



STATES' 4-H INTERNATIONAL

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 access the online application, please use the following link:

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

Eligibility & 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.

2024 States' 4-H Outbound Program Application

PROGRAM DEADLINE: December 15 2023 at 11:59 PM PST (Midnight)

DESCRIPTION

States' 4-H Outbound Programs provides opportunities for international exchange and cultural immersion for 4-H aged youth in the United States. For Summer 2024, States' 4-H offers the following Outbound exchange opportunities:

Program	Dates	Age Range
Costa Rica	June 20 – July 19, 2024	15-18
Japan 4 Week	July 10 – August 9, 2024	12-18
Japan 8 Week	June 12 – August 9, 2024	15-18
South Korea	July 16 – August 15, 2024	12-17
Taiwan	July 16 – August 15, 2024	12-18
Norway	June 20 – July 20, 2022	15-18
Argentina	June 20 – July 15, 2024	15-18

Please note that the December 15 application deadline is the national application deadline. **For your state's specific application deadline, payment schedule, age range, and program fee, please contact your State Coordinator.**

REQUIREMENTS

To be eligible to apply for a States' 4-H Outbound Program, applicants must:

- Be 12-18 years old at the time of travel (please note that some programs have varying age ranges, see above chart. Also, some states have separate age requirements – contact your State Coordinator)
- Be a lawful resident or citizen of the United States
- Reside in one of the following states: AK, AZ, FL, ID, IA, KS, KY, MD, MI, MO, MT, NY, NC, OR, TX, VA, WA, WI

Please Note:

Domestic Flight Information

The 2024 Outbound States' 4-H International Exchange Programs begin at the National Departure Orientation at the Gateway City's Airport (where the students will depart and arrive from their international flights). The program ends once the applicant leaves the Gateway City's Airport on their return trip to their home airport. All domestic travel to and from the gateway city is the responsibility of the applicant's parents or guardians.

Parents or guardians of the applicant will be responsible for purchasing and booking domestic flights to and from the gateway city upon the start and end of their program, and be further responsible for the student's travel during that time. There will be no chaperone escort during the domestic flights.

If the applicant is under the age of 15, it is possible the airline may require an Unaccompanied Minor service during their domestic flights. This is dependent on the airline chosen for travel. Parents or guardians will be responsible for setting up and paying for the Unaccompanied Minor service if needed and communicating the applicant's security pin code to States' 4-H for pick up and drop-off purposes.

International Flight Information

International flights will be purchased for applicants by States' 4-H. Applicants will fly with their delegation from the National Departure Orientation at the gateway city to the international country, and will be accompanied by a chaperone at all times. Any applicants that flew as an Unaccompanied Minor on their domestic flight will not require the service on their international flights.

[Preview](#)

[Apply](#)



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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 eligibility 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:



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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 YOUR APPLICATION IS AT 11:59 PM PST ON 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

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

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



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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. *

- ☐ I did not choose a Japan Program
- ☐ Labo
- ☐ LEX
- ☒ No Preference

IF you selected a Japan program as a travel option, you MUST answer this 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:

For EACH Allergy, please list the following information in the text box below:

1. Type of Allergy
2. Severity of Allergy (1 mild -- 5 severe)
3. Allergic Reaction(s)
4. Medication (name and dosage)
5. Any Additional Info

Note: If you do not have any allergies, please just type "N/A" in the box below. *

The screenshot shows a text editor with a toolbar at the top containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, link, unlink, text color, background color, and text format. Below the toolbar is a text box with the following sample text:

- 1. Allergic to Amoxicillin
- 2. Severity: (2 -- fairly mild)
- 3. Reaction: Mild rash, itchiness
- 4. No medication -- reaction goes away after an hour or so
- 5. No other information to provide

At the bottom right of the text box, it says "POWERED BY TINYMCE".

Sample description of allergy to amoxicillin. If you have multiple allergies, please list all in this field.

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

The screenshot shows a blue button with a white paperclip icon and the text "Select File". To the right of the button is a small blue cloud icon. The button is highlighted with a red rectangle.

Maximum File Size: 3MB

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.



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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 complete 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:

7. Additional Documents

Photo Uploads
Please upload at least 3 photos of you and your family, including one headshot.
separately:
Photo Upload #1: *

Replace File

Maximum File Size: 5MB

Uploaded File: Burnham_Head_Shot_2.jpg...67.1 KB

Photo Upload #2:

Replace File

Maximum File Size: 5MB

Uploaded File: dogs.jpg...49.4 KB

Photo Upload #3:

Replace File

Maximum File Size: 5MB



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Reference Forms: You are responsible for providing **TWO** separate references as part of your complete 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.

Reference Forms

Reference Form Instructions: Please send the attached reference form file to TWO different individuals. They will then complete the form and send it back to your State Coordinator. 4-H Members are required to name at least one 4-H Staff Member and one school representative. Non 4-H members must name one school representative and one other adult non-family member.

[Reference Form PDF](#)
[Reference Form Word Doc](#)

Reference #1 Name: *

Reference #1 Email: *

Reference #1 Relation to Applicant: *

Reference #2 Name: *

Reference #2 Email: *

Reference #2 Relation to Applicant: *

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/guardians.



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Signature Page

READ THIS

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 and upload a signed copy.

#2: Upload a signed copy of the [Comprehensive Release Form](#).

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

No file attached

Please review and the [States' 4-H Terms and Conditions](#). By signing the *Terms and Conditions* form, you are agreeing to abide by the States' 4-H Terms and Conditions.

 Select File 

Maximum File Size: 5MB

No file attached

Download and sign this, then upload signed copy with the "select file" 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:

States' 4-H Outbound Program Application



There are errors preventing this application from being submitted.
Pages containing errors are highlighted on the right in red.

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:



Success!

Thank you for submitting an application for the States' 4-H

Outbound Programs. Additional follow-up information will be provided by your State Coordinator.

[Save Your App](#)



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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.

My Applications

You have 1 total applications.

Sort by: Program ▾

Ascending

<div>States' 4-H Outbound Program Application</div> <div>Application</div>	<div>Submitted</div> <div>Status</div>	<div>in 2 months</div> <div>Time remaining</div>	
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