



## DIVISION OF ELEMENTARY & SECONDARY EDUCATION

### Formatting Guidelines for USSYP Application 2021-2022

#### 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. Provide a brief description of the organization or clubs to which you belong and explain your roles. Make sure to adhere to the application guidelines to ensure the eligibility of your application. It is encouraged that your entire application is proofread and revised as needed before submission.

##### A. **Current elected office(s)** – Explain your leadership role(s) and duties.

- This must be an elected or appointed position in which you are actively representing a constituency in organizations related to student government, education, public affairs, and community service.

##### 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:
  - i. Football 9-12, captain of team, grade 12
  - ii. Editor, school newspaper
  - iii. Key Club, member, organized community food drive. Key Club provides members with opportunities to serve, build character, and develop leadership through volunteerism.
- No acronyms- write out the full name of the club or organization and provide a description.

##### C. **Awards and leadership training opportunities** – List only those activities that may be relevant to this scholarship and do not seem to fit any other category.

- This may include any honors or activities that often take place during the summer and show leadership qualities.
  - i. For example, Boy's or Girl's State, Boy's or Girl's Nation, Hugh O'Brian Youth Leadership (HOBY), Governor's School, U.S. Congressional Page, Model UN Participant, etc.
  - ii. If you have listed these honors in sections A or B, do not list them again.

#### II. **Summary of Community Service Activities**

Write a paragraph that tells us about your community service activities and what your leadership role has been in those activities. How have these opportunities to serve helped you grow as a leader?

- Include no more than five projects.
- Do not include activities required for membership in a club or organization.

#### III. **Statement of Future Aspirations**

Write a paragraph explaining your plans for the future, including higher education, and how they tie to your desire to be a leader in your community, state, or nation.

#### IV. **Essay**

Write a formal essay that describes 3-5 qualities of a good leader and explains why these leadership qualities are important to the future of the United States. Support your ideas with evidence and examples from reliable sources.

- MLA Format (with works cited)
- Times New Roman or Arial, 12 point font, double-spaced