



Instruction Sheet for 4-H Members

National 4-H Award Trip & UConn 4-H State Council Application Process

National 4-H trips and UConn 4-H Teen Council are exciting leadership opportunities within the 4-H experience. To apply for selection to attend a national 4-H award trip or to join the UConn 4-H Teen Council, you are required to submit a UConn 4-H Recognition Form by the required deadline and take part in an interview. Selection for these opportunities is based on your cumulative 4-H involvement. Presenting a neat, thorough, and complete application illustrates your interest in the opportunity and the effort you've invested in the process. To make the most out of the national 4-H award trip application process here are some rules that need to be followed:

Completing applications is an important life experience. As you get older, you will be completing applications for college, scholarships, jobs, and other awards. It is important that you present yourself in a positive and professional manner. To make the most out of the national 4-H award trip and UConn 4-H Teen Council application process here are some rules that need to be followed:

A completed UConn 4-H Recognition Form must be submitted to the county 4-H office by the county deadline date. A completed application includes:

- A typed application. Handwritten forms will not be accepted.
- All required signatures, Ink Signatures are accepted
- A recommendation form that is attached to the recognition form or sent separately to the county 4-H educator. Do not send recommendation forms to the State 4-H Office.

Your county 4-H educator will review your application to make sure it is complete and will then sign it and forward it on to the State 4-H Office by the state deadline date. Incomplete applications will be returned to the applicant.

Recognition forms will be evaluated, and applicants with qualifying scores will be invited for an interview as part of the selection process.

Qualifying applicants will be contacted by the State 4-H office and/or UConn 4-H State Council Advisors to schedule their interview. Two interview dates are provided at different locations in the state. If those dates are not convenient, applicants will be asked to travel to the UConn Storrs campus for an interview. Once the interviews have been completed, applicants' scores for both their recognition form and their interview will be totaled and an average score determined for everyone.

Applicants will be required to bring their record book to the interview. For those who do not have a record book, an activity record sheet must be brought to the interview.

Attention will be paid to the leadership and civic engagement experiences that you list on your application. Take time to think of all the leadership and civic engagement activities you have taken part in throughout your 4-H career. Use strong action verbs to highlight your role and explain how you



demonstrated leadership – an action verb list is included in this packet to guide you. If you are re-submitting your application for an additional trip or in a new year, be sure to update with any new activities or awards.

Be sure to review the score sheets included with this packet for both the recognition form and the interview, so you are familiar with the scoring process.

Correct spelling and grammar are important parts of your application. Take the time to check your spelling and grammar. It's always a good idea to have an adult review your application before you submit it because they may spot errors you have missed.

Please remember that you can always ask your county 4-H educator to review your form or for guidance on completion of the recognition form.



2025 UConn 4-H Recognition Form & Opportunities

The UConn 4-H Recognition Form is used to select 4-H members for State, Regional and National 4-H Events and other 4-H Opportunities. The form is for 4-H'ers age 14 or older. Please note that you must submit an updated form for each of the award trip deadline dates (June and October). A form submitted for consideration in October will not automatically be considered for the June award selection process. You must submit a new form even if there are no updates to it.

Due Dates to State 4-H Office (earlier due date to county office)

October 15, 2024 – National 4-H Conference & Ignite (Due to county office by October 15, 2024)

June 1, 2025 – National 4-H Congress, National 4-H Dairy Conference, UConn 4-H State Council (Due to county office May 2025 - check with county office for exact dates)

Name: _____ Phone: _____ Age: _____

Complete Address: _____

Club Affiliation: _____ E-Mail: _____

State Recognition Form Opportunities (*Please check activity you want to be considered for*)

- ☐ **National 4-H Conference**, Washington, D.C. <https://4-h.org/parents/national-4-h-conference/>
 - Youth must be between 15-18 years of age before January 1 of the current Conference year
 - Conference Dates: TBD
- ☐ **Ignite by 4-H Conference**, Washington, D.C. <https://ignite2025.powerappsportals.com/>
 - Youth must be between 13-18 years of age as of January 1 of the current Conference year
 - Conference Dates: March 25-27th 2026
- ☐ **CWF @ Ignite Conference**, Washington, D.C. <https://ignite2025.powerappsportals.com/>
 - Youth must be between 13-18 years of age as of January 1 of the current Conference year
 - Conference Dates: March 24-27th 2026



Description of All National 4-H Opportunities

Ignite by 4-H – For four days, (CWF @ Ignite is 5 days) teens from all over the country come to Washington D.C to collaborate, connect, and cultivate a passion for expanding their minds and their world – becoming resilient and ready for everything life has to offer. Teens will immerse themselves in hands-on workshops, experiences, and activities in their key programming areas of Agriscience, Animal Science, Community Accelerators, CWF @ Ignite, Healthy Living (featuring soccer), or STEM to continue to find their spark. With the addition of public speaking, career and life readiness, and presentation workshops, teens will be able to apply what they learn to their own lives and take a step forward to becoming Beyond Ready for the future.

National 4-H Conference - is a working conference in which delegates explore current issues affecting youth and the role 4-H can play in addressing those issues. Each youth chooses their topic before they arrive for conference. During the conference, youth develop a presentation on their findings/discussions to share with a federal agency's key decision makers. This event also includes Capitol Hill visits along with monument tours and other social activities.

National 4-H Dairy Conference - provides an opportunity for youth to meet with members of the dairy industry and develop a better understanding of the production and marketing of dairy products as well as provide a broad understanding of careers available in the dairy industry. A variety of tours and workshops are offered to meet these objectives.

National 4-H Congress - National 4-H Congress is a pinnacle event of the 4-H experience providing workshops focused on the 4-H mission mandates, hands-on service-learning experiences, challenging speakers, and opportunities for networking and recreational activities.

UConn 4-H State Council - UConn 4-H State Council is a statewide youth leadership team whose mission is to educate and enhance 4-H in Connecticut through leadership, civic engagement, and support of 4-H activities.

The University of Connecticut complies with all applicable federal and state laws regarding non-discrimination, equal opportunity and affirmative action, including the provision of reasonable accommodations for persons with disabilities. Extension program participants with disabilities may request reasonable accommodations to address limitations resulting from a disability. For more information, please contact the UConn Extension Civil Rights Liaison at extensioncivilrights@uconn.edu.



UConn 4-H Recognition Form

Name: _____

(As it appears on driver's license or other form of identification)

Address: _____

Phone: (____) _____ Age: _____ Birth Date: ____/____/____ Grade: _____

Gender: _____

Youth Cell Phone: _____ Parent Cell Phone: _____

Youth Email Address: _____ Parent Email Address: _____

Years in 4-H: _____ Club Affiliation: _____

Major 4-H Project Areas: _____

STATEMENT BY 4-H MEMBER

I personally have prepared this report and certify that it accurately reflects my work:

Date _____ Signed: _____

(4-H Member Signature)

APPROVAL OF THIS REPORT

We have reviewed this report and believe it to be correct:

Date _____ Signed: _____

(Parent or Guardian)

Date _____ Signed: _____

(Local 4-H Leader)

Date _____ Signed: _____

(Extension Educator)

The information reported should reflect the highlights of your 4-H involvement. Non-4-H activities should be listed under Question 4.



1. **Leadership Activities** – List and describe your leadership experiences in 4-H. Include elected, appointed or volunteer offices held (Fair Association, club officer, committee chair, etc.) and what your responsibilities were in those positions. What did you accomplish while in these positions? (i.e., helped to plan, organize, or conduct events or activities)

- a. **List Leadership Activities** (Add additional rows as needed)

Activity	Level of Participation*	Year(s)

- b. **Describe Leadership Activities** (Write a brief paragraph about your accomplishments in those positions)



2. **Civic Engagement Activities** – List your civic engagement/community service experiences and team cooperative efforts in 4-H. Include things that contribute to the welfare of your group members, other individuals, your community or things which have helped your club or group work more effectively.

- a. **List Civic Engagement Activities** (Add additional rows as needed)

Activity	Level of Participation*	Year(s)

- b. **Describe Civic Engagement Activities** (Write a brief paragraph about your accomplishments in those positions)



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-
-
-
-

- [illegible]



- [illegible]



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Recommendation to be submitted by someone other than a relative.

Please write a statement explaining why this 4-H member should be considered for the recognition requested. Include things like quality of work, attendance, motivation, what you have observed he or she has learned and leadership ability. Please be specific. State actual events where applicant exhibited behaviors that qualify him or her for this award.

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Date: _____ Printed Name: _____

Signature: _____
(Relationship to Applicant)



UConn 4-H Recognition Form Score Sheet

Name of 4-H Member _____

Name of Evaluator _____ Date _____

Please complete this score sheet for each individual recognition form. Place the appropriate rating next to each category listed below. The total number of points allowed for each category is listed next to the category title.

_____ **Content (25 points):** This includes overall experience in the 4-H program.

_____ **Leadership/Civic Engagement (25 points):** Sections 1 & 2 of the Recognition Form

_____ **4-H Story (25 points)**

- 4-H story should be no more than 5 pages and should address how 4-H impacted the author's life.

_____ **Correctness/Completeness (20 points)**

- The form should be neat and easy to read. Spelling and grammar are important

_____ **Recommendation (5 points)**

- Recommendation form completed by an individual other than relative must be attached to the recognition form.

_____ **Total Score**

General Comments:



CHOOSING ACTION VERBS

Below is a list of action verbs. Use these verbs to describe duties you have performed in jobs, projects, or volunteer experiences. Using these words will strengthen your application or resume.

Ordered	Planned	Administered
Examined	Compared	Inspected
Arranged	Developed	Exhibited
Weighed	Recorded	Addressed
Mapped	Memorized	Protected
Recruited	Edited	Formed
Judged	Informed	Budgeted
Purchased	Summarized	Tested
Operated	Wrote	Defined
Selected	Monitored	Gathered
Eliminated	Drew	Collected
Enforced	Photographed	Designed
Improved	Scheduled	Interviewed
Painted	Built	Cleaned
Loaded	Devised	Harvested
Fixed	Sewed	Drove
Typed	Chose	Charted
Solved	Supplied	Studied
Organized	Mentored	Taught
Conducted	Evaluated	Implemented
Coordinated	Applied	Possessed
Compiled	Determined	Drafted
Counseled	Delegated	Delivered
Demonstrated	Described	Enlisted
Established	Executed	Explained
Furnished	Utilized	Trained
Supervised	Solicited	Served
Reviewed	Reported	Recognized
Provided	Produced	Presented
Prepared	Performed	Identified
Initiated	Maintained	Managed
Modified	Interpreted	