



## Overview of Mark of Excellence and the State 4-H Awards Program

### Purpose

The purpose of this awards program is to recognize 4-H youth for engaging in rich learning experiences that result in outstanding knowledge and life-skill development.

After participating in the State 4-H Awards Program youth will:

- Learn to better communicate and represent their accomplishments on professional applications such as scholarships, college-entrance applications, résumés and cover letters for employment.
- Have more experience and be better able to communicate during job interviews
- Build long-lasting friendships and establish connections with industry and academic leaders
- Be encouraged to set new goals, continue building skills and assets, and broaden interests

### Who

Michigan 4-H members currently enrolled in a county 4-H program and are 11 to 19 years of age (as of January 1<sup>st</sup> current 4-H year) are eligible for the program. The State Awards Recognition Program is divided into three age divisions.

Applicants who are	Are eligible for this division
11 to 12 years old	Mark of Excellence Essay Contest
13 to 15 years old	Junior State Awards (state awards application and leadership development program)
16 to 19 years old	Senior State Awards (state awards application and interview)
13 to 19 year old	Group Awards (group awards application and presentation)

### Where

Applications for all State 4-H Awards Recognition Programs can be completed from your home, school or other computer. Up to two Mark of Excellence winners will be announced per county. Up to 12 youth in each award area for both the junior and senior age divisions and up to 12 groups will be invited to participate as State Awards delegates during 4-H Exploration Days on Michigan State University's campus. There is no limit to how many junior or senior delegates can come from a county.

### When

All essays and applications are due by February 1. Mark of Excellence essays are submitted to the county MSU Extension office, while State Award Applications are submitted via email to the State 4-H Awards Committee at [State4HAwards@anr.msu.edu](mailto:State4HAwards@anr.msu.edu).

Selected applications in the junior and senior age divisions and group awards will be invited to participate as State Award delegates at MSU during 4-H Exploration Days, June 20-22, 2018.

## Form of Recognition

Mark of Excellence and State 4-H Awards Program winners will receive the following recognition.

Award division	Type of award
Mark of Excellence	Certificate and a medal. Essays are added to the Mark of Excellence history book at the Michigan 4-H Foundation, State 4-H office and Kettunen Center. Essays may also be used locally to promote 4-H programs. Winners may receive other recognition locally.
Junior & Senior delegates	Certificate
Junior winners	Plaque and \$50
Senior winners	Plaque and \$200
Winning Group	Certificate for each group representative and (1) \$200 award for the group, plaque

Junior and senior division delegates and groups will have their images and biography information posted on the Michigan 4-H Youth Development web site to be recognized throughout the year. State 4-H Award winners will belong to an elite group of 4-H youth who have demonstrated the highest level of excellence.

## Cost to Participate

There is no cost for members to participate in the Mark of Excellence and State 4-H Awards Program. This program is made possible by generous donations and sponsorships to the State 4-H Awards Program. However, delegates invited to participate in the State 4-H Awards Program on campus will need to register to attend 4-H Exploration Days. A \$45 scholarship is made available to delegates to help defray the expense of attending 4-H Exploration Days. Delegates should contact their county 4-H office for more details.

## Supporting the State 4-H Awards Program

Gifts in the amount of \$600 will fully sponsor an award area. Of that gift, \$200 will be directly awarded to the winning group or senior State 4-H Award winner in that award area and \$50 will be directly awarded to the junior State 4-H Award winner. The remaining gift will be used to help support the entire award area delegation through participating in the State 4-H Awards Program, interviews, leadership development program and State 4-H Awards Recognition Program on Thursday morning. Gifts less than \$600 (partial sponsorships) are also appreciated. If you are interested in helping to recognize Michigan's best 4-H youth, contact the Michigan 4-H Foundation at 517-353-6692 or at [www.mi4hfdtn.org/stateawards.html](http://www.mi4hfdtn.org/stateawards.html).

# Mark of Excellence Essay Contest

## Theme

The theme of the essay is “Because of 4-H I can...”

## Eligibility

To be eligible for this contest, the applicant must:

1. Be a 4-H member between the ages of 11 and 12.
2. Write an essay that focuses on the theme, “Because of 4-H I can...”
3. Follow these guidelines, when submitting an essay.
  - a. All essays must be computer generated, typed or handwritten in blue or black ink on 8 ½ x 11” paper, single sided, in 500 words or less (no more than 2 pages in length). If typed, use a 12 pt. font.
  - b. Put your name and county in the top right-hand corner of each sheet of paper (including the first page). Do not include photos or other graphics in your essay!
  - c. The essay **must be held together with a paperclip**. Do not staple your essay or put essays into binders or folders.
  - d. Do not use a cover page.
4. All essays must be turned into your county office by February 1.

## Selection

**Individuals may only be selected for this award once.** Each county will have the opportunity to select up to two winning essays. The winning essays will be forwarded to the State Coordinator for Mark of Excellence and will be added to the Mark of Excellence history book at the Michigan 4-H Foundation, State 4-H Office and Kettunen Center. The authors of the winning essays will receive a certificate and medal and may receive other recognition locally.

**Note:** While participation in 4-H Exploration Days is not required, it is strongly encouraged. County representatives will be responsible for all costs related to 4-H Exploration Days. Individual counties may choose to award scholarship monies to these individuals.

## Mark of Excellence Time Line

October - January

Promote Mark of Excellence to 11 to12-year-old 4-H members

February 1

Mark of Excellence essays due to county staff

February 1-10

County 4-H staff coordinate selection committee to select two winning essays from their county

February 15

County 4-H staff submit the following by U. S. mail, to:

- County Submission Form
- Original copy of their county’s two winning essays

**Janice Zerbe, State Coordinator 4-H Mark of Excellence  
Van Buren County MSU Extension  
219 Paw Paw Street Suite 201  
Paw Paw, MI 49079**

February 15-May 2

4-H staff encourage Mark of Excellence winners to attend 4-H Exploration Days

Mid-May

Each Mark of Excellence winner receives congratulatory letter and certificate

# Michigan 4-H State Awards Program Individual Application

Creating your 4-H State Awards application is an exercise in professionally communicating your experiences in a standardized format similar to a scholarship or employment application. The Michigan 4-H State Awards Application includes the following components highlighting your 4-H experiences:

- A cover letter
- Résumé
- Series of questions
- 4-H Story

## General Guidelines

- Members should read all instructions carefully before starting.
- Members may only submit one application per year. They may submit EITHER an individual application or be a group representative. **\*\*Please Note:** Individuals applying for the group award will complete a separate application “Michigan 4-H State Awards Group Application”. A group award application should be completed as a group effort, but only be submitted once on behalf of the entire group. Refer to the section labeled directions for Group Applications.
- A member may only win a 4-H State Award once in a category and age division. The member is welcome to apply in subsequent years in a different category or apply in the same category once they move from junior to senior age division.
- Information contained in the State 4-H Awards Application should be factual and concise, yet fully representative of all your major accomplishments in 4-H. Concentrate on content. The judges are evaluating your 4-H career, much as an employer would evaluate your résumé.

## Completing the Michigan 4-H State Awards Individual Application

- Applications must be typed and responses submitted within the current year 4-H State Awards Application form. All of the application components will be included in one Microsoft Word document. The application form is a Word document which means applicants can download the file and save it onto their computer to get started.
- Just like professional applications for scholarships, college, and employment, your 4-H State Awards application should use a professional style 12 point, black-colored font, be single spaced and use a 1-inch margin on each of the four sides (top, bottom, left, right).
- Please begin each application component (application form, cover letter, résumé, questions, and 4-H story) at the top of a new page. You do not need to use the title/label to identify the page (at the top of the cover letter page do not type “Cover Letter” or include the word count; begin directly at 1-inch with the date).
- The application section containing your answers to the questions should not include the directions and word limit. You should start each question with the numbered question provided (“1. Choose four life skills...”), skip one line, and then begin your answer. After each question, skip 2-lines, then begin with your next question; you do not need to start a new page for each question.
- Use correct grammar and spelling. Proofread your work for errors and have others assist you with proofreading.
- Applications should be completed in full. Do not leave a question blank (per your age division).
- Each question has a maximum word limit. It is important to stay within that limit. There is not a minimum word limit, however be certain to fully answer the question. Most word-processing programs have a “word count” feature which can help you keep track.
- After you have completed your 4-H State Awards Application, review all the sections carefully. Your application should be an organized presentation of what you have learned and accomplished in the 4-H program. When accurately kept and carefully assembled, it is a useful tool for determining your own progress and personal growth. Completing a 4-H State Awards Application will better prepare you to

complete other professional portfolios, for example a job or scholarship application.

## Photographs

- You should only submit via email your completed 4-H State Awards Application and one recent color photo of yourself. Do not include or attach project reports, news clippings or letters. Answer the questions on the application and do not include supplemental items.
- For individual junior and senior applicants, the picture should be a head-and-shoulder shot. We strongly recommend that you wear professional attire (such as you would for an interview) for this head and shoulder shot. Wear solid colors when possible to limit distractions. Do not submit a photo of you wearing a hat.
- The picture you submit will be used during the 4-H State Awards Recognition Program, shared with donors and used to promote the 4-H State Awards Program and your accomplishments.
- Please be certain the picture you submit is clear, high quality resolution, and represents you in a professional manner. Please avoid: selfies, fuzzy/blurred photos, and distracting backgrounds. Be mindful of glare, shadow, overhead light placement and red eye. Photos taken outside work well.

## Naming and Submitting Your Files

- Delegates need to use a specific naming process when saving and submitting their application and photo. Your award application and photo must be named and sent as follows:

### Junior Applicants:

Application: Last name, Award Area, Jr, County.doc

Photo: Last name, Award Area, Jr, County .jpg

### Senior Applicants:

Application: Last name, Award Area, Sr, County.doc

Photo: Last name, Award Area, Sr, County .jpg

### Group Applicants:

Application: Group name, Group Award, County.doc

Photo: Group name, Group Award, County.jpg

- All applications will be submitted electronically to [State4HAwards@anr.msu.edu](mailto:State4HAwards@anr.msu.edu). Hard copies will not be accepted.
- To submit an application, the applicant will send an email with the following two attachments: (1) completed State 4-H Awards Application and (2) a single photograph (headshot) by February 1 to [State4HAwards@anr.msu.edu](mailto:State4HAwards@anr.msu.edu).

## Selection and Scoring for Individual Applications

1. Once applications are received on February 1, they will be forwarded to your county 4-H Program Coordinator and the 4-H leader you identified on your application for verification of accuracy of the application. Your application will only be eligible for evaluation after these two individuals confirm that the information in your application is factual.
2. Each award area has a selection committee who will review the junior and senior applications in their assigned award area. The selection committee will complete a 4-H State Awards Application Evaluation Form for each applicant.
3. Up to 12 applicants in each age division (junior and senior) may be selected to advance as State Award Delegates in their award area based on their scores.
4. All applicants will be notified by March 15 about whether or not they have been selected as a delegate for their award area in their age division. Feedback from the selection committee will be provided immediately to applicants not selected to be a delegate. Following the 4-H State Awards Recognition Program, applicants selected to be delegates will receive feedback from both the application and the interview.
5. During 4-H Exploration Days, senior delegates will participate in an interview with the selection

committee in their award area. The selection committee will complete a 4-H State Awards Interview Evaluation Form for each delegate. During this time, the junior delegates will participate in a special leadership development program.

6. State Award winners in both the junior and senior age divisions will be announced at the 4-H State Awards Recognition Program Thursday morning during Exploration Days. Selection for each age division will be as follows:
  - a. Junior winner will be selected from the highest-scoring application.
  - b. Senior winner will be selected from the highest-scoring interview. In the event of a tied score, the winner will be selected from the highest-scoring application between the tied individuals.

## Scoring Criteria

The application evaluation in Appendix F will be used by each selection committee to assess and score each application. A minimum score of 36 is required to be eligible to advance as a delegate. The top eligible scores (maximum of 12) will be selected to advance.

The interview evaluation form in Appendix G will also be used by each selection committee to assess and score each delegate's interview. A minimum score of 36 is required to be named a State 4-H Award winner.

## Instructions for Completing the 4-H State Awards Application

### Individual Junior and Senior Divisions

The application sections and what needs to appear in them are listed below. Submit information for each question.

<b>Part of application</b>	<b>How to complete it</b>
<b>Personal Information</b>	Include your name as you would like it to be listed on all 4-H State Awards Program materials.
<b>4-H State Award Area</b>	Select the one 4-H State Award area for which you would like to apply. If you have won the 4-H State Award within that area, you may not apply for it again, unless you are now in a different age division. You can find information about the award areas and how to select which one to apply for by referring to Appendix B in this document. When selecting age division, use your age as of January 1 <sup>st</sup> of the current 4-H year.
<b>Reviewers</b>	To help you ensure that you are submitting the very best application possible, please be certain to ask at least 3 people to provide feedback to you before you make your final edits.
<b>Approval of Application</b>	After you submit your application, the 4-H State Awards Planning Committee will send an electronic copy of your application to your county 4-H program coordinator and your 4-H leader for review and approval. This step helps ensure accuracy. Therefore, provide correct email addresses for both your county 4-H program coordinator and your 4-H leader. Your application must be electronically approved by both individuals before it is evaluated by the selection committee.
<b>Biography</b>	Write a short (200-word maximum) summary about yourself and your 4-H involvement. You can include future ambitions, too. The text you provide will be used during the 4-H State Awards Recognition Program during 4-H Exploration Days and it may be shared with 4-H State Award Program donors. If you are a 4-H State Award winner, this will be the text used in the script and read during the awards program.
<b>Cover Letter</b>	The cover letter should contain a maximum of 500 words and it should introduce you, tell the selection committee which award you are applying for and why you

	feel you are the best candidate for them to select. See an example in Appendix C of this document.
<b>Résumé</b>	The résumé should be a maximum of 1-page. It should be a brief account of your personal, education, and professional qualifications and experiences. Your résumé should highlight your skills, training/certifications and may include both volunteer and paid work experiences. See an example in Appendix D of this document.
<b>Application Questions 1 to 8</b>	<p>In questions 1 through 6, frame your responses around the 4-H award area for which you wish to be recognized. In questions 7 and 8, think about all your 4-H experiences, not just those in the award area for which you are applying. Information should be presented and organized in a logical sequence. You get these results from careful planning, thorough reflection about all your 4-H experiences, and selection and emphasis of only the most important information. Submit a thoughtful response to each question. Here are the questions and the beginning of some sample answers.</p> <p>1. Choose four life skills from the Targeting Life Skills diagram (one from each of Head, Heart, Hands, and Health) and describe how you have developed each life skill through your 4-H project.</p> <p><i>Through my Healthy Lifestyles 4-H project I have learned personal safety, planning/ organizing, cooperation, and marketable skills. Cooking in the kitchen has taught me the importance of practicing safety including using care with hot surfaces while using the oven. I have learned safe handling of knives and sharp objects. Food safety is an important aspect of keeping safe in the kitchen . . . (up to 500 words)</i></p> <p>2. Describe how you have applied any life skill (from the Targeting Life Skills diagram) in your 4-H project (16 to 19 only).</p> <p><i>I learned planning/organizing in my Communications and Expressive Arts project. When I prepared my photography exhibit for fair, I reviewed the available options to enter and brainstormed ideas for photographs. I made a list of the photos that I wanted to shoot and planned times when I would take them. I planned photo shoots with friends and families and kept track of my appointments in my calendar....(up to 500 words)</i></p> <p>3. Describe how you have applied any life skill (from the Targeting Life Skills diagram) in life outside of 4-H (16 to 19 only).</p> <p><i>I learned about disease prevention in my Healthy Lifestyles project. I have applied this skill to my cooking for my family. My grandmother has diabetes. Through my 4-H project I learned about this disease and learned how to prepare meals that are appropriate for my family. I made my grandmother a sugar-free pie for her birthday . . . (up to 500 words)</i></p> <p>4. Identify up to four areas of content knowledge you have learned in your 4-H project and describe what you have learned and how you learned it.</p> <p><i>In my 4-H Goat project I have learned showmanship, hoof care, milk processing and nutrition. In the area of nutrition, I have learned the various feed stuffs, ration amounts and protein contents of each feed stuff . . . (up to 500 words)</i></p> <p>5. Describe how you have applied the knowledge you have learned (from one or more of the areas identified in question 4) to your 4-H project (16 to 19 only).</p> <p><i>In my beef project, I kept records of my finances. From my records, I was able to create a budget for my project for the coming year and begin my savings account. I have put together a plan to save enough money to purchase a heifer to expand my herd next year . . . (up to 500 words)</i></p> <p>6. Describe how you have applied knowledge you have learned in your 4-H project to life outside of 4-H (16 to 19 only).</p> <p><i>In my Technology and Engineering project, I learned the scientific procedure to complete my science experiment on water quality. In my school science fair, I applied the same process to complete my science fair project . . . (up to 500</i></p>

	words)
	<p>7. Identify up to three 4-H leadership experiences you have had and describe their significance to your personal growth and development.  <i>One of the most significant leadership experiences I have had in my 4-H career was serving as a club officer. I have held the positions of secretary, vice president and president. The last two roles allowed me to learn parliamentary procedure and how to conduct a meeting. Being a club officer taught me how to make decisions as a group . . . (up to 500 words)</i></p> <p>8. Identify up to three 4-H citizenship/community service experiences you have had and describe their significance to you and your community.  <i>My favorite community service project in my 4-H club was learning about world hunger and raising funds to donate to the food bank in my community. Through this community service project, our 4-H club had a guest speaker who taught us about the issue. Our club members shared what we learned with many people in our community to raise awareness about the hunger issues locally and collect funds to meet this need . . . (up to 500 words)</i></p>
<p><b>Your 4-H Story</b></p>	<p>The 4-H story should contain no more than 1,500 words. Your story should focus on the award area in which you are applying and also convey how your participation in 4-H contributed to your self-respect and concern for others, how it has influenced you in school, in your use of leisure time and in your career plans. “Your 4-H Story” is the place to expand on facts and figures by telling what your experiences have meant to you, how they have developed and affected your confidence, your attitude and other factors. This is an appropriate place to talk about your experiences and achievements you have had in your project area.</p> <p>“Your 4-H Story” adds warmth and depth to your application. Be creative and personal but avoid being “cutesy.” Themes and gimmicks can be effective or they can be overdone to the point of becoming a disadvantage to you. Have someone proofread your work before you submit it. The following outline may help you develop “Your 4-H Story.” It is divided into parts simply to help you outline what you want to say about yourself. <b>Do not</b> identify these parts in “Your 4-H Story.” This is only one example.</p> <p><b>Part 1</b>  Introduce yourself. Include information about your age, interests, family, where you live, where you go to school, when and why you became involved in 4-H.</p> <p><b>Part 2</b>  Tell about the project area in which you are applying, how 4-H helped you learn things about this area you didn’t know before, how your project grew in size and scope, and some of your successes (and failures!) in the project area.</p> <p><b>Part 3</b>  Highlight your other 4-H projects and activities, including major learning experiences, special interests and unusual situations you have encountered.</p> <p><b>Part 4</b>  Explain how 4-H has helped you become a better leader and citizen, how 4-H has increased your interest and participation in community affairs, and what you have learned from your team or group involvement and efforts.</p> <p><b>Part 5</b>  Describe how 4-H participation has impacted the way you feel about yourself, influenced your school and career goals, and your use of leisure time. Tell about your future plans and the career you want to pursue.</p>



# Michigan 4-H State Awards Program Group Application

Creating your 4-H State Awards application is an exercise in professionally communicating your experiences in a standardized format similar to a scholarship or employment application. The Michigan 4-H State Awards Application includes the following components highlighting your 4-H experiences:

- A cover letter
- Résumé
- Series of questions
- 4-H Story

## General Guidelines

- Members should read all instructions carefully before starting.
- Members may only submit one application per year. They may submit EITHER an individual application or be a group representative. A “Michigan 4-H State Awards Group Application” form should be completed as a group effort, but only be submitted once on behalf of the entire group.
- A group must consist of three or more 4-H members; do not all need to be from same club or county.
- A group may be represented (application and presentation) by 2-5 youth. Group representatives may not apply for individual award recognition in the same year they are representing a group.
- Group award representatives must be ages 13-19 (4-H age). There are no minimum years of experience required in 4-H, project, or group to be selected as a group representative.
- A group may apply for the State 4-H Group Award annually. However, the group may not be represented by any youth who has previously been a representative of a winning State 4-H Group Award.
- There is one Group Awards Recognition Area in the Michigan 4-H State Awards Program. The following are examples of potential projects for which a group may seek recognition (please note these are not separate recognition areas; nor is this an exclusive list): community service projects, citizenship projects, group learning in a project area, entrepreneurial or fundraising projects, a special activity held by the group, or a group representing the county at a state or national event or contest.
- The group application should reflect a current project or a project that has been completed within 12-months of the State 4-H Awards application deadline.
- The Group Award application must be prepared by current group representatives to reflect their experiences in the group and as individuals.  
Some sections of the State 4-H Group Award Application request individual group representatives to each prepare an answer for the question. In these sections, begin each person’s response with a new paragraph and their name bolded as following: **Suzy Clover:** (insert Suzy’s response here)
- Information contained in the State 4-H Awards Application should be factual and concise, yet fully representative of the group’s major accomplishments in 4-H. Concentrate on content. The judges are evaluating your 4-H career, much as an employer would evaluate your résumé.

## Completing the Michigan 4-H State Awards Group Application

- Applications must be typed and responses submitted within the current year 4-H State Awards Group Application form. All of the application components will be included in one Microsoft Word document. The application form is a Word document which means applicants can download the file and save it onto their computer to get started.
- Just like professional applications for scholarships, college, and employment, 4-H State Awards applications should use a professional style 12 point, black-colored font, be single spaced and use a 1-inch margin on each of the four sides (top, bottom, left, right).
- Please begin each application component (application form, cover letter, résumé, questions, and 4-H story) at the top of a new page. You do not need to use the title/label to identify the page (at the top

of the cover letter page do not type “Cover Letter” or include the word count; begin directly at 1-inch with the date).

- The application section containing your answers to the questions should not include the directions and word limit. You should start each question with the numbered question provided (“1. Choose four life skills...”), skip one line, and then begin your answer. After each question, skip 2-lines, then begin with your next question; you do not need to start a new page for each question.
- Use correct grammar and spelling. Proofread your work for errors and have others assist you with proofreading.
- Applications should be completed in full. Do not leave a question blank.
- Each question has a maximum word limit. It is important to stay within that limit. There is not a minimum word limit, however be certain to fully answer the question. Most word-processing programs have a “word count” feature which can help you keep track.
- After you have completed a 4-H State Awards Application, review all the sections carefully. The application should be an organized presentation of what your group has learned and accomplished in the 4-H program. It may be a useful tool for determining your group’s as well as your own progress and personal growth. Completing a 4-H State Awards Application will better prepare you to complete other professional portfolios, for example a job or scholarship application.

## Photographs

- You should only submit via email your completed 4-H State Awards Group Application and one recent color photo of your group. Do not include or attach project reports, news clippings or letters. Answer the questions on the application and do not include supplemental items.
- For group applicants, the picture should be a group shot that is posed, not in action. The photo may include the entire group or just the group representatives. We strongly recommend that you wear professional attire (such as you would for an interview). Wear solid colors when possible to limit distractions. Do not submit a photo of you wearing a hat. An alternate option for the group photo could be a photo of the group in matching/coordinating shirts.
- The picture you submit will be used during the 4-H State Awards Recognition Program, shared with donors and used to promote the 4-H State Awards Program and your accomplishments.
- Please be certain the picture you submit is clear, high quality resolution, and represents you in a professional manner. Please avoid: selfies, fuzzy/blurred photos, and distracting backgrounds. Be mindful of glare, shadow, overhead light placement and red eye. Photos taken outside work well.

## Naming and Submitting Your Files

- Delegates need to use a specific naming process when saving and submitting their application and photo. Your award application and photo must be named and sent as follows:

### Junior Applicants:

Application: Last name, Award Area, Jr, County.doc

Photo: Last name, Award Area, Jr, County .jpg

### Senior Applicants:

Application: Last name, Award Area, Sr, County.doc

Photo: Last name, Award Area, Sr, County .jpg

### Group Applicants:

Application: Group name, Group Award, County.doc

Photo: Group name, Group Award, County.jpg

- All applications will be submitted electronically to [State4HAwards@anr.msu.edu](mailto:State4HAwards@anr.msu.edu). Hard copies will not be accepted.
- To submit an application, the applicant will send an email with the following two attachments: (1) completed State 4-H Awards Application and (2) a single photograph (headshot) by February 1 to [State4HAwards@anr.msu.edu](mailto:State4HAwards@anr.msu.edu).

## Selection and Scoring for Group Applications

1. Once applications are received on February 1, they will be forwarded to your county 4-H Program Coordinator(s) and the 4-H leader you identified on your application for verification of accuracy of the application. Applications will only be eligible for evaluation after these two individuals confirm that the information in your application is factual.
2. There is a selection committee who will review the Group Award applications. The selection committee will complete a 4-H State Awards Application Evaluation Form for each application.
3. Up to 12 groups may be selected to advance as State Award Delegates based on their scores.
4. All applicants will be notified by March 15 about whether or not they have been selected as a delegate representing their group. Feedback from the selection committee will be provided immediately to applicants not selected to be a delegates. Following the 4-H State Awards Recognition Program, applicants selected to be delegates will receive feedback from both the application and the presentation.
5. During 4-H Exploration Days, groups will present a prepared presentation for judges during the 4-H State Awards interview scheduled Wednesday afternoon. The presentation may be any format the group chooses (power point, poster, demonstration, oral speech, etc). All group representatives must have a role in the presentation. Presentation should be up to 10 minutes; followed by 5 minutes of questions. Presentations will be scored using the Campus Interview Evaluation Form; with consideration for team participation.
6. Judges may select up to one winning group based on presentations. The Group Award winner will be selected from the highest-scoring Campus Interview Evaluation Form. In the event of a tied score, the winner will be selected from the highest-scoring application between the tied groups.

## Scoring Criteria

The application evaluation in Appendix F will be used by each selection committee to assess and score each application. A minimum score of 36 is required to be eligible to advance as delegates. The top eligible scores (maximum of 12 groups) will be selected to advance.

The interview evaluation form in Appendix G will also be used by each selection committee to assess and score each group's presentation. A minimum score of 36 is required to be named a State 4-H Award winner.

## Instructions for Completing the 4-H State Awards Application Group Award Division

The application sections and what needs to appear in them are listed below. Submit information for each question.

<b>Part of application</b>	<b>How to complete it</b>
<b>Personal Information</b>	Include your group name and representative names as you would like it to be listed on all 4-H State Awards Program materials.
<b>Reviewers</b>	To help you ensure that you are submitting the very best application possible, please be certain to ask at least 3 people to provide feedback to you before you make your final edits.
<b>Approval of Application</b>	After you submit your application, the State 4-H Awards Planning Committee will send an electronic copy of your application to your county 4-H program coordinator(s) and your 4-H leader for review and approval. This step helps ensure accuracy. Therefore, provide correct email addresses for both your county 4-H program coordinator and your 4-H leader. Your application must be approved by both individuals before it is evaluated by the selection committee.

<b>Group Biography</b>	Write a short (200-word maximum) summary about your group and your group's 4-H involvement. You can include future ambitions, too. The text you provide will be used during the State 4-H Awards Recognition Program during 4-H Exploration Days and it will be shared with State 4-H Awards Program donors.
<b>Cover Letter</b>	The cover letter should contain a maximum of 500 words and it should introduce your group, tell the selection committee which award you are applying for and why you feel you are the best candidate for them to select. See an example on page 18 of this document.
<b>Résumé</b>	Each representative of the group should include an individual résumé. The résumé should be a maximum of 1-page each. It should be a brief account of your personal, education, and professional qualifications and experiences. Your 4-H résumé should highlight your skills. A 4-H résumé may include both volunteer and paid work experiences. See an example in Appendix D of this document.
<b>Application Questions 1 to 6</b>	<p>For the following questions, include only information that relates to the 4-H award area for which you wish to be recognized. Groups should answer the application questions from a group perspective unless otherwise noted; with emphasis on skill development in a group dynamic. Limit your response to no more than 500 words for each question unless otherwise noted.</p> <p>In questions 1 through 4, frame your responses around the 4-H award area for which you wish to be recognized. In questions 5 and 6, think about all your 4-H experiences, not just those in the award area for which you are applying. Information should be presented and organized in a logical sequence. You get these results from careful planning, thorough reflection about all your 4-H experiences, and selection and emphasis of only the most important information. Submit a thoughtful response to each question. Here are the questions and the beginning of some sample answers.</p> <ol style="list-style-type: none"> <li>Choose four life skills from the diagram (one from each of Head, Heart, Hands, and Health) and describe how your group has developed each life skill through your 4-H group experience. <i>Our group learned teamwork, conflict resolution, service learning, and managing feelings through our community service initiative this year. When we volunteered at our community soup kitchen . . . (up to 500 words)</i></li> <li>Describe how your group has applied any life skill (from the diagram) in your 4-H experience. <i>Our group learned planning/organizing when we planned a fundraiser to support our fieldtrip to the zoo. We had to brainstorm the steps we needed to take . . . (up to 500 words)</i></li> <li>Each representative of your group (300 words each)—Describe how you have or will apply skills learned in a team setting to a life situation outside of 4-H. <i>I learned about teamwork in preparing for the State 4-H Livestock Judging Contest with my county judging team. I am also on my school's track team....</i></li> <li>Identify up to four areas of content knowledge your group learned in your 4-H project and describe what you have learned and how you learned it. <i>Our group learned content in many areas while planning and conducting our birdhouse fundraiser. We learned how to count back change, the importance of providing wildlife habitat, customer service, and how to use power tools to build birdhouses....</i></li> <li>Each representative of your group (300 words for each delegate)—Identify one 4-H leadership experience you have had and describe its significance to your personal growth and development.</li> </ol>

	<p><i>One of the most significant leadership experiences I have had in my 4-H career was serving as a club officer. I have held the positions of secretary, vice president and president. The last two roles allowed me to learn parliamentary procedure and how to conduct a meeting. Being a club officer taught me how to make decisions as a group . . . .</i></p> <p>6. Identify up to three 4-H citizenship and/or community service experiences your group has had and describe their significance to you, your group, or your community.</p> <p><i>Our group has worked in the community soup kitchen, organized a literacy campaign, and provided a petting zoo at our local Project RED event. ....</i></p>
<p><b>Your 4-H Story</b></p>	<p>Maximum 2,000 words total parts 1, 2, 3 and 4; plus 300 words for each representative part 5. Your story should focus on the award area in which you are applying and also convey how your participation in 4-H contributed to your self-respect and concern for others, how it has influenced you in school, in your use of leisure time and in your career plans. “Your 4-H Story” is the place to expand on facts and figures by telling what your experiences have meant to you, how they have developed and affected your confidence, your attitude and other factors. This is an appropriate place to talk about experiences and achievements you have had in your project area.</p> <p>“Your 4-H Story” adds warmth and depth to your application. Be creative and personal but avoid being “cutesy.” Themes and gimmicks can be effective or they can be overdone to the point of becoming a disadvantage to you. Have someone proofread your work before you submit it. The following outline may help you develop “Your 4-H Story.” It is divided into parts simply to help you outline what you want to say about yourself. <b>Do not</b> identify these parts in “Your 4-H Story”, with the exception of Part 5—identify each representative as indicated in Group Award guidelines above.</p> <p><b>Part 1</b> Introduce your group. Include information about who is involved in your group; where you are from; what your group does; how many total people make up your group; how long has the group existed; which members were selected to represent the group.</p> <p><b>Part 2</b> Tell about the group project for which you are applying, how 4-H helped you learn things you didn’t know before, how your project grew in size and scope, and some of your successes (and failures!) in the project area. What are the major goals of the group and/or project? Who helped in the learning process of your group and/or project—leaders, experts, teen leaders, others? What are/were the individual and committee responsibilities?</p> <p><b>Part 3</b> Highlight your other 4-H projects, activities and experiences, including major learning experiences, special interests and unusual situations your group encountered. Example: Beef project may include information on leadership.</p> <p><b>Part 4</b> Explain how 4-H has helped members of your group become better leaders and citizens, how 4-H has increased your interest and participation in community affairs, and what you have learned from your team or group involvement and efforts.</p> <p><b>Part 5 (Individual responses from group representatives)</b> Describe how 4-H participation has impacted the way you feel about yourself, influenced your school and career goals, and your use of leisure time. Tell about your future plans and the career you want to pursue.</p>

## 2018 Program Time Line for 4-H Members

<b>November 2017– January 2018</b>	<p>Training will be available to counties about the 4-H State Awards process, including completion of applications, interview process and recognition program. For more information about the training, get in touch with one of the individuals on the 4-H State Awards Committee.</p> <p>Counties will begin promoting the process by distributing information to eligible members and helping their 4-H members answer questions as they complete the application.</p> <p>State Award applicants will work with their 4-H leaders and county staff person to complete the application.</p>
<b>February 1</b>	<p>Award applications and photo (individual and groups) must be submitted via email to: <a href="mailto:State4HAwards@anr.msu.edu">State4HAwards@anr.msu.edu</a>.</p>
<b>February 6</b>	<p>A reply to the submitting e-mail address will be sent as a confirmation, notifying the sender that the application was received.</p>
<b>March 15</b>	<p>Applicants selected to move forward will be announced as 4-H State Award delegates. Email notifications will be given to both applicants and their county offices.</p>
<b>March 15</b>	<p>Applicants <b>not</b> selected to move forward will receive notice and feedback from selection committees. County staff will also be notified.</p>
<b>Mid-March</b>	<p>Delegates begin registering for 4-H Exploration Days through their county 4-H office.</p>
<b>Early-June</b>	<p>Deadline for reservations and ticket order for guests attending Awards Recognition Program. Limited seating is available.</p>
<b>June 20</b>	<p>4-H State Awards Assembly will be held at MSU during 4-H Exploration Days. Senior delegates will participate in interviews, junior delegates will attend a leadership program, and group award delegates will participate in presentations.</p>
<b>June 21</b>	<p>4-H State Awards Recognition Program will be held at Michigan State University. Junior, senior, and group delegates will attend and are allowed to register two guests.</p>
<b>July</b>	<p>Press releases and photos will be distributed to counties and donors. State Award presentation will be uploaded to MSUE 4-H web site.</p>

## Appendices

- A. List of Michigan 4-H Award Contacts
- B. State 4-H Awards Recognition Areas
- C. Example of Cover Letter for State 4-H Awards Application
- D. Example of a Résumé for 4-H State Awards Application
- E. Sample Interview Questions for State 4-H Awards Interview
- F. State 4-H Awards Application Evaluation Form
- G. State 4-H Awards Campus Interview Evaluation Form
- H. Targeting Life Skills Model

## Appendix A

### 2018 Michigan 4-H State Awards Committee Contacts

Feel free to send questions to us. We are happy to help!

<p style="text-align: center;"><b>State 4-H Awards Program Coordinator</b></p> <p><b>Betty Jo Krosnicki</b>          Sanilac County MSU Extension          171 Dawson Street, Suite 323          Sandusky, MI 48471          (810) 648-2515  <a href="mailto:nashbett@msu.edu">nashbett@msu.edu</a></p>	<p style="text-align: center;"><b>State Awards Committee Contact</b></p> <p><b>Diane Brazier</b>          Emmet County MSU Extension          3434 M-119 Suite D          Harbor Springs, MI 49740          (231) 439-8974  <a href="mailto:brazier@msu.edu">brazier@msu.edu</a></p>
<p style="text-align: center;"><b>Mark of Excellence Essay Chair</b></p> <p><b>Janice Zerbe</b>          Van Buren County MSU Extension          219 Paw Paw Street, Suite 201          Paw Paw, MI 49079          (269) 657-8213  <a href="mailto:rajzerj@msu.edu">rajzerj@msu.edu</a></p>	

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 586-469-5180



# Appendix B

## State 4-H Awards Recognition Areas

The following award recognition areas will be offered for the Michigan 4-H State Awards Program. Members may apply in either the junior or senior age division. Youth may only win one time in each age division for each award area. These recognition areas reflect the National 4-H Mission mandates and align with the Michigan 4-H project codes. Examples of a few 4-H project areas and fields of study connected to each recognition area are included in parentheses.

Members should keep in mind the recognition area they pick should reflect and emphasize the majority of their 4-H learning experience. For example, Joe is a 4-H member involved with beef science. Depending on what Joe's experiences and interests are, he may decide to apply for the Beef Science Award, Biological Science award (emphasizing learning about veterinary science, genetics, or meat science), or perhaps Civic Engagement (emphasizing public education of animal agriculture). Another example may be a member who is enrolled in the clothing and textiles project but focuses his or her learning experience on how to create a marketing plan to sell products. This member may consider applying in the Leadership and Personal Development award area that includes entrepreneurship.

The application will emphasize the skills and knowledge you have learned through your 4-H project experiences. Pick the award area that best reflects the 4-H knowledge, skills and experiences you wish to convey.

- **Beef Science**  
(Programs, projects and activities related to beef science and management)
- **Biological Science**  
(Aquatic science, biological science, entomology and bees, food chemistry such as meat science, embryology, veterinary science)
- **Birds and Poultry Science**  
(Programs, projects and activities related to birds, poultry science and management)
- **Civic Engagement**  
(Citizenship and civic engagement, global and cultural education, community service, service learning, Folkpatterns, global and cultural heritage)
- **Communications and Expressive Arts**  
(Communication, expressive arts, visual arts, performing arts, photography)
- **Companion Animal Science**  
(Dogs, cats, small animals, pocket pets, lab animals, llamas/alpacas)
- **Consumer and Family Science**  
(Child development, child care, clothing and textiles)
- **Dairy Science**  
(Dairy cattle, milk production and processing)
- **Environmental and Earth Science**  
(Environmental resource management, environmental science and natural resources, outdoor education/recreation, soils and soil conservation, wildlife and fisheries, shooting sports)
- **Equine Science**  
(Horse and pony, horseless projects, Proud Equestrian Program)
- **Goat Science**  
(Programs, projects and activities related to goat science and management)
- **Healthy Lifestyles**  
(Food and nutrition, health and fitness, safety)
- **Leadership and Personal Development**  
(Business and entrepreneurship, career exploration and workforce preparation, college and independent-living readiness, financial literacy, Introductory 4-H projects, leadership skills development, leisure education, life skill and character education)
- **Plant Science**  
(Horticulture, agronomy, crops)
- **Rabbit and Cavy Science**  
(Programs, projects and activities related to rabbit and cavy science and management)
- **Sheep Science**  
(Programs, projects and activities related to sheep science and management)
- **Swine Science**  
(Programs, projects and activities related to swine science and management)
- **Technology and Engineering**  
(Aerospace, computer and digital technology, engines and transportation, GPS/GIS, mechanical sciences, robotics)
- **Group Award**

## Appendix C

### Example of a Cover Letter for a State 4-H Awards Application

A cover letter is typically a brief, typed letter of introduction reflecting the candidate's individuality and interest in a specific opportunity. A sample cover letter appears below. Use your own knowledge, skills, experiences and creativity to show your unique personality and highlight your 4-H experience.

January 15, 2016

State 4-H Awards Program Beef Science Selection Committee Michigan State University  
Justin S. Morrill Hall of Agriculture 446 West Circle Drive,  
East Lansing, MI. 48824

Dear Awards Selection Committee:

I would like to be considered for the 2016 Michigan 4-H Awards program in the beef science area. I have been in 4-H for 6 years and the beef project for 4 years. My 4-H experience has taught me how to select a feeder calf, arrange financing for the purchase and upkeep of the calf, keep records of the feed, veterinary and other expenses related to raising a calf, and feed and prepare the calf for show at my county fair. I have also gained important life skills such as coping with the stress of preparing for and showing at the fair, decision making and problem solving.

The time management skills I learned in 4-H have helped me juggle my schoolwork, a part-time job at a local store and the vice-presidency of the 4-H Clover Beef Club. I have also been able to fit in two school plays this year and look forward to our county 4-H spring achievement day at the local mall.

Another ability I have developed through 4-H is public speaking. In addition to acting in school plays, I prepared and gave a demonstration on halter training a calf to a joint meeting of two 4-H beef clubs in our county.

In the future, I plan to attend college to study business and Polish. My experiences with the Polish-American 4-H exchange have inspired me to seek a career in international business.

Thank you for considering my application for the 4-H Beef Science Award. Sincerely,

Sally Clover

## Appendix D

### Example of a Résumé for a State 4-H Awards Application

A résumé is typically a brief, typed overview listing the candidate's primary qualifications. A résumé should be a maximum of 1-page in length. It should highlight your skills, personal, education, and professional qualifications and experiences. A 4-H résumé may include both volunteer and paid work experiences. A sample cover letter appears below. Additional samples at: [http://msue.anr.msu.edu/resources/resumes\\_and\\_portfolios](http://msue.anr.msu.edu/resources/resumes_and_portfolios).

### Jenny Penny

555 CHERRY STREET ▪ BURGUNDY, MI 32123  
PHONE: (909) 323-1010 ▪ E-MAIL: [JENNYPENNY@4H.ORG](mailto:JENNYPENNY@4H.ORG)

#### SKILLS

---

##### Communication

- Special talent for delivering educational material in a fun way
- Columnist for monthly 4-H newsletter
- Excellent networking skills

##### Leadership

- Possess ability to work in group or individual setting
- Will take the initiative to prepare and maintain projects

##### Organization and Time Management

- Possess ability to plan and implement programs in a timely manner
- Will use allotted amount of time for programs to educate the public to the fullest

#### EDUCATION

---

<b>Burgundy High School</b>	Burgundy, MI	Expected Graduation 2006
GPA: 3.8/4.0		
Coursework: Ecology, Nature Writing, Landscaping and Design, Biology, Math		

#### VOLUNTEER & WORK EXPERIENCE

---

<b>Burgundy Nature Center</b>	Burgundy, MI	2003-2005
Trail Guide		
<ul style="list-style-type: none"><li>• Identified trees and flowers during nature walks</li><li>• Guided guests through three miles of trails</li></ul>		

---

<b>Festival of the Trees</b>	Burgundy, MI	2002
Educator		
<ul style="list-style-type: none"><li>• Implemented educational tree programs at a tree farm</li></ul>		

#### ACTIVITIES

---

SADD Member	2 years
French Club	2 years (Vice President, 1 year)
Students for the Environment	4 years (President, 2 years)

## Appendix E

### 4-H State Awards Sample Interview Questions

The selection committee may use the following list of questions during the interview. Additionally, the committee may ask questions about the information in your portfolio, the project area, industry or your leadership experience.

1. As you reflect on your 4-H involvement, describe an important change in yourself that has taken place as a result of 4-H.
2. Tell us about a leadership role you have fulfilled in this project.
3. Describe the most significant idea, technique or skill you have learned.
4. Describe the most unusual idea, technique or skill you have learned.
5. What have you learned from this project area that will prepare you for the future?
6. Talk about a disappointment you experienced in your 4-H project area. What did you learn from it?
7. What activities in 4-H have been your favorite and why?
8. What have you done to encourage others to participate in your project area? To participate in 4-H?
9. What was the most rewarding experience in your 4-H project?
10. Describe what you do to manage a stressful situation.
11. What have you done in 4-H to make a difference and get involved in your community?
12. Describe your most memorable 4-H experience.
13. Why do you feel you should be chosen for this award? What sets you apart from the other candidates?
14. In your opinion, what qualities make a good leader?
15. Describe a challenge or a problem you have faced and how you solved it?

## Appendix F

### 2018 State 4-H Awards Application Evaluation Form

Applicant's Name \_\_\_\_\_ County \_\_\_\_\_

Award Area \_\_\_\_\_ Age Division \_\_\_\_\_

Application Section	Excellent 6	5	4	3	2	Needs Improvement 1
<b>Cover Letter</b> <i>A brief introductory letter reflecting the candidate's interest in the State Awards program, his or her project area and some key experiences or skills learned through 4-H.</i>						
<b>Résumé</b> <i>A brief account of your personal, education, and professional qualifications and experiences.</i>						
<b>Life Skills Learned (Questions 1-3)</b> <ul style="list-style-type: none"> <li>• Question 1 for juniors (ages 13-15)</li> <li>• Questions 1-3 for seniors (ages 16-19)</li> </ul>						
<b>Content Knowledge Learned (Questions 4-6)</b> <ul style="list-style-type: none"> <li>• Question 4 for juniors (ages 13-15)</li> <li>• Questions 4-6 for seniors (ages 16-19)</li> </ul>						
<b>Leadership Experience (Question 7)</b>						
<b>Citizenship and Community Service (Question 8)</b>						
<b>4-H Story</b> <i>A brief, enjoyable format and insight into how 4-H has influenced the candidate's life. The 4-H story should add depth to the reader's understanding of the 4-H member's project work and overall involvement in 4-H.</i>						
<b>Communication</b> <i>Spelling, grammar, punctuation, word usage, word counts</i>						
<b>Overall Impression</b> <i>Is the application complete? Does the applicant provide adequate information and detail to assess? Was the judge able to get a clear understanding of the applicant and their 4-H involvement?</i>						

**Score** (Total scores from above) \_\_\_\_\_

**Note to Reviewer:** Scores from multiple reviewers are averaged together to form one overall score. For the applicant to be eligible to receive a 4-H State Award, the total score for the "Overall Average Score" must be 36 or higher. If the overall average score on this form is 35 or lower, the applicant is ineligible to receive a 4-H State Award.

## Reviewer's Comments:

### Strengths

### Areas to Improve

## Appendix G

### 2018 State 4-H Awards Campus Interview Evaluation Form

Delegate's Name \_\_\_\_\_ County \_\_\_\_\_

Award Area \_\_\_\_\_

Campus Interview Criteria	Excellent 6	5	4	3	2	Needs Improvement 1
<b>Personal Appearance</b> <i>Clothing choice, tidiness, grooming</i>						
<b>Greeting</b> <i>Courteous, professional, handshake</i>						
<b>Communication</b> <i>Grammar, pronunciation, volume, articulation</i>						
<b>Body Language</b> <i>Eye contact, posture, no fidgeting</i>						
<b>Content Knowledge</b> <i>Knowledgeable about project, and conveys experiences and information in application</i>						
<b>Life Skills</b> <i>Understands life skills learned, and conveys experiences and information in</i>						
<b>Demeanor and Attitude</b> <i>Confident, passionate, positive, engaged</i>						
<b>Response to Questions</b> <i>Thoughtful, responsive, prompt, perceptive listener, answered questions</i>						
<b>Overall Impression</b>						

**Score** (Total scores from above) \_\_\_\_\_

**Note to Reviewer:** Scores from multiple reviewers are averaged together to form one overall score. For the applicant to be eligible to receive a 4-H State Award, the total score for the "Overall Average Score" line above must be 36 or higher. If the overall average score on this form is 35 or lower, the applicant is ineligible to receive a State 4-H Award.

(continued)

**2018 State 4-H Awards Campus Interview Evaluation Form  
(Also used for Group Presentations)**

**Delegate's Name** \_\_\_\_\_ **County** \_\_\_\_\_

**Award Area** \_\_\_\_\_

**Reviewer's Comments**

**Strengths**

**Areas to Improve**

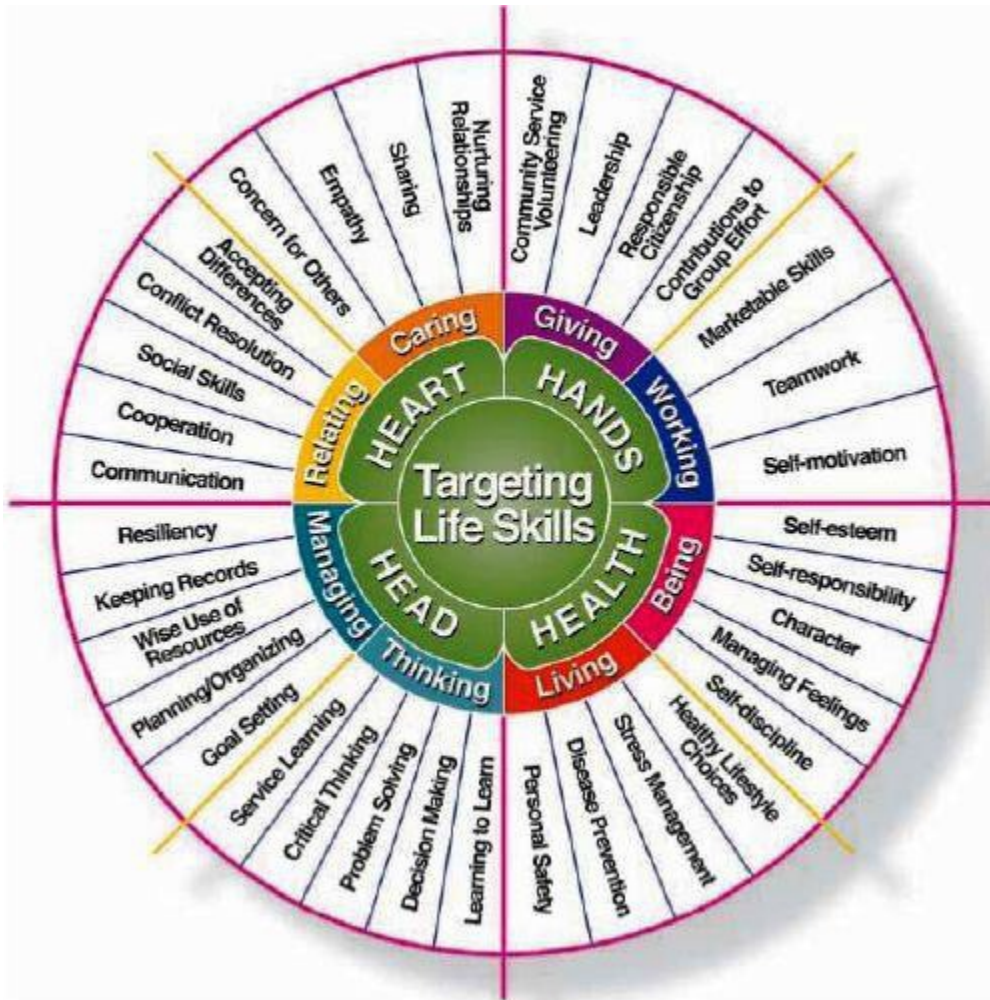


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# Appendix H

## Targeting Life Skills Model



Hendricks, P. A. (1996). *Targeting Life Skills Model: Incorporating Developmentally Appropriate Learning Opportunities to Assess Impact of Life Skill Development*. Ames: Iowa State University Extension and Outreach.

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