

# 2015 WISCONSIN 4-H ADULT LEADER OPPORTUNITIES

Love working with youth? Interested in aerospace? Citizenship? Leadership? International travel?

## Wisconsin 4-H Wants You!

### What opportunities exist?

- Citizenship Washington Focus programs in Washington, D.C. (June-July);
- National 4-H Congress in Atlanta, Georgia (late November);
- Space Camp program in Huntsville, Alabama (late April);
- International immersion programs in Argentina, Costa Rica, Finland, Japan, Norway (summer).

### Who can apply?

- Applicants must be at least 21 years old (25 for some international experiences) at time of program.
- Applicants must have completed the Wisconsin 4-H Youth Protection program and currently be registered as 4-H leaders.

### What are the expectations of Adult Advisors?

- Applicants must be in good physical condition to withstand rigors associated with the program. Expect much walking on hard surfaces, handling luggage, and sharing a sleeping room. Sleep deficit is common.
- Space Camp and Citizenship Washington Focus (CWF) leaders can expect long periods of riding on a bus.
- CWF participants usually experience high temperatures with humidity in Washington D.C.
- Public speaking is required.
- Adult leaders must work cooperatively with fellow Advisor team members and remain with the delegation at all times during the program.
- Adult leaders are required to submit a report and evaluation upon completion of the program.
- **Participation at scheduled teleconference or in-person orientations is mandatory.**

### How much time does it require?

- Advisors are required to attend both Adult Advisor and delegate orientations.
- Preparatory time and time to complete a follow-up report and evaluation must also be scheduled.
- Most programs are for three to seven days but international programs are four to eight weeks, depending on the program.

### What does it cost?

Registration, lodging and travel expenses are covered for national programs; some meals are at the Adult Advisor's expense. Selected international Advisors will need passports and physicians' reports; some fees apply.

### What are the criteria for Advisor selection?

- Motivation: An applicant's first and foremost reason for applying must be motivated by a genuine desire to lead a youth group, attending to the group's welfare and education, ***not* for a vacation or to experience a son or daughter's program.**
- Experience: An applicant must have previous experience chaperoning local, county, district or state overnight or extended programs, whether for 4-H, school, Scouts, or other youth groups.
- Gender: Youth must be represented by adults of their same gender.
- Geographic location: Bus travel for CWF and Space Camp originate in Eau Claire where an Advisor is needed at the initial loading site for each program. If a leader is not from that area, it should be noted on the application if he/she is willing to board/disembark at Eau Claire. National Congress requires Advisors at three or four widely dispersed airports.
- Interpersonal communication: Leaders must be team players who work together.
- Leadership ability. Effective teams unify a variety of talents: organization, "people skills", guiding....
- Previous travel experience: National Congress leaders must have flight experience; international Advisors must have traveled internationally at least once.
- Sense of humor! A vital part of state and national 4-H programs is having fun, both for youth and adults.

### How do I apply?

For an application, contact a county 4-H office or call 4-H Outreach at 608-262-1557 or 608-262-0575 or visit <http://www.uwex.edu/ces/4h/volunteers/index.cfm> .

A complete application must be submitted so State 4-H receives it by 4:30 February 13 (Dec. 1 for international programs).

A county 4-H Youth Development Agent's reference is required. Other references may be required.

All applicants will be notified of their status in early March.

*Each program has a different focus with different desired attributes for leaders. If someone doesn't fit into one position, they might be great elsewhere. Advisor applicants will experience some wonderful hot competition for a few positions! If you are not selected this year, please don't be discouraged! Apply again next year!*



# 2015 National 4-H Programs

## Wisconsin 4-H Adult Leader Information and Orientations

### Adult Leader Positions Available:

**The Lead Adult for the Adult Advisor Team** is the primary contact with the program staff and the State 4-H office staff, registers the group on-site, and helps with some logistics.

**All Adult Advisors** work closely with the other Advisor team members to carry out the duties necessary for a successful group experience. This includes monitoring the conduct and health of delegates, enforcing rules/expectations, working closely with Adult Advisor team members and/or youth advisors, working in cooperation with the program staff, and serving in a leadership role as a Day Coordinator.

*Adult Advisors are active 4-H volunteers that have completed the Youth Protection process. Adult Advisors assist by monitoring youth activities, conducting meetings and assisting with operational committee work. Youth will be under the direct supervision of older youth leaders and/or adults. The ratio of adults to youth participants is approximately 1:10. Health staff consists of volunteers who have first aid and/or nursing training. Participants will eat in public cafeterias, fast food or other restaurants, or have box meals or hotel complementary breakfasts; sleep in a single bed in a dorm room with a roommate of the same gender; and use a dorm restroom with private showers; males and female participants are housed on separate floors or areas of the dorm. To the best of our ability, Adult Advisors are assigned to rooms on the same floors as their assigned delegates. Meals are prepared in large industrial or restaurant kitchens so individual meal accommodations may not be possible. Depending on the program, adults and youth participate in large group activities which may involve any of the following: discussion, writing, reading aloud, arts and crafts; role plays or skits, running, dancing, climbing stairs, standing or sitting for long periods, or having personal contact with other participants; they may walk long distances on sidewalks or hike up to ½ mile over steep terrain; for off-site excursions they may ride coaches or school buses up to 50 miles away, and may do physical activities such as working with carpentry or gardening tools. National 4-H Congress participants will fly on commercial airliners between Minneapolis, Central Wisconsin, or Milwaukee and Atlanta. National 4-H Congress and Citizenship Washington Focus participants will ride on public subway systems with others from their group. See <http://www.uwex.edu/ces/4h/events/OutOfStateOpportunities.cfm> for detailed individual program descriptions,*

**Please hold these dates & mark them on your calendar!**

**Participation at all scheduled orientations is mandatory. Sorry, no exceptions!**

For this event:	Mandatory Advisor orientation & training dates	2015 Program dates including travel dates
<b>Space Camp,</b> Huntsville, Alabama <a href="http://www.spacecamp.com">www.spacecamp.com</a> <a href="http://www.uwex.edu/ces/4h/events/spacecamp">www.uwex.edu/ces/4h/events/spacecamp</a>	<b>Adult Leader Training</b> <b>7:00 p.m. Fri., March 27 thru 4:00 p.m. Sat., March 28, 2015</b> Lowell Center, 610 Langdon St. & UW Space Place, Madison (Lodging, breakfast and lunch provided) <b>Delegation teleconference:</b> <b>Thurs., Feb. 26, 7:00-8:15 p.m.</b>	<b>April 16-20, 2015</b>
<b>Citizenship Washington Focus (CWF),</b> Washington, D.C. <a href="http://www.4hcnw.org">www.4hcnw.org</a> <a href="http://www.uwex.edu/ces/4h/events/cwf">www.uwex.edu/ces/4h/events/cwf</a>	<b>Adult Leader Training</b> <b>Sat., April 11, 2015; 10:00-4:30 p.m.,</b> N 5780 Kinney Rd , Portage, WI 53901 Tel: 608-745-4717  <b>Delegation Orientation teleconferences:</b> <b>Week 3: Mon., May 4, 7:30 – 8:45 p.m.</b> <b>Week 6: Tues., May 5, 7:30 – 8:45 p.m.</b> <b>Week 7: Thurs., May 7, 7:30 – 8:45 p.m.</b>	<b>Wk. 3: June 13-21, 2015</b> <b>Wk. 6: July 4-12, 2015</b> <b>Wk. 7: July 11-19, 2015</b>
<b>National 4-H Congress,</b> Atlanta, Georgia <a href="http://www.national4-hcongress.com">www.national4-hcongress.com</a> <a href="http://www.uwex.edu/ces/4h/events/congress">www.uwex.edu/ces/4h/events/congress</a>	<b>Adult Leader Training:</b> <b>Tues., October 20, 2015; 7:30-8:30 p.m.</b> (teleconference)  <b>Delegation teleconference:</b> <b>Tues., October 27, 7:30-8:30 p.m.</b>	<b>November 27-December 1, 2015</b>

# 2015 Wisconsin 4-H Adult Advisor Application

I am interested in (check all for which you would like to be considered):

- Citizenship Washington Focus (CWF), Washington D.C. (June 13-21, July 4-12, July 11-19, 2015)
- National 4-H Congress, Atlanta GA (November 27 – December 1, 2015)
- Space Camp, Huntsville (April 16-20, 2015.)

I wish to apply for a Lead Advisor position.  Yes  No  Maybe;      1<sup>st</sup> Aid Coordinator  Yes  No  Maybe

*(International leaders also needed in 2015 for Costa Rica, Finland, and Japan. For more information visit <http://wi4hinternational.org/>)*

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 4-H County \_\_\_\_\_ Gender \_\_\_\_\_ Years 4-H leadership experience \_\_\_\_\_  
 Tel (days) (\_\_\_\_\_) \_\_\_\_\_ Tel (nights) (\_\_\_\_\_) \_\_\_\_\_ Best time to call \_\_\_\_\_  
 Cell phone that you would carry on the program (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_  
 Occupation \_\_\_\_\_ Experience in health care or First Aid \_\_\_\_\_  
 Experience in working with disabilities \_\_\_\_\_

Please read the expectations listed above. Do you have a physical condition that may affect your ability to complete this program?  
 \_\_\_\_\_

If yes, explain: \_\_\_\_\_ Health  excellent  good  fair.

T-Shirt size  small  med  large  XL  2X  3X *(NOTE: some sizes are not available for every program.)*

List experience chaperoning youth organizational trips in the past: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What has been your greatest challenge with chaperoning youth? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Provide a brief narrative addressing the following: supervisory experience; experience coordinating events; reasons for wishing to be involved; and what you hope to gain from the experience. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Citizenship Washington Focus (CWF) Applicants only:**

Have you been on a CWF program?  When? \_\_\_\_\_ Have you traveled to Washington, D.C.?   
 Purpose of trip \_\_\_\_\_ \*City/State of Birth: \_\_\_\_\_ \*Birth date \_\_\_\_\_  
 \*Are you a U.S. citizen?  *(\*Needed for security reasons for tours of some government buildings.)*

**CWF program dates:** Please examine your calendar, taking into consideration such conflicts as work requirements, family vacations, weddings, etc., then rank preferences 1 - 3 or write "ok" or "no" for **each** program:

Wk. 3- June 13-21       Wk. 6- July 4-12       Wk. 7- July 11-19

**CWF & Space Camp Applicants only:** I prefer to board at  Eau Claire  Wausau  Madison  Milwaukee.

*(I realize I may be asked to board at a different site, depending on program needs.)*

**National 4-H Congress Applicants only:** List air travel experience \_\_\_\_\_

I prefer to board at  Minneapolis  Central Wisconsin site  Milwaukee

*(I realize I may be asked to board at a different site, depending on program needs.)*

**Please sign and date this application and take it to your County 4-H Office to be signed and mailed.**

Applicant's Signature	Date
County 4-H & Youth Development Educator's Signature	Date

**County 4-H & Youth Development Educator:**

Please complete and attach your 4-H Educator Recommendation to this application and scan/e-mail to [peter.nordin@ces.uwex.edu](mailto:peter.nordin@ces.uwex.edu)  
 or mail to Wisconsin 4-H Outreach, 436 Lowell Hall, 610 Langdon St., Madison WI 53703

**NOTE: APPLICATION AND AGENT RECOMMENDATION MUST BE RECEIVED AT STATE OFFICE BY FEB. 13, 2015 TO BE CONSIDERED.**



<sup>F</sup> An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements.

# WISCONSIN 4-H OUTREACH PROGRAMS

## County 4-H Educator's Confidential Adult Advisor Reference

Applicant's Name: \_\_\_\_\_ County: \_\_\_\_\_

The individual above has applied for an Adult Advisor position with Wisconsin 4-H Outreach Programs. Adult Advisors are responsible for the welfare and development of participants who visit another part of the country and participate in an educational program. Their primary objective is to assist youth in maximizing the quality of their experience. Your evaluation of the applicant's ability to provide effective leadership in this capacity is appreciated.

Applicant is applying for the following program(s): \_\_\_ Space Camp \_\_\_ CWF \_\_\_ National 4-H Congress

Is this applicant current under the WI 4-H Youth Protection program? \_\_\_ Yes \_\_\_ No \_\_\_ Scheduled for \_\_\_\_\_ (date)

Please assess the applicant's suitability and experience to work with youth of different ages, genders, and backgrounds:

\_\_\_\_\_

Please assess the applicant's teaching and organizational skills: \_\_\_\_\_

\_\_\_\_\_

Please describe this applicant's group leadership style and ability to work as part of a team: \_\_\_\_\_

\_\_\_\_\_

Is the applicant tactful and sensitive when working with people whose opinions and actions differ from his/her own?

\_\_\_\_\_

**Interpersonal Relations:** As you observe this applicant in relation to other people, is he/she usually: (specify "Yes" or "No" and/or comments, please)

			Comments:
Cooperative	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Looked to for guidance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Respectful	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Outgoing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

**How does this applicant react to:**

Physical Discomfort: \_\_\_\_\_

Stress/Pressure: \_\_\_\_\_

Sudden changes in schedule: \_\_\_\_\_

Awkward and embarrassing situations: \_\_\_\_\_

**In comparison with persons you have known,** how would you rate the applicant in the following areas:

	<u>Below Average</u>	<u>Average</u>	<u>Above Average</u>	<u>Top 10%</u>
Emotional Maturity	[ ]	[ ]	[ ]	[ ]
Leadership	[ ]	[ ]	[ ]	[ ]
Enthusiasm/Energy	[ ]	[ ]	[ ]	[ ]
Self-Confidence	[ ]	[ ]	[ ]	[ ]
Sense of Humor	[ ]	[ ]	[ ]	[ ]
Handling Emergencies	[ ]	[ ]	[ ]	[ ]
Self-Starter	[ ]	[ ]	[ ]	[ ]
Flexible	[ ]	[ ]	[ ]	[ ]

Please summarize your recommendations by ranking the applicant with persons you have known who possess leadership qualities.

\_\_\_ Unacceptable    \_\_\_ Below Average    \_\_\_ Average    \_\_\_ Above Average    \_\_\_ Top 10%

Do you recommend this applicant for participation? \_\_\_ Yes \_\_\_ No    Additional Comments (use back of this page if necessary).

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: (    ) \_\_\_\_\_



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