



# Bates County 4-H, Jeffrey Laughlin Memorial, and Pat Evans Memorial Scholarships Application Instructions

## Eligibility

- Must be current 4-H members in their high school senior year and have completed a minimum of one year of 4-H.

## Application Information and Formatting

- Complete form with all required signatures.
- Each page should include a header on the right side with your name.
- Label each section of the application by letter and name. Example: Section E. 4-H Story.
- Application must be typed. Use plain 8 ½ x 11” white paper with 1-inch margins at top, left, bottom, and right for all pages including the resume. Type on one side of each sheet of paper only. Use a 12-point font. No decorative fonts. Single space within each answer.
- Report up to, but no more than, High School information. Your 4-H story may include younger years to show growth but do not solely rely on these formative years.
- Submit your application in a flat, pronged folder with no page protectors to the Bates County Extension Office prior to **February 1**.
- Stay within the page limits specified for each section of the application.
- If applying for more than one scholarship, please submit more than one application with the point summary marked accordingly.
- Submit 1 senior photograph for each scholarship applied for to use in publicity of winners.



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**BATES COUNTY 4-H SCHOLARSHIP  
JEFFREY LAUGHLIN MEMORIAL SCHOLARSHIP  
PAT EVANS MEMORIAL SCHOLARSHIP  
GENERAL INFORMATION**

1. These awards will be awarded to an outstanding 4-H Club member to further their past high school education. These awards are limited to Bates County participation.
2. Recipient will receive the award after August 10, following his or her graduation from high school, and is actively enrolled in the institution of their choice. (Proof of enrollment is required)
3. The applicant must have been an outstanding club member currently enrolled in a 4-H Club. They must have been a Bates County Club Member and attending a local high school.
4. The winner must be currently enrolled in the 12<sup>th</sup> grade.
5. This award will be selected by the Bates County 4-H Council Awards Committee or the family providing the scholarship.
6. Applicants must complete all attached forms with appropriate signatures, requested documentation, and complete the essays to be considered.
7. Submit a senior photo with each application for publicity purposes.
8. All forms and instructions are attached to this information sheet.
9. Applications are due by **February 1.**

## Section A. Biographical Data

County of Membership	Program Year	Number of Years in 4-H		
Member Name (First, Middle, Last)		Gender Female <input type="checkbox"/> Male <input type="checkbox"/>		
Home Address		City	State	Zip
Home Phone		E-Mail		
Birth Date		Age on December 31		
Name of Your 4-H Club		Expected Year of High School Graduation		
College or Trade School that You Plan to Attend		Possible Major Area of Study		
Names of Parents/Guardians				

### Statement by 4-H Member and Parent/Guardian

The member prepared this application, and we certify that the information is true and accurate. We give permission to the Bates County 4-H Council and Bates County Extension Office to use information in this document for 4-H program promotion and education.

Date (month, day, year)	Signature of 4-H Member
Date (month, day, year)	Signature of Parent/Guardian

### Approval of this Report

We reviewed this application and believe it to be correct.

Date (month, day, year)	Signature of 4-H Club Leader
Date (month, day, year)	Signature of County 4-H Staff Person

## Section B. School Activities and Signatures

### SCHOLARSHIP APPLICATION SCHOOL ACTIVITIES

NAME \_\_\_\_\_ AGE \_\_\_\_\_ GRADE \_\_\_\_\_

School Activities: List activities you have participated in outside regular classroom activities. List the offices you have held in school organizations and awards received. May attach 1 page maximum.

I plan to enroll in \_\_\_\_\_ (College, University or Vo-Tech)  
Located (address of institution) \_\_\_\_\_  
on \_\_\_\_\_, 20 \_\_\_\_\_

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#### To be completed by the Counselor and Principal or Superintendent:

I certify that \_\_\_\_\_ is a student in good standing and is expected to graduate from \_\_\_\_\_ High School. His/Her grade average is \_\_\_\_\_. His/Her class rank is \_\_\_\_\_ of \_\_\_\_\_ classmates.

\_\_\_\_\_  
Counselor Signature Date \_\_\_\_\_

\_\_\_\_\_  
Principal or Superintendent Signature Date \_\_\_\_\_

## Section C. Point Summary

### BATES COUNTY Point Summary Form

Application for {Check appropriate event(s)}

\_\_\_\_\_ Jeffrey Laughlin Memorial Scholarship – Feb. 1

\_\_\_\_\_ Bates County 4-H Scholarship—Feb. 1

\_\_\_\_\_ Pat Evans Memorial Scholarship – Feb. 1

Instructions: You must attach a detailed list of how you calculated your points. This should include a yearly breakdown for each line number. Include a paragraph stating why you wish to receive this scholarship.

You may make copies of this point summary form to include for each scholarship. Simply check next to the scholarship(s) for which you are applying and include your documentation.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Club: \_\_\_\_\_ Year of 4-H work completed: \_\_\_\_\_

- \_\_\_\_\_ 1. 10 points for the first five years of club work completed.(10 pts. max.)  
\_\_\_\_\_ 4 points for each additional year completed.
- \_\_\_\_\_ 2. 5 points for each year of completed Jr. Leader Projects.
- \_\_\_\_\_ 3. 10 points for each year of Teen Leadership work.
- \_\_\_\_\_ 4. 10 points for each year you planned, organized or taught in a countywide event/workshop.
- \_\_\_\_\_ 5. 2 points for each club office held. (This includes Pres., V-Pres., Sec., Treas., Reporter, Song Ldr., Game Ldr., & Parliamentarian.)
- \_\_\_\_\_ 6. 1 point for each year served as member of a standing committee (**This does not include 4-H project chairman.**)
- \_\_\_\_\_ 7. 2 points for each year's service as a County Council 4-H officer and/or elected club representative, and/or selected County Officer.
- \_\_\_\_\_ 8. 10 points for each year's service as a Regional Representative.
- \_\_\_\_\_ 9. 15 points for each year's service as a State Officer.
- \_\_\_\_\_ 10. 5 points for completing work in three project fields, **excluding Jr. Leadership projects.** (5 pts. max.)

- \_\_\_\_\_ 11. 5 points for following through with at least one project for three consecutive years and showing growth in scope and quality of this project. (**This excludes Jr. Leadership.**)(5 pts. max.)
- \_\_\_\_\_ 12. 3 points for giving first demonstration at county events.(3 pts. max.)  
 \_\_\_\_\_ Add 2 points for each additional year demonstration given at county.  
 \_\_\_\_\_ Add 1 point for each additional demonstration given to other organizations other than 4-H events (**not to exceed 2 points per year.**)  
 \_\_\_\_\_ Add 5 points for each year demonstration is given at State Level.
- \_\_\_\_\_ 13. 3 points for making first speech and/or illustrated talk at County events.(3 pts. max.)  
 \_\_\_\_\_ Add 2 points for each additional year given at County.  
 \_\_\_\_\_ Add 1 point for each additional year given to other organizations other than 4-H events (**not to exceed 2 pts. per year.**)  
 \_\_\_\_\_ Add 5 points for each year at State Level.
- \_\_\_\_\_ 14. 3 points for exhibits/animals at county level for two years.(3 pts. max.)  
 \_\_\_\_\_ Add 1 point for each additional year of exhibiting at County Events.  
 \_\_\_\_\_ Add 2 points for each year at Ozark Empire Fair (District)  
 \_\_\_\_\_ Add 2 points for each year at State or Interstate Fair.
- \_\_\_\_\_ 15. 3 points for judging at County event for two years.(3 pts. max.)  
 \_\_\_\_\_ 1 point for judging at County event for each additional year.  
 \_\_\_\_\_ Add 5 points for each year given at State Level.  
 \_\_\_\_\_ Add 10 points for each year at a National Event.
- \_\_\_\_\_ 16. 3 points for participating in one of the following countywide events for two years. *Fashion Review, Horse Bowl, Lead Line, Shooting Sports* (count each separate.)  
 \_\_\_\_\_ Add 2 points for each additional year of exhibiting at County Events.  
 \_\_\_\_\_ Add 5 points for each year at a State Event.
- \_\_\_\_\_ 17. 4-H Publicity (**excludes routine club meeting reports to newspapers.**)  
 \_\_\_\_\_ 5 points for each three news articles appearing in local newspapers.  
 \_\_\_\_\_ 5 points for each feature story appearing in state or national publication.  
 \_\_\_\_\_ 3 points for each radio broadcast appearance (either live or taped.)  
 \_\_\_\_\_ 3 points for each television appearance.
- \_\_\_\_\_ 18. 2 points for serving as 4-H Camp Counselor. (2 pts. max.)  
 \_\_\_\_\_ Add 2 points for each additional year.
- \_\_\_\_\_ 19. 2 points for working at the State Fair in an official capacity (Youth Bldg. Host or Hostess.) (2 pts. max.)  
 \_\_\_\_\_ 1 point for each additional year.

- \_\_\_\_\_ 20. 5 points each for attending leadership conferences including: State Teen Conference, State 4-H Congress, K.C. Global Conference, Missouri 4-H Youth Forum, Space Camp, Washington D.C., LABO IFYE, Interstate Exchanges.
  
- \_\_\_\_\_ 21. 5 points each for receiving the Key Award, Outstanding Boy or Girl, Jr. Jacket Award, Farm Bureau's Jr. Leadership Awards, I Dare You, or High Point Award.
  
- \_\_\_\_\_ 22. 3 points for the first year that you completed a Missouri Report Form, Missouri 4-H Recognition Form, or Missouri 4-H Information, Criteria and Application Form. (or equivalent form from another state)  
\_\_\_\_\_ 2 points for each additional year.  
\_\_\_\_\_ 5 points if your Missouri Report Form is a State Winner.

Total from page 1 \_\_\_\_\_

Total from page 2 \_\_\_\_\_

Total from page 3 \_\_\_\_\_

**TOTAL POINTS** \_\_\_\_\_

### **Section D. 4-H Story (1 page maximum)**

In a creative story format, describe how 4-H has changed you through the application of 4-H experiences and lessons to make a difference in your life and the lives of others. Include your future goals and how they have been influenced by your 4-H Experiences.

### **Section E. Community Service (1/2 page maximum)**

Community service is what you do as an individual or with others to help the 4-H club, community, country and world. Write a narrative about your community service experiences through 4-H and other organizations. Identify community service projects and activities in which you were involved, describe your level of involvement, what you learned and how it benefited others.

### **Section F. Projects and Activities (1/2 page maximum)**

Write a narrative about your 4-H projects and activities and how they have benefited you or others. Describe what you have learned or taught others about your favorite projects and activities through 4-H.

### **Section G. Leadership and Citizenship Experiences (1 page maximum)**

Leadership and Citizenship are important and used for the rest of your life. Write a narrative describing how you became a leader through 4-H and your citizenship experiences.

Leadership may include areas such as:

- Understanding Self
- Communicating
- Getting Along with Others
- Learning to Learn
- Making Decisions
- Managing Resources
- Working with Others

Citizenship is described as who or what we are, as what we believe, or as what we do. Active citizenship focuses on the collective action we take to address our common concerns. It emphasizes our ongoing involvement in making the decisions and doing the work that creates the world around us.

### **Section H. Resume and References**

#### **Resume (1 page maximum) and References (3 people on a separate page from resume) (2 pages total)**

Create a resume with references, which should reflect your over-all career goals. Follow the layout of the example provided. The Resume and References pages should follow the same formatting directions as the rest of the form.



**Truman T Tiger**  
Six Column Drive  
Tigerland, MO 65000  
573-828-1997  
truman.tiger@missouri.edu

**Education** Missouri Park Senior High, class of 2020 (3.8 GPA)

**Experience**

Missouri Public Library—University Branch (June 2015-present)

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

County 4-H (2003-present)

Participated in several volunteer activities, including: clean-up and rebuilding fairgrounds (50 hours), organizing canned food drive for the Food Pantry (80 hours) and serving as 4-H Council President.

**Activities**

- County 4-H (2003-present)
- Missouri Park Senior High FFA (2015-present)
- Cross Country (2002-present)
- Riding lessons (10 years)

**Awards**

- Key Award, 2015
- A Honor Roll, 2011-2015
- Outstanding 10 Year Member, 2015

**References Included**

**Contact Information:** should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both.

**Education:** include graduation date and GPA if it is 3.0 or higher.

**Formatting Experiences:** (2 options)

1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

**Writing About Experiences**

Regardless of style, begin each phrase/sentence/ bullet with an *active verb* such as : maintained, coordinated, organized, participated, etc..

**Headings** The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.

**General Formatting** You should have 1 inch margins, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how County 4-H is lined up below Missouri Public Library. Use a traditional font (New York, Arial, just not cursive...) at 12 point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:

- proofread, proofread, proofread!
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend.

**References**

- ask permission before you list someone as a reference
- select references from different areas of your life