

# Dane County 4-H Award Application HELP Sheet

The award/scholarship applications ask applicants in several areas to **list activities, but also** to explain what they did. Evaluators will assess the true extent of an applicant's involvement. The suggested format for these explanations will parallel the manner used in resume writing.

## General Guidelines-

1. Put the most important information first working keywords into the body of the explanation.
2. Use "action" verbs to communicate accomplishments and results. Use present tense in referring to activities in which you are currently engaged. Describe previous activities in the past tense. [An action verb list has been added to the award website].
3. Make your application easy to look at and follow. It should read more like an outline than narrative. Do not use first person pronouns. The "I" is implied as the subject when you are writing about yourself. Use incomplete sentences or phrases and maintain a consistent format.
4. CAPITAL LETTERS are acceptable; however, use them sparingly for effect and attention grabbing for the human reader. Boldface may be acceptable and should be used sparingly as well.
5. You may use bullets but make sure they are solid, not hollow, symbols and that at least one blank space, up to two blank spaces, are inserted between the bullet and the text. Using more than two blank spaces defeats the purpose of the bullet by placing the text too far from it.
6. Always proofread your document for visual quality, content, and typographical, and spelling errors. Have several other people proofread your application as well.
7. Plan ahead. Do not anticipate writing your best application overnight.
8. Use plenty of white space. The human eye likes white space.
9. Use one font size -12 points. Use only Arial, a non-decorative typeface throughout.
10. **Write achievements!** The application is about YOU, and how you performed and what you accomplished in 4-H and other activities.

## Examples:

Music & Drama Festival	Coached and guided fellow club members for X years  Acted in, directed and composed skits for my club
Communication Arts Festival	Encouraged and enlisted fellow members while participating since my second year in 4-H
Dairy promotions	Guided and planned all club activities for last four years  Scheduled and prioritized Dane Co. Fair promotion
Conservation activities	Gathered and explored information about a recent fish kill to summarize for a club presentation
Health & safety activities	Drafted and edited a local newspaper article on farm safety
Fair exhibiting	Organized, oversaw and enhanced all clubs livestock displays at both the Stoughton and Dane Co. Fair for three years