

## Milwaukee County 4-H Leaders Council

### SUMMER CAMP SCHOLARSHIP POLICY

All applicants must be in good standing as a 4-H member in Milwaukee County.

All applications and any additional paperwork must be submitted as required.

The fee for summer camp shall be paid by the applicant prior to the event.

The scholarship is a 50% reimbursement of the fee paid for summer camp.

Scholarships will be paid to individuals after the event has been completed and the reflection story noted below is received by the Milwaukee County 4-H Leaders Council.

All recipients of camp scholarships are required to write a short story that reflects your thoughts of and participation at summer camp. Reflection stories shall be submitted to the Milwaukee County 4-H Leaders Council office within fourteen days of returning from the event. Your story can be shared verbally with your club or it may be chosen to be published in the 4-H bi-monthly newsletter.

All reflection stories should be mailed or delivered to:

Milwaukee county 4-H Leaders Council  
9501 West Watertown Plank Road, Bldg A  
Wauwatosa WI 53226

# Milwaukee County 4-H Leaders Council

## SCHOLARSHIP POLICY

Any trips, training and merit awards are covered under this policy. Summer Camp eligibility is explained in a separate policy.

All Milwaukee County 4-H members, youth counselors, volunteer leaders and required volunteer chaperones are covered under this policy.

All applicants must be in good standing as a Milwaukee County 4-H member for a minimum of one year.

All applicants must have completed a member portfolio for the previous year.

All applicants must currently be a member of the Milwaukee County 4-H Leaders Council with membership dues paid.

All applicants must have volunteered at a Milwaukee County 4-H Leaders Council fundraising event, county event, or assisted the Milwaukee County 4-H Leaders Council or UWEX staff in performing outreach.

The Milwaukee County 4-H Leaders Council will provide a scholarship that is equal to 50% of the fee paid for the trip. Transportation expenses will not be covered if not included in the fee paid to the sponsoring agency.

Required volunteer chaperones for any trip will be provided a scholarship that is equal to 100% of the fee paid for the trip. Transportation expenses will be covered at 100% if no other transportation is provided.

Scholarships will be paid to all individuals after the event has been completed and the reflection story noted below is received by the Milwaukee County 4-H Leaders Council.

All fees for the trip must be paid by the participant as required by the trip sponsor and all required applications and paperwork must be submitted to the appropriate person or agency.

No formal application to the Milwaukee County 4-H Leaders Council is necessary. You must check the box on the registration/application form that asks if you are interested in receiving a scholarship and the UW-Extension 4-H Youth Development Program Coordinator will forward your registration/application to the Milwaukee County 4-H Leaders Council for scholarship consideration.

All recipients of scholarships are required to write a short story that reflects your thoughts of, and participation in, your trip. Reflection stories shall be submitted to the Milwaukee County 4-H Leaders Council office within fourteen days of returning from the event. Your story can also be shared verbally with your club or it may be chosen to be published in the 4-H newsletter.

All reflection stories should be mailed or delivered to:  
Milwaukee County 4-H Leaders Council  
9501 West Watertown Plank Road, Bldg A  
Wauwatosa WI 53226

This Policy was adopted on November 10, 2014.

# Milwaukee County 4-H Leaders Council

## COMMITTEES POLICY

The Milwaukee County 4-H Leaders Council has standing committees that report to the Milwaukee County 4-H Leaders Council Board of Directors.

These committees include:

Junior Fair

County Events (Communication Arts Festival, Music/Drama Festival, Exploring 4-H Program, Foods Review, Clothing Review, Science Fest, Art Day, Horse Show, Rocket Blast-Off, Camp, Holiday Social)

Financial (Budget and Audit)

Fund Raising (Rummage Sale and Snack Shack)

Promotion and Marketing

Executive (Officers)

Policy and Procedures (By-Laws)

Scholarships

Portfolio and Awards

Each of the above committees can be broken into sub-committees as needed.

Committees must follow approved budgeted amounts or request an increase from the Board of Directors as needed.

Committees will elect their own chairperson from among the committee members.

# Milwaukee County 4-H Leaders Council

## SWIPE CARD KEY POLICY

The Milwaukee County 4-H Leaders Council needs to select five (5) adult leaders who will be given access to the University of Wisconsin Extension Office building swipe card key.

The Council will inform the Milwaukee County 4-H Youth Development Program Coordinator who those five adults are.

The 4-H Youth Development Program Coordinator will provide applications to those five leaders and will forward the completed applications to the Office Director.

One of those five leaders needs to volunteer to be designated as the responsible party for all five adult leaders.

The UWEX Office Director will approve the applications before these selected adults will be accepted for swipe card key use.

The key should be used to access the building for 4-H use only.

The key needs to be signed out and then signed back in when it is returned to the office. It should be kept only for a short term.

Milwaukee County 4-H Leaders Council Academic Scholarship

The Milwaukee County 4-H Leaders Council is making available scholarships to any past or present Milwaukee County 4-H club youth member with at least two years of current or prior 4-H club membership at the time of application. This person should be entering or enrolled in a vocational school, university or college in the fall of the current year and is under age 25. Scholarship amount awarded is a minimum of \$200. The actual amount of each scholarship is graduated and will be based upon the points in #6 below (Evaluation Criteria).

Rules and Regulations

1. The scholarship may be used at any accredited vocational school, university or college for any level of continuing education.
2. Payment of scholarship money will be paid by the Milwaukee County 4-H Leaders Council to the college, university or technical school when the Council is notified that the recipient has completed the first term and has achieved a grade point average of 2.5 or higher (send transcript to Council).
3. If no worthy candidate is found, the committee also reserves the right to withhold the scholarship for a later time.
4. A member may be awarded the scholarship for two consecutive years.
5. The scholarship committee will base their selection upon:
  - a. Activities showing participation in 4-H, school, and community service.
  - b. Essay on topic 'How 4-H has helped me for the future'.
  - c. Two letters of recommendation.
  - d. Personal interview
6. Evaluation Criteria: Each area is assigned a point value with the maximum being 100 points.

Club Activity.....	15	State/National Activity.....	5	School/Community Service.....	10
County Activity.....	15	4-H Leadership.....	15	Essay.....	10
4-H Portfolio.....	5	County Fair Exhibitor.....	10	Interview.....	15
7. The application form must be filled out and submitted to the scholarship committee by April 1<sup>st</sup> with the essay and two recommendations - one from a 4-H leader or staff and one from youth's high school principal, advisor, teacher, or guidance counselor.
8. Submit an original essay (of at least 500 words) on the subject 'How 4-H has helped me for the future'.
9. Applicants will be notified by May 1<sup>st</sup> of the scholarship amount awarded.

**TIPS:** Remember to write your application as if a non-4-H related person was reading it; avoid the use of acronyms. For more information contact the UW-Extension Office at 414-256-4626.

**NOTE TO THOSE WRITING LETTERS OF RECOMMENDATION:**

Your letter of recommendation is of great value to the scholarship committee. In writing your recommendation it would help the committee if you keep the following points in mind:

1. **Character:** What particular characteristics make the applicant especially deserving of this scholarship. Indicate in what capacity you have worked with the applicant.

2. **Leadership Abilities:** Past, present, future.

Please use the above list as a guide while writing your letter of recommendation. Feel free to include other information that will assist the scholarship committee in choosing the most deserving recipients. Give your written and signed recommendation to the applicant in a sealed envelope. The applicant will then send it along with all the other forms and application to the Scholarship Committee.

Milwaukee County 4-H Leaders Council  
Higher Education Academic Scholarship

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
(Street) (City) (Zip code)

EMAIL ADDRESS \_\_\_\_\_

A. SCHOOLS

High School Attended: \_\_\_\_\_

I intend to pursue a degree in \_\_\_\_\_

From \_\_\_\_\_  
(School and address)

I have applied for entrance to the above school and have been accepted. Explain why field of study was chosen.

B. MILWAUKEE COUNTY  
4-H INFORMATION

Years in 4-H \_\_\_\_\_ 4-H Club \_\_\_\_\_ Years as a youth leader \_\_\_\_\_

1. Projects taken during 4-H career (list by year and indicate when you were a youth leader):

**Milwaukee County 4-H Leaders Council**  
**Higher Education Academic Scholarship**

2. List all 4-H awards and honors received, including year received (at club, county and state level)

3. List 4-H activity at the club, county, state and national level.

**Milwaukee County 4-H Leaders Council**  
**Higher Education Academic Scholarship**

4. Describe one local 4-H club leadership experience you have had in 4-H. What did you do? What was the impact of your leadership role? (Use the back of page, if necessary).

5. Describe one county leadership experience you have had in 4-H. What did you do? What was the impact of your leadership role? (Use the back of page, if necessary).

6. The 4-H Motto is 'To make the best better'. What does this personally mean to you? Cite examples of how you have 'made the best better'.



**Milwaukee County 4-H Leaders Council**  
**Higher Education Academic Scholarship**

**C. SCHOOL, CLUB AND COMMUNITY ACTIVITIES**

1. School Organizations and Activities:

2. Non 4-H Community Activities:

3. Other hobbies, activities and interests:

**D. ADDITIONAL REQUIREMENTS - All due with application on April 1<sup>st</sup>**

1. All questions on page four need to be answered in complete detailed sentences.
2. An original essay of at least 500 words telling 'How 4-H Has Helped Me For The Future'. This must be typed, double spaced, with one inch margins in 12 point font.
3. Two letters of recommendation. One from a 4-H leader or staff, the other one from a teacher, high school principal, advisor, or guidance counselor.
4. Proof of acceptance at college/school of choice.
5. **It is the applicant's responsibility to see that all recommendations and forms are on file by April 1<sup>st</sup> at 4:30 p.m.**
6. Applicants will be contacted by April 10<sup>th</sup> for a date and time for their interview.

**Send completed application and  
all requirements listed above to:**

Milwaukee County UW-Extension Office  
ATTN: 4-H Leaders Council Scholarship Committee  
9501 West Watertown Plank Road, Bldg A  
Wauwatosa WI 53226

# Milwaukee County 4-H Leaders Council

## FAMILY FEE POLICY

The Milwaukee County 4-H Leaders Council requests a fee (membership dues) of \$5.00 per person or \$15.00 per family upon enrollment in the Milwaukee County 4-H program. The fee is payable to the Milwaukee County 4-H Leaders Council and will be used to help support 4-H programs in Milwaukee County.

The fee is due by December 1<sup>st</sup> or within 60 days of joining or re-enrollment.

A membership dues request form will be sent to club leaders for distribution to families. Families will be asked to return the form along with their payment to the club leader, who is responsible for collecting fees and turning them into the Milwaukee County 4-H Leaders Council treasurer.

A standing article will be in the 4-H in Action newsletter reminding families to pay their annual dues.

Families in a financial hardship will be excused from paying dues after they or their club leader contacts the Milwaukee County 4-H Leaders Council.

Dues will go towards county-wide events, insurance, background checks, curriculum, the county fair and other office and operating expenses.

# Milwaukee County 4-H Leaders Council

## BUDGET POLICY

The annual budget of the Milwaukee County 4-H Leaders Council is to be prepared by the budget committee and approved at the annual meeting.

The budget should include the prior year's budgeted and actual amounts as well as the budgeted income and expenses for the upcoming fiscal year.

Budget will be in a standard format each year.

This Policy was adopted on November 10, 2014.

## Milwaukee County 4-H Leaders Council

### COUNCIL BANK ACCOUNT AND DEBIT CARD POLICY

The county 4-H Youth Development Program Coordinator is the authorizer on all Milwaukee County 4-H Leaders Council accounts. This person has the authorization to change signers on all accounts.

Signers for all accounts will be the president, vice president, and treasurer and only one of their signatures will be required on each check.

For reimbursements to a signer, the check needs to be signed by one of the other signers.

Expenses of more than \$500 need the 4-H Youth Development Program Coordinator's approval prior to spending.

Reimbursement of expenses will be done upon receipt of a request showing the dollar amount to be reimbursed, the person's name to be reimbursed, and the purpose of their expense.

Debit Cards will be used and will be available to the president and treasurer. Receipts for debit card purchases will be turned into the treasurer in a timely manner.

Any funds collected on behalf of the Milwaukee County 4-H Leaders Council should be held by an adult leader until they can be given to the treasurer, president, or 4-H Youth Development Program Coordinator. The amount being held should be communicated by email to the treasurer or president immediately.

Online banking is available and accessible to the president and treasurer. User name and passwords will be changed upon departure of the president and/or treasurer.

The Milwaukee County 4-H Leaders Council checking account is held at the BMO Harris Bank.