



NATIONAL 4-H CONGRESS APPLICATION TIP SHEET

1. Include everything requested:
 - Cover page (include Name, Address, County and Photo)
 - 4-H Project & Activity Summary
 - 4-H Story
 - Two letters of reference
2. Do not include any extra items, such as newspaper clippings, lists of honors or awards or extra letters of reference.
3. Following the formatting instructions as closely as possible.
4. Take advantage of the space available for your Project & Activity Summary to show the scope and sequence of your 4-H experiences. Your summary should include the following sections:
 - TOPIC 1. 4-H GOALS.** State your major goals. Include general 4-H goals, personal goals and goals for specific project areas. These may include goals from your early years as well as current and future goals. Information presented in the rest of your resume packet should show evidence that you have met or are meeting these goals.
 - TOPIC 2. ACCOMPLISHMENTS AND KNOWLEDGE LEARNED.** What have you accomplished and learned as a result of your participation in 4-H? Include the most important things you have learned and show how your project or involvement has grown and progressed. Also show how you have helped others learn and grow (e.g., Teen Leader activities).
 - TOPIC 3. LEADERSHIP AND CITIZENSHIP.** Give examples of ways you have shown leadership, demonstrated cooperation and assistance to others and worked as a team member. This will help show that you are going beyond the minimal requirements, helping others in your club and community, and sharing what you have learned. Have you worked cooperatively with other community programs or agencies to apply your skills and talents? How has this impacted your community?
 - TOPIC 4. COMMUNICATION SUMMARY.** Include significant demonstrations, speeches, media promotion, displays and other 4-H presentations you have given before groups of people. This will show how you have shared what you have learned.
5. List your name and county in the upper right corner of the first page. Your story is an opportunity for you to highlight what you feel to be your most important accomplishments. This is where you can expand on facts and figures by telling what

your experiences have meant to you and how 4-H has influenced your life. Try to convey how your participation in 4-H contributed to your concern for others, and influenced you in school, your use of leisure time, and your career plans. A well-written 4-H story adds warmth and depth to information in the application. It should not just be a re-listing of what has already been said in other parts of your application. If you have overcome an obstacle (minority, physically challenged, low-income) show how your involvement in 4-H or other Extension sponsored youth program has helped you accomplish your goals.

The following outline may be helpful in developing your story. It is divided into parts merely to help you outline what you want to say about yourself. Do not identify these parts in your story. Write in narrative form.

- PART 1: Introduce yourself. You may include your age, interests, parents or guardians, brothers and sisters, where you live, where you go to school.
 - PART 2: Highlight 4-H projects and activities. Include major learning experiences, special interests, unusual situations you encountered, challenges you met, things you have tried successfully or unsuccessfully. Start with those activities, events, etc. relating to the projects you included in your 4-H summary.
 - PART 3: 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 team efforts.
 - PART 4: Describe how 4-H participation has helped you to feel good about yourself, influenced your school and career goals and your use of leisure time. Tell your future plans and career you want to pursue.
6. Letters of reference should be current and written by people who are not related to you.
 7. Late or incomplete applications will not be considered.
 8. If needed, an interview could be scheduled after your application is received.