



**SOUTH DAKOTA STATE
UNIVERSITY EXTENSION**

South Dakota 4-H Trip Application to the National 4-H Conference



Members of the South Dakota 4-H Program, have the opportunity to apply for National 4-H Conference scheduled for April 19-24, 2024, at the Hyatt Regency Crystal City in Arlington, Virginia. Youth must be 16-18 years old by the date of the event to apply. Applications need to be submitted to the applicant's 4-H Youth Program Advisor. Upon approval, the 4-H Youth Program Advisor submits the signed application, via email or USPS mail, to the State 4-H Office by January 22, 2024. A designated committee of 4-H Youth Development professionals and/or previous trip participants will review applications and notify youth if they are selected to attend National 4-H Conference as a delegate.

NOTE: 4-H youth in South Dakota are awarded one trip per calendar year to represent the State 4-H Program at a national 4-H event/conference. Eligible youth may reapply in future years for trips in which they have not yet participated.

Application Process. To apply for this trip, applicants and 4-H Youth Program Advisors need to submit a portfolio of the following items. DO NOT SUBMIT the member's 4-H Journal or 4-H Record Books as part of this application.

- Cover letter (*one typewritten 8½" x 11" page with one-inch margins, using a 12 point font; sample copy is provided in this packet – please replace with applicant's cover letter*)
 - Describe your definition of 4-H Citizenship and Community Service.
 - Describe what you learned through 4-H Citizenship and Community Service that makes you a better person and citizen for your club, community, country and world.
- Résumé (*one typewritten 8½" x 11" page with one-inch margins, using a 12 point font; sample copy is provided in this packet – please replace with applicant's résumé*)
 - List the 4-H member's name, complete address, county, contact information including email address and phone numbers.
 - Describe the size and scope of two of your 4-H project areas, focusing on goals set/achieved and skills/knowledge gained.
 - Describe the leadership skills you have attained through 4-H activities, events and opportunities.
- One Page of Photos (*Optional*) with captions showing 4-H leadership work and accomplishments.
- Non-Confidential Letter of Recommendation (*commenting on skills relevant to your selection*) from one of the following:
 - 4-H Club Leader
 - 4-H Youth Program Advisor
 - School employee
 - Employer
 - Pastor
- Checklist completed with required signatures.

Participants are responsible for the entire cost of the trip. The price to attend National 4-H Conference will be determined when the registration fee has been announced and the number of youth attending from South Dakota has been determined. Potential costs for four youth to go is \$3,300.00 per youth.

The National 4-H Conference is pleased to offer financial assistance to 4-H youth and adult chaperones to maximize opportunities for those who otherwise would not be able to attend Conference. The Scholarship Form, can be found at nifa.usda.gov/sites/default/files/2023-11/2024%20National%204-H%20Conference%20Scholarship%20Form_English-508.pdf. For more information, email National4-HConference@usda.gov, subject line "National 4-H Conference Scholarship Program". The deadline to submit scholarship forms is Friday, January 19 at 11:59 p.m. Eastern.

Plan of Action. At the conclusion of the trip, delegates will create, with the guidance from their trip chaperone(s), and implement a plan of action. The plan of action describes how delegates intend to benefit/inform others of 4-H opportunities related to Citizenship and Community Service.

For more details about National 4-H Conference, please review information at <https://4-h.org/parents/national-4-h-conference/>. You may also contact the South Dakota State 4-H Office using the contact information above.

SD 4-H Trip Application to the National 4-H Conference COVER LETTER

{Type youth's USPS mailing address}

{Type City, State and Zip Code}

{Type date of letter}

Dear State 4-H Office,

{In the opening paragraph, applicants should explain what they are applying for.}

{In the second paragraph, applicants should describe their understanding of citizenship and community service.}

{In the closing paragraph, applicants should include other relevant information they think is important along with current contact information (e.g., phone number, email address).}

Sincerely,

{Type the applicant's name.}

Enclosures

SD 4-H Trip Application to the National 4-H Conference RÉSUMÉ

{USPS mailing address}
 {City, State & Zip Code}
 {Phone number(s)}
 {Email address(es)}

{Name of 4-H Member}

Club Work {Years of membership} {County}

{Club Name}
 • {Primary interest area}

Project Areas {Years in Project #1} {Project Area}

{Main Focus Within Project Area}
 • {Size and scope of project area}
 • {Goals originally set for project area}
 • {Goal achievements}
 • {Current/future goals for project area}
 • {Knowledge and skills gained}

{Years in Project #2} {Project Area}

{Main Focus Within Project Area}
 • {Size and scope of project area}
 • {Goals originally set for project area}
 • {Goal achievements}
 • {Current/future goals for project area}
 • {Knowledge and skills gained}

Leadership Skills {Where/Location} {4-H Activity/Event/Opportunity}

{Leadership Skill}
 • {Who, if applicable}
 • {What, if applicable}
 • {Where, if applicable}
 • {When, if applicable}
 • {Why, if applicable}

{Where/Location} {4-H Activity/Event/Opportunity}

{Leadership Skill}
 • {Who, if applicable}
 • {What, if applicable}
 • {Where, if applicable}
 • {When, if applicable}
 • {Why, if applicable}

Education {Dates} {School} {City, State}

G.P.A. {0.00} on a {0.00} scale

Interests/Organizations {Listing of other activities}

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CHECKLIST FOR:

- Cover Letter (*one typewritten 8½" x 11" page with one-inch margins, using a 12 point font*)
- Résumé (*one typewritten 8½" x 11" page with one-inch margins, using a 12 point font*)
- One Page of Photos (*Optional*) with captions showing 4-H leadership work and accomplishments
- Non-Confidential Letter of Recommendation from 4-H Youth Program Advisor, School Employee, Employer or Pastor
- Checklist (*this document*)

Upon completing this checklist (including obtaining the signatures below), applicants should submit this application packet in one of the following ways (please check which method(s) you are using).

- Scan all documents (listed above) and submit them as attachments in an email message to sdsu.4h@sdstate.edu with 2024 4-H Conference Application typed in the subject line.
- Mail the original hard copies of all documents (listed above) to the State 4-H Office at State 4-H Office, SAG 121, Box 2207E, SDSU, Brookings, SD 57007. In the lower left corner of the envelope, write 2024 4-H Conference Application.

Required Signatures

_____ 4-H Member

_____ 4-H Member's Parent/Guardian

_____ 4-H Member's Club Leader

_____ County 4-H Youth Program Advisor

REMINDER: At the conclusion of the trip, delegates will create, with the guidance from their trip chaperone(s), and implement a plan of action. The plan of action describes how delegates intend to benefit/inform others of 4-H opportunities related to Citizenship and Community Service.