

## Formatting Guidelines for United States Senate Youth Program Application

### I. **Outline of Current Scholastic Accomplishments, Activities, and Interests.**

This should appear in resume format complete with headings. **Use the headings below** and organize the information to make the application easy to read. Make sure to remember who sponsors this scholarship (your audience) and for what overall purpose. Provide a brief description of the organizations or clubs to which you belong and explain your roles.

- A. **Current elective office(s)** – Explain your leadership role(s) and duties
- B. **Significant school activities** – List those activities (grades 9-12) that show leadership qualities and relevancy to this scholarship. Identify the organization and explain your role, duties, and any ongoing participation, for example, Football 9-12, captain of team grade 12; Editor, school newspaper; Key Club, organized community food drive. These explanations clarify your leadership roles. Members of the selection committee may not recognize the abbreviations for names of clubs or organizations, or the name of some organizations such as NLR All-Stars or UNI-Club, so be specific and give a brief explanation where necessary.
- C. **Volunteerism and community service activities** - List those activities that may be relevant to this scholarship. Address those activities you have participated in throughout your high school years. **Identify** the organization and **explain** your role(s) and any ongoing participation. For example, Exceptional Children's Exercise League may need an explanation of the organization and your activities with the organization.
- D. **Awards and summer leadership activities** - List only those activities that may be relevant to this scholarship and do not seem to fit any other category. For example, Boy's or Girl's State, Boy's or Girl's Nation, Hugh O'Brien Youth Leadership (HOBY), and so on, are honors and activities that take place during the summer and which show leadership qualities the selection committee looks for. If you are unsure whether members of the selection committee are familiar with an award, organization, or activity, spell out the name and give a brief description or explanation of the award, organization, or activity along with your role.

II. **Statement of Future Aspirations.** Write a paragraph explaining your plans for the future, including higher education. Again, remember the purpose and audience for this scholarship when writing the paragraph.

III. **Essay.** Write an essay that describes the qualities of a good leader and explains why these leadership qualities are important to the future of our country.

**NOTE:** The essay described above should be a formal, multi-paragraph response containing details and examples that support your ideas and opinions. Make sure to proofread your essay for grammar, spelling, punctuation, and so on.

**\*\* Make sure to have someone proofread your essay and application for omissions and errors.** This is your opportunity to impress the selection committee, and first impressions are lasting ones.