



## Tips for Writing 4-H Alumni Award Applications Illinois 4-H Alumni and Illinois 4-H Young Alumni

### General Tips

- It is best to work with the person you want to nominate for the award. While it is exciting to try to surprise someone, it is challenging to know their work history and impact on telling their full 4-H story.
- Review the award categories to determine how the person you nominate best fits into the criteria sought for nomination.
- Plan ahead. These applications are limited on space to share your nominee's 4-H story, so gathering data and showing impact is important in the narrative.
- Please complete all categories in the application; if they are left blank, the scoring can be lowered.
- You can review, edit, save and submit the nomination through the program link provided by JotForm.
- At the end of the nomination, you will have the opportunity to review the entire application and save it or print it, so you have a complete copy.

### Scoring Rubric:

- Nominating Statement – 3%
- Career Accomplishments – 25%
- Summary of Accomplishments as a 4-H Member – 15%
- Impact of 4-H and Service – 25%
- Civic Leadership – 25%
- Awards and Honors – 7%

### Nominating Statement (Max 500 words)

- 4-H Alumni Award - This area summarizes why the nominator feels this nominee should be considered for this award. This is the nominator's opportunity to highlight this individual's 4-H story and the impact 4-H has made on them.
- 4-H Young Alumni Award - Please provide a summary (maximum of 500 words) of the nominee's demonstrated achievement in their profession, service, and leadership in community programs as an emerging leader and an ambassador for 4-H. (This statement will be used to introduce the nominee if he/she is selected for the award.)

### Career Accomplishments (Max 300 words)

- List previous career experiences and titles in chronological order. This area showcases how the nominee has grown in their career path.
- This section can be highlighted through bullet points or narrative to share how the applicant has advanced in their career, showcasing key experiences, innovations, leadership exhibited, and successes during their career experience. This area could include but is not limited to: impacts made on others or their industry, new products developed, items authored or speaking engagements, and/or leadership roles in their profession or boards served on due to work affiliations.
- Include any honors and recognitions the nominee has received.

### **Summary of Accomplishments as a 4-H Member (Max 500 words)**

- This area is an opportunity to tell this nominee's 4-H story and the impact 4-H made on their life.
- What impactful projects and activities did they participate in as a 4-H youth?
- What key achievements did they receive in their project areas?
- List key leadership positions held during their 4-H career – club, county, state, national, and international.
- What key events or activities did they attend as a 4-H member? (i.e., Congress, Illini Summer Academies, Citizenship Washington Focus, etc.)

### **Impact of 4-H and Service (Max 500 words)**

- How has 4-H impacted them as 4-H alumni?
- What life skills are they utilizing today due to their 4-H experience?
- Did they start a business because of their 4-H experiences?
- Are they still involved with 4-H today in a volunteer capacity? Do they serve in any leadership roles with 4-H or extension?
- How has the nominee continued their commitment to 4-H as a 4-H alumnus?
- Young Alumni Award - How have they served as an ambassador for the Illinois 4-H program and young alumni community?
- Examples are essential to telling the story.

### **Civic Leadership (Max 500 words)**

- This area should focus on non-4-H leadership.
- How has the nominee been an engaged member of their community?
- What are ways the nominee has contributed to service in their community? (i.e., Food pantry, community boards, and service organizations)
- What participation in groups and/or leadership roles have they provided to other organizations (i.e., civic, community, schools, church, public service, etc.) List dates and leadership roles.
- What role have they played in building a better community and society?

### **Awards and Honors (Max 300 words)**

- List key awards and honors that the nominee has received that are non-4-H related to their profession, community, and/or philanthropy.
- This area could be a bulleted list with dates and recognitions.

### **References**

*A minimum of two references and a maximum of four references.*

- Plan to invite references to write letters before the deadline.
- Reference letters should be attached to the online nomination, preferably. Or If needed, emailed to [il4halumni@illinois.edu](mailto:il4halumni@illinois.edu) by the registration deadline.
- Reference letters should share how the nominee has impacted others via their careers or volunteer and community efforts.
- References can highlight why the nominee deserves this award and how 4-H may have influenced their career or personal pathway.



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