

## Format Guidelines for United States Senate Youth Program Application

- I. **Outline of Current Interests and Accomplishments.** This should appear in resume format complete with headings. Use headings and organize information to make the application easier to read and to eliminate confusion and guesswork on the part of the selection committee. Make sure to remember who sponsors this scholarship and for what overall purpose. Do not list everything you have accomplished, but make sure to include all **pertinent** information. Provide a brief description, if necessary, of organizations or clubs and **explain your roles**.
- A. **Current elective office(s)** – Explain your leadership role and duties
- B. **Significant school activities** – List those activities (grades 9-12) that show leadership qualities and are relevant to this scholarship. For example, football 9-12, captain of team grade 12; Editor, school newspaper; Key Club, organized community food drive, would all point to leadership capability. **Identify** the organization and explain your role, duties, and any ongoing participation. Some of the selection judges 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. (Some of the selection judges may not recognize the names of all organizations or the abbreviations of the organizations, so be specific.)
- 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 and/or Girl’s State, Boy’s and/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 the judges 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 focus and sponsor for this scholarship when writing the paragraph.
- III. **Essay. Write an essay that includes the following information:**
- a description of yourself as **a learner**, including your preference of school courses;
  - a description of the **goals** which you have set or are setting for yourself;
  - a description of the **leadership qualities** which you possess;
  - an explanation why you should be selected as one of two delegates to represent Arkansas in the United States Senate Youth Program.

**NOTE:** The essay described above should be a multi-paragraph response. Each of the bulleted items needs to be addressed. Each bulleted item could be a separate paragraph (make sure to include introductory and concluding paragraphs). **Pay close attention to your leadership qualities, community or public service, and volunteerism as they are important elements of this scholarship.**

**\*\* 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.