uniquely qualified to receive the Key Award. Share what distinguishes you from other applicants. Also share why you are interested in receiving this award. 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

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



Extension
UNIVERSITY OF WISCONSIN-MADISON



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:

I am writing to submit my resume and essay response for consideration for the Wisconsin 4-H Key Award. This award represents the growth, leadership, and commitment I have developed through my years in 4-H, and I am grateful for the opportunity to apply.

This is my seventh year as a 4-H member with the Lucky Clovers 4-H Club. Throughout my time in 4-H, I have been actively involved in a variety of projects and leadership roles. My enclosed resume highlights my participation at the club and county levels, including involvement in programs such as Wild Wacky Day Camps and Friends Helping Friends. These experiences have helped me grow as a leader and have encouraged me to take on greater responsibility within my club and community.

Through 4-H, I have developed strong communication and leadership skills. Serving as club secretary and participating in the county Arts & Communication Festival have helped me become more confident in sharing ideas and working with others. I have also learned the importance of service by helping with my club's senior citizens holiday party and volunteering at the local food pantry.

Over the past year, I have served as a county Cloverbud project youth leader. In this role, I worked with other youth and adult leaders to plan events and workshops for younger members. I was responsible for preparing activity materials and teaching crafts during meetings, which strengthened my organization, teamwork, and leadership skills. Supporting Cloverbuds has been especially meaningful, as it allowed me to give back to the program that has helped shape me.

4-H has played an important role in my personal growth, and I continue to look for ways to lead, serve, and support others. I believe my dedication to 4-H, leadership experiences, and commitment to my club and county make me a strong candidate for the Wisconsin 4-H Key Award. Thank you for your time and consideration. I look forward to the opportunity to further discuss my experiences during the interview.

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



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! The style of your resume may also vary. You'll find many resume examples on the internet.



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



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.



Extension
UNIVERSITY OF WISCONSIN-MADISON



Essay Question

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

Key Award

The Key Award is the highest honor awarded by the Ozaukee County 4-H program. How have you grown as a result of your participation in 4-H? How have you contributed toward the 4-H program? How will you apply the knowledge and skills gained through 4-H to assist you in future endeavors?

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.



Extension
UNIVERSITY OF WISCONSIN-MADISON



Leaders Association Key Award Policies

WISCONSIN 4-H KEY AWARD SELECTION

1. The Ozaukee County Leaders' Association will appoint evaluators for the interviews. Evaluators may be adult 4-H leaders volunteers but no evaluator may serve if an immediate family or household member is participating in the interview process. A minimum of three people, one of which are Ozaukee County 4-H Leaders Association Board Members shall serve as an evaluator.
2. 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.
3. Applicants are to follow the directions on the application. Incomplete or late applications may not be accepted. Recommendations for Key Awards may not be from the 4-H Program Educator.
4. The decision of the evaluators is final.
5. The maximum number of youth who may be selected to receive the Wisconsin 4-H Key Award for Ozaukee County is determined by the State.
6. The Wisconsin 4-H Key Awards will be presented at the Ozaukee County Fair.
7. Key Award recipients will receive a monetary award from the Ozaukee County 4-H Leaders Association in the amount of \$50 as well as a flag that is flown over the US Capitol and a flag that is flown over the State capital on their day of the ceremony, and an engraved flag case.



Extension
UNIVERSITY OF WISCONSIN-MADISON



This page left intentionally blank



Extension
UNIVERSITY OF WISCONSIN-MADISON



Key Award Interview Schedule

Please **check (✓) all times you are available** for interviews. We will do our best to accommodate your time, however, it is not guaranteed. We will contact you with the selected time after all interviews are scheduled. Interviews are held at the Extension Ozaukee County office in the Ozaukee County Administration Building, 121 W Main St., Port Washington.

February 2026 (TBA)	
	6:00 pm
	6:20 pm
	6:40 pm
	7:00 pm
	7:20 pm
	7:40 pm
	8:00 pm
	8:20 pm
	8:40 pm
	9:00 pm

Please return this form with your application materials.

Name

****Key Award Applicant****

The University of Wisconsin-Madison Division of Extension provides equal opportunities in employment and programming in compliance with state and federal law.