

**Application Packet for
Student Advisory Committee
to the
Virginia Board of Education**

2003-2004 Academic Year

**DEADLINE FOR
COMPLETED APPLICATION IS
NOVEMBER 12, 2003**

Virginia Board of Education Student Advisory Committee Application 2003-2004

The Board of Education is seeking nominations for the Student Advisory Committee for the 2003-2004 academic year. Student members will serve a one-year term and will meet at least three times during the school year. Nominations may be submitted as follows:

- Each public high school may submit one nomination;
- Each public middle school may submit one nomination; and
- Each statewide student organization may submit one nomination.

Each student who is nominated by his/her school or statewide organization must complete and submit the attached application.

Selection Criteria:

Student membership will consist of the following:

- One (1) high school student from each of the eight Superintendents Regions in the commonwealth; and
- Four (4) middle school students selected at large from the commonwealth.

The nomination process is open to all students enrolled in high school or middle school; however, only one nomination can be accepted from each school or statewide organization. Students who are nominated for this program should be well versed in a broad spectrum of topics that relate to school life in Virginia. Their academic progress should be strong enough to allow them to miss classes for committee meetings on several days throughout the year.

All students selected for the committee must have access to E-mail and the Internet, either from their home or from a school computer. The Board of Education will communicate frequently with the members via E-mail, and there will be periodic Internet reading assignments.

Applicants selected to serve on the Student Advisory Committee will reflect interests from a variety of school-related areas, including academics, athletics, fine arts, career and technical areas, student government, and club leadership. Students applying to serve on the committee should demonstrate:

- Solid academic performance;
- Strong communication and leadership skills;
- Involvement in a variety of co-curricular and/or extra-curricular activities; and
- An interest in learning about and contributing to state policies affected by the Virginia Board of Education.

Meeting Schedule and Location:

The first meeting will be held on December 15, 2003. Subsequent meetings are tentatively scheduled for February 24-25, 2004, and April 27-28, 2004. The latter two meetings are scheduled to coincide with the Board of Education's business meetings.

Advisory committee meetings will be held in Richmond. Each student must be accompanied by a supervising adult for each committee meeting. Travel expenses for both the student and the supervising adult will be reimbursed by the Board of Education in accordance with state guidelines.

Application Deadline:

Applications will be accepted by mail or by fax.

Applications must be postmarked by **November 12, 2003**, and mailed to:

Dr. Margaret N. Roberts
Executive Assistant to the Board of Education
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120.

Copies sent by e-mail or fax must be sent by close of business on **November 12, 2003**:

FAX: 804/ 225-2524

E-mail: mroberts@mail.vak12ed.edu

Selection Panel:

The Board President and two additional Board members appointed by the President will serve on the selection committee. Students applying to serve on the Student Advisory Committee will be notified of the selection committee's decisions by December 4, 2003.

For additional information, please contact Margaret Roberts at (804) 225-2924

Virginia Board of Education Student Advisory Committee Application 2003-2004

There are 4 parts to this application:

- Part A - Student application to be completed by the student
- Part B - Parent/Guardian form to be completed by the parent or guardian
- Part C - School nomination form to be completed by a school official (e.g., principal, assistant principal, guidance counselor)
- Part D - Two letters of recommendation: (a) one from an adult supervisor from the school or organization that is nominating the student and (b) one from a second teacher or other adult selected by the student

Part A - Student Application

Name of student: _____ Name student prefers: _____
Last First (legal) Middle Initial

Mailing address: _____

City, State, Zip Code: _____

Home phone: (_____) _____ E-mail: _____

Grade: _____

Name of school: _____ School phone: _____

School address: _____

City, State, Zip: _____

School division: _____

Principal: _____ School fax: (_____) _____

I, _____, agree to participate in all activities and assignments that are part of the committee. I agree to abide by the rules and regulations set forth by the Virginia Board of Education, the Virginia Department of Education, and the supervising adults who work with the committee. I understand that failure to abide by these rules and regulations or refusal to participate in events and activities that are part of the committee will be just cause for dismissal from the committee. I agree to work hard to represent my peers to the best of my ability.

Date

Signature of Student

Part A: Student Application (continued)

Please respond to the three remaining questions on a separate sheet of paper. Your responses to the following questions are limited to two typed pages (total), single-spaced, twelve-point font, with one-inch margins.

1. Elaborate on your understanding of the role of the Virginia Board of Education. How do you think the Student Advisory Committee can contribute to the work of the Board?
2. Discuss three of the most important issues or concerns that impact students attending Virginia's public schools.
3. Discuss experiences that you have had in your own personal or academic life that would help you contribute effectively to the Board's Student Advisory Committee. These might include experiences from academic life, co-curricular and extra-curricular activities, work or volunteer experience, honors and awards that you have earned, and/or personal and social experiences.

**Please attach your answers to this part of the application
and include with your application packet.**

**Please include Parts A, B, C, and D in the packet.
Incomplete packets cannot be accepted.**

The complete application packet should be postmarked by **November 12, 2003**, and mailed to:

Dr. Margaret N. Roberts
Executive Assistant to the Board of Education
Virginia Department of Education
P. O. Box 2120
Richmond, VA 23218-2120

Application packets may be e-mailed or faxed by close of business on **November 12, 2003**:

Fax: 804/ 225-2524

E-mail: mroberts@mail.vak12ed.edu

THANK YOU!

Part B - Parent/Guardian Form

Name of student: _____

Parent/Guardian: _____

Home mailing address: _____

City, State, Zip Code: _____

Home phone: (_____) _____

Daytime phone: (_____) _____

I, the parent (guardian) of _____, permit him/her to apply to serve as a member of the Virginia Board of Education's Student Advisory Committee. I understand that if he or she is selected, expenses associated with participation will be reimbursed in accordance with state guidelines and that a supervising adult must accompany him/her to each Board activity. I understand that my son or daughter must participate in all activities of the committee. I agree that, if selected for the committee, my son or daughter will abide by the rules and regulations set forth by the Virginia Board of Education, the Virginia Department of Education, and the supervising adults. I understand that failure to abide by these rules and regulations or refusal to participate in events and activities that are part of the program will be just cause for dismissal from the committee. Finally, I grant permission for a transcript of my son or daughter's school record to be sent to the Virginia Department of Education as a part of this application packet.

Date

Signature of Parent or Guardian

Please attach this page to the application packet.

Part C - School Nomination Form

Name of student: _____

Principal: _____ School phone: (_____) _____

Name of school: _____ School division: _____

School address: _____

City, State, Zip Code: _____

E-mail: _____

1. Please comment on this student's strengths and weaknesses that you think would be helpful in evaluating his or her application to participate as a member of the Virginia Board of Education's Student Advisory Committee:

2. **IMPORTANT!** Attach a legible transcript and one copy of the applicant's school record that includes standardized test scores and high school activities.

I hereby certify that _____ is qualified and is genuinely interested in serving as a member of the Virginia Board of Education's Student Advisory Committee. I understand that the student will miss several days from school for this activity, and I (or designee) have discussed the impact of such an absence with the student and his/her parents and teachers.

Date

Signature of Principal or Designee

Printed/Typed Name

Title

Please attach this page to the application packet.

Part D - Letters of Recommendation

Two letters of recommendation should be included in the application packet:

- One from a teacher or administrator from the school or organization that is nominating the student; and
- One from a second teacher or another adult selected by the student.

If desired, each recommendation may be sealed in an envelope that will be opened at the time the application is evaluated.

The letters of recommendation should include the following information:

- Student's name
- How the recommending adult knows the student
- Which courses and/or activities the student has pursued with the recommending teacher/adult
- The quality of the student's work and/or leadership in school-related activities
- An assessment of the student's communication and leadership skills
- The following qualities of the student: initiative, intellectual curiosity, emotional stability, ability to work with peers, ability to work with teachers/adults, ability to function as a team player
- Signature of the recommending teacher/adult

Please attach letters to the application packet.