



Members of the South Dakota 4-H Program, have the opportunity to apply for National 4-H Conference scheduled for April 7-12, 2018, in Chevy Chase, Maryland. Youth must be 16–18 years old by the date of the event to apply. Applications need to be submitted to the applicant's 4-H Youth Program Advisor. Upon approval, the 4-H Youth Program Advisor submits the signed application, via email or USPS mail, to the State 4-H Office by January 1, 2018. A designated committee of 4-H Youth Development professionals and/or previous trip participants will review applications and notify youth if they are selected to attend National 4-H Conference as a delegate.

NOTE: 4-H youth in South Dakota are awarded one trip per calendar year to represent the State 4-H Program at a national 4-H event/conference. Eligible youth may reapply in future years for trips in which they have not yet participated.

Application Process. To apply for this trip, applicants and 4-H Youth Program Advisors need to submit a portfolio of the following items. DO NOT SUBMIT the member's 4-H Journal or 4-H Record Books as part of this application.

- **Cover letter** (*one typewritten 8½" x 11" page with one-inch margins, using a 12 point font; sample copy is provided in this packet – please replace with applicant's cover letter*)
 - Describe your definition of 4-H Citizenship and Community Service.
 - Describe what you learned through 4-H Citizenship and Community Service that makes you a better person and citizen for your club, community, country and world.
- **Résumé** (*one typewritten 8½" x 11" page with one-inch margins, using a 12 point font; sample copy is provided in this packet – please replace with applicant's résumé*)
 - List the 4-H member's name, complete address, county, contact information including email address and phone numbers.
 - Describe the size and scope of two of your 4-H project areas, focusing on goals set/achieved and skills/knowledge gained.
 - Describe the leadership skills you have attained through 4-H activities, events and opportunities.
- **One Page of Photos** (*Optional*) with captions showing 4-H leadership work and accomplishments.
- **Non-Confidential Letter of Recommendation** (*commenting on skills relevant to your selection*) from one of the following:
 - 4-H Club Leader
 - 4-H Youth Program Advisor
 - School employee
 - Employer
 - Pastor
- **Checklist** completed with required signatures.

The National 4-H Conference trip is sponsored and fully funded by the South Dakota 4-H Livestock Industry Trust Fund.

Plan of Action. At the conclusion of the trip, delegates will create, with the guidance from their trip chaperone(s), and implement a plan of action. The plan of action describes how delegates intend to benefit/inform others of 4-H opportunities related to Citizenship and Community Service.

For more details about National 4-H Conference, please review information at <http://www.4-h.org/4-h-conference/registration/>. You may also contact the South Dakota State 4-H Office using the contact information above.

SD 4-H Trip Application to the National 4-H Conference COVER LETTER

{Type youth's USPS mailing address}

{Type City, State and Zip Code}

{Type date of letter}

Dear State 4-H Office,

{In the opening paragraph, applicants should explain what they are applying for.}

{In the second paragraph, applicants should describe their understanding of citizenship and community service.}

{In the closing paragraph, applicants should include other relevant information they think is important along with current contact information (e.g., phone number, email address).}

Sincerely,

{Type the applicant's name.}

Enclosures

SD 4-H Trip Application to the National 4-H Conference

RÉSUMÉ

{USPS mailing address}
 {City, State & Zip Code}
 {Phone number(s)}
 {Email address(es)}

{Name of 4-H Member}

Club Work	{Years of membership}	{County}
	{Club Name} • {Primary interest area}	
Project Areas	{Years in Project #1}	{Project Area}
	{Main Focus Within Project Area} • {Size and scope of project area} • {Goals originally set for project area} • {Goal achievements} • {Current/future goals for project area} • {Knowledge and skills gained}	
	{Years in Project #2}	{Project Area}
	{Main Focus Within Project Area} • {Size and scope of project area} • {Goals originally set for project area} • {Goal achievements} { • Current/future goals for project area} • {Knowledge and skills gained}	
Leadership Skills	{Where/Location}	{4-H Activity/Event/Opportunity}
	{Leadership Skill} • {Who, if applicable} • {What, if applicable} • {Where, if applicable} • {When, if applicable} • {Why, if applicable}	
	{Where/Location}	{4-H Activity/Event/Opportunity}
	{Leadership Skill} • {Who, if applicable} • {What, if applicable} • {Where, if applicable} • {When, if applicable} • {Why, if applicable}	
Education	{Dates}	{School} {City, State}
	G.P.A. {0.00} on a {0.00} scale	
Interests/Organizations	{Listing of other activities}	

SD 4-H Trip Application to the National 4-H Conference CHECKLIST FOR:

- Cover Letter** (*one typewritten 8½" x 11" page with one-inch margins, using a 12 point font*)
- Résumé** (*one typewritten 8½" x 11" page with one-inch margins, using a 12 point font*)
- One Page of Photos** (*Optional*) with captions showing 4-H leadership work and accomplishments
- Non-Confidential Letter of Recommendation** from 4-H Youth Program Advisor, School Employee, Employer or Pastor
- Checklist** (*this document*)

Upon completing this checklist (including obtaining the signatures below), applicants should submit this application packet in one of the following ways (please check which method(s) you are using).

- Scan all documents (listed above) and submit them as attachments in an email message to the email address listed above with 2018 4-H Conference Application typed in the Subject line.
- Scan all documents (listed above) and fax to the State 4-H Office using the number listed above.
- Mail the original hard copies of all documents (listed above) to the State 4-H Office at the address listed above. In the lower left corner of the envelope, write 2018 4-H Conference Application.

Required Signatures

_____ 4-H Member

_____ 4-H Member's Parent/Guardian

_____ 4-H Member's Club Leader

_____ County 4-H Youth Program Advisor

REMINDER: At the conclusion of the trip, delegates will create, with the guidance from their trip chaperone(s), and implement a plan of action. The plan of action describes how delegates intend to benefit/inform others of 4-H opportunities related to Citizenship and Community Service.

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