

## 2023 Tri-Rivers Fair 4-H King & Queen Guidelines



The Fair King and Queen represent the 4-H during the Tri-Rivers Fair in the 4-H and Open Class Departments, and at the evening fair events which includes a 4-H donor reception immediately following the King & Queen Crowning Ceremony. Since 4-H is part of the Tri-Rivers Fair, the 4-H Club has a part by selecting their own club member as candidates!!! The club is responsible for choosing their best candidate! The names for the King and Queen candidates are due to the Salina Extension Office by May 1.



### Requirements:

- Candidate must be 14 years old before January 1, of the current year.
- A member of 4-H for a minimum of three years.

### The contest will consist of:

- Cover Letter and Résumé – 45%
- Interview – 45%
- Thank you note writing – 10%

Score cards for the cover letter & résumé and interview can be found on the website at <http://www.centrankansas.k-state.edu/4-h> under County Fairs, Tri-Rivers Fair.

**Cover Letter:** The cover letter will be composed of three parts: introduction, body, and conclusion.

### Introduction

- State why you are writing the letter and briefly introduce yourself.

### Body

- Briefly summarize project goals and work. This includes, but is not limited to, goals, skills developed, and knowledge gained.
- Explain your leadership and citizenship project experiences and how you have grown as a person.
- Describe project experiences and how they relate to your future education and/or career goals.

### Conclusion

- Thank the reader for considering your application.
- Summarize why you are an ideal candidate for the Tri-Rivers Fair King & Queen Contest.

The format for the cover letter should be formatted as follows:

- |   |  |
|---|--|
| - Use business letter format                    | - Include a signature block and sign your letter |
| - Limited to 1 page                             | - Letter should be address to:                   |
| - Must use at least 11-point font size          | Tri-Rivers Fair 4-H King & Queen Committee       |
| - Single-space                                  | 2218 Scanlan Ave                                 |
| - Grammatically correct with no spelling errors | Salina, KS 67401                                 |

**Résumé:** With the résumé, 4-H members are encouraged to be creative and design their own template, style, etc. Simple and direct language should be used with no spelling errors and correct grammar used. Member should strive for readability; the spacing is up to the 4-H member. The résumé is limited to 2 pages and participants must use at least 11-point font size. The résumé should cover the last four years of involvement (including the current year).

Candidates are encouraged to include information on their résumé that is relevant to this contest and to help the judges get to know them. *Each candidate must include a personal objective statement.* Sections used in the résumé are up to each individual candidate and can be expanded to meet the needs of each applicant. Possible sections for the resume:

- Header with name and contact information
- Personal objective statement
- Leadership experience
- Citizenship / community engagement
- Life skills / career readiness
- Recognition
- Non-4-H project related experience

There are résumé templates posted to the District website at <http://www.centrankansas.k-state.edu/4-h> under County Fairs, Tri-Rivers Fair. These templates are meant to provide the candidates with an example. Candidates DO NOT have to use the templates.

**Bio:**

- Please submit a 75 word or less bio with your cover letter and résumé. This will be used to introduce you during the crowning ceremony at the Tri-Rivers Fair.

**Photo:**

- We will need a headshot of each candidate with a plain background. This will replace the headshot that is usually taken at the informational meeting.

- The candidate's cover letter, résumé, and bio (individual PDF documents – saved as Lastname\_Clubname\_cover letter, resume, bio) and photo (bmp, gif, heic, jpg, jpeg, or png – Lastname\_Clubname\_photo) will need to be **UPLOADED ONLINE**.
- The link can be found on the District website at <http://www.centrankansas.k-state.edu/4-h> under County Fairs, Tri-Rivers Fair.
- ***The information must be uploaded no later than 11:59 p.m. on June 6.*** Any items uploaded after the deadline will receive point deductions. Emailed documents will not be accepted.

**Informational Meeting & Reception:**

An informational meeting (required) will be held on **Tuesday, June 6, at 6 p.m.** via Zoom. (a link will be sent to the candidates via email). The interviews will take place at the Royalty Reception on **Tuesday, August 1, at 6 p.m. at Salina Heights Christian Church** (801 E Cloud St.). At this time, the location is tentative, but the date and time will remain the same even if the location changes. If you have any questions regarding this contest, please do not hesitate to contact Kate.

*K-State Research and Extension is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting Kate Littich two weeks prior to the start of the event (August 1) at 785-309-5850 or [klittich@ksu.edu](mailto:klittich@ksu.edu). Requests received after this date will be honored when it is feasible to do so.*