

A Guide for Dane County 4-H Educational Scholarship Applications

- ▶ From your start in 4-H you've heard the term "Learning by Doing." Scholarship application questions ask you to reflect on those experiences that you learned from.
- ▶ A typed summary of your 4-H activities
- ▶ A review of you educating yourself through 4-H participation
- ▶ A building block for future applications



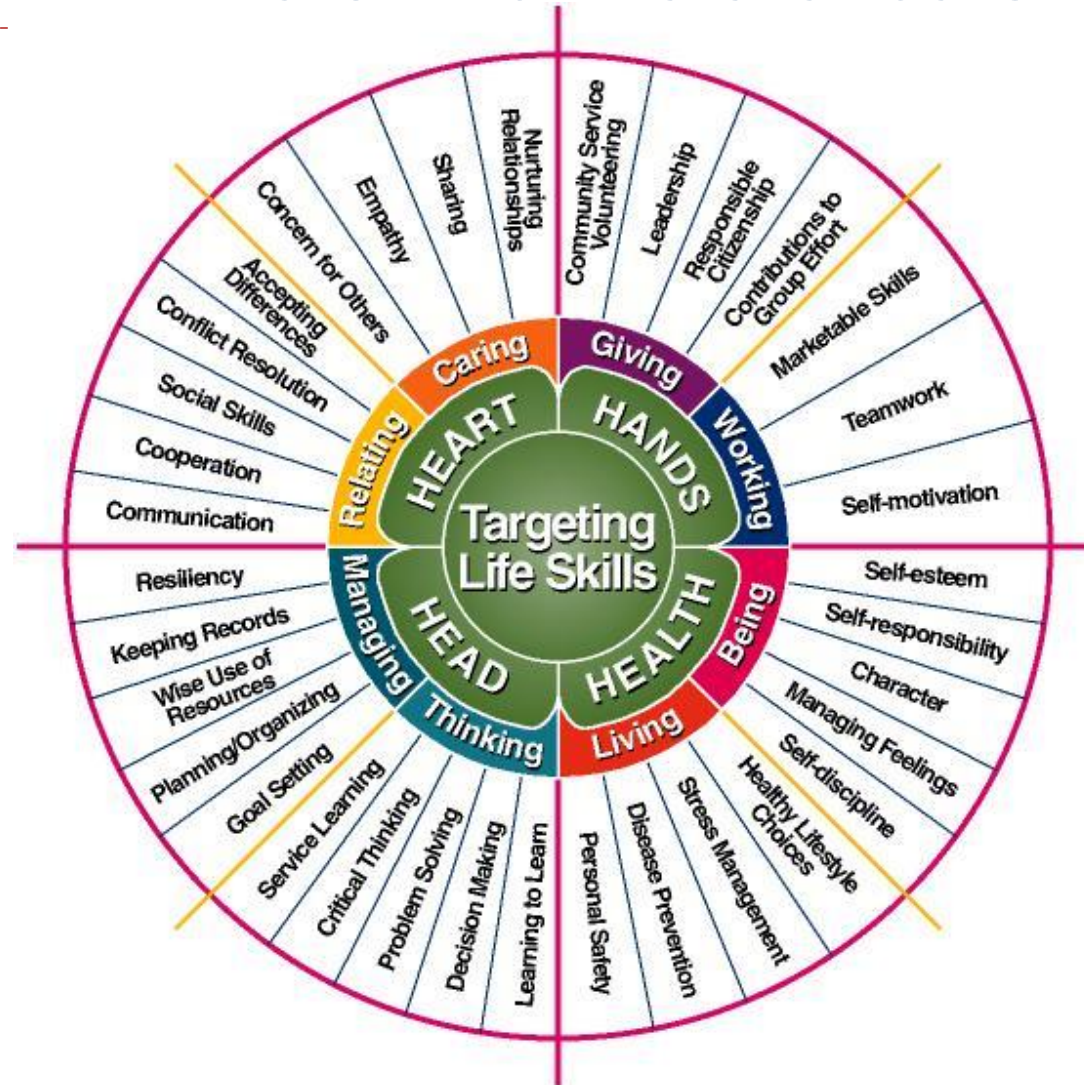
► Resources to be utilized:

- Your consistently maintained and updated 4-H Permanent and Participation Records
 - Your Cumulative Record of 4-H Awards (green card)
 - Dane County 4-H Awards page link where documents and PowerPoint listed below are found: **<https://fyi.uwex.edu/dane4hyouth/awards/>**
 - Award application help sheet
 - Action Verbs by Use Category list
 - Dane County 4-H Scholarship Manual
 - Dane County 4-H Scholarship application forms - Make sure you have the form for the year in which you are applying. Updates are routinely made.
 - This Scholarship 103 PowerPoint!
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Scholarship 103

“4-H Life Skills” Reference Chart



General Guidelines

- ▶ 1. **“THOU SHALL NOT ALTER THE FORMAT OF ANY SCHOLARSHIP FORM”**
- ▶ 2. Put the most important information first, working keywords into the body of the explanation.
- ▶ 3. 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]. “Helped” is a weak action verb and may signal the scholarship reader that your involvement in an activity was not significant.



General Guidelines-

- ▶ 4. 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 “chop” phrases. Maintain a consistent format.
- ▶ 5. CAPITAL LETTERS are acceptable; however for the human reader, use them **sparingly** for effect and attention grabbing. **Boldface** may be acceptable but should be used **sparingly** as well.
- ▶ 6. 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.



General Guidelines-

- ▶ 7. Always **proofread** your document for visual quality, content, and typographical, and spelling errors. Have several **other people proofread** your application as well.
- ▶ 8. **Plan ahead.** Do not anticipate writing your best application overnight. **Test the forms** ahead of time to see how they open and close.
- ▶ 9. Use **plenty of white space.** The human eye likes white space.
- ▶ 10. Use **-12 point Arial font size.** Do not increase or decrease the font size or your application will be disqualified!
- ▶ 11. **Write achievements!** The application is about YOU, and how you performed and what you accomplished in 4-H and other activities. What life skills did you acquire?



Scholarship 103

▶ **Where do I start?**

- ▶ First read all the questions and review the points on the evaluation sheet
- ▶ Look for key words that will guide you towards an appropriate answer.
 - ▶ Is the question asking for lists and descriptions?
 - ▶ Is the question an essay type?
 - ▶ Is there more than one segment of the question that requires an answer? [If the question has three parts and you only answer one of them you've lost 2/3 of the possible points before it is read!]



Scholarship 103

▶ **How do I get the answers?**

- ▶ The Scholarship Application is like a resume. Resume writing begins with making a list of your accomplishments
- ▶ Your list is already done! It's all there in your consistently maintained and updated Permanent Record.
 - ▶ Multiple action verbs will need to be added to enhance the presentation of the activity
 - ▶ What were your greatest accomplishments?



Scholarship 103

- ▶ You may pencil a round mark next to the activities in your permanent record that you are referencing in your application. The scholarship reviewer will then be able to more easily locate and verify the activity participation you have cited and described in your application.
- ▶ Sort and prioritize the process. It is not possible to put everything you have done in 4-H and the rest of your activities into one application. A good rule of thumb is if at least two to three action verbs can't be applied to the activity then it probably isn't significant enough to be included.



Scholarship 103

- ▶ Make sure you follow the directions for each question.
 - ▶ Answer **Sections I, III, IV** in the **resume-style** format using chopped phrases to keep answers brief and relevant. Begin with the most current year information first.
 - ▶ Answer **Sections II and VI** in **narrative** form using full sentences in paragraphs. If the question is regarding growth in a project or skill development, the answer would then be in chronological order [Make sure you put it in the order requested].
 - ▶ Answer **Section V** in a **resume-style** by listing awards and recognition by year, starting with most current award first.
 - ▶ **Diverging in whole or in part from the requested answer format will reduce any points awarded for that section by 50%.**



Scholarship 103

- ▶ What if a Narrative response is needed? (Sections II And VI)
- ▶ **NARRATIVE WRITING** by definition relates a clear sequence of events that occurs over time. Both what happens and the order in which the events occur are communicated to the reader. Effective narration requires a writer to give a clear sequence of events (fictional or non-fictional) and to provide elaboration.
- ▶ A narrative response is a story that gives the reader insight about you. The point of the story is what you learned from the experience.



Scholarship 103

Letters of Recommendation or Recommendation Letter

▶ **Definition**

A letter in which the writer assesses the qualifications, skills, abilities, interests, and capabilities of the person being recommended in terms of that individual's ability to perform a particular task or function.

- ▶ Must be from an adult 4-H volunteer. DO NOT ASK Dane County UW-Extension Agents for a letter of recommendation.
- ▶ Please do not ask your potential letter-writer for a recommendation at the last minute or close to the deadline. You want to give them plenty of time to write a good letter!
- ▶ A required letter of recommendation must:
 - ▶ HAVE a HAND WRITTEN SIGNATURE
 - ▶ BE FOR the CURRENT 4-H YEAR-no letters from last year accepted



Scholarship 102

Responsibilities when you request a letter of recommendation:

- ▶ Take the time to explain to the writer about for what you are applying and to whom the letter should be addressed. [Dane County 4-H Awards Committee]
- ▶ Discuss with the writer your qualifications, skills, abilities, interests, or capabilities that you want that individual to further expand. Talk about specific accomplishment[s].
- ▶ You need to have them understand that you need more than just “good guy or good gal” comments.



DANE COUNTY 4-H SCHOLARSHIPS

- ▶ TWELVE \$1000 SCHOLARSHIPS AVAILABLE
- ▶ MAXIMUM 7 PAGE APPLICATION with 4 PAGES FOR ANSWERING QUESTIONS
- ▶ The money is generated from the Dane County 4-H Potato and Ice Cream Stand at the Dane County Fair.



DANE COUNTY 4-H SCHOLARSHIP EVALUATION

▶ 4-H LEADERSHIP	20%
▶ PROJECT GROWTH	20%
▶ 4-H ACTIVITIES	15%
▶ 4-H COMMUNITY SERVICE	15%
▶ 4-H AWARDS & RECOGNITION	10%
▶ DISCUSSION QUESTION	10%
▶ LETTERS OF RECOMMENDATION	5%
▶ PERMANENT RECORD	5%



DANE COUNTY 4-H SCHOLARSHIP

SECTION I: 4-H LEADERSHIP

- ▶ 20 pts max
- ▶ Resume-Style
- ▶ LIST & EXPLAIN MOST SIGNIFICANT ROLES & RESPONSIBILITIES FOR EACH CATEGORY
 - ▶ OFFICES--5 points
 - ▶ 4-H PROJECT LEADERSHIP--5 points
 - ▶ 4-H CLUB ACTIVITY LEADERSHIP--5 points
 - ▶ COUNTY/DISTRICT/STATE/NATIONAL --5 points
- ▶ **SECTION II: PROJECT GROWTH**
 - ▶ 20 pts max—(*10 pts per project*)
 - ▶ Narrative-Style
 - ▶ SHOW GROWTH IN 2 PROJECT AREAS OVER SEVERAL YEARS



DANE COUNTY 4-H SCHOLARSHIP

▶ **SECTION III: 4-H ACTIVITIES**

- ▶ 15 pts max
- ▶ Resume-Style
- ▶ LIST & EXPLAIN your most significant 4-H activities

▶ **SECTION IV: 4-H COMMUNITY SERVICE**

- ▶ 4-H Community Service Only!
- ▶ 15pts max
- ▶ Resume-Style
- ▶ LIST & EXPLAIN your most important Community Service activities in 4-H (do **not** list non-4-H Community Service!)

▶ **SECTION V: 4-H AWARDS & RECOGNITION**

- ▶ 10 pts max
 - ▶ Resume-Style
 - ▶ LIST awards received [Not just trophies, ribbons or similar awards]
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DANE COUNTY 4-H SCHOLARSHIP

▶ **SECTION VI: DISCUSSION QUESTION**

- ▶ 10 pts max
- ▶ Narrative Style
- ▶ Review your experiences in 4-H
 - ▶ How did the program help you?
 - ▶ What contributions did you make to your community because you were a 4Her?



I THINK I'M DONE

- ▶ Did you **proof read** each answer?
- ▶ Did you have **someone else read** your answers? The work must be yours alone but that doesn't mean you can't have someone else read the application.
- ▶ Have you **minimized the usage of duplicate words**. The action verb list has enough examples to avoid using the same one over and over. You may need to check for a synonym of a word but make sure it has the same meaning as the original word.
- ▶ Did you do a **trial printing** to make sure you're within the maximum number of pages. Do the pages look orderly or like a complex puzzle?
- ▶ Did you use the **current application** form?



I THINK I'M DONE

- ▶ Got the cover sheet with all the signatures?
- ▶ Letter of recommendation signed?
- ▶ All the typing is 12 pt Arial?
- ▶ Re-check all the verbs and eliminate any in passive form?
- ▶ Is what you are submitting consistent with your best self? If you can answer this question with a “yes” you’ve made your best shot!
- ▶ 4-H Permanent and Participation Record has been **consistently maintained and updated**, and earned at least the Bronze Award?
- ▶ High School or High School and College Transcripts are included?
- ▶ A copy of the applicant’s Dane County 4-H Cumulative Award Record (green form)?
- ▶ An 8 x10 picture ready to submit with application?
- ▶ Then submit in a timely fashion! Dane County Scholarships are due in the Dane County Extension Office by the first Monday in March.
- ▶ GOOD LUCK!

