

# Instructions for Iowa 4-H Scholarships 2022

Applications Open November 20, 2021 through March 1, 2022

**Due Dates:**

**March 1 for most 4-H Scholarships**

**March 1 for Hills Bank Leadership Scholarships**

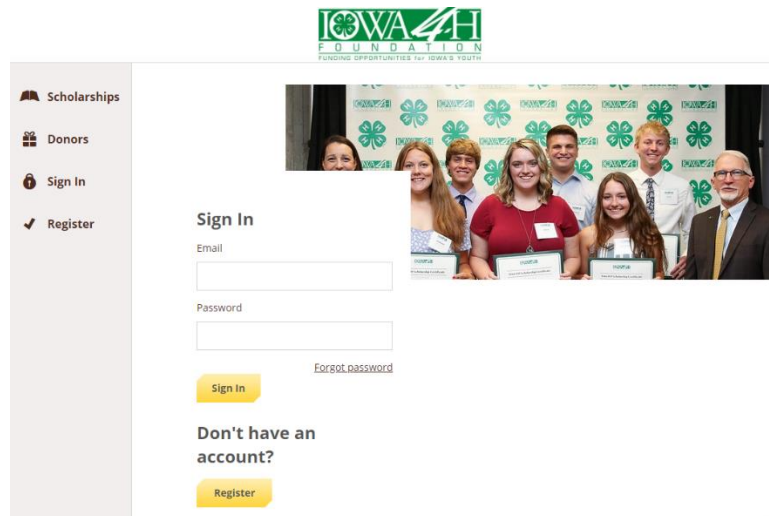
**March 15 for 1<sup>st</sup> year Veterinarian Medicine Scholarships**

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 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.**

- **Online application materials, essays, transcripts and the required 2 reference reflections, must be submitted online through the Awards Spring system no later than 11:59 PM March 1, 2022 to be considered.** It is important to plan ahead when completing the application and submitting the required documents, including the reference reflections. Waiting until March 1<sup>st</sup> to begin this process is NOT RECOMMENDED.
- 4-H Scholarships are for high school seniors (will be college freshman fall 2022) and for current college students seeking financial assistance.
- \* The following items are required with application: (all items will be submitted online)
  - a. Current, complete an **UNOFFICIAL** grade transcript (include Fall 2021 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 of college courses and transcript(s) or student grade report(s).  
**NOTE:** Multiple transcripts can be uploaded on a single application form.
  - c. ACT/SAT Scores
  - d. FASFA Score
  - e. Cost of tuition for one semester at college of choice
  - f. Two Reference Reflections: (to be submitted online by the reference via e-mail).
    - 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** reference reflections from academic advisors.]
  - g. Applicants will have the opportunity to submit up to 6 references who can provide a reference reflection. **Two reference reflections are required.**
- Reference Reflections must be submitted through the Award Spring system. Applicants will submit the e-mail addresses of the appropriate references. The system will then send an e-mail requesting the reference reflections directly from the references. The references will receive an e-mail with instructions on how to complete the task. Two reference reflections are required, however applicants can provide names and e-mails up to six (6) references.
- Reference reflections must be submitted electronically and come directly from your reference. Please note that the reference reflection requests may land in spam or junk mail of the references. Applicants are encouraged to contact the references personally to share the process. Some of the references may not be able to send letters back due to computer firewalls. Trying another computer or smart phone will likely allow the items to go onto the system without issue.

**Applicants must follow up with their references to ensure that the reference reflections have been submitted. Each year 30 to 40 applications are eliminated simply because only 1 reference was submitted.**

**Remember your account stays open until 11:59 p.m. on March 1<sup>st</sup> – you can check to see if your reference reflections have been submitted in a timely fashion.**

## **Getting Started**

- Logging in/Creating Account

Navigate to the URL <https://iowa4h.awardspring.com/>

CREATE an ACCOUNT with your email address and password of your choice.

**Register** Already have an account? [Sign in](#)

Email

First Name

Last Name

Password

Confirm Password

**Create Account**

**You will need to Accept Agreement in order to move forward.**

**Privacy and Use Policy**

On this page you'll be agreeing to a few things in order to use the AwardSpring website:

- The [AwardSpring Privacy Policy](#)
- The [AwardSpring Terms of Use](#)

I agree to the AwardSpring Terms of Use and Privacy Policy.

**Accept Agreement** **Cancel**

- After login/registration, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here.
- Click the **Start Application** button to begin filling out your application.

**Dashboard** Welcome, Traci

0% COMPLETE

**Start Application**

**1** Item requiring completion

- Refer to the Iowa 4-H Scholarship Listing for Fall 2022 for individual scholarship eligibility requirements and special criteria. There will be an initial set of questions to be answered that will determine scholarships eligibility. Each field throughout the application will need to have something in the field 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.**

There are several tabs that make up the entire application. Complete all of them in order to submit your application.

The screenshot shows a web application interface. On the left is a sidebar with four navigation items: 'Dashboard', 'Scholarships', 'Donors', and 'Application'. The 'Application' item is highlighted in orange. The main content area is titled 'Application' and contains a vertical stack of four tabs: 'General Information' (highlighted with a red box and labeled 'In Progress'), 'Academic Information', 'Financial Information', and 'Qualification Questions'. To the right of these tabs is a form with several input fields: 'Phone Number' (5558675309), 'Date of Birth' (12/29/2008 with a calendar icon), 'Address 1' (123 Electric Ave.), 'Address 2 (Optional)' (empty), and 'City' (Funkytown).

You may see an embedded External Request form that requests information from a third party (i.e. a letter of recommendation or reference reflect from an instructor). This tool allows you to send a request for a letter of recommendation via email. The application may contain more than one External Request form.

This screenshot shows the 'External Request' form. The sidebar on the left shows 'Financial Information' as 'Completed' and 'Qualification Questions' as 'In Progress'. The main form area has a heading 'Please use the form below to request a letter of recommendation from an instructor.' followed by several input fields: 'Recipient First Name' (Jean-Luc), 'Recipient Last Name' (Picard), and 'Recipient Email' (trichards@awardspring.com). Below these is a 'Message to Recipient' section with a rich text editor containing the text: 'I am applying for scholarships through SpringSquad University. This award requires a letter of recommendation which will help the award committee review and score my application. Thank you in advance for your assistance.' At the bottom of the form is a 'Send Request' button, which is highlighted with a red box.

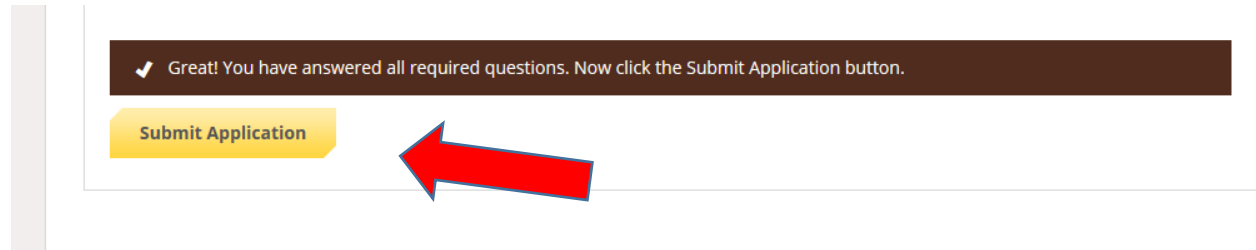
Complete the required information and click the **Send Request** button. The third party will receive an email request and provide the requested information directly in AwardSpring.

The request will sit in a pending state until it is completed by the recommender.

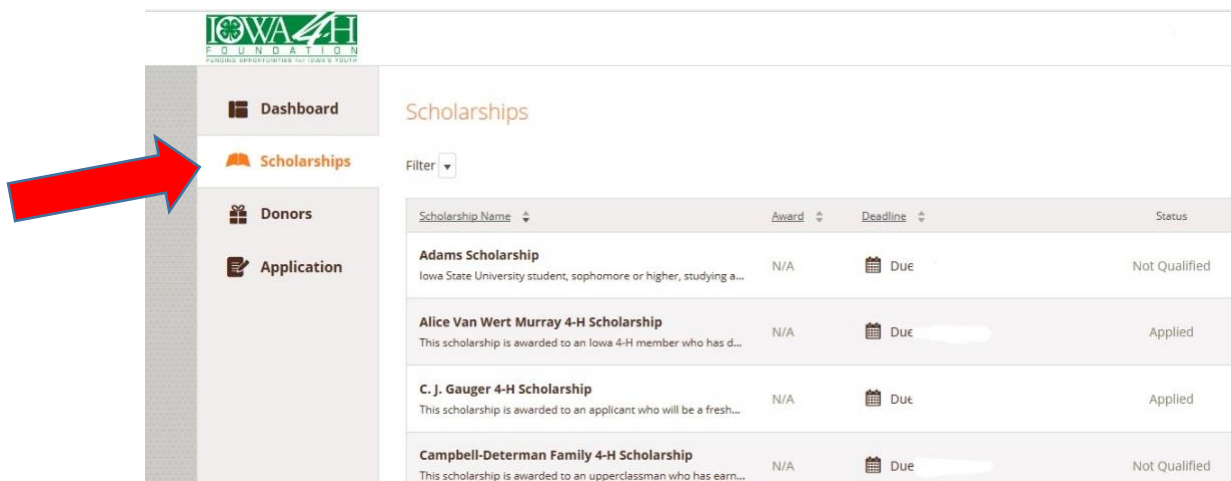
Completing all tabs of your application will enable the **Submit Application** button in the lower right corner. Click it to submit your application.

Once you submit your application, you will be directed back to your Dashboard. You can click on “Dashboard” to view an updated status for the scholarships for which you qualify. **Some scholarships will have additional questions to complete.**

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



You can return to the scholarship tab to review the scholarship/s for which you qualify. After completing all follow-up items for the various scholarships, click the **Submit Application** button to submit your application. Proceed through all Follow-Up items for all scholarships listed, and click on the Submit Application button.



### Additional Example

<b>PIC North I</b> PIC North America Swine 4-H Scholarship is ma...	N/A	Due Nov 03, 2021	Applied
<b>PIC North II</b> PIC North America Swine 4-H SCHolarship is m...	N/A	Due Nov 03, 2021	Not Qualified
<b>Ralph and Agnes Dostal Memorial 4-...</b> This scholarship is awarded to an applicant wh...	N/A	Due Nov 03, 2021	<b>Complete Follow-Up</b>
<b>Robert and Harriet Smith Family Sch...</b> This scholarship is awarded to an applicant wh...	N/A	Due Nov 03, 2021	Not Qualified

**Even though you have hit Submit, you can return to your application until the 11:59 p.m. March 1<sup>st</sup> deadline.**

- Only ONE online application form is needed for all 4-H scholarships. 4-H'ers will be considered for all scholarships they have applied for. Only **one** 4-H Scholarship will be awarded to a 4-H member in any one academic year.
- Evaluation Criteria (to be used as a guideline—individual scholarships may vary)

4-H Participation/Service	30%
Goals and Future Plans	20%
School Participation	15%
Community Service Participation	15%
Character	10%
Need	10%

- 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.
- **Remember your account stays open until 11:59 p.m. on March 1st – you can check to see if your reference reflections have been submitted along with making sure all other details are correct.**
- **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 distribution of funds. Please see *Components of a Good Thank You Note* at the end of this document.**

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

Computer system related questions can be directed to Award Spring Support Line  
**Email** [support@awardspring.com](mailto:support@awardspring.com) | **Phone** 888.258.5628, option 2

### **Notifications of Scholarship Status**

Each applicant will receive notification of their status after March 15<sup>th</sup>. Applicants not advancing to Round 2 will receive an e-mail. The e-mail address used in the application process will be the e-mail used for said notifications.

Those selected as a scholarship recipient or selected as an alternate will receive a written letter via postage mail from the Iowa 4-H Foundation after April 10th.



## 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 reference reflections. 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 and identify all worthy applicant(s).

**Application material must be submitted online no later than 11:59 PM March 1, 2022 to be considered.**

### Helpful Hints

- Gather all needed information before starting the online application.
- Include current, complete grade transcript (include Fall 2021 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)
- 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, employment status, special circumstances, health, or other unexpected financial concerns. Include any facts you can share to describe- your financial needs and plans for financing advanced education.
- Include involvement in school, church, community, and college.
- **Reference Reflections - confide in those who provide recommendations for you the specific information that will help them more effectively support your application.**
  - **All reference reflections 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 reference reflections into the system.**
  - **Applicants can submit up to six references. 2 complete reference reflections 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. Reference letters may be submitted along with the reference reflections.**

**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.
- How would you encourage a younger 4-H'er to become engaged in the leadership project area?
- 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.
- Darla Merwald Memorial “Passion for Horses” – Summarize your experience and knowledge of the horse industry. Describe why you love horses and share your favorite experiences and memories around horses. How will you advocate, promote, and support the horse industry in the future?
- Delores & Gail Nelson - How would you encourage a younger 4-H'er to become engaged in the leadership project area? Of the 4 H's, head, heart, hands, and health, which one is most important to you personally and why?
- DeVries – Describe how important growing up on a family farm was/is to you, your future career and your work ethic.
- Excellence in 4-H Veterinary Medicine – How did 4-H include your decision to pursue veterinary medicine? What type of veterinary medicine do you plan to practice upon graduation? What does giving back to 4-H mean to you?
- Goering – Describe your participation and leadership in the 4-H Communication project. Describe the strongest attribute you have gained through the 4-H Communication Project.
- Oster – Describe your experience in journalism.
- Kiser – Describe your participation and leadership in the 4-H Horse project area.
- Pence Communication – Describe your participation and leadership in the 4-H Communication project. Describe the strongest attribute you have gained through the 4-H Communication Project.
- Pence Visual Arts – Describe your participation and leadership in the 4-H Visual Arts project. Describe the strongest attribute you have gained through the 4-H Visual Arts Project area.
- Peterson – Describe your work ethic and sense of adventure. Describe the biggest adventure that you experienced through 4-H.
- PIC I & II - Please explain your experience with, interest in and aspirations to enter a career in the various aspects of the swine industry.
- NW Iowa – Please describe your leadership involvement within your local community.
- 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 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.

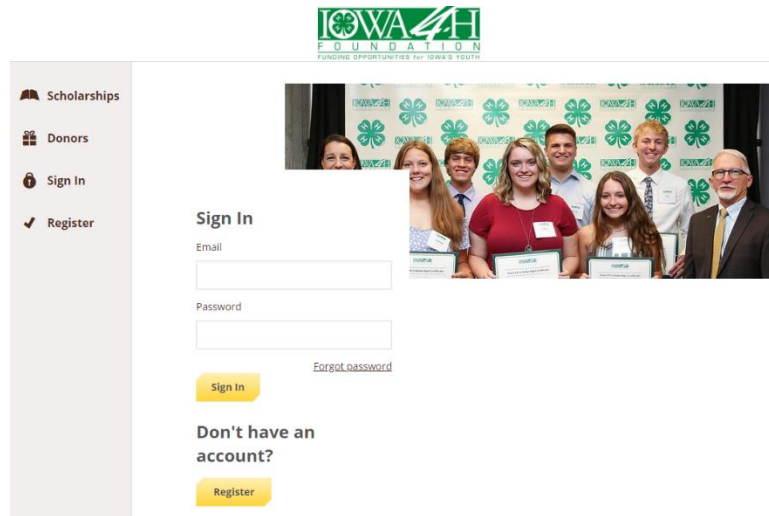
## **Hills Bank Leadership Program**

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.

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



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The following items are required with application: (all items will be submitted online)

- a. Current, complete an UNOFFICIAL grade transcript (include Fall 2021 grades) (to be uploaded with application)
  - 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.

- b. Two Reference Reflections or 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.

\* All reference reflections 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 complete the reference reflections in the system.

- \* Applicants can submit up to six references, but need a minimum of 2.
- \* 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. References may submit a letter of recommendation along with the reference reflections.

- Reference reflections must be submitted electronically and come directly from your reference. Please note that the reference reflection requests may land in spam or junk mail of the references. Applicants are encouraged to contact the references personally to share the process. Some of the references may not be able to send letters back due to computer firewalls. Trying another computer or smart phone will likely allow the items to go onto the system without issue.

**Applicants must follow up with their references to ensure that the reference reflections have been submitted. Each year 30 to 40 applications are eliminated simply because only 1 reference was submitted.**

**Remember your account stays open until 11:59 p.m. on March 1<sup>st</sup> – you can check to see if your reference reflections have been submitted in a timely fashion.**

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

The spreadsheet will look like this

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

- 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.
- 
- **Even though you have hit Submit, you can return to your application until the 11:59 p.m. March 1<sup>st</sup> deadline.**

Direct questions to Mary Clancy, [clancy@iastate.edu](mailto: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](mailto:support@awardspring.com) | Phone 888.258.5628, option 2

## 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 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 describes true 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

- **SWIFTLY SENT:** Sending a timely thank-you note is both prudent and polite. The thank-you note must always come as close as possible to the gift for it to have the most impact.
- **SHORT & STRATEGIC:** Although it should read as if it were effortless, the personal thank-you note requires significant thought and effort. Keep it brief, heart felt 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”).
- **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.



- **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.
- **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.
- **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 be sincere and grateful. 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*.