



UW-MADISON EXTENSION

Dane County 4-H 4-H Educational Experience Funding Award Application Manual

American Spirit
Citizenship Washington Focus (CWF)
National Congress
National Conference – nominee
International Educational experiences
Summer Academy
State 4-H Teams
Space Camp
Advanced Space Camp

- The Dane County 4-H Leaders Association supports youth members interested in State, National and International Educational Experiences with funding according to their fiscal policy.
- Youth may apply for funding in Fall and Spring for experiences scheduled for the following year. Directions on how to apply are available in this manual.
- The local funds are limited each year and distributed using an application process.
- Not all applicants are guaranteed funding.
- General information and deadlines for WI 4-H educational experiences are available in the [WI 4-H Educational Experience](#) Booklet
- Additional scholarships from WI 4-H are available: [WI 4-H Statewide Scholarship Information](#)

4-H Educational Experience* Funding Award Applications Due Dates:

Fall Submission:

- **For Club leaders:** All award applications must be submitted on or before 4:30 PM on the Tuesday After Labor Day.
- **For Youth:** Each 4-H Club will have their own deadline for award submission collection. This deadline will be in August so the club volunteers can review and sign the submissions before submitting to the county for review.

Spring Submission:

- **For Club Leaders:** All award applications must be submitted on or before 4:30 PM on the first Monday in March.
- **For Youth:** Youth must contact their club leader prior to the deadline to arrange a time for submission.
- **Priority is given to fall submissions. Spring awards are subject to availability of funds.**

* **Space Camp** and **State Teams** funding can be requested throughout the year. **Summer Academy** funding is automatically applied.

General Information

- The Dane County 4-H Leaders Association (DC4-HLA) uses donations and fundraisers to support educational experience funding according to their fiscal policy.
- Descriptions of the educational experiences and deadlines can be found on the [WI 4-H website](#) and in the [WI 4-H Educational Experience Booklet](#).
- Youth are responsible for registering for their educational experience through [4HOnline](#) in a timely manner to secure their spot and/or selected dates. Youth may attend educational experiences without 4-H funding, and will follow the same registration and payment process.
- The Dane County 4-H Awards Committee and Dane County Extension Staff are not responsible for late or missing registration forms, or the incorrect processing, posting and/or submission of forms.
- 4-H members selected to receive educational experience funding must pay their remaining portion of the educational experience fee as billed with payment in full prior to the experience (unless prior arrangements have been made).
 - In most cases, Dane County 4-H is billed by WI 4-H and pays WI 4-H directly for all youth. The youth will receive an invoice and submit their payment to Dane County 4-H.
 - No educational experience award funds will be issued to youth members directly.
- In the event that a member or leader who has been selected for funding does not attend or participate in the educational experience/activity, they will be responsible for 100% of all costs of the educational experience/activity incurred by the Dane County 4-H Leaders Association.
- Once a member has been awarded funding for an educational experience and they cancel, no future funding will be available from the DC4-HLA.
- 4-H members may only be awarded funding for one experience each year and may only be awarded each educational experience one time.
- Please contact the Dane County Extension/4-H Office if you have questions: 4Hinfo@danecounty.gov, 608-224-3700

The Member Evaluation (ME) Form is not necessary to request funding for the following educational experiences:

- Summer Academy
- Space Camp
- State Teams

The Member Evaluation (ME) Form is necessary to request funding for these experiences.

- American Spirit
- Citizenship Washington Focus (CWF)
- National Congress
- National Conference – nominee
- International Educational experiences
- Advanced Space Camp

Educational Experience Funding Awards and Application Information

Application Process for Educational Experience Program Attendance (not award funding):

- Registration for all WI 4-H educational experience programs is through [4HOnline](#).
- Check the registration deadlines on the WI 4-H website.
- Final screening and selection for program attendance is made at the WI 4-H State level.

Application Process for Educational Experience Funding Awards through Dane County 4-H is found on pages 3-5 of this manual.

Requirements for those who receive a DC4-HLA funding award:

- Create a display and/or presentation to be shared at a DC4-HLA meeting and/or the Dane County Fair.

NOTICE – Completion and submission of all required forms by the due date(s) is the responsibility of the youth.

Summer Academy

- Enrolled 4-H members attending Wisconsin 4-H Summer Academy held in Madison, WI will automatically receive \$75.00 towards their registration fee paid after their registration is confirmed in 4HOnline.
- Youth will pay \$75.00 less than the registration fees posted. A bill will be sent to the family for the remainder of the balance.
- Selected chaperones will have 100% of their registration fee paid by Wisconsin 4-H.

WI 4-H State Teams and Space Camp:

- Enrolled 4-H members interested in funding for these educational experiences may request up to \$100 to be used towards their registration fee. There is not a formal written application for these funding requests.
- Interested youth will make a request in person at a Dane County 4-H Leaders Board Meeting.
- The request presentation should include the following: your name, club, and what you hope to gain from the experience.
- Funding is available for:
 - youth chosen to represent a WI State 4-H team, such as 4-H Arts Team, 4-H Drama Company, Communications, Media and Marketing Team, Dairy Judging, etc., for the first time.
 - youth attending Space Camp for the first time as a camper or counselor.

National and International Educational Travel Experiences

- To request funding from the Dane County 4-H Leaders Association for the travel experiences below, youth must complete the Dane County 4-H Member Evaluation Form and submit it to the Dane County 4-H Office with other award applications in Fall or Spring. See deadline information on page 1 of this manual.
- If selected, up to 50% of the awarded educational experience fee will be paid by the Dane County 4-H Leaders Association, not to exceed \$500.00.
 - Advanced Space Camp
 - American Spirit
 - Citizenship Washington Focus (CWF)
 - International Travel Experiences
 - National 4-H Congress
 - National 4-H Conference
- 4-H members may only be awarded funding for one experience each year and may only be awarded each educational experience one time.
- Selection process for educational experience funding is based on the submitted Dane County 4-H Member Evaluation form, and interviews if required.
- The Dane County 4-H Member Evaluation Form can be found on www.danecounty4H.org > 4-H Record Keeping, Awards & Grants page.
- All work on the Member Evaluation form must be completed by the youth – not parent/guardian, leader, etc. Any application that isn't completed by the youth will not be considered. If special assistance is required by the youth, please provide written explanation and email to 4Hinfo@countyofdane.com. In the event that there is a question, the youth may be called for an interview.

Application Process for National and International Travel Funding Awards From DC4-HLA:

Members must submit:

- A completed Dane County Members' Evaluation (M.E.) Form which can be found at : Dane County 4-H Webpage (danecounty4H.org) >
- Permanent Record & Participation Report updated through the date of application submission and maintained consistently since the award of your last participation pin
- A Letter of Recommendation from an adult 4-H Leader with a handwritten signature
- Dane County 4-H Awards Request Form
- See page 1 of this manual for submission deadlines

Are you ready to apply for a 4-H Educational Experience Funding Award?

Information about all of the educational experiences are available on the [WI 4-H Educational Experience Page](#)

Did you...

- Review the Dane County 4-H Educational Experiences Manual and the WI 4-H website page for the related Educational Experience?
- Apply on time for funding? In the year prior to travel, all required funding award application documents must be submitted on or before 4:30 pm on the Tuesday after Labor Day OR by 4:30pm on the first Monday of March by the club leader or club designee with other club award applications.
- If applying for funding for a National or International Experience, did you:
 - Use the current Member Evaluation (M.E.) Form listed on the Dane County 4-H website?
 - Update your Permanent Record & Participation Report?
 - Proofread your application?
 - Collect necessary signatures?
 - Include a letter of recommendation?
 - Meet all submission criteria?

How will you know if you are awarded funding for an educational experience?

- After your application has been turned in to the Extension Office, the Dane County 4-H Awards Committee will evaluate all materials.
- If your application meets criteria and you are chosen as a recipient of funding for an educational experience, you will receive a letter from the Dane County 4-H Awards Committee.
- You must register for educational experiences through 4HOnline when the application period opens and complete any additional paperwork required by Wisconsin 4-H.
- Please check the WI 4-H website pages related to the educational experience for deadlines and paperwork appropriate to your educational experience.

If you have questions, reach out to the Dane County 4-H/Extension Office: 608-224-3700 or 4Hinfo@countyofdane.com

Where Does the Dane County 4-H Educational Experience Money Come From?

- The Dane County 4-H Leaders Association budgets money that may be disbursed for educational experiences.
- The money is generated from the Dane County 4-H Potato and Ice Cream Stand at the Dane County Fair and from special donations.

If you are a Dane County 4-H educational experience funding recipient, please send a “Thank You” note to:

Dane County 4-H Leaders Association
Dane County Extension
5201 Fen Oak Drive, Suite 138
Madison WI 53718-8812