

Instructions for Iowa 4-H Scholarships 2020

Applications Open November 20, 2019 through February 1, 2020

Due Dates:

February 1 for most 4-H Scholarships

March 1, 2020 for Hills Bank Leadership Scholarships

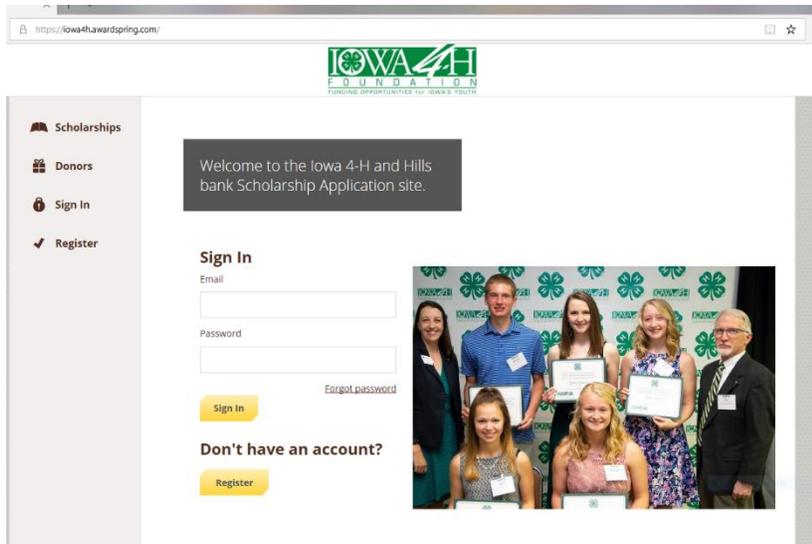
March 15 for Lloyd, Inc. Scholarships

The Iowa 4-H Scholarship program is designed to encourage Iowa 4-H members to continue their education beyond high school.

Iowa 4-H'ers participating in any 4-H and youth educational program are eligible to apply for 4-H scholarships if they meet eligibility requirements. **Check the *Iowa 4-H Scholarship List* carefully for eligibility specifics relating to each scholarship.** Applicants must enroll as a full-time student (minimum of 12 credit hours) to receive scholarship awards.

Unless otherwise stated, scholarship recipients will forfeit their award if they make changes to schools or majors that are not included in the scholarship criteria. Scholarships and amounts awarded are contingent on continued funding by award donors.

The Link to the Award Spring application site is <https://iowa4h.awardspring.com/>



The screenshot shows the Iowa 4-H Scholarship Application website. The browser address bar displays <https://iowa4h.awardspring.com/>. The website header includes the Iowa 4-H Foundation logo with the tagline "FUNDING OPPORTUNITIES FOR IOWA'S YOUTH". A left-hand navigation menu contains the following items: Scholarships (with a ribbon icon), Donors (with a gift icon), Sign In (with a person icon), and Register (with a checkmark icon). The main content area features a dark grey banner with the text "Welcome to the Iowa 4-H and Hills bank Scholarship Application site." Below this is a "Sign In" section with input fields for "Email" and "Password", a "Forgot password" link, and a yellow "Sign In" button. Below the sign-in section is a "Don't have an account?" section with a yellow "Register" button. To the right of the sign-in section is a photograph of a group of seven people, including several young women holding certificates, standing in front of a backdrop with the Iowa 4-H logo.

1. **The 4-H'er is responsible for completing the scholarship application. 4-H members must complete the application process, using their personal e-mail and password. Applications with the names of parents or guardians will be disqualified.**

2. **Online application materials, essays, transcripts and the required 2 letters of recommendation, must be submitted online through the Awards Spring system no later than 11:59 PM February 1, 2020 to be considered.** It is important to plan ahead in regards to completing the application and submitting the required documents, including the letters of recommendation from references. Waiting until February 1st to begin this process is NOT RECOMMENDED.
3. 4-H Scholarships are for high school seniors (will be college freshman fall 2020) and for current college students.
4. The following items are required with application: (all items will be submitted online)
 - a. Current, complete an **UNOFFICIAL** grade transcript (include Fall 2019 grades) (to be uploaded with application)
 - b. **For Freshman Application, if college courses were taken in high school** and are not listed on the uploaded high school transcript, upload a separate list of courses taken with known grades, or upload a copy of college transcript(s) or student grade report(s). **NOTE:** Multiple transcripts can be uploaded on a single application form.
 - c. Two letters of recommendation: (to be submitted online by the reference).
 - one from an Extension staff member or 4-H volunteer and
 - one from a school/college academic advisor or teacher or other individual of the applicant's choice.[**OR** college undergraduates may submit **both** letters from academic advisors.]
 - d. Applicants will have the opportunity to submit up to 6 references who can supply a letter of recommendation. Two (2) letters of recommendation are required.

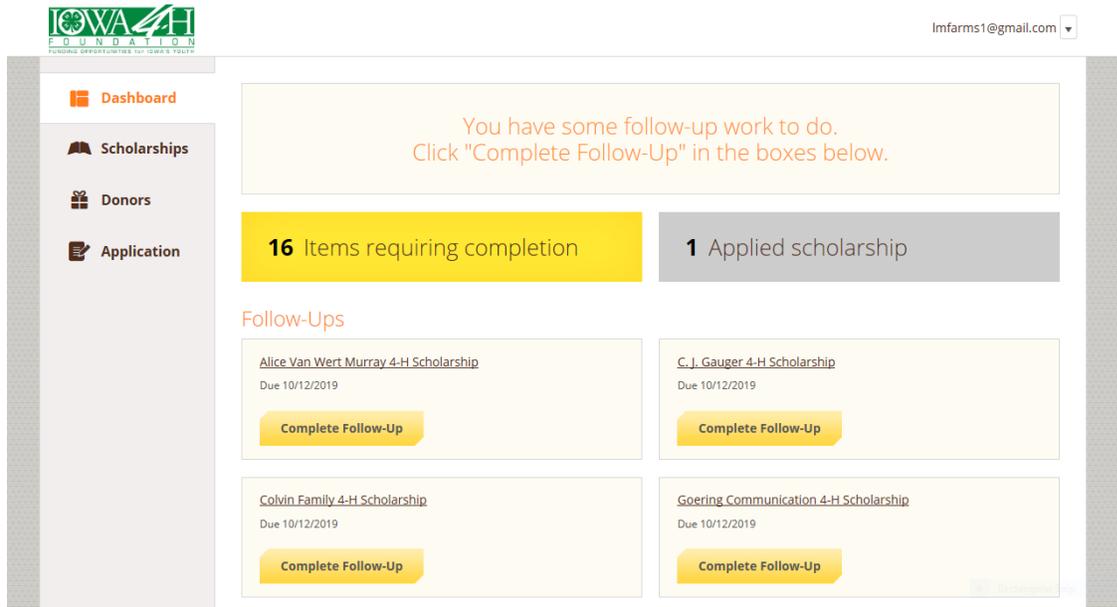
5. Letters of recommendation must be submitted through the Awards Spring System. Applicants will submit the e-mail addresses of the appropriate references. The system will then send an e-mail requesting the letters of recommendation directly from the references. The references will receive an e-mail with instructions on how to complete the task. Two letters of recommendation are required, however applicants can provide names and e-mails up to six (6) references.

Letters of recommendation must be submitted electronically and come directly from your reference. Please note that the letters of recommendation requests may land in spam or junk mail of the references. It might be helpful for applicants to contact the references personally. Some of the references may not be able to send letters back due to firewalls on their computer. Suggest trying another computer or smart phone and the letters will probably go onto the system without issue.

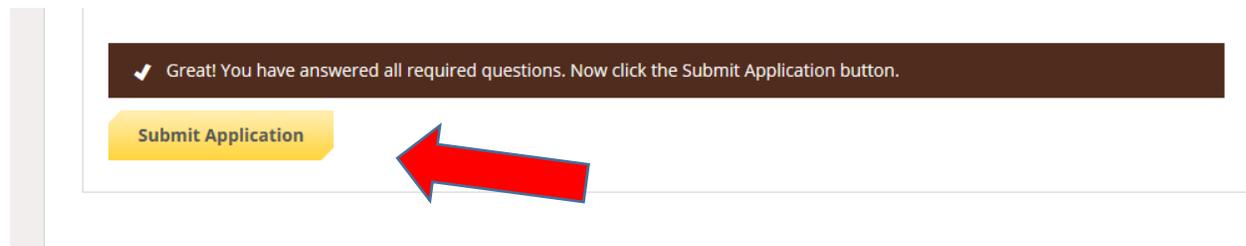
6. Refer to the Iowa 4-H Scholarship Listing for Fall 2020 for individual scholarship eligibility requirements and special criteria. There will be an initial set of questions to be answered that will determine which scholarships the student is eligible to apply to. Each field throughout the application will need to have something in the field in order to advance to the next step. **Some scholarships may have additional questions or essays to complete once the eligibility has been determined. Applications are not complete until all additional questions/essays are submitted.**

7. All confirmed 4-H scholarships are listed including eligibility requirements and criteria. Announcements of scholarships will be sent to the county Extension offices and news media.

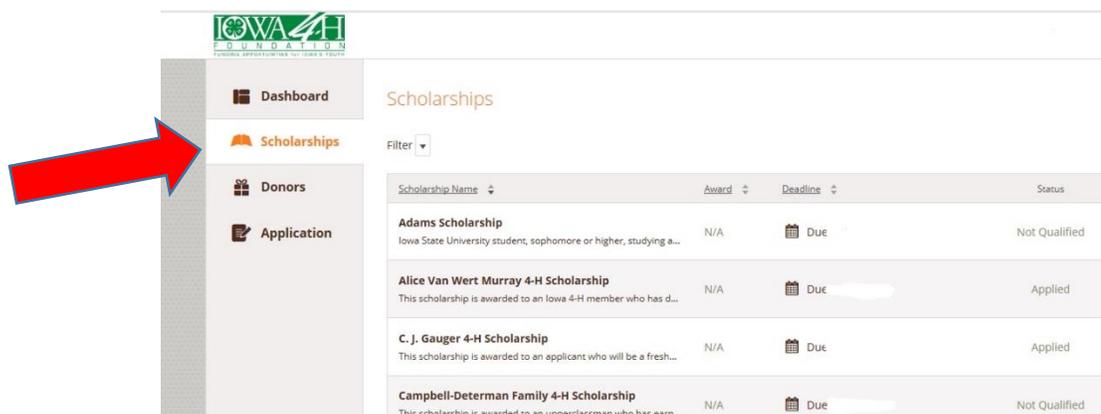
8. Once the initial application is complete, students should return to the “dashboard” in order to see the scholarships which they have qualified to apply. Some scholarships will have additional questions to complete.



9. Once all questions for the scholarships have been completed, please remember to hit the “Submit Application” button at the bottom.



You then can also return to the scholarship tab to review the scholarship that you qualified for and the scholarships that you completed.



10. Only ONE online application form is needed for all 4-H scholarships listed for which the applicant is eligible. 4-H'ers will be considered for all scholarships they are eligible to receive. Only **one** 4-H Scholarship will be awarded to a 4-H member in any one academic year.

11. Evaluation Criteria (to be used as a guideline—individual scholarships may vary)

% Value	
4-H Participation/Service	40 %
Goals and Future Plans	20 %
School Participation	10 %
Community Service Participation	10%
Character	20 %
Need	10 %

12. Each field in the application must contain something, a “0” or “N/A” will suffice for those questions that do not apply to the applicant or they do not know the answer.

Please note that in the past some donors have discontinued their scholarship funding due to recipients not attending the reception or if they have not received a thank you note from the recipient. Therefore, thank you notes are now a requirement prior to funds are distributed. Please see *Components of a Good Thank You Note* at the end of this document.

Direct questions to Mary Clancy, clancy@iastate.edu, (712) 830-1321. Please feel free to call or text any time between 10 a.m. and 9 p.m.

Computer related questions can be directed to Award Spring Support Line
Email support@awardspring.com | **Phone** 888.258.5628, option 2

Helpful Hints for Preparing Iowa 4-H Scholarships

Please keep in mind that the 4-H Scholarships and the Hills Bank Leadership Scholarships are using the same application system. The two scholarship programs requirements are different, and so are the instructions for some of the requested items, such as transcripts and letters of recommendation. Please read the specific instructions for the specific scholarships in which you are applying.

Your attention to detail and inclusion of specific information will help the selection committee consider each application to identify the most worthy applicant(s).

Application material must be submitted online no later than 11:59 PM February 1, 2020 to be considered.

Helpful Hints

- Gather all needed information before starting the online application.
- Include current, complete grade transcript (include Fall 2019 grades/classes if possible). **For Freshman Application, if college courses were taken in high school** and are not listed on the uploaded high school transcript, upload a separate list of courses taken with known grades, or upload a copy of college transcript(s) or student grade report(s).
- Complete SAT and/or ACT or other college entrance exam scores. (If not available please explain on form.)
- Each field throughout the application will need to have something in the field in order to advance to the next step
- Financial need— Describe family income, unemployment, special circumstances, health, or other unexpected financial concerns. Include any facts you can to tell your financial needs and plans for financing advanced education.
- Include involvement in school, church, community, and college.
- **Letters of recommendation - confide in those who write recommendations for you the specific information that will help them more effectively support your application.**
 - **All letters of recommendation will be submitted electronically through the Awards Spring system by the references. The references must have a valid and working e-mail address.**
 - **Once the proper e-mails have been inputted into the system, the system will generate an e-mail to the references providing them with instructions on how to submit the letters of recommendation into the system.**

- **Applicants can submit up to six references, but need a minimum of 2 references that will each submit a letter of recommendation. 2 letters of recommendation are required.**
- **On occasion, the e-mail sent to the reference will land in their spam e-mail. Applicants should notify the references in advance of the request so that they can be looking for the e-mail.**
- **See *Components of a Good Reference Letter* at the end of this document**

Scholarship Application questions:

- Explain any unusual family or financial circumstances.
- How do you plan to finance your college education?
- What are your future goals and how will a college education help you attain them?
- Describe your high school and community activities outside of 4-H. Include leadership, citizenship and communication experiences.
- Describe your most important 4-H experiences, accomplishments and contributions.
- Explain if and how 4-H influenced your college choice as well as your educational, career, and personal goals.
- Provide any other personal information you believe the selection committee should know when considering your application. Tell us what makes you a qualified candidate for a 4-H scholarship.
- How has your 4-H experience helped you in your college coursework and/or influenced your involvement in college activities?
- Describe your most important 4-H experiences, accomplishments and contributions.
- What impact has 4-H had on your educational, career or personal goals? Include any other personal information you believe the selection committee should know when considering your application. Tell us what makes you a qualified candidate for a 4-H scholarship.
- Of the 4 H's, head, heart, hands and health, which one is most important to you personally and why?

Note: Selected scholarships may have additional questions related to participation and leadership in specific projects or activities.

Scholarship Specific Questions:

- Colvin – Describe how you have taken your own road to best fully experience 4-H and life.
- DeVries – Describe how important growing up on a family farm was/is to you, your future career and your work ethic.
- Goering – Describe your participation and leadership in the 4-H Communication project.
- Oster – Describe your experience in journalism.
- Kiser – Describe your participation and leadership in the 4-H Horse project.
- Pence Communication – Describe your participation and leadership in the 4-H Communication project.
- Pence Visual Arts – Describe your participation and leadership in the 4-H Visual Arts project.
- Peterson – Describe your work ethic and sense of adventure.
- NW Iowa Golf – Describe your community involvement and leadership within the specified counties in NW Iowa.
- Tobin - Please share what leadership means to you. What was your most meaningful 4-H leadership experience and why did it mean so much to you personally. Describe your 4-H participation in leadership. What leadership skills did you gain personally?
- Mahr Family Scholarship – Focus on a community service project related to college, field of study or community. Please see examples from past projects.

Mahr Community Service Example #1 - Scholarship recipient led the planning and development of the Ames Pet food Bank to provide pet food commodities for area qualified families to help care for their family pets. An immense amount of coordination was necessary to provide physical space, sourcing and stocking of animal food products, and identifying the people and equipment needed to establish the pet food bank and make it accessible to families in need.

Mahr Community Service Example #2 - Scholarship recipient developed a time management plan designed for students to utilize their time in the most efficient manner to optimize their needs for study, extracurricular, and personal time. This plan was presented to student groups on the campus of Iowa State University that emphasized excellence in student leadership development.

Mahr Community Service Example # 3 - Scholarship recipient utilized her abundant energy and leadership skills to organize a day for young women to gain information on becoming involved in the study of agriculture science and becoming leaders in the agriculture community at all levels. These events were developed as a day-long production of FARM-HER for high school and beginning college students, and have been presented on agriculture college campuses thr

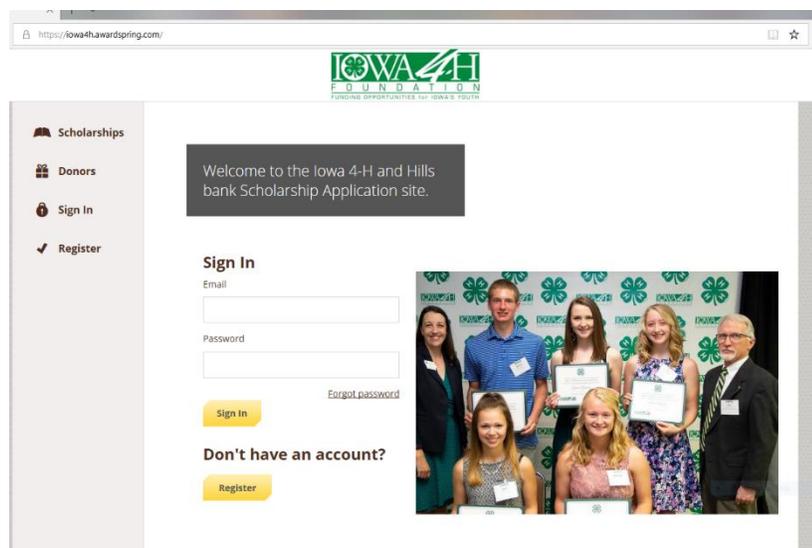
Hills Bank Leadership Program

The Hills Bank Leadership Program is for juniors in high school in the Hills Bank Service Area. This area includes the following counties: Benton, Cedar, Iowa, Johnson, Jones, Keokuk, Linn, Louisa, Muscatine, and Washington. Potential Participants apply as juniors, and participate in leadership training sponsored by Hills Bank. Upon completion of the leadership courses, each participant receives a \$1,000 scholarship. The scholarships are for students applying to a two or four year college or university in the state of Iowa. Twenty students are selected for the program.

The Hills Bank Leadership Program utilizes the same on-line application system as the Iowa 4-H Scholarships. Applicants will see directions for the Hills Bank application as well as the Iowa 4-H Foundation Scholarships. Please keep in mind that they are two separate programs utilizing the same on-line system.

Please note that the Hills Bank leadership program is for current **JUNIORS** in high school. The Iowa 4-H Scholarships are for incoming college freshman or current college undergraduates.

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NOTE: Multiple transcripts can be uploaded on a single application form.

b. Two letters of recommendation: (to be submitted online by the reference). Letters may come from a school/college academic advisor, teacher, community or civic leader or other individual of the applicant’s choice.

- o All letters of recommendation will be submitted electronically through the Awards Spring system by the references. The references must have a valid and working e-mail address.
- o Once the proper e-mails have been inputted into the system, the system will generate an e-mail to the references providing them with instructions on how to submit the letters of recommendation into the system.
- o Applicants can submit up to six references, but need a minimum of 2 letters of recommendation.
- o On occasion, the e-mail sent to the reference will land in their spam e-mail. Applicants should notify the references in advance of the request so that they can be looking for the e-mail.
- o See Components of a Good Reference Letter at the end of this document

c. An uploaded spreadsheet that shows school activities, community involvement, and work experience.

The spreadsheet will look like this

Hills Bank and Trust Company Leadership Grant Application				
Student Group Activities				
Activities				
	Local	County	State	# of Years
Community Service				
List Organization/Groups				
	Local	County	State	# of Years
Work Experience				
Please list jobs, including summer employment, that you have held in the past three or four years				

- Please LIST any student group activities
 - Example: National Honor Society /Local/ 2 years
- Please LIST any community service activities
 - Example: Barnstormers 4-H Club/ Local/ 8 years
 - Example: St. Mary’s Church Alter Server/ Local/ 4 years
- Please LIST any jobs you have held

- EXAMPLE: Grocery Clerk at Pops Shop – January 2019-February 2019 – 20 hours/wk
- EXAMPLE: Receptionist at XYZ Company – June 2018-August 2018 – 30 hours/wk
- Please explain why you should be selected as a recipient of the Hills Bank Leadership Grant.

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Components of a Good Letter of Recommendation

- * Stay positive, honest and personal.
- * Qualify yourself early in every reference letter you write. Say what qualifies you to give such a reference and testament about the person. Be sure to write about when you met and how long you have known the person.
- * State the nature of relationship you have had with the individual you are writing about. . Were you a boss, a mentor, or a peer?
- * State why the opportunity to support this person excites you and say how you feel about being asked to write this reference letter.
- * Identify which 2 or 3 specific behaviors and qualities which, in your opinion, are most meaningful about the person. Be sure to use key words and phrases that truly demonstrate key characteristics of that individual.
- * Why would this person be a good fit for the task at hand? How could they bring value to the process? Identify a specific example of the type of contribution they could make.
- * Write about your willingness to work with this person again..
- * Share your availability for follow up with your contact information.
- * When writing a reference letter, it is not the time to err on the side of brevity, be superfluous, or be long winded. Be relevant.

Components of a Good Thank you Note

1. **SWIFTLY SENT:** Sending a timely thank-you note is both prudent and polite. The thank-you note must always come as proximate as possible to the gift for it to have the most impact.
2. **SHORT & STRATEGIC:** Although it should read as if it were effortless, the personal thank-you note requires significant thought and effort. Keep It brief, effusive, and neatly written on quality stationery. If executed properly, your 25 or so carefully chosen words can make a huge impression on your donor. It should be personal and emotional (for example, “Sue, I am so moved by your continued generosity”). You can deepen engagement by evoking donor feelings of importance (“Stan, what would we do without you?”), or belonging (“Sally, Thank you for being a valued member of our community”).
3. **SINCERE & SINGLE-PURPOSED:** A thank-you has one purpose: to let a donor know their gift was received, sincerely appreciated, and will be put to good use. The emphasis is on gratitude and the work the gift supports. Keep it simple; stay on message.
4. **Mention a few things about yourself:** Your personal traits and achievements played a significant role in helping you win that scholarship. Mention a few of those to give your donor a brief peek into who you are. Tell them how this scholarship will benefit you and help shape your future life and career.
5. **SOLICITOR/SENDER:** With few exceptions, thank-you notes should come directly from the person who received the gift. A thank-you coming from the recipient first hand provides the most impact.
6. **SELECTIVE & SPECIAL:** A thank-you note for a gift is an extraordinarily easy way to make a donor feel special, and to let them know how much their gift is valued.
 - In the first sentence, say “thank you for” and state the gift you’ve been given.
 - Next, express a further detailed appreciation by remarking on qualities about the gift.
Example:
 - Share specific reasons why you like the gift.
 - In the closing sentence, sign is pleasantly and friendly. And you can even add “Thanks again!” before your signature.

Another Pathway to a Successful Thank You note is from Michigan State University Extension 4-H publication – *Seven Steps to a Great Thank You Note*.