

U.S. Senate Youth Application Template - Pennsylvania

PROGRAM RULES

Complete eligibility criteria can be found at <https://www.pasc.net/senateyouth>. Only **ONE** applicant will be accepted from each Pennsylvania secondary school. If more than one application is received from a school, none of those students will be considered. Applicants must be US citizens or legal permanent residents of the United States and Pennsylvania.

To submit a complete application, you will need to provide by the deadline:

1. The application, which includes your resume and three essays.
 - The application will also ask you to separately list your "qualifying position" that makes you eligible to apply for this program.
2. Your two letters of recommendation.
 - Make sure your letters come from the correct two individuals.
 - i. One letter must come from your principal, counselor, or a teacher who has taught you.
 - ii. The other letter must come from the advisor of the activity that makes you eligible to apply for this program.
3. The principal certification letter.
 - This letter verifies you are the only nominee from your school, that you meet the eligibility requirements for the position, and that your school fully supports your nomination.
4. The parent/guardian form
 - This ensures that your parent/guardian(s) understands the process and will fully support your candidacy for this program.
5. Your transcript. An unofficial transcript, issued directly to the student, is acceptable. Please note that if the student is a finalist, we will request an official school transcript.

ONLINE APPLICATION

Once you have verified you are the nominee from your school, you must complete the online application at

https://docs.google.com/forms/d/e/1FAIpQLSdE7mAEZkJiXEdQNM2wpc01MapQDQc-MgURNEOuhYrVtKnoVw/viewform?usp=sf_link. **Paper applications will not be accepted!**

QUALIFYING POSITION REQUIREMENT

The student must hold an elected or appointed office in student council, class government, or a civic or educational organization. Examples of acceptable and unacceptable positions can be found at <https://www.pasc.net/senateyouth>. Email if you have any questions.

It is of critical importance that students ensure they hold a qualifying position before applying. If students do not meet this requirement, or if it cannot be verified their position qualifies based upon their application, their application will not be considered and they will not be notified.

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LETTERS OF RECOMMENDATION

The letters of recommendation MUST come from:

1. Their school principal (Assistant/Associate/Vice/House Principal acceptable) **or** their School Counselor, **or** a teacher who has taught the student.
2. Advisor of the Activity in which the student holds an elected or appointed position that makes them eligible for this award.

Please make sure you print and give to your recommenders this letter that explains what we are looking for in their letters on your behalf:

https://drive.google.com/file/d/1vzo0JoaeQDiwpAiarQlliJ924lO9Zly_/view?usp=drive_link

PRINCIPAL CERTIFICATION LETTER

Your principal is responsible for completing the following form and submitting it on your behalf, attesting to your application and that you are the only candidate from your school:

https://docs.google.com/document/d/1YHhOPamfhsiH9r5K2sjzx8_TNSViJdQ/edit?usp=drive_link&oid=107116334073195905897&rtpof=true&sd=true

PARENT/GUARDIAN LETTER

Additionally, we request that your parent/guardian(s) submit a form on your behalf stating that they are in support of your candidacy for this program. The letter they need to sign is at

https://docs.google.com/document/d/1N4ACvLGCSsfj8y3WmxDEmxZ7v2eo9_Tc/edit?usp=drive_link&oid=107116334073195905897&rtpof=true&sd=true

All applications must be submitted via the online form above no later than 11:59 PM on Sunday, October 6, 2024. Paper applications will not be accepted.

Supplemental mailed items (letters of recommendation, transcripts, parent/guardian letter, and the principal certification letter) must be postmarked by Saturday, October 5, 2024. Emails must be received on or before Sunday, October 6, 2024. Transcripts, recommendations, parent/guardian letter, and the Principal Certification Form can be emailed to senateyouth@pasc.net or submitted directly on the form. Please note that electronic submissions of the supplemental items are preferred.

If necessary, mailed transcripts, recommendations, parent/guardian letter, and the principal certification letter can be sent to:

Dr. Felix Yerace, Pennsylvania USSYP Program Coordinator
c/o South Fayette HS
3640 Old Oakdale Road
McDonald, PA 15057

We highly recommend you send these supplemental materials via Certified USPS Mail. PASC is not responsible for late or missing mailed submissions. **Again, the actual application must be completed online. NO MAILED APPLICATION WILL BE ACCEPTED!**

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Questions related to the application process or scholarship eligibility, please email Pennsylvania USSYP Pennsylvania Coordinator Dr. Felix Yerace at senateyouth@pasc.net or call 412-221-4542 x603. Please note that email is preferred. You should receive a response within 72 hours. If you do not, please follow up.

Please note that:

- Late applications will not be considered for any reason. To avoid technical difficulties, we strongly encourage applicants to complete this form well before the due date and not attempt to submit the application right before the form closes. A reminder that everything you need to complete this form can be found at <https://docs.google.com/document/d/1GmP75CoxLmPgZMPm0JgUwQeXChWJtURE/edit?usp=sharing&oid=107116334073195905897&rtpof=true&sd=true> so that you can enter the information you need in approximately 30 minutes.
- Applicants who do not meet all of the stated eligibility requirements listed above will not be considered for the program and will not be contacted regarding their ineligibility.
- If more than one application from a school is received, none of those applications will be considered.
- Incomplete submissions may be disqualified. It is your responsibility to ensure that your application is complete, and you should not expect to receive notification if it is not.
- Please do not submit additional materials besides the required elements since they will not be evaluated.
- Please note that if you submit more than one application, we will only evaluate the last one you submit. For this reason we suggest you carefully prepare and review your application prior to submission to ensure you do not need to recomplete the entire application to resubmit it. Editing of an existing application is not allowed.
- While we strongly encourage all materials to be submitted by the applicant on their application, we also understand that some recommenders prefer to submit their letters directly to us. All materials not submitted by the applicant on their application must be sent to senateyouth@pasc.net. All materials must still be submitted by the deadline and no late submissions will be accepted for any reason. For this reason, we encourage applicants to request their needed materials well in advance of the deadline.
- Mailed submissions of materials (letters of recommendation, transcript, required signature forms), while allowed, are discouraged.

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Personal Information

- Full Legal Name
 - Mr./Ms./Mx.
 - First Name: _____
 - Middle Name: _____
 - Last Name: _____
 - Name Suffix (Jr., III, etc) _____
 - Informal/Nickname: _____
- Address
 - Street Address: _____
 - Address Line 2: _____
 - City: _____
 - Postal / Zip Code: _____
- Personal Email: _____

Please ensure this is an email that can accept emails from outside senders.
Some school email accounts block emails from outside their domain
- Secondary Email:
 - You will also receive information at this account to ensure you receive any necessary updates. Please ensure this is an email that can accept emails from outside senders. Some school email accounts block emails from outside their domain
- Home Phone Number: _____
- Cell Phone Number: _____
- Gender Pronouns (circle one)
 - He/him/his She/her/hers They/them/theirs He/they She/they
- Class (circle one)
 - Senior (Class of 2025) Junior (Class of 2026)
- Age as of 12/1/2024 _____

Parent/Guardian Information (Only requires information for one parent)

- First Parent/Guardian Prefix: Mr. Mrs. Ms. Mx. Dr.
- First Parent/Guardian First Name: _____
- First Parent/Guardian Last Name: _____
- First Parent/Guardian Phone Number : _____
- First Parent/Guardian Email : _____

- Second Parent/Guardian Prefix: Mr. Mrs. Ms. Mx. Dr.
- Second Parent/Guardian First Name: _____
- Second Parent/Guardian Last Name: _____
- Second Parent/Guardian Phone Number : _____
- Second Parent/Guardian Email : _____

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- What is the qualifying elected/appointed leadership position you current hold for this school year that makes you eligible for this application_____
- Briefly describe how you represent your constituency and serve others in this position, such as service activities for the community. For example, even if you are the President of your class (a qualifying position) you still need to explain what you actually are doing in this position to represent your constituency and serving others. The answer you provide here will be cross-referenced with your required letter of recommendation from the advisor of this position.
 - If this position IS NOT an officer position in your class council, honor society, student council/government/senate, or FFA chapter, please provide a qualifying position you hold, and explain how this position qualifies you to apply for the program. A reminder that if cannot be verified your position qualifies based upon your application or does not meet the position requirements listed on the PASC Senate Youth Website, your application will not be considered and you will not be notified.
- Citizenship: (circle one)
 - I am a U.S. citizen
 - NO I am not a U.S. citizen, but I am a permanent resident currently in possession of my official I-551 “Green Card” at the time of this application.

Having applied for a Green Card, but not in possession, means you cannot apply for USSYP.

- If I am selected as a finalist, I will be able to travel to Harrisburg on Saturday, November 23, at my own expense, to interview for this program.
 - Yes
 - NO, and am thus ineligible for this program.
- If I am selected for this program, I will be able to travel to Washington, DC March 1-8, 2025 to participate in the program its entirety (travel expenses paid by the Hearst Foundation).
 - Yes
 - NO, and am thus ineligible for this program.
- I understand that if selected as a finalist for this program, information submitted in this application, including my letters of recommendation and GPA from my transcript, may be used by the Hearst Foundation, the Pennsylvania Department of Education, and the Pennsylvania Association of Student Councils on their websites and as part of media releases, and that my picture may be used as well.

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- No, but will do so prior to submission

Activities/Organizations

Please list the Top 10 activities (organizations) you have participated in during your High School tenure. If you have more than 10 activities (organizations), you must choose the top 10.

DO NOT include the qualifying position you listed above that makes you eligible to apply for this program.

You may choose to include:

- A. Service (Key Club, Interact, Eagle Scouts, Girl Scouts, other community service organizations, etc.)
- B. Academic Honors, Societies, and Clubs (National Honors Society, Beta Club, Mu Alpha Theta, Model UN, debate, yearbook, newspaper, etc.)
- C. Selected or appointed merit activities (Governor's School, Boys' or Girls' State, Mayor's Youth Council, etc.)
- D. Career & Technical Organizations (HOSA, FFA, FBLA, DECA, 4H, etc.)
- E. Arts (band, choir, individual instrumental music, dance, art)
- F. Sports (any sport that represents the school)

The activities you choose to list may be either in school or in the community.

For each activity (organization), please include the following (as applicable):

- a. The length of your involvement (for example: August 2021-May 2022; August 2022 – current)
- b. Identify any leadership position(s) held (note - if you've held more than one leadership position in an organization or activity, please share each one)
- c. A brief description of your contributions to any projects you have worked on as part of your activities
- d. A list of any special skills you wish to share (e.g., artist skills, musical skills, career or technical skills, bilingualism, etc.)

In the next section, we will ask you to explain specific service-oriented projects you have worked on. While you can include service organizations in this section and any roles or officer positions you held in them, please do not list and explain the specific service projects you completed in this section; save them for the following section.

Please use the following example as a guide for this section.

Activity - Student Council (August 2022 - Present)

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Positions and/or offices held - 9 - member, 10 - Homecoming Committee Chair, oversaw the Homecoming Carnival and Dance, 11 - Secretary, recorded minutes and oversaw publicity and social media, 12 - President

<u>Activity</u>	<u>Positions and/or Offices</u>
<u>1.</u>	
<u>2</u>	
<u>3</u>	
<u>4</u>	
<u>5</u>	
<u>6</u>	
<u>7</u>	
<u>8</u>	
<u>9</u>	
<u>10</u>	

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Service Activities/Projects

Please list the Top 10 service activities (projects) you have participated in during your High School tenure, the organization you worked with, and a description of the work you did with that organization. If you have more than 10 activities (projects), you must choose the top 10.

Please ensure that you are writing about specific service-oriented projects you have worked on in this project that have impacted your school and/or community, and your role/accomplishments in them.

The projects you choose to include may be either in school or in the community. You may include multiple projects you did for one organization (for example, if you completed three service projects as part of your Student Council, you may include all three of them here).

Please use the following example as a guide for this section.

Activity - Donation Nation Volunteering

Duties/Description - With Donation Nation, I have volunteered 20 hours towards my community with our hospital, CHOP, and helped students in underprivileged areas receive school supplies. I did so by organizing a supply drive and a distribution event in my community.

<u>Activity</u>	<u>Description/Leadership Demonstrated</u>
<u>1.</u>	
<u>2</u>	
<u>3</u>	
<u>4</u>	
<u>5</u>	
<u>6</u>	
<u>7</u>	
<u>8</u>	
<u>9</u>	
<u>10</u>	

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Rewards & Recognition

Please list the Top Five recognitions or awards you have received during your High School tenure and the year(s) you won the award. If you have more than five activities, you must choose the top five. These should be recognitions or awards; simply attaining membership in an organization such as National Honor Society or being your school's delegate to a program like HOBY does not count for this section.

The awards you choose to list may be either in school or in the community.

Examples may include: Eagle Scout, Gold Award, National Merit Scholar Finalist, AP Scholar. If the award is a local one given by your school or community, please briefly explain the award.

<u>Award</u>	<u>Year(s)</u>
<u>1.</u>	
<u>2</u>	
<u>3</u>	
<u>4</u>	
<u>5</u>	

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Essays

Please answer the following questions in 500 words or less (per response) in the boxes on the online form. Responses can be copied from another document. We suggest composing your response in Word or another program and pasting them into this application.

You will be scored on factors such as:

1. Focus
2. Content (thoughtful and concise)
3. Organization
4. Style / Convention
5. Description of value/meaning/importance in your life

Essay #1 (500 words or less):

What personality trait, attribute, or skill do you possess that has been the biggest asset to you in leadership situations? Tell us both the trait / attribute / skill and an example of how it has helped you be successful.

Essay #2 (500 words or less):

The Social Change Model of Leadership approaches leadership as a purposeful, collaborative, values-based process that results in positive social change. The Model was built upon the following assumptions:

- * Leadership is socially responsible, it impacts change on behalf of others.**
- * Leadership is inclusive, empowering, and accessible to all people.**
- * Community involvement/service is a powerful vehicle for leadership.**

The US Senate Youth Program is for civic engagement and public service. Given the information above, why do you think civic engagement and public service is important, and why are you interested in pursuing a path in public service?

Essay #3 (500 words or less):

Imagine that you have recently been elected as one of the youngest members of the Pennsylvania legislature. What would be the first bill you would introduce? Describe the provisions of your bill and why this initiative is your top priority.

We recommend typing this in another document to check the word count and then copying and pasting it into the online application

** You will be asked to verify your submission is your own work, and not written by someone else or via AI.*

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Recommendations and Transcripts: Please note we only accept Word documents or PDFs. An unofficial transcript, issued directly to the student, is acceptable. Please note that if the student is a finalist, we will request an official school transcript.

1. Name of School Principal or Counselor or Other Teacher submitting the Letter of Recommendation _____
2. Email of School Principal or Counselor or Other Teacher submitting the Letter of Recommendation _____
3. Name of Advisor of the Activity in which the student holds an elected or appointed position that makes them eligible for this award that will be submitting the Letter of Recommendation _____
4. Email of Advisor of the Activity in which the student holds an elected or appointed position that makes them eligible for this award that will be submitting the Letter of Recommendation _____

Final Steps:

1. A copy of your answers will be emailed to the address given at the start.
2. If you did not upload it, submit a letter of recommendation from the advisor of the activity in which the student holds the elected position. This can be mailed or emailed to the addresses below.
3. If you did not upload it, submit a letter of recommendation from either your school principal or school counselor, or a teacher who has had you in their class. This can be mailed or emailed to the address below.
4. If you did not upload it, submit an academic transcript by mail or email to the address below.
5. If you did not upload it, submit the principal certification letter by mail or email to the address below.
6. If you did not upload it, submit the parent/guardian letter by mail or email to the address below.

All applications must be submitted via this form no later than Sunday, October 6, 2024. If not uploaded on the application, transcripts, recommendations, the parent/guardian letter, and the principal certification letter can be emailed to senateyouth@pasc.net.

YOUR APPLICATION IS NOT FINISHED UNTIL THE RECOMMENDATIONS, TRANSCRIPT, PARENT/GUARDIAN LETTER, AND PRINCIPAL CERTIFICATION LETTER ARE RECEIVED!!

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Ten finalists will be notified in early November 2024 and will be scheduled to be interviewed on Saturday, November 23, 2024 in Harrisburg.