Application Guide – Dan Patch Awards Program

Learn * Lead * Serve

Grades 10 through 13

APPLICATIONS MUST BE POSTMARKED NO LATER THAN APRIL 8, 2017

Phase I finalists (10th grade & up) will be notified by June 1, 2017
Phase II judging (10th grade & up) June 24, 2017, at The Church of St. Philip, Litchfield.

This Guide Includes:
- Phase I application requirements and process
- Phase II requirements and process
- Responsibilities for finalists
- Dan Patch Award application
- Application signature page

Program Purpose:
Annually recognize outstanding youth leadership in the MN 4-H horse program.

What is the Dan Patch Award?
The recipient of the Dan Patch Award is an individual who has exhibited a strong commitment to Learning, Leadership and Service throughout their 4-H career.

The recipients will have exhibited a broad base of Learning, Leadership and Service experiences within the 4-H horse project, other 4-H project areas and within their community.

The recipients will also show a commitment to continuous improvement in their individual life skills and to the 4-H program, especially in the Horse project.

Requirements – Dan Patch Award Program
- Completed 10th grade by the date of the Phase II judging
- Not more than one year past High School graduation
- Enrolled in the MN 4-H Horse or Horseless project for at least 2 years
- At least one year of horse related leadership
- Participated in at least one of the following:
  - Horse Bowl
  - Speech/Demonstration Contest
  - Judging or Hippology Team
  - County leadership workshop, camp or retreat
  - Winter Roundup
  - YELLO or similar county, region, state or national leadership activity

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Phase I
APPLICATION REQUIREMENTS AND PROCESS

- Complete the application packet (see following 2 pages for non-judged and judged materials)
- You must mail the required copies to:
  Emma Haugen
  3239 W Highway 40
  Appleton, MN 56208
- When your application packet has been received, you will be sent a confirmation email. If you do not receive a confirmation **one week** after you send in your packet please contact: Emma Haugen: 320-293-8771 or hotforspotz_15@hotmail.com
- The email address you provide on your application will be used to provide notification of Phase I judging results and to provide additional information to Phase II participants prior to the event. Please be sure you provide a reliable email address or alternate method of communication.

**Dan Patch 10th grade and up applicants with the top 20 Resume & Portfolio rankings from Phase I will be invited to participate in Phase II of the selection process.**

**Phase I Results for the Dan Patch Award (10th grade and up)** will be communicated to the eligible applicants by e-mail (or by phone if e-mail is not available) on or before June 1st. **Phase I Results for all other age groups** will be communicated with all Dan Patch results. This date will be no sooner than 1 week after the Phase II Judging. **National Leadership trip information** will be communicated with the final results.

**APPLICATION PACKET**

**Non-judged requirements**

- 1 Photograph
  - Wallet size, head & shoulders, suitable for publication
  - Glossy photographs are preferred, textured photographs do not scan well
  - Write name on back of photograph
  - DO NOT send a plain paper print of a digital photograph
  - If you would like to email a photograph, please email it to Emma Haugen at hotforspotz_15@hotmail.com

- 1 Application form
- 1 Signature page (with Appropriate signatures)

The email address you provide on your application will be used to provide notification of Phase I finalists (20 applicants) and provide additional information to Phase II applicants prior to the event. Please be sure you provide a reliable e-mail address or alternate method of communication. Printing the information clearly is key.
APPLICATION PACKET
Judged requirements

COVER LETTER, RESUME AND PORTFOLIO

Purpose: Evaluate writing abilities and personal development

Life skills: Preparation of materials that are commonly used to secure employment

Requirements: Four (4) sets of the following:

Materials MUST be arranged as follows)

Cover Letter & Resume
✔ 1 page, cover letter
✔ 1 to 2 pages of resume

Portfolio
✔ A maximum of 8 pages of Portfolio
  o Focus on Learning, Leadership and Service.
  o Describe specific leadership skills mastered, how you applied these skills to help others as well as yourself.
  o How were these skills used in working with others and being of service to your “Community”?
  o Describe your most significant experience in the 4-H Horse Project and activities, knowledge gained, the highlights, your successes and failures.
  o This is your story; it should expand on and explain your resume further
  o You may include appropriate photographs.
  o You may include a cover page. It will not be counted in the 8 page limit.

All materials to be judged should not exceed 12 pages, may not be stapled, punched or paper clipped.

Please consider readability when choosing a font. The font should be 10 point or higher. Applicant names should appear on each page submitted, either in a footing or heading.

MATERIALS MUST BE IN A SIMPLE CLEAR REPORT COVER WITH SLIDE ON SPINE.

All materials in a set (cover letter, resume and portfolio) should be in the same cover. The submission should include 4 report covers with their contents and the application (non-judged) materials.

Applications that do not follow these requirements will be severely penalized or disqualified.
Phase II

EVALUATION DAY: JUNE 24, 2017 AT THE CHURCH OF ST. PHILIP, LITCHFIELD.

Phase I Finalists (10th grade and up division) must participate in evaluation day to be eligible for the Dan Patch award trips.

- Finalists participate in 3 separate evaluation sessions:
  - Personal Interviews (20 minutes)
  - Group Problems (45 minutes)
  - Presentations (7-10 minutes)
- Time will be available for networking with other Finalists
- Resume and portfolio coaching will be available
- Results will be posted on the website and an email will be sent to all Phase II participants no sooner than 5 working days and not more than 14 days after the contest. If you have not received notification within 14 days please check the website or contact the committee chairs.

Tentative Schedule:

- Arrival deadline: 8 a.m.
- Check in and orientation: 8 – 9 a.m.
- Judging: 9 a.m. – 12 noon
- Lunch Break: 12 noon - 12:30 p.m. (lunch will be furnished)
- Judging: 12:30 – 4:30 p.m.
- Wrap Up and Feedback: 4:30 – 5 p.m.

Applicants who miss their scheduled time will not be allowed to make it up unless the evaluation process scheduling is at fault. Applicants are expected to stay all day but are not required to.

Resumes and Portfolios will be returned during the coaching session.

Feedback

- Applicants and their parents are asked to fill out an anonymous survey to help the committee maintain and improve the quality of the event.
- Judges will also be asked to provide feedback to the committee.
Evaluation Day Components

PERSONAL INTERVIEW (20 MINUTES)

**Purpose:** Evaluate applicant’s ability to articulate personal knowledge and experiences, and present them in a professional manner

**Life skills:** Opportunity to participate in a selection processes much like a job interview

**Procedure:**
- The interview judges will choose 5-6 questions to be asked of applicants. Expect the questions to be similar to those in an employment interview.
- Judges will be directed to ask questions that encourage the applicant to apply their specific experiences to the areas of leadership that are being evaluated.
- Applicants may also be asked to expand on information stated in their submitted materials. Interviews will be timed for scheduling purposes.
- Applicants should be dressed in professional clothing for the interview.

**Requirements:** All Applicants must participate in the personal interview

GROUP PROBLEM (45 MINUTES)*

**Purpose:** To evaluate the applicant’s ability to productively and appropriately interact in a group (PDC like) setting, and produce a solution to a potentially controversial problem.

**Life Skills:** Development of “team player” and problem solving skills – often required to maintain employment

**Procedure:**
- The 3-judge panel will write group interview questions. Each judge will evaluate and rank each applicant separately.
- Group Interviews will proceed as follows:
  - Group problem discussion (15 minutes)
  - Clarification of the question may be asked any time during this discussion process.
  - Formulate an answer (10 minutes)
    - A timer will be used to signify the end of each part of the process
  - Designate a spokes person
    - (Being designated as the spokesperson does not increase your score)
  - Present the answer (5 minutes)
    - The Judges may ask for clarification or other elaboration of the answer.
  - Open-ended question (15 minutes)
    - An additional question will be asked of the group, and discussion will be incorporated into feedback given by the judges.

**Requirements:**
- All applicants are required to participate in the group problem process
Staged “practice” problem discussions with other group members are prohibited prior to the interview. This type of staging will be reported to the judges and applicants may be penalized at the judge's discretion.

PRESENTATION (7-10 MINUTES)*

Purpose: To evaluate the applicant’s ability to articulate Equine industry knowledge.

Life Skills: Acquire the skills necessary to articulate, research, present and justify facts. In the work world these skills may be necessary to provide key leadership on a project, secure promotion, or secure a current position.

Procedure:

- Each applicant has 5 minutes to set up, 10 minutes to present, 3-5 minutes to state references, answer questions and clean up.
- Applicants are encouraged to have back up materials if they are using electronic props and should become thoroughly familiar with the product they are using.

Presentation Requirements:

- The subject matter must pertain to the horse industry.
  - Presentations not appropriately related to the horse industry can be penalized at the discretion of the judges.
  - A difficulty component will be added to the scoring sheet.
- Presentations may be either in the form of a demonstration or illustrated talk. No live animals may be used. Applicants may use notes. However, at the judge's discretion, excessive use of notes may be penalized.
- Creative audio visual aids may be used, but the applicant must be involved in making or designing them.
- Introduce yourself by name and presentation topic. Videotaping of the presentations is prohibited, and spectators are not permitted in the presentation room.
- **Presentations must be 7-10 minutes long.** One point will be deducted from the total score for each minute or fraction of a minute, under 7 or over 10 minutes. A 10-minute kitchen timer will time presentations; an alarm will sound at the end of 10 minutes.
- Applicants **must** cite their major reference materials at the end of the presentation. (not counted in the allotted time)
- Responses to the judge's questions will be considered in judging. Question time will not be counted in the allotted 10 minutes. Applicants may repeat the question then answer it.
- The following Presentation materials will be available:
  - PC, screen and projector for PowerPoint presentations (MS Windows operating system only; please save your presentations in PowerPoint 2010 or earlier.)
  - easel, black or white board, tables.
- Applicants should provide all other materials.
RESPONSIBILITIES FOR FINALISTS

The Dan Patch recipient:
- Will be present at the current year’s State 4-H Horse Show to accept the award, lead the Grand Entry parade and carry the American Flag.
- Is encouraged to represent the Minnesota 4-H Horse Project at the event chosen by the MN 4-H Horse PDC as Minnesota’s leading delegate of National Leadership trip recipients.
- Will coordinate the finalists for the state show, including but not limited to equipment coordination, shirt selection and ordering and other general team building.
- Will coordinate the planning and scheduling for the group pictures at the show.

All Finalists:
- Will POSITIVELY represent 4-H, Minnesota 4-H Horse PDC and the University of Minnesota 4-H Youth Development Program through their appearance, herdsmanship and behavior during the state show and all other appearances.
- Grand Entry parade
  - Lead the Grand Entry parade and carry flags at the 4-H State Horse Show.
  - The Dan Patch award recipient will carry the American Flag.
  - The 1st and 2nd place runners up will carry the Minnesota Flag and the 4-H Flag.
  - All other finalists will carry 4-H Pennants.
  - The awards will be presented in conjunction with the Grand Entry parade.
  - Finalists are expected to use a safe and reliable mount for Grand Entry. You may borrow a horse if your horse is not comfortable with flags and crowds.
  - Flag boots are not provided. (You must have one)

State Show Trips
- All finalists in the 10th grade and up division may show in any State Horse Show class they have received a blue ribbon in with the horse they showed at their current year’s county show, including training program. (This horse must be state show eligible)
- These trips are not part of any county quota.
- Trip winners may only show one horse in horse show classes, with the exception of step and level 6 tests. See the State Horse Show handbook for details on stalling of additional horses.

Stalling
- All Dan Patch program state trip winners will be stalled in the center aisle of the horse barn.
- You are expected to decorate your stall and will have tack stalls to share.
- You may choose to coordinate your decorations or decorate individually.
- While not being judged on herdsmanship, everyone will be walking past your stalls.
- Stalls will be assigned by the co-chairs and will be sent to the finalists and their parents prior to the show.
Dan Patch Award Application

Postmarked by April 8th – no late entries accepted
You will receive a confirmation notice when your application is received

| Grade completed before July of 2017 | ________________ |
| Age on January 1, 2017 | ________________ |
| Birth date (Month/Day/Year) | ________________ |

Name: ______________________ First Initial Last

Home Address ____________________________________________________

County ______________________

Home Telephone (_____) ____________ School/Work (_____) ____________

E-mail address ____________________________________________________

E-mail address of parent for results notification ______________________

Subject of Presentation: ___________________________________________

Writing your topic here DOES NOT mean it will be your final topic. This is to help us find judges familiar with your topics.

If you don’t receive a confirmation within one week of expected delivery date contact:

Emma Haugen: 320-293-8771 or hotforspotz.15@hotmail.com

Achievement level most recently completed __________

Number of years as a 4-H Horse/less project member __________

Year you joined 4-H _________ Number of years in 4-H __________

The following items MUST be included with this application form*

- Signature page*
- A larger wallet size photo suitable for publication with your name on the back*
- 4 copies of your resume & portfolio with cover letter, each copy in its own cover

*Items may be placed in a separate envelope or page protector for safe handling

Mail to: Emma Haugen
3239 W Highway 40
Appleton, MN 56208
Applicant
I have enclosed this signature page, application form, and pictures suitable for publication. **Four (4)** copies each of cover letter, Resume and Portfolio in clear report covers.

I have personally prepared this application and all related materials and certify all of the information is current and accurate. I have met all eligibility requirements and understand my responsibilities as an applicant.

Signature of Applicant ___________________________ Date ______________

Parent
I/We have reviewed this application and all related materials and believe it to be correct. I am aware of the requirements for this award and believe that the applicant is eligible.

Parent/Guardian ___________________________ Date ______________

Club Leader
I have reviewed this application (including resume and portfolio) and believe it to be correct.

This applicant is an active member of ____________________________ 4-H club.

4-H Club Leader/ Contact Leader ___________________________ Date ______________

Printed Name ___________________________ Phone# or email __________________

Project Leader
I have reviewed this application (including resume and portfolio) and believe it to be correct. This applicant has been an active member of the 4-H horse project for **2 or more years** and has participated in Leadership training (i.e. YELLO, Winter Round-up) OR participated on a Bowl, Judging or Hippology team.

4-H Horse Project Volunteer Leader ___________________________ Date ______________

Printed Name ___________________________ Phone# or email __________________

County Program Coordinator/Extension Educator
I have reviewed this application (including resume and portfolio) and believe it to be correct. I am aware of the requirements for this award and believe that the applicant is eligible. I also certify that the people signing above are recognized County Leaders for the Horse Project and for the applicant's 4-H Club.

County Program Coordinator or Extension Educator ___________________________ Date ______________

Printed Name ___________________________ Phone# or email __________________

Mail to:      Emma Haugen, 3239 W Highway 40, Appleton, MN 56208