Global Citizenship & Cultural Immersion Programming for 4-H Age Youth

### **States' 4-H Outbound Programs**

### **Application Instructions**

Thank you for your interest in international exchange and for applying for a 2024 States' 4-H Outbound Program! The following document will provide you with step-by-step instructions on using the online application system.

### **Outbound Programs Application Link**

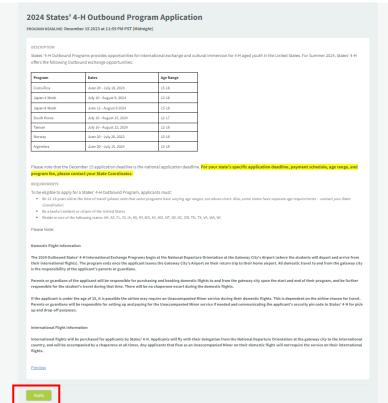
To acccess the online application, please use the following link:

2024 Application Link: https://smr.to/p92010

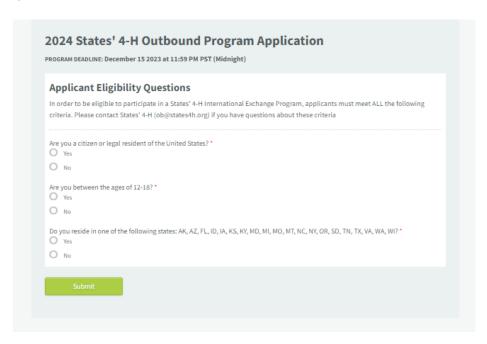
### **Eligibilty & Account Creation**

Upon clicking on the application link, you will be taken to an application overview page that provides a brief description of the currently offered Outbound Programs, eligibility requirements, and an ability to "preview" the online application. Click the "Apply" button in the bottom left-hand corner of the screen to begin the application and create your account.

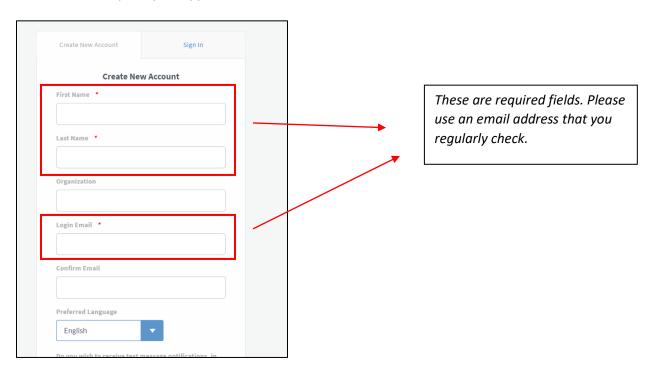
*Important Note*: Please note that while our national application deadline is December 15, each state may set their own earlier deadline. Please contact your State Coordinator for this state-specific information.



Global Citizenship & Cultural Immersion Programming for 4-H Age Youth After selecting "Apply", you will be taken to a pre-screening eligibility page to ensure that you are eligible to apply for a States' 4-H program. You MUST be able to answer "yes" to the first three questions:



After submitting your eligibilty questions, you will be prompted to create a *free* user account on Smarter Select. This will allow you to save your work in the online application, exit your browser, and return at a later date to complete your application:



Global Citizenship & Cultural Immersion Programming for 4-H Age Youth After creating your account on Smarter Select, you will receive an email confirmation that looks like this:

### **Dear Marti Test Application,**

Your application 3806762 for the 2024 States' 4-H Outbound Program Application has been created.

THE DEADLINE FOR **SUBMITTING** APPLICATION IS 11:59 AT **DECEMBER 15 2023.** 

Please save your login information below for future reference.

Your username: exchange@states4h.org

Click to Login

Thank you,

States' 4-H International Exchange

You are now ready to begin your application!

### **Outbound Application Overview**

The States' 4-H Outbound Application is split into the following sections:

- A. Outbound Program Selection
- B. Personal Information
- C. Health & Allergy Information
- D. Host Family Matching
- E. Additional Information
- F. Long Responses
- G. Supplemental Documents

#### **A: Outbound Program Selection**

For the Outbound Program Selection, you will select your top 3 choices for Outbound travel. Please ONLY select countries that you are willing to travel to – in other words, if you only are interested in

This is the national deadline. Your state may have an earlier internal deadline. Consult your State Coordinator.

Global Citizenship & Cultural Immersion Programming for 4-H Age Youth traveling to two Outbound countries, please only select those two countries. In this example, you would just select "none" for your third choice.

If you are interested in traveling to Japan, States' 4-H partners with two different youth organizations in Japan. Please make sure to select either Labo, LEX, or no preference. If you did not rank a Japan program, select "I did not choose a Japan Program."

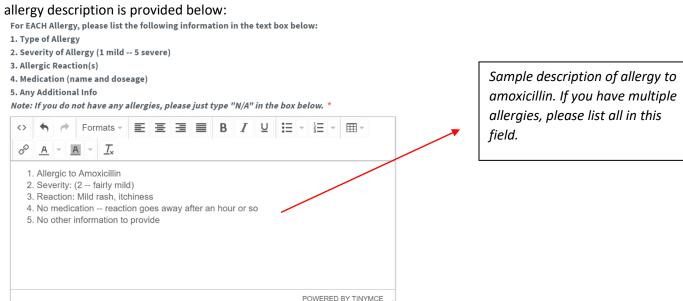
IF you chose a Japan Program, please indicate the the hosting organization that you prefer:  Note: For the 8-Week Program, Labo is the only hosting organization for the Nihongo language component.		
0	I did not choose a Japan Program	
0	Labo	IF you selected a Japan program
$\circ$	LEX	as a travel option, you MUST answer this question
	No Preference	diswer tills question

#### **B: Personal Information**

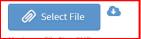
Please complete all questions in the Personal Information section. It is vital that States' 4-H has correct contact information for applicants, their parents/guardians, and an emergency contact. Please ensure that you are inputting your name *exactly* as it is listed in your passport.

#### C. Health & Allergy Information

We ask all applicants to provide preliminary medical information as part of their application. A sample allergy description is provided below:



Please attach an additional page with more allergy information, if necessary.



Please note that there is ONE box to fill out all allergy information. If you have multiple allergies, you must add them all to this box – you can title them "Allergy 1, Allergy 2, etc..." If you feel like the text box is not large enough to provide all necessary information, you can always attach an additional file with more information.



Global Citizenship & Cultural Immersion Programming for 4-H Age Youth

There is a similar section for health concerns directly below the allergy section. The same procedure as listed above applies to the health concerns section.

#### D: Host Family Matching

In this section, you will indicate your host family preferences and whether or not you are applying to be placed with a specific host family. Please note that States' 4-H cannot guarantee that your preferred host family will be available during the exchange, but we will do our best to place you with that family.

The Argentina Exchange Program does *not* have a host family component, so these questions will not apply to that program. However, because most applicants will also rank other exchange programs in their applications, it is requested that ALL applicants compete the host family information questions.

#### **E: Additional Information**

This section contains additional questions relating to your travel experience, airport preferences, hosting experience, and foreign language knowledge. Please note that is *not* required to have any foreign language knowledge or travel experience prior to participation on a States' 4-H Outbound Exchange Program.

#### F: Long Responses

In this section, you will complete the required essays, short-answer questions, and letter to your host family. It is recommended to first type your answers in a separate word document, and then copy/paste them into the application.

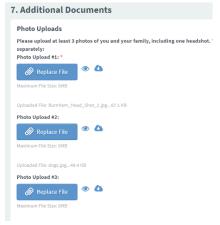
TIP: Remember that you can save/exit your application and re-log in if you don't want to finish all the questions at one time!

#### **G: Supplemental Documents**

In this section, you will provide photos of yourself and your family, upload a photo of your passport (if you have one), and add any supplemental documents that your state requires.

#### **Photo Uploads**

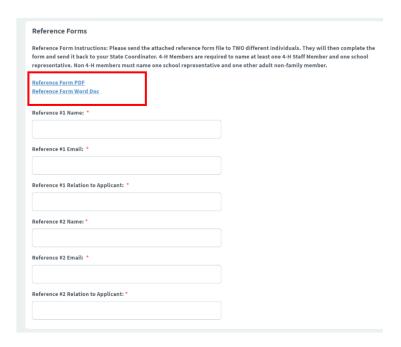
We ask that you please submit three photos of yourself and your family, including one headshot. You can combine these into one document and submit, OR upload three separate files:





Global Citizenship & Cultural Immersion Programming for 4-H Age Youth

<u>Reference Forms</u>: You are responsible for providing **TWO** separate references as part of your compete application package for the States' 4-H Outbound Program. You can access the reference form in the "Supplemental Documents" section. The form is available as both a PDF and Word document.



**Please read the reference form directions carefully**. You will download the reference form and send it *directly* to your two references. The references will complete the form and then email it to your State Coordinator. You do *not* upload the completed reference form as part of your online application.

### **Signature Page**

This is the **most important** part of the online application. In order to submit your application, you must complete the following steps:

#1: Carefully read the attached Terms and Conditions document (linked in online application).

#2: Upload a signed copy of the Comprehensive Release Form (linked in online application).

Both the Terms and Conditions document and the comprehensive release form MUST be signed by both the applicant and their parents/quardians.

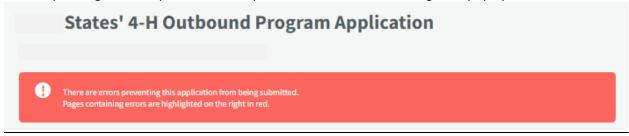
Global Citizenship & Cultural Immersion Programming for 4-H Age Youth

Signature Page READ THIS			
This is the <b>most important</b> part of the onling application. In order to submit your application, you must			
complete the following steps:			
#1: Carefully re <mark>ad the attached <u>Terms and Conditions</u> document and uplo</mark> ad a signed copy.			
#2: Upload a signed copy of the <u>Comprehensive Release Form</u> .			
Both the Terms and Conditions document and the comprehensive release form MUST be signed by both the			
applicant and their parents/guardians.			
Please upload a signed copy of the Comprehensive Release Form. Please note that this form MUST be signed by both			
the applicant AND their parents/guardians for the application to be considered complete.			
Comprehensive Release Form PDF*			
Select File			
Maximum File Size: 5MB			
100000000000000000000000000000000000000			
No file attached			
Please review and the States' 4-H <u>Terms and Conditions</u> . By signing the Terms and Conditions form, you are agreeing			
to abide by the States' 4-H Terms and Conditions.			
Select File C			
Maximum File Size: 5MB			
Download and sign this, then upload signed copy			
with the "select file" button			
with the select life button			

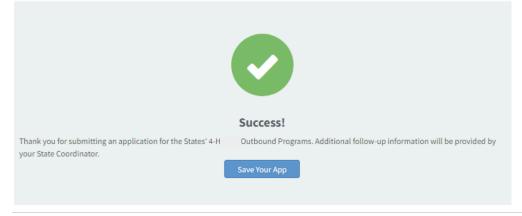
### **Submitting Your Application**

You MUST click the "Submit" button at the bottom of the application in order to fully submit your online application.

*Note:* If you forgot to complete some \*required\* fields, an error message will pop up that looks like this:



The missing fields that you must complete will be highlighted in **red**. Please complete these fields and then resubmit your application. A successful application submission will look like this:





### Global Citizenship & Cultural Immersion Programming for 4-H Age Youth

Congratulations on submitting your States' 4-H Outbound Application! Following submission, any additional follow-up information and/or requests for clarification will be communicated via your State Coordinator.

After submission, you can access your application by logging on to Smarter Select and selecting your application linked in blue (shown below). Once you submit, you will not be able to edit your application, but you can download and save a copy.

