

Applications Due between: May 1<sup>st</sup> & June 1<sup>st</sup> by 4:30 pm in the Extension Office (turned in by your club)

Note to 4-H Coordinator /Jr. Leader Advisor: Only two Jr. Leader Applications per club may be submitted for the County Jr. Leader Award. Your local Advisory Board Awards & Recognition Committee should make the final selection. The nominee's entire Junior Leader Record is considered for this award, not just their current year's activities. A committee from the county 4-H Advisory Committee will make the final selection for the County Award. The award will be based 50% on contents of Application, 25% on Letters of Recommendation, and 25% Interview.



# **ST. JOSEPH COUNTY**

## **OUTSTANDING 4-H JUNIOR LEADER**

### **AWARD APPLICATION INFORMATION**

*(PLEASE READ CAREFULLY)*

*Note to Jr. Leader: Applications are to be submitted in a 3 ring notebook (binder) form and in the following format. This format must be followed. If you want a copy of this application, make and retain a copy. If chosen for award, Manual and application WILL NOT be returned to you.*

**SECTION 1 – BIO SHEET – Page 1 – To Include:**

Photograph of Yourself	4-H Club
Name	Number of Years in 4-H Club Work
Age	Number of Years in St. Joseph County Jr. Leaders
School Attending	Address
Grade in School	

**SECTION 2 – Jr. Leader Club Work:**

On the attached chart record years and office held as a Junior Leader, prior to June 1<sup>st</sup> of the current year. You can only take credit for offices held at 6<sup>th</sup> grade and above. Include Local & County Clubs that elect officers (example: poultry, sheep, as well as township offices.). The offices include President, Vice President, Secretary, Treasurer, Reporter, Health and Safety and Recreation. Also, list the conferences attended and the years you received your local Outstanding Jr. Leader Award.

*Example:*

List the calendar year you completed Jr. Leaders	Year 2009	Year 2010	Year 2011	Year 2012	Year	Total number of years 4
List the calendar year as Club Director		2010	2011	2012		3
County Jr. Leader President				2012		1
Other County Jr. Leader Offices – List which office		2010 Secretary	2011 Treasurer			

**SECTION 3 – Committee Work:**

Record committee work that you have completed. List year and the name of the committee. (You may add as many copies of this sheet as needed)

*Example:*

Year	Committee	Hours Worked	Leader	Signature
	County Committee Chairperson			
2012	Special Olympics			

**SECTION 4 – Extra Jobs and Activities:**

Extra activities (include this year and previous, starting with current) List as one, all the duties you performed for an activity (example: Township Picnic – found the place, got donations). Do not list separately. *Examples of other jobs or activities: Giving Demonstration or Talks at program meetings, Fish Fry, Information Booth, Project check-in, setting up stalls for the fair ... ..*

*Be sure to include all past activities & jobs from past to present since starting in Jr. Leaders thru June 1<sup>st</sup>. Use the following format – additional pages can be added.*

*Example:*

<b>Activity (Job)</b>	<b>Your Duties (What you did)</b>	<b>Date (When duty performed)</b>	<b>Signature (Adult in charge)</b>
<b>ESB Bldg Set-up</b>	<b>Moved cases to booths</b>	<b>06/22/12</b>	
<b>Twp. Clothing Meeting</b>	<b>Assisted Leader with class</b>	<b>06/13/13</b>	

**SECTION 5 – Cover Letter & Resume:**

1 page cover letter introducing yourself, and resume may not exceed 2 pages. Resume is to include a minimum of 3 life skills that Jr. Leaders helped you develop. Examples of cover letter, resume, and possible life skills attached.

**SECTION 6 – Letters of Recommendation:**

Include a maximum of 3 letters of recommendation. These letters **MUST** be on the attached form letter (or in the same format) and **MUST** be from St. Joseph County 4-H Leaders, Board Members or someone from the District or State 4-H organization.

**SECTION 7 – List Leadership roles outside of the 4-H program:**

Example: Offices held in school or other community organizations.

**SECTION 8 – Essay:**

Explain your efforts and accomplishments, (example: Leadership and Community Service), that support your involvement as a St. Joseph County Jr. Leader. Essay should not exceed 1 page.

**SECTION 9 –Completed Jr. Leader manual from current year, as well as from all past years in descending order with most recent years first:**

Make sure this year’s manual has advisor and superintendent signature and comments.

*Reminder:* If you want a copy of this application, make and retain a copy. If chosen for the award, manual and application **WILL NOT** be returned.

The St. Joseph County 4-H Advisory Committee will interview and make the final selection for the county award, selecting the top two Jr. Leaders.



**ST. JOSEPH COUNTY  
OUTSTANDING 4-H JUNIOR LEADER  
AWARD APPLICATION**

**SECTION 1 – BIO SHEET**

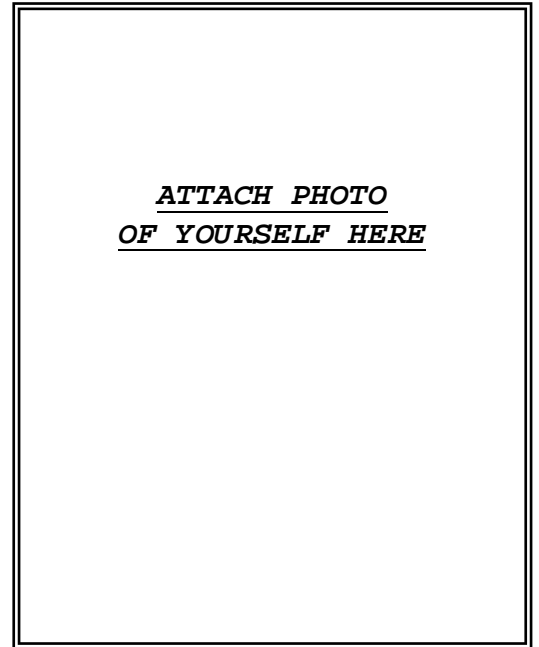
NAME \_\_\_\_\_ AGE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

4-H CLUB \_\_\_\_\_



I have personally prepared this report, believe it to be accurate/correct and release this information for future workshops and education of 4-H.

Signed \_\_\_\_\_  
4-H Jr. Leader

1. Number of years in 4-H Club work (include current year) \_\_\_\_\_
2. Number of years as a Jr. Leader (not including Assistant Jr. Leader time) \_\_\_\_\_
3. Name of school currently attending \_\_\_\_\_
4. Grade in School \_\_\_\_\_

**SECTION 2 – Jr. Leader Club Work:**

On the attached chart record years and office held as a Junior Leader, prior to July 1<sup>st</sup> of the current year. You can only take credit for offices held at 6<sup>th</sup> grade and above. Include Local & County Clubs that elect officers (example: poultry, sheep, as well as township offices). The offices include President, Vice President, Secretary, Treasurer, Reporter, Health and Safety and Recreation. Also, list the conferences attended and the years you received your local Outstanding Jr. Leader Award.

**Example:**

List the calendar year you completed Jr. Leaders	Year	Year	Year	Year	Year	Total number of years





## **SECTION 5 – Cover Letter & Resume:**

1 page cover letter introducing yourself, and resume may not exceed 2 pages. Resume including a minimum of 3 life skills that Jr. Leaders helped you develop. Examples of cover letter, resume, and possible life skills attached.

### **COVER LETTER**

- 1 page introducing your resume.
- 4-6 paragraphs that will make the reader hurry to want to read your resume. (Example on last page)

### **RESUME**

- Share with the reader a minimum of 3 life skills in order of importance as you see them, and that you feel 4-H Jr. Leaders has helped you strengthen.
- Tell what 4-H experience helped you strengthen the skills you listed. (Use action verbs that you can find in the Thesaurus.)
- 4-H experiences must relate to Citizenship, Leadership, and Junior Leaders.

### **LIFE SKILLS**

- Here is only a partial list of some Life Skill categories you might consider:

**Resiliency**  
**Keeping records**  
**Wise use of resources**  
**Character**  
**Self-responsibility**  
**Self-esteem**  
**Self-motivation**  
**Teamwork**  
**Marketable skills**  
**Contribution to group effort**  
**Responsibility**  
**Leadership**  
**Time Management**

**Healthy lifestyle choices**  
**Self-discipline**  
**Managing feelings**  
**Sharing**  
**Empathy**  
**Concern for others**  
**Accepting differences**  
**Conflict resolution**  
**Social skills**  
**Cooperation**  
**Reasoning**  
**Financial Planning**  
**Citizenship**

**Community service volunteering**  
**Nurturing relationships**  
**Planning/Organizing**  
**Goal Setting**  
**Service Learning**  
**Critical thinking**  
**Problem Solving**  
**Decision making**  
**Learning to learn**  
**Personal safety**  
**Stress Management**  
**Teaching**  
**Endurance**

**EXAMPLE OF COVER LETTER PAGE FORMAT TO USE**

**Christine Clover  
100 Clover Lane  
South Bend, IN 46601**

**January 4, 20\_\_**

**Dear Selection Committee:**

**4-6 paragraphs about you, like a job cover letter  
trying to get an interview.**

**Sincerely,**

**Christine Clover**







**SECTION 9 – Completed Jr. Leader manual from current year, as well as from all past years in descending order with most recent years first:**

Make sure this year's manual has advisor and superintendent signature and comments.

*Reminder to Jr. Leader: Applications are to be submitted in a 3 ring notebook (binder). If you want a copy of this application, make and retain a copy. If chosen for the award, Manual and application WILL NOT be returned to you.*

*The St. Joseph County 4-H Advisory Committee will interview and make the final selection for the county award, selecting the top two Jr. Leaders.*