

U.S. SENATE YOUTH PROGRAM (USSY)

**Information Packet
for the**

**2005-2006
School Year**

Packet to Each Counselor Includes:

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U.S. SENATE YOUTH PROGRAM

2005-2006 SCHOOL YEAR

**Background Information and Procedures
for Selecting Delegates**

**PROCEDURES FOR SELECTING TWO MICHIGAN DELEGATES
FOR THE 2005-2006
UNITED STATES SENATE YOUTH PROGRAM**

1. Information on selection procedures is being sent via the high school principal to the counseling offices of all Michigan High Schools, both public and private. Each high school is eligible to select one winner and to forward a completed application packet to the Michigan Department of Education (MDE) no later than October 21, 2005. A cover letter from the school counselor should be included with the application.
2. **ONE CANDIDATE** may be chosen from each high school. Each high school will determine its own selection process. The completed application packet is to be submitted to the Michigan Department of Education **no later than Thursday, October 20, 2005** (postmarked).
3. Reviewers will score and rank each application following procedures developed by MDE.
4. Two winners and two alternates will be recommended to the Superintendent of Public Instruction for his consideration **no later than November 21, 2005**.
5. The names of two winners and two alternates will be forwarded to the Hearst Foundation **no later than December 2, 2005**.
6. The Hearst Foundation will notify the two Michigan delegates and the two alternates **on or before December 17, 2005**. Those not selected, will be notified via letter from the Department **on or before December 16, 2005**.
7. The two winning students will each be awarded a \$5,000 scholarship during their visit Washington, D.C.

SUGGESTIONS FOR HIGH SCHOOL COUNSELORS AND APPLICANTS

Suggestions for assisting students in completing the application form:

Neatness is very important. All applications should be typed or written legibly in pen. **Please make three copies** of each entry. **This includes application, exam answers, essays and cover sheet for the examination.** Thus, **black ink** should be used if application is completed in pen.

Correct grammar and spelling are important, as is clear and concise writing.

Explain acronyms and organization names: "The Four-Square Club" or "C.O.P.E." which has meaning for one individual may mean nothing to the judges who review the student's entry.

Explain awards: "the John Smith Award" is given annually to the student in your school who is recognized by his peers as an outstanding citizen. The reviewers probably will not know this.

Be sure that the response given is the one asked for. For example, if the question asks for community service activities, do not list school activities. Assist the student in understanding the difference between community and school involvement.

THE PRINCIPAL, SPONSORING FACULTY MEMBER AND COMMUNITY-AT-LARGE MEMBER SHOULD COMPLETE THEIR STATEMENT OF RECOMMENDATION CAREFULLY. Their statement of recommendation should indicate that they know the student and should address the items listed under statements of recommendation.

LOCAL SCHOOL DISTRICT'S SELECTION PROCESS

Selection of delegates/winners will be based on:

- Achievement and leadership ability (demonstrated and potential);
- High scholastic standing;
- Ability to read, write, speak and think;
- Community involvement;
- Culturally diverse representation*

Specifically, in regard to applicants, reviewers at appropriate levels will take into consideration the following criteria:

- Recommendations of sponsoring faculty members, principals and member from the community-at-large;
- Honors and awards which have been received (grades 9-12);
- Leadership experiences within the community-at-large (grades 9-12);
- Volunteer community services;
- Work for pay experiences;
- Participation in local political campaigns, bonds election and such;
- Special skills and talents;
- Experience of working and interacting with people from a variety of cultural, racial, ethnic; and socioeconomic backgrounds;
- Well stated career goals and aspirations; and,
- Student score on test provided by the Hearst Foundation.

*Representation of culturally diverse groups in our society is a factor that will be considered at each level in the selection of delegates (e.g.: race, national origin, sex, and disability).

**Cover Sheet for
HEARST PROPOSED QUALIFYING EXAMINATION**

This cover sheet should be completed and included on the top of the student's test.

Applicant: _____

High School: _____

District: _____

Test Scoring by Local School District -

Hearst Foundation Test Scores:

Part I : (Not greater than 40 points) _____

Part II: (Not greater than 10 points) _____

Part III : (Not greater than 20 points) _____

Part IV : (Not greater than 20 points) _____

Part V: (Not greater than 10 points) _____

TOTAL: (Not greater than 100 points) _____

*Conversion Formula: (Insert score in 1-10 range)

91-100 = 10

41-50 = 5

81-90 = 9

31-40 = 4

71-80 = 8

21-30 = 3

61-70 = 7

11-20 = 2

51-60 = 6

0-10 = 1

Test Scoring by MDE Reviewers

Part VI (Essay)

INSTRUCTIONS FOR SCHOOL COUNSELOR

Suggested timeline: *No later than September 27, 2005

The cover letter from the Michigan Department of Education addressed to the Principal with a request to give it to the school counselor. Included are:

1. Background information on U.S. Senate Youth Scholarship Competition (2005-2006);
- A. Request for principals to announce and advertise program within their schools to all students and to have an appropriate process established within their schools for interested students who wish to apply;
- B. Suggested process for schools to follow in selecting high school winners;
4. Copies of test, essay, application forms and answer sheet;
5. Select a candidate from your high school who will compete at the state level.

Suggested timeline: *No later than October 14, 2005

The test from the Michigan Department of Education should be administered by the school counselor and scored (Parts I - V). The reviewers at the Michigan Department of Education will score the essay portion (Part VI).

Required deadline: No later than October 20, 2005 (**Postmarked**)
No later than October 21, 2005 (**Hand delivered**)

Deliver Candidate Packet to:

(mailing address)

Mr. David F. Mills
Advanced and Accelerated Consultant
Michigan Department of Education
P.O. Box 30008
Lansing, MI 48909

(hand delivery address)

Mr. David F. Mills
John Hannah Building
4th Floor, 608 W. Allegan
Lansing, MI 48933
Telephone: 517/373-8480

The original and THREE copies of the application should be sent and should bear a postmark date of **no later than October 20, 2005**. Hand delivered applications will be accepted through October 21, 2005, **no later than 4:00 p.m.**

No fax copies or e-mails will be accepted.

TIMELINE

September 27, 2005	Tests, information packet and related information mailed to all high schools requesting information packets.
October 17, 2005	Candidate selection completed at high schools.
October 20, 2005	Postmark deadline for mailed applications of high school winners to Michigan Department of Education.
October 21, 2005	Hand-delivered applications with questions accepted no later than 4:00 p.m.
October 24, 2005 thru December 1, 2005	USSY applications delivered to MDE reviewers.
December 2, 2005	Names of two finalists and two alternates forwarded to Hearst Foundation. Hearst Foundation to notify Youth Scholarship winners and alternates.
December 16, 2005	Students not qualifying will be notified, in writing, by the Michigan Department of Education.
March 4 – 11, 2006	Delegates will participate in Washington D.C. activities.

**2005-2006 UNITED STATES
SENATE YOUTH PROGRAM**

STUDENT APPLICATION
AND RELATED INFORMATION

Application # : _____

Date Received: _____

**APPLICATION FORM
MICHIGAN COMPETITION FOR THE
UNITED STATES SENATE YOUTH SCHOLARSHIP PROGRAM
2005-2006**

Use black ink or type information on application.

Nominee's Name: _____

Nominee's Home Address: _____
Number /Street Apartment #

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Birth Date: _____ Grade: _____

Email address: _____

Current elected capacity in student government, civic or educational organizations:

High School: _____ School District: _____

School Address: _____

Telephone Number: _____ Fax Number: _____

Principal: _____ Email: _____

Legislative District Numbers: (based on student's residence)

State Senate _____ State House _____

Parent's Names:

Mother: _____

Mother's Work Telephone Number: __ (____) _____

Father: _____

Father's Work Telephone Number: __ (____) _____

Guardian (if applicable) : _____

Guardian's Work Telephone Number: __ (____) _____

STUDENT APPLICATION GUIDELINES

TO BE COMPLETED BY STUDENT

Please complete ALL sections using additional sheets as necessary. Make sure the letter that corresponds to each section identifies your responses. (In some communities, because of the composition of the population or other limiting factors, students may have limited opportunities to score high on particular items. In such instances, you should describe your particular situation and consider how students such as you might compensate for the limitation, indicating what you have done which is of equivalent merit.)

- A. List and briefly describe COMMUNITY SERVICE ACTIVITIES which you have participated in from grades 9-12 (e.g.; volunteer service in day-care centers, assisting with senior citizens projects, community clean-up projects,) and your leadership roles taken in these experiences.
- B. List and briefly describe SCHOOL LEADERSHIP experiences you have had (grades 9-12) and current leadership responsibilities (e.g. playing on the soccer team vs. team captain).
- C. List and briefly describe COMMUNITY INVOLVEMENT you have had in activities such as local political campaigns, bond/millage elections, consumer awareness, and such.
- D. Briefly describe some of the opportunities you have had and taken advantage of (grades 9-12) to INTERACT with people belonging to cultural, racial, ethnic and socioeconomic groups other than your own.

You should include the following **three letters of recommendation** with your application. Each letter must include the original signature of its author.

FACULTY SPONSOR'S STATEMENT OF RECOMMENDATION

Please comment on this nominee's ability and demonstrated qualities of leadership within the school and the community. Include within your comments information as to evidence of: (1) demonstrated leadership ability within the community at large, as well as in school, (2) future potential as a leader, (3) reasons why you think the nominee, if chosen to serve as a delegate, would benefit from the experience, and (4) be a worthwhile representative of Michigan.

PRINCIPAL'S STATEMENT OF RECOMMENDATION

Please comment on this nominee's ability and demonstrate qualities of leadership within the school and the community. Include within your comments information as to evidence of: (1) demonstrated leadership ability within the community at large, as well as in school, (2) future potential as a leader, and (3) reasons why you think the nominee, if chosen to serve as a delegate, would benefit from the experience, and (4) be a worthwhile representative for Michigan.

RECOMMENDATION FROM A MEMBER OF THE COMMUNITY-AT-LARGE

Please comment on this nominee's demonstrated and potential capabilities as a leader, dependability, and evidence of having participated in worthwhile citizenship activities.