



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 State 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 State 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:

- 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
 - A high-quality resume which includes all relevant 4-H experiences
 - All required signatures
 - The application will be evaluated using the rubric below
 - 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. 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.

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.



2027 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 members 14 or older as of January 1st. 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 (Check your County for specific deadlines)

September 1st, 2026 – National 4-H Conference, Ignite

June 1, 2027 – National 4-H Congress, National 4-H Dairy Conference, UConn 4-H Teen Council (Due county office May 2027 - check with county office for exact dates)

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

☐ **Ignite by 4-H Conference**, Washington D.C., March 17th - March 21st, 2027

<https://ignite2025.powerappsportals.com/>

➤ Youth must be between 13-18 years of age before January 1 of the current Conference year

☐ **National 4-H Conference**, Washington D.C., TENTATIVE April, 2027

<https://www.nifa.usda.gov/4-h/national-4-h-conference>

➤ Youth must be between 15-18 years of age as of January 1 of the current Conference year



Description of All National 4-H Opportunities

Ignite by 4-H – For four 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 Agri-science, Animal Science, Community Accelerators, CWF @ Ignite every other year, 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. This trip requires a \$750.00 deposit from all youth, flights are covered by the 4-H Development Fund

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 a 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. This trip is free outside of travel meals thanks to our generous donors to the 4-H Development Fund.

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. This trip is free outside of select meals thanks to our generous donor the Diebold Foundation.

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. This trip is free outside of select meals thanks to our generous donor the Diebold Foundation.

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: _____ T-Shirt Size: _____

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)



4-H Resume Outline

The resume is an accumulation of what you have done throughout your 4-H career (start with most recent and go to oldest) as well as non-4-H activities. Judging based on Civic Engagement, Leadership, and Life Skills.

The Format

- **Personal Information**
 - Name, Address, Contact Information (required)
 - Club and county (optional)

Objective

- Fill in a one-sentence objective when you create a resume for a particular purpose. Your objective is best expressed in the fewest words possible, while still being clear and explicit
- **Education**
 - Include name of school attending and anticipated graduation date. Also, list the most meaningful participation in school activities (leadership and honors)
- **Employment** (Optional)
 - List any work experience.
- **Civic Engagement** – indicate significant civic engagement efforts and impacts including community service, service learning and legislative involvement
- **Leadership** – indicate major leadership roles and impacts
- **Other Skills** – indicate special achievements; focus on knowledge and skills gained through 4-H involvement. Some life skills include:
 - Managing - keeping records, wise use of resources, planning/organizing
 - Thinking - problem solving, critical thinking, decision making, learning to learn
 - Living - disease prevention, personal safety
 - Being - self responsibility, self-discipline, character
 - Working - teamwork, self-motivation, contribution to group effort
 - Giving - community service, leadership
 - Caring - sharing, empathy, concern for others
 - Relating - communication, cooperation, social skills, accepting differences
- **Organizations**
 - Include information on hobbies, school, and community organizations. (Especially those that contribute to your objective and information in your resume)
- **Certifications, Awards & Honors**
 - Include information on certifications, awards and honors received in 4-H and within the community. Include the name of certification, award or honor and date



- How has 4-H impacted your life?
- How have you benefited from the setting and attainment of specific goals?
- How have you grown thanks to leadership and civic engagement experiences?
- What problems have you discovered because of these experiences?
- What do you need to do or learn to improve your leadership abilities?
- What do you plan to do based on your experience in the trip(s)?
- How might the skills, knowledge and leadership abilities you gained through 4-H benefit you and others in the future?
- Why are you interested in the selected trip(s)?

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.





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.

[illegible]

Date: _____ Printed Name: _____

Signature: _____
(Relationship to Applicant)



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	

4-H Member's Full Name
4-H Member's Street Address Line 1
4-H Member's Street Address Line 2
4-H Member's Primary Club
County/City 4-H Program

Objective

To present skills, accomplishments, and experiences acquired through 4-H leading to gains in leadership, civic engagement, and life skills to be considered as a National 4-H Conference Delegate.

Education

Hypothetical High School, Hypothetical City, MD

Graduation: Spring 2017

Graduated with highest honors

GPA: 4.18

- Member of FFA, 2013-2017
- Unified Sports co-captain, 2014-2017
- Member of Best Buddies, 2015-2017
- Member of National Honor Society, 2016-2017

Employment

- Work study at Hypothetical Center for Sustainability Studies (2017-Present)
- Produce packager at Hypothetical Produce Farm (2018)

Leadership

- Active member of Hypothetical County 4-H Horse Club since formation (2015- Present), Hypothetical County 4-H Leadership Club (2018), and Dairy Goat Club (2018).
- Serve as the Hypothetical Dressage Team secretary (2017-Present).
- Led 60 campers through activities as a Hypothetical Camp Teen Leader (2015- 2018).
- Collaborated with another 4-Her to plan, organize, and enact National 4-H Week activities pertaining to service, leadership, and outreach in the county (2016-2018).
- Held the position of Hypothetical Club Secretary (2017-2018), vice president (2015), and president (2016), Hypothetical Club president (2018), and Hypothetical Club secretary (2013-2015).
- Competed in the Maryland State 4-H Hippology and Horse Bowl competitions as Hypothetical County team captain and jr. coach (2018).

- Assisted two Cloverbuds in exhibiting livestock in peewee showmanship classes at the Hypothetical County Fair (2018).
- Conducted research at the Hypothetical Research and Education Center with a team of scientists on a national research study evaluating the effects of different methods of castration on sheep and presented findings through a research poster at Maryland State Fair (2018).
- Planned activities for the Hypothetical County Fair as a member of the Junior Fair Board (2016-2017).
- Served on the Maryland State 4-H Council as a member of the service committee, planning and enacting state-wide service projects during 4-H events (2016-2017).
- Earned the Outstanding 4-Her Award in recognition of commitment to the Hypothetical County 4-H program (2017).
- Demonstrated leadership and citizenship in completing the requirements and earning the level 5 Diamond Clover Award (2017).
- Participated in animal agriculture, animal science, and agricultural education experiences through Hypothetical High School agricultural education program and demonstrated excellence by earning Career in Technological Excellence: Agricultural Academy-Animal Science and FFA Proficiency in Entrepreneurship awards (2017).
- Promoted agriculture and the Fair during various activities throughout the year as Fair Royalty (2015-2016).

Citizenship

- Assist and student teach 13 disabled riders weekly in therapeutic horseback riding lessons at Hypothetical Equestrian Center (2013-Present).
- Assisted 43 disabled riders while competing in a barn therapeutic rider show (2014-2018).
- Assisted in preparation, set-up, and tear down of the Hypothetical County Fair including kids tent activities and livestock pen assembly (2016-2018).
- Assisted in preparation, set-up, program, and clean up of the Hypothetical County 4-H Achievement Night by assembling decorations, editing the script, and emceeing the program (2016-2018).
- Led field trip groups of elementary age children through barn tours and STEAM activities at the Hypothetical County Fair (2016-2018).
- Assisted with six local horse shows by announcing, handing out ribbons, managing show orders, and manning the gate (2017-2018).

- Created curriculum and taught interactive lessons to abled and disabled riders in the Hypothetical Equestrian Horses Helping in Education and Exercise winter series (2017-2018).
- Led five 4-Hers in hands on dairy goat fitting and showing sessions during the county livestock workshop (2018).
- Competed alongside 17 disabled students on the Hypothetical High School Special Olympics Unified Sports teams at county and state competitions (2014-2017).
- Collected books and stuffed animals for the Hypothetical City Rescue Mission (2016-2017).
- Earned the Presidential Service Award (2017)
- Earned the Hypothetical County Certificate of Meritorious Service (2017).
- Collected canned food and non-perishable food items for the Maryland Food Bank (2016).

Other Skills

- Learned record keeping and planning/organizing by completing a record book every year since 2013. With these skills, I earned the Hypothetical Award Sr. High Point award for 2016 and 2017.
- Learned resiliency and character by competing at the Hypothetical County Fair from 2016 to 2018 in various livestock competitions where I did not place as anticipated.
- Learned communication by presenting livestock demonstrations and hosting meet 'n greets at the Hypothetical County Fair for the public and visiting groups from 2016 to 2018.
- Learned self-motivation by preparing dairy goats throughout the year for competition at Hypothetical Spring Fair and Show in 2017 and 2018.
- Learned nurturing relationships by mentoring younger 4-Hers showing livestock or pursuing interest in livestock projects.
- Learned self-responsibility by making the Honor Roll this school year by working hard on assignments and balancing school work with 4-H and social life.
- Learned humility and character by preparing to show a dairy heifer at the Maryland State Fair where I earned champion Ayrshire showman in 2018. With these skills, I congratulated the other winners and thanked the people who helped me prepare and be successful at the show.
- Learned teamwork by organizing volunteers and working with other 4-Hers to prepare, transport, and assemble interactive activities for the kids tent at the Hypothetical County Fair in 2018.

- Learned responsible citizenship and leadership by attending the 2015 National 4-H Congress and participating in workshops and service projects featuring pertinent world issues and leadership skills. With these skills, I was able to bring leadership and insight back to my county 4-H program.

Organizations

- Member of the American Dairy Goat Association
- Hobbies: Horseback riding, horticulture, showing livestock

Certificates, Awards & Honors

- 4-H Public Speaking Medal, County Award Night 2025
- 4-H Goat Project Medal, County Award Night 2024
- 4-H CPR AED Training Certificate, 2024

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.

Category	Total Points Possible	Excellent 20-15 pts. 30-25 pts.	Moderate 14-10 pts. 24-20 pts.	Low 9-0 pts. 19-0 pts.	Total Points Earned	Comments
Leadership	20	Demonstrates leadership beyond the county level	Demonstrates leadership at the County level	Demonstrates limited leadership		
Civic Engagement	20	Demonstrates significant civic engagement at many levels of 4-H	Demonstrates some civic engagement in 4-H	Demonstrates limited civic engagement		
Workforce Readiness	20	Demonstrates significant skills learned through many levels of 4-H	Demonstrates some skills learned through 4-H	Demonstrates limited workforce readiness skills		
4-H Story	30	Thorough response includes how 4-H has influenced life and career goals and future use	Some detail included to address how 4-H has influenced life and career goals and future use	Limited details included to support how 4-H has influenced life and career goals and future use		
Recommendation	10	Recommendation is received and 1 page in length	Recommendation is received and less than 1 page in length	Recommendation is not received		