Application Guide – Youth Leadership Awards Program

Learn * Lead * Serve
Grades 6 through 9

APPLICATIONS MUST BE POSTMARKED NO LATER THAN APRIL 8, 2017

This Guide Includes:
- Leadership Award application requirements and process
- Leadership Award application
- Application signature page

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

What is the Youth Leadership Program?
Recipients of State Horse Show Leadership Trips are individuals who exhibit a strong commitment to Learning, Leadership and Service throughout their 4-H career.

Recipients demonstrate a broad base of Learning, Leadership and Service experiences within the 4-H horse project, other 4-H project areas and within their community.

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

Requirements:
- At least one per year of horse related Leadership
- Completing or have completed 6th grade by July 1st of the contest year
- 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
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 did not provide an email address on your application please provide 2 self-addressed, stamped envelopes in your packet and mark one “confirmation” & the other “results” in the lower left hand corner.

- 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 communicate results of the judging. Please be sure you provide a reliable email address or alternate method of communication.

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
  - 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)
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.
RESPONSIBILITIES FOR FINALISTS

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.
- The six leadership trip winners will be recognized in the center ring during the awards portion of the Grand Entry and will assist in the presentation of awards to the Dan Patch top ten award winners.
- Leadership trip winners will be included in the group photographs taken at the state show. Dan Patch award winners will coordinate a time for those photographs.

State Show Trips
- All state show leadership trip winners (the top 6) 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 state show leadership trip winners will be stalled in the center aisle of the horse barn with the Dan Patch top ten youth.
- 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.
State Leadership Trip 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 (___) ____________

Email address ____________________________

Email address of parent for results notification ____________________________

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
Signature Page
(Signatures required)

Applicant
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

© 2017 Regents of the University of Minnesota. All rights reserved. University of Minnesota Extension is an equal opportunity educator and employer. In accordance with the Americans with Disabilities Act, this material is available in alternative formats upon request. Direct requests to 612-624-2116.

Printed on recycled and recyclable paper with at least 10 percent postconsumer waste material.