

## ***Tips for Submitting Your 4-H College Scholarship Application***

Congratulations! You are on your way to college. Scholarships are one way of dealing with the high cost of attending college. Your 4-H experiences and project work can help you get a college scholarship. A well-written scholarship application indicates you are serious about furthering your education to pursue a career. When submitting an application, keep in mind it is not how much information you include in the application, it is how well you select and present the information the application is asking for. You need to include clear, focused information about your skills, strengths and accomplishments.

Here are some tips to consider:

1. Take a moment to reflect on all your experiences, including 4-H experiences. Make a list. Determine what skills you developed through those experiences and how you used those skills or learned more about a specific skill. Think of what you were able to accomplish because of the skill or how you used and achieved mastery of the skill (shows growth). Write this information down as you are thinking!
2. Select three to five of the most important skills you listed above and write a brief description (1-2 sentences). On the application, you will be able to list up to five, so if you have five definitely include all of them.
3. Try to be specific about skills you have learned, how you developed and practiced them. Use short, simple, active statements. Utilize the most important information – focus your attention on your strong points.
4. You can use bullet statements and use action words. Consider some of the positive action words listed in the table below. This is not an all-inclusive list. Other action words can be used.

### ***Positive Action Words***

achieved	coached	documented	initiated	produced
adapted	combined	edited	instructed	published
advised	compared	eliminated	invented	reduced
aided	completed	estimated	located	removed
altered	consulted	evaluated	maintained	repaired
arranged	controlled	executed	managed	replaced
assisted	coordinated	expanded	modified	selected
assumed	created	generated	motivated	solved
attained	delivered	guided	obtained	suggested
authorized	designed	implemented	operated	supported
built	devised	improved	organized	tested
balanced	directed	increased	planned	trained

The application section titled, *4-H Experience*, has five sections for you to provide information about your experiences, achievements and skills. Two sections are for experiences and learning from school, church, civic organizations or other youth organization. The other three sections relate directly to your 4-H experiences.

The five sections are:

- Leadership Outside of 4-H (Do not include 4-H experiences here. It will not count.)
- High School Activities and Honors
- 4-H Projects
- Leadership (directly related to 4-H)
- Citizenship (directly related to 4-H)

The **4-H Scholarship Application User Guide** provides additional information.

5. A summary chart of all college scholarship requirements is located in the “Scholarships” section of the 4-H web site at: [https://4h.tennessee.edu/Pages/forms\\_materials.aspx](https://4h.tennessee.edu/Pages/forms_materials.aspx) . The summary gives applicants an opportunity to review the scholarships available. Carefully read the requirements for each scholarship and **only select those which you meet the requirements**. You can select more than one scholarship.
  - “*Preference given to....*” means consideration will be given to applicants with the defined preference over applicants that do not meet the defined preference.
6. Documents section – Before uploading any document check the following:
  - Black out Social Security number on all documents (this is for your protection).
  - Transcript must have your name on it.
  - You have the required documents to upload (GPA and SAT or ACT scores). Documents should be in pdf format to upload. The *Scholarship Application Worksheet* has specific instruction for preparing documents to upload.
7. Contact your county 4-H Extension agent and inform them of your intent to submit an application. Your agent can provide additional guidance and set some target dates for you that will allow proper revision of your application. The new application system requires agents to review the application so they can make recommendations and you have an opportunity to edit the application content. Make sure you allow enough time for the process to take place.
8. Contact the county office if there is a problem with how the program is working.
9. Submit your application on time! The best practice is to make the final submission **before** the deadline. The due date is set in the program and it will not accept scholarships after the deadline.

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