



State 4-H Awards Program

Missouri Report Forms

Application Tips & Benefits

The following list of tips is to help you enhance your 4-H Awards application.

- Review the application and examples of applications on the Missouri 4-H website.
- It is not intended to focus on the total accumulation of all the years of 4-H. Individuals are to emphasize the past years experience with specific reference to only three (3) years.
- Use a professional folder, be neat, check grammar and spelling and write active sentences.
- There is an increased focus on leadership, citizenship, and community service throughout the awards program, make sure you capture your experiences emphasizing what you have learned in these areas and goals you have accomplished.
- Preparing the application form has been designed to be an educational experience that will benefit 4-H youth not only at the present time, but for the future as well.
- The leadership skills are described in the application forms for Levels II & III. Each paragraph describes that area and provides some key questions to address. Remember the selection committee is not looking for a definition of each leadership area, they are looking for how you have applied skills in these areas.
- Citizenship is about community decision making. Sharing examples about helping others is good, but strong reports involve influencing the community decision-making process, mobilizing the community towards a worthy goal and include voting on issues where appropriate.
- Community Service is about helping others. Participation is good, however the stronger reports members take leadership roles in organizing community service events.
- Always emphasize what you have learned from each experience, and how you can apply the things you have learned.
- The 4-H projects and activities section and the 4-H story give facts to specific 4-H experiences and how they enhance the total youth development of the individual. Write about how experiences have changed you as an individual as well as life skills you have learned along the way.
- The 4-H story should reveal not only what the individual has done, but should expand beyond those indicators to include the skills that are being learned in preparation for life. Include the so what's of certain experiences; what differences did it make in your life to the present in regards to the experiences that you have had in 4-H.
- Youth should write how they have transferred what they have learned in recent 4-H projects, activities, and events and how they have helped to teach others. Teaching others is an excellent learning experience in itself.
- The leadership, citizenship and community service, and the resume should include experiences in 4-H, school, church and community. Remember that this is a 4-H application.
- The *resume and reference* piece in the Level III application gives youth some experience in the workforce preparation area. The resume example focuses on the leadership and participatory aspect of involvement with little work experience reflected. The resume fact sheet has a heavier orientation to the workplace where resumes are expected and common. The resume needs to be prepared in the context of a possible first job or aspirations for another job in the future. The resume example provided is only one format of how a resume may be prepared. Not only can approved styles vary, but also formats may vary. (Information source: UMC Career Planning & Placement Center.)