

Dane County

4-H



Trips Manual

Due Date: On or before 4:30pm on the Tuesday after Labor Day

Trip applications are submitted to the 4-H Office by your club leader or designee – not individually

Information listed at:

<https://fyi.uwex.edu/wi4hedopp/>

supersedes all trip details listed in this manual

General Information

All work must be completed by the youth – not parent/guardian, leader, etc. Any application that isn't completed by the youth will not be considered. If special assistance is required by the youth, please provide written explanation.

In the event that there is a question, the youth may be called for an interview.

Dane County Extension Office: 608-224-3705

- Funding for only one trip per person per year will be awarded (exception: National Conference)
- Selection process for trip funding: selection is based on written materials and interviews if required
- 4-H members selected to receive trip funding must pay their remaining portion of the trip fee as billed with payment in full prior to the experience (unless prior arrangements have been made)
- The selected youth are responsible for registering for their trip through 4honline in a timely manner to secure their spot and/or selected dates
- The Dane County 4-H Awards Committee and Dane County Extension Staff are not responsible for late or missing forms, or the incorrect processing, posting and/or submission of forms
- No trip award funds will be issued without the 4-H member involved, first registering in a timely manner for the related trip through 4honline and fully completing all additional paperwork required by Wisconsin 4-H. Please contact the Dane County Extension Office by November 1 for the deadlines and paperwork appropriate to your trip



FISCAL POLICY

Dane County 4-H Leaders Association, Inc. Standing Rules – Amended September 20, 2016

A. The Dane County 4-H Leaders Association, Inc. will financially support:

1. Trips

50% of the awarded trip fee will be paid, not to exceed \$500.00. Only one awarded trip per 4-H member will be funded each year, exception National Conference.

Citizenship Washington Focus (CWF)

National Congress

National Conference – nominee

International Trips – 4-H members will receive \$250.00 towards approved trip after having requested from the DC4HLA

4-H members may only be awarded or attend above trips one time

2. Other 4-H Events

Members of other special 4-H events may request reimbursement from the DC4HLA Board. First time members/individual on State 4-H teams such as Press Team, Drama Team, Dairy Judging, etc., may be reimbursed up to \$100.00.

Space Camp youth attending for the first time as a camper or counselor may be reimbursed up to \$100.00. First time camper attendees are given priority over counselors.

Funding for repeat attendance will be at the discretion of the DC4HLA.

3. Trip Policy for Awardees Who Cancel

In the event that a member or leader who has been selected for a 4-H award trip or any 4-H activity/event does not attend/participate in the trip/activity, the member/leader will be responsible for 100% of all costs of the trip/activity incurred by the Dane County 4-H Leaders Association. If cancellation is made before the deadline required for each individual trip/activity, all efforts will be made to find an alternate to fill the slot in conformance with the award trip policy. If an alternate cannot be found, the member will be responsible for the full amount. Emergency situations will be handled on a case-by-case basis.

Once a member has been awarded a trip and they cancel, they may apply for that trip in the future, but no funding will be available from the DC4HLA.

4. Youth Conference

Enrolled 4-H members attending Wisconsin 4-H and Youth Conference held in Madison, WI will receive \$75.00 towards their registration fee paid. Required chaperones will have 100% of their registration fee paid.

TRIP – National 4-H Conference

Grades 10, 11, 12

Information and forms can be found at:

<https://fyi.uwex.edu/wi4hedopp/national-4-h-conference>

Where: Washington, D.C.

When: During the month of April

Cost: Approximately \$1300.00 (see Fiscal Policy for amount funded by DC4HLA)

Wisconsin's delegation to the National 4-H Conference will be a cohesive team of approximately six diverse youth people from across the state who will work together before, during and after the conference. Youth must be willing to work with the group on an Action Plan upon your return, which involves activities at the county, district and state level. The conference is a working conference. Youth will gain new ideas and wonderful friendships, but do not expect to sit idly on the sidelines at this event.

Qualifications:

- Grade 10-12 at the time of selection
- Carry county approval through time of the trip

Application for Funding From DC4HLA:

- Submit a completed Dane County Members' Evaluation (M.E.) Form which can be found at : <http://fyi.uwex.edu/dane4hyouth/awards>
- Submit your Permanent Record & Participation Report updated through the date of application submission and maintained consistently since the award of your last participation pin
- Submit a current 4-H year Letter of Recommendation from an adult 4-H Leader with a hand written signature
- Submit a completed Trip Awards Request Form
- All documents are due on or before 4:30pm on the Tuesday after Labor Day
- Trip funding application, Permanent Record and Participation Report and Trip Award Request Form will be submitted to the Extension Office by the club leader or designee

Selection For Funding:

- Dane County can fund one or two potential delegates in grades 10, 11 or 12
- Final screening and selection is made at the State level. Youth will need to complete additional application materials for State level selection.

Upon Award of the Funding & Selection for Trip:

- If you are awarded funding for this trip, you must register through 4honline and complete additional paperwork required by State 4-H. Please contact the Dane County Extension Office ASAP for the deadlines and paperwork which are due to the State Office by November 30.
- Complete the State 4-H Office application due in November. Return forms to the Dane County Extension Office. Forms can be found at: <https://fyi.uwex.edu/wi4hedopp/national-4-h-conference> or through the Dane County Extension Office
- Final requirement after completing this trip is to put together a display to present at the following Dane County Fair.

NOTICE – Completion and submission of all required forms by the due date(s) is the responsibility of the youth.

TRIP – Citizenship Washington Focus

Grades 10, 11, 12

Information and forms can be found at:

<https://fyi.uwex.edu/wi4hedopp/citizenship-washington-focus/>

Where: National 4-H Conference Center located just outside Washington, D.C.

When: During the months of June or July

Cost: Approximately \$1400.00 (see Fiscal Policy for amount funded by DC4HLA)

Approximately 200 Wisconsin youth are selected to attend this leadership program held at the National 4-H Center. Participants learn the importance of civic and social responsibilities as they relate to the development of better citizens and leaders. The week consists of participatory workshops, speakers, committee work, field trips and social events.

Qualifications:

- Grades 10-12 at the time of selection. Minimum age of 15 during the trip
- Carry county approval through time of trip

Application for Funding From DC4HLA:

- Submit a completed Dane County Members' Evaluation (M.E.) Form which can be found at : <http://fyi.uwex.edu/dane4hyouth/awards>
- Submit your Permanent Record & Participation Report updated through the date of application submission and maintained consistently since the award of your last participation pin
- Submit a current 4-H year Letter of Recommendation from an adult 4-H Leader with a hand written signature
- Submit a completed Trip Awards Request Form
- All documents are due on or before 4:30pm on the Tuesday after Labor Day
- Trip funding application, Permanent Record and Participation Report and Trip Award Request Form will be submitted to the Extension Office by the club leader or designee

Registering for the Trip:

- Registration is first come, first served for dates, so youth must register as soon as possible through 4honline

Upon Award of the Funding & Selection for Trip:

- If you are awarded funding for the trip, you must register through 4honline and complete additional paperwork required by State 4-H. Please contact the Dane County Extension Office by November 1 for deadlines and paperwork appropriate for your trip.
- Final requirement after completing this trip is to put together a display to present at the following Dane County Fair.

NOTICE – Completion and submission of all required forms by the due date(s) is the responsibility of the youth.

TRIP – National 4-H Congress

Grades 10, 11, 12

Information and forms can be found at:

<https://fyi.uwex.edu/wi4hedopp/national-4-h-congress/>

Where: Atlanta, Georgia

When: During the month of November

Cost: Approximately \$1200.00 (see Fiscal Policy for amount funded by DC4HLA)

On Thanksgiving weekend, more than 1,000 delegates from throughout the United States and its territories gather in Atlanta to participate in the National 4-H Congress. The program is a mix of educational, service and recreational opportunities.

Qualifications:

- Be in grades 10-12 at the time of selection. Maximum age of 18 as of January 1
- Carry county approval through time of trip

Application for Funding:

- Submit a completed Dane County Members' Evaluation (M.E.) Form which can be found at : <http://fyi.uwex.edu/dane4hyouth/awards>
- Submit your Permanent Record & Participation Report updated through the date of application submission and maintained consistently since the award of your last participation pin
- Submit a current 4-H year Letter of Recommendation from an adult 4-H Leader with a hand written signature
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Registering for the Trip:

- Registration is first come, first served for dates so youth must register as soon as possible through 4honline

Upon Award of the Funding & Selection for Trip:

- If you are awarded funding for the trip, you must register through 4honline and complete additional paperwork required by State 4-H. Please contact the Dane County Extension Office by November 1 for deadlines and paperwork appropriate for your trip.
- Final requirement after completing this trip is to put together a display to present at the following Dane County Fair.

NOTICE – Completion and submission of all required forms by the due date(s) is the responsibility of the youth.

Ready to turn in your trip application?

Did you...

- Review the Dane County 4-H Trips Manual?
- Use the current M.E. Form listed on the Dane County 4-H website?
- Proofread your application?
- Collect necessary signatures?
- Include letter of recommendation?
- Meet all submission criteria?

How will you know if you are awarded funding for a trip?

- After your application has been turned in to the Extension Office, the Awards Committee will evaluate all materials.
- If your application meets criteria and you are chosen as a recipient of funding for a trip, you will receive a letter from the Dane County 4-H Awards Committee
- You must register for trips through 4honline as soon as possible and complete additional paperwork required by Wisconsin 4-H
- Please contact the Dane County Extension Office by November 1 for deadlines and paperwork appropriate to your trip.

Dane County Extension Office: 608-224-3705

Where Does the Dane County 4-H Trip Money Come From?

- The Dane County 4-H Leaders Association budgets money that may be disbursed for trips
- The money is generated from the Dane County 4-H Potato and Ice Cream Stand at the Dane County Fair and from special donations

**If you are a Dane County 4-H trip funding recipient, please send a
"Thank You" note to:**

Dane County 4-H Leaders Association
Dane County Extension
5201 Fen Oak Drive, Suite 138
Madison WI 53718-8812

Additional Opportunities

The following are also available, but not facilitated by the Dane County 4-H Awards Committee

Space Camp

U.S. Space and Rocket Center in Huntsville, Alabama

Delegates and Counselors

Grades 6, 7, and 8

Information and forms can be found at: <https://fyi.uwex.edu/wi4hedopp/space-camp/>

Dane County 4-H Camp at Upham Woods

Wisconsin Dells, WI

Information and forms can be found at: <http://fyi.uwex.edu/danerhyouth/upham-woods-camp/>

Camp 1: Grades 3-5 Camp 2: Grades 6-8

Opportunities available for: Adult Staff; Beginning Counselors; Experienced Counselors; Junior Directors

Wisconsin 4-H International Exchanges:

Wisconsin 4-H challenges youth to become global citizens by offering international home stays and hosting experiences as well as intercultural workshops offered on a county, district and state level. Currently month-long travel and host opportunities are available with Japan, Korea and Mexico through Labo International Exchange Foundation and with Institute for Language Experiment, Experience and Exchange (LEX) with Finland and Norway through Finland and Norway 4-H, with Australia through the Exchange Network and with Argentina through the municipal government of Lincoln. There are also opportunities to host high school students from Japan, Korea or Eurasia for an academic year. Adult volunteer leadership positions are available as well.

Information, criteria, selection and application process is available here:

<https://wi4hinternational.org/>

State 4-H and Youth Conference:

Approximately 700 youth attend this educational event in Madison each summer. Participants take part in educational seminars and assemblies and meet people from across Wisconsin. They are encouraged to take what they learn and share it with others in their home community.

Where: UW-Madison Campus

When: During the month of June

Qualifications:

- Be in grades 7-10 at the time of selection (Art Team, Drama Company, Communications Team and Wisconsin Leader Council members may be in grades 9-13)
- Be a 4-H member or member of another Extension Youth Development Program
- Carry county approval through time of the experience

Application:

- Register through 4honline – invoices will be sent prior to the Conference
- Additional information can be found at:

<https://fyi.uwex.edu/wi4hedopp/wisconsin-4-h-youth-conference>

Wisconsin 4-H Arts Programs and State Youth Group Opportunities:

Art Team/Communications Team/Drama Company

<https://fyi.uwex.edu/wi4harts/state-art=groups/>

Wisconsin Leader Council

<https://fyi.uwex.edu/wi4hvolunteers/wi-4-h-leader-council/>

Art Beat/Arts Camp

<https://fyi.uwex.edu/wi4harts/arts-experiences/>

Check the Dane County 4-H Youth Development website for information at:

<http://fyi.uwex.edu/dane4hyouth/>