

## UTAH 4-H SCHOLARSHIPS DESCRIPTIONS AND PROCEDURES

### Overview

The goal of the Utah 4-H Scholarship Program is to award scholarships to youth who can demonstrate extensive and balanced participation in Utah 4-H. The scholarship selection process relies on 4-H members' ability to demonstrate the scope and impact of their 4-H experience through the completion of a 4-H portfolio. Portfolios are the best method to capture a member's cumulative participation, understanding, and personal growth from Utah 4-H. While scholarship applications are only scored based on the previous two years recorded in a portfolio, 4-H members are more likely to receive scholarships if their portfolio has been submitted and improved upon each year based on the constructive feedback they receive from judges.

### Opportunity/Eligibility

All scholarships are only available to first year college students, although they may be deferred if the recipient plans to take a leave of absence. When 4-H members apply for a scholarship online they will be asked a series of questions that will determine which scholarships they are eligible for, including many outside of Utah 4-H. The four main categories of 4-H specific scholarships include:

1. State 4-H Private Endowment Scholarships
  - a. Awarded based on the state standard criteria.
  - b. Available to all eligible 4-H members.
  - c. Available to students attending Utah State University and regional campuses.
  - d. Applicants must be active 4-H members and high school students planning to attend Utah State University for the upcoming Fall semester.
  - e. Applicants must prove and maintain a minimum 3.0 GPA.
  - f. Applicants must have been a resident of Utah, and member of Utah 4-H for a minimum of 2 years.
  - g. Applicants must be a US citizen or a qualified non-citizen as defined and permitted under federal law.
  - h. Amount of awards depend on availability of funds in the endowment and the terms of the approved donor agreement.
2. County Match 4-H Scholarships
  - a. Counties are eligible to build their scholarship endowment accounts by participating in the matching program. Half of the funds designated by the county for scholarships will be matched to boost the county's endowment accounts.
    - i. A minimum of \$1,000 must be raised, \$500 of which will go to the County endowment and \$500 will be awarded. The University will match and provide a \$500 scholarship.
    - ii. The maximum that can be raised in any given year will be \$10,000 per county, \$5,000 of which will go to the county endowment, and \$5,000 will be awarded in \$500 increments. The University will match each \$500 scholarship up to \$5,000 in total scholarships.

- b. County Match Scholarships will award each selected applicant \$500 based on available funds.
    - i. Example: A county raises \$2,000. \$1,000 goes into their endowment and the other \$1,000 is available for scholarships. The University will match an additional \$1,000. Between the county funds from the County and the match from the University there are \$2,000 available for scholarships. A total of 4 awards of \$500 each will be given to the top 4 scoring applicants.
  - c. Counties should notify the State 4-H Office of the amount of funds available for the County Match Scholarships prior to November 1<sup>st</sup>.
  - d. County Match 4-H Scholarships are:
    - i. Awarded based on the state standard criteria.
    - ii. Available to eligible members only in the counties who have submitted funds to be awarded that year.
    - iii. Available to students attending Utah State University and regional campuses.
  - e. County Match 4-H Scholarship applicants:
    - i. Must be active 4-H members and high school students planning to attend Utah State University for the upcoming Fall semester.
    - ii. Must prove and maintain a minimum 3.0 GPA.
    - iii. Must have been a resident of Utah, and member of Utah 4-H for a minimum of 2 years.
    - iv. Must be a US citizen or a qualified non-citizen as defined and permitted under federal law.
3. State/County Specific 4-H Scholarships
    - a. Awarded based on the state standard criteria.
    - b. Counties may use unique eligibility requirements, submitted to the State 4-H Office by November 1<sup>st</sup>.
    - c. County Specific Scholarships are eligible to be spent at other institutions of higher education if deemed appropriate prior to November 1<sup>st</sup>.
    - d. State/County Specific Scholarships will award each selected applicant \$500 based on available funds. Counties should notify the State 4-H Office of the amount of funds available for the County Specific Scholarships prior to November 1<sup>st</sup>.
  4. Private Donation 4-H (or non-4-H) Scholarships
    - a. Private scholarships are set up through USU's Extension Development Officer.
    - b. Awarded based on criteria found in approved donor agreement.
    - c. Scholarship awards must be no less than \$1,000.
    - d. Amount of awards depend on availability of funds in the endowment and the terms of the approved donor agreement.
    - e. Process typically involves either a contribution to an existing scholarship or setting up an endowment account.
    - f. Private donations adhere to the Development Office's standard operating procedures.
      - \*Please note students are only eligible for one State 4-H Private Endowment Scholarship, one County Match 4-H scholarship, and one State/County Specific 4-H Scholarship at any one time.

## **Selection Process**

- A selection committee will be comprised of four judges, two members of the State 4-H Office, and two representatives from County 4-H Offices.
- Judges may not be closely related to any youth who have submitted portfolios for the current year.
  - Parents may not participate in the scholarship judging/selection process.
  - Judges may not have a direct supervisor that has a child who has submitted a portfolio for the current year.
- Judges will be trained to use the portfolio rubrics (Appendix III)
- Portfolios will be ranked and awarded by score.
- The selection committee and selection process will be confidential. Scores will not be released to applicants or County 4-H Offices.

### ***Scholarship Application***

4-H members apply for scholarships through an e-portal hosted by the USU College of Agriculture and Applied Science.

- To apply go to <https://usu.awardspring.com/>
- Utah 4-H Portfolios are uploaded as two files: a two page resume, and a one page cover letter.

### **Resume:**

The resume should represent a cumulative summary of the 4-H members background, skills, and accomplishments. The 4-H member should summarize their 4-H experience by highlighting their project involvement, activities, awards/recognitions, leadership experiences, and community service. Each year, applicants will need to update their information, maintaining the most pertinent information over time. Content should be clearly identified as 4-H or non-4-H; style of resume and formatting are at the discretion of the applicant. Applicants should include contact information, county, school grade, and year in 4-H.

### **Cover Letter:**

The cover letter should be a narrative to accompany the resume. When applying for different 4-H scholarships, the cover letter should be tailored to the requirements of the application.

### **Cover Letter Objectives by Scholarship:**

#### Becky Mitchell 4-H Scholarship

- Describe how your 4-H Volunteer Leader influenced your life.
- Why is volunteering important?
- How have you volunteered in 4-H?
- How will you donate your time in the future?

### Gardner – Ellis Scholarship

- Explain how you became involved with 4-H.
- Describe your 4-H experience.
- Describe how your 4-H experience has influenced your life.
- Explain how you will continue to be involved with 4-H.

### Fern Shipley Kelley Scholarship

- Describe your 4-H leadership experience.
- Describe your 4-H citizenship experience.
- Describe your 4-H projects related to Family Life.
- Describe how your overall 4-H experience has influenced your life.

### Amy Kearsley Scholarship

- Describe your 4-H leadership experience.
- Describe your 4-H citizenship experience.
- Describe your 4-H projects related to Family Life.
- Describe your 4-H projects related to Agriculture.

### County Specific & County Match Scholarships

- Summarize what project(s) you have participated in 4-H and what knowledge and skills you have gained.
- What would you consider the most significant 4-H experience you have had and why?
- Explain how your involvement in 4-H has influenced your life for the better.
- Explain what you have done in 4-H that has challenge you to grow, and pushed you out of you comfort zone

## **County Reports**

- County 4-H Offices will be provided with the following information after the selection process:
  - Total number of scholarship applicants in each scholarship.
  - Names of those who were selected to receive a scholarship and the amounts awarded.

## **Awarding & Supporting Documentation**

- All scholarship information including awarding amounts, eligibility, and scholarship types must be submitted to the State 4-H Office by November 1<sup>st</sup>.
- An annual meeting between the State 4-H Office Scholarship Representative and Business Services will determine the number of State 4-H Private Endowment Scholarships to be awarded from the earnings of each endowment.
- County Match Scholarships and State/County Specific scholarships will award each

selected applicant \$500, based on available funds. For example, if there are \$2,000 available for scholarships, 4 awards of \$500 will be given to the top 4 scoring applicants.

- Winners will be notified by invitation to accept the respective scholarship via email.
  - o Applicants must complete the follow up questions online by May 1<sup>st</sup> in order to receive their scholarship.
  - o After receiving the completed follow up questions, Business Services will award the scholarships.
  - o Unanswered scholarship acceptance invitations will forfeit their award.

### ***Deferment***

- Students who have been fully accepted and enrolled into the University may defer their 4-H scholarship.
- Students must upload a letter, as part of the acceptance process, addressed to the State 4-H Office explaining their reason for deferral. Students must also include:
  - o An approximate date of return.
  - o A copy of the official letter of deferment from Utah State University's Admissions Office.
- Students who do not follow these guidelines when deferring will forfeit their award.
- The State 4-H Office will work with Business Services to encumber the funds, so that funds remain as a balance in the endowment's spendable accounts each year.
- Business Services will mark the funds as "pending" in the deferred student's account each year based on a list provided by the State 4-H Office. If the student does not return on the expected date, the funds will be returned to the proper endowment account.