

SAMPLE APPLICATION FORM

October 1, 2002

To: **High School Students with Disabilities**

From: Catherine Kelly Baird, Executive Director
California Governor's Committee for Employment of Disabled Persons

Subject: **INVITATION TO APPLY TO ATTEND OUR
YOUTH LEADERSHIP FORUM FOR STUDENTS
WITH DISABILITIES (FOR SUMMER 2002)**

Enclosed is an application form for our **Youth Leadership Forum for Students With Disabilities (YLF)**. 2003 will be the twelfth year we have produced this **innovative, exciting career awareness program**. The five-day forum includes many exciting, informative activities to help you toward your career goals. The forum will take place in **July, 2002**, in the State Capital, Sacramento, California.

Students - we are inviting you to apply, and we are asking your help in recruiting other students to apply for the forum. The enclosed application form may be duplicated and distributed as necessary. Completed application packets must be postmarked by **Friday, January 31, 2003**, and mailed to our staff office in Sacramento. Approximately 60 students with disabilities will be selected to attend (through a competitive process.)

The forum is for high school juniors and seniors with disabilities who have demonstrated leadership capabilities in their communities and schools. (Some age exceptions may be made.)

The Youth Leadership Forum is produced as a cooperative project with the state Employment Development Department, with assistance from the Department of Rehabilitation and the Department of Education. Because the project is primarily funded by private donors – including Rotary Clubs, Wells Fargo Foundation, the American Legion, IBM and many others – there is no charge for you to attend.

If you have any questions about this project, please feel free to call our staff office at (916) 654-8055 (Voice) or 654-9820 (TTY) or (800) 695-0350. We sincerely appreciate your assistance in making certain that all deserving students have an opportunity to apply to attend. Thank you!

WE SUGGEST YOU MAIL YOUR APPLICATION BEFORE THE HOLIDAYS!

DEADLINE TO APPLY: JANUARY 31, 2003!

**WE ARE INVITING FUTURE COMMUNITY LEADERS
TO ATTEND OUR ANNUAL YOUTH LEADERSHIP FORUM
FOR STUDENTS WITH DISABILITIES**

**FIVE DAYS IN JULY (specific dates announced February 1)
AT THE STATE CAPITAL, SACRAMENTO, CALIFORNIA**

- Approximately 60 high school juniors and seniors with disabilities will be selected to attend.
- No cost to you (all expenses paid).
- Exciting, fun, educational five-day training program includes a meeting in the Governor's Office, tour of the State Capitol, and exciting vocational programs with community leaders and celebrities.

(PLEASE SEE "FACT SHEET" AT BACK OF THIS APPLICATION PACKET FOR MORE DETAILS ABOUT THE FORUM.)



APPLICATION FORM

DEADLINE FOR POSTMARK ON MAILED APPLICATION: JANUARY 31!

- ✓ **Students must complete ALL information on pages 1 through 4 of this application.**
- ✓ **Please type or print with black ink only (Other colors cannot be accepted).**
- ✓ **Mail the application to the address on page 4.**
- ✓ **Please see Page 5 for additional application instructions.**

1. _____ 2. Male Female
Student's Last Name First Middle

3. _____
Residence Address City **County** State ZIP

4. _____
Mailing Address, if different than above City State ZIP

5. _____ 6. (_____)
E-Mail Address (Area Code) Home Telephone Number

7. _____ 8. Grade _____ Date _____
Name of High School Grade Level (and today's date)

9. _____
School Mailing Address City State ZIP

10. _____ 11. (_____)
High School Counselor's Name (Area Code) School Telephone Number

12. Birthdate: _____ and Date Graduation Expected: _____

Student's Last Name _____ First Name _____

13. Please describe your disability. This information will assist in assuring that we include delegates with a diversity of disabilities.

What is your medical diagnosis? _____

When did you become disabled? (date): _____

How does your disability affect your daily activities (such as reading, eating, walking, speaking?) _____

Please check **all** that apply:

DEAF

HARD OF HEARING

I use sign language

I use real time captioning

I use lip reading

BLIND

VISUAL DISABILITY

I read with Braille

I read with large print

ORTHOPEDIC DISABILITY

I use a wheelchair

DEVELOPMENTAL DISABILITY:

Autism

Cerebral Palsy

Epilepsy

Mental Retardation

Traumatic Brain Injury

Other _____

MENTAL HEALTH DISABILITY

NEURO/MUSCULAR DISABILITY

LEARNING DISABILITY

OTHER DISABILITY/ describe: _____

14. Please specify your ethnicity (optional): _____

15. Please list the school classes you are currently enrolled in: _____

16A. Please state your cumulative grade point average: _____

16B. **Current Reading Grade Level** _____ (If necessary, ask a teacher to assist you in getting the information in numbers 16 A & B).

17. **Information on Department of Rehabilitation, Workability I or the Transition Partnership Project (TPP)**

If you are currently a client of the State Department of Rehabilitation, please list:

Department of Rehabilitation Counselor's Name: _____

Telephone: _____

(Area Code) Number

If you are currently in a Workability or Transition Partnership Project (TPP), please list:

Transition Counselor's Name: _____

Telephone: _____

(Area Code) Number

Student's Last Name First Name

18. _____
State Senate Representative's Name District Number

19. _____
State Assembly Representative's Name District Number

20. _____
Names of Local Newspapers (Please list at least one).

21. **School and Community Involvement**

Below, please briefly list your involvement with your school and community. This may include any offices you held, club memberships, after school activities or work experiences. List the length of involvement, the grade level you were in at the time of participation, and the name of an adult you worked with.

School Activities:

<u>Name of Activity</u>	<u>Adult Contact</u>	<u>Dates (From When to When)</u>	<u>Grade Level</u>

Community Activities:

<u>Name of Activity</u>	<u>Adult Contact</u>	<u>Dates (From When to When)</u>	<u>Grade Level</u>

22. **Letters of Recommendation:**

Please attach two letters of recommendation which describe your demonstrated leadership skills or your leadership potential. One letter must be from a high school representative and one must be from a community representative outside of your school.

List name, position/title, organization and telephone number of the two people who write these letters.

Name	Title	()	
Organization		(Area Code)	Telephone Number

Name	Title	()	
Organization		(Area Code)	Telephone Number

Student's Last Name _____ First Name _____

23. **Required Essay**

Your answers to the following questions will be used to assess your readiness to participate in this leadership forum. Please write your responses on separate paper and attach to your completed application packet. Your total response for all four of these topics should not exceed four (4) typewritten, double-spaced pages. **(Responses must be double spaced and either typewritten or printed in black ink.)**

- (a) **QUALIFICATIONS** - Explain why you feel you are qualified to be a delegate to this forum and please tell us why you want to attend.
- (b) **POSITIVE INFLUENCES** - In terms of leadership, please tell us about two people who have positively influenced your life. Why? (Family members, teachers, counselors, friends, public officials or celebrities are appropriate examples.)
- (c) **EXPERIENCES AS A PERSON WITH A DISABILITY** - Describe two important experiences you have had as a young person with a disability. (Please be specific about your examples as they relate to your disability.)
- (d) **FUTURE PLANS** - Describe any of your plans for after high school graduation.

24. Record the County you Live In: _____

25. Student Social Security Number _____ - _____ - _____

26. Did anyone assist you in completing this application? YES NO
Please specify who: _____

27. Please keep a photocopy of this application for your records.

28. Please use the checklist below to make certain your application packet is complete. Incomplete applications will not be considered.

Required Items	Completed
1. Application form (4 pages)	
2. Two letters of recommendation	
3. Essay (response to four topics)	

Signature of Student

Today's Date

Thank you for completing this application. Please mail it to the address below. If you have any questions, please contact:

**California Governor's Committee
for Employment of Disabled Persons
P.O. Box 826880, MIC 41
Sacramento, California 94280-0001**

**(800) 695-0350
(916) 654-8055 Voice
(916) 654-9820 TTY
(916) 654-9821 FAX**

(KEEP THIS PAGE. DO NOT MAIL WITH APPLICATION.)

HOW STUDENT DELEGATES WILL BE SELECTED AND APPLICATION INSTRUCTIONS FOR STUDENTS

1. **To be eligible** for the Youth Leadership Forum, students must:
 - (a) Have a disability (as defined by the Americans With Disabilities Act);
 - (b) Be in the 11th or 12th grade on January 1 of the year you attend. (Some age/grade exceptions may be made);
 - (c) Have demonstrated leadership potential in school and the community; and,
 - (d) Reside in California.
2. Student applicants must mail the completed application packet to the Governor's Committee staff office--postmarked no later than **January 31!**
3. Semi-finalists will be selected and contacted by telephone to arrange a personal interview. The interview will be conducted by a panel coordinated by the local Governor's Committee volunteers. Interviews will take place by April.
To expedite the interview process, student applicants must be sure to list their county on the first page of this application form.
4. All applicants will be notified by letter whether they are selected to attend the forum. (Letters will be mailed by the end of May.) Approximately 60 students will be selected to attend.
5. After being selected, students will be asked to fill out a confirmation form and provide additional information to the Governor's Committee staff office.
6. All appropriate expenses will be paid by the Youth Leadership Forum management, including such expenses as travel, lodging, food, interpreters for deaf students and personal care attendants for physically disabled students.

(KEEP THIS PAGE. DO NOT MAIL WITH APPLICATION)

GENERAL INFORMATION FOR APPLICANTS:

Rules and Guidelines for Student Delegates of the Youth Leadership Forum

In order to provide a fun, safe learning experience at the leadership forum, all student delegates will be expected to follow the rules listed below.

Students are selected to attend this forum because of their leadership skills and potential. **Consequently, students are expected to demonstrate their leadership ability, and must:**

1. Be punctual, beginning with your transportation pick-up point in your community. (Delegates who miss their scheduled transportation will have to provide their own.)
2. Respect the scheduled program. Attendance at all sessions is mandatory. You must stay with your assigned group at all times. Wake up and "lights out" times are set for all participants.
3. Maintain a respectful attitude toward peers, counselors and conference staff.
4. Respect the facilities (maintaining the condition of dormitory rooms and all other areas). Participants will have to pay for property damage they cause and for lost room keys or towels.
5. When not in assigned groups, males and females are restricted to their own assigned rooms at all times. No co-ed visitation is allowed.
6. Smoking and possession or use of illegal chemicals or alcohol are strictly prohibited. (Prescription or other approved medications require verification and can only be dispensed under supervision by the medical staff.)
7. All other campus residence halls and facilities are off limits.
8. It is recommended that headsets, radios and electronic games not be brought to the forum. Cellular phones and pagers must be turned off at all times during the forum.

Any violations of these rules will result in students being sent home immediately at parents'/guardians' expense. Your application to the Youth Leadership Forum indicates your acceptance of these rules and guidelines.

And more importantly, we emphasize that delegates are chosen to attend the forum because of their leadership potential. Remember the responsibility that goes with the honor of being selected . . . and plan to have a great time!

FACT SHEET

THE CALIFORNIA MODEL YOUTH LEADERSHIP FORUM FOR STUDENTS WITH DISABILITIES (YLF) A Unique Program for Future Community Leaders

WHAT IS THE YLF?

The YLF is an innovative, intensive five-day training program for high school juniors and seniors. It includes career awareness and leadership development information to assist young people with disabilities to reach their potential. The training is presented in a fun, entertaining, and educational format.

WHAT KIND OF STUDENTS PARTICIPATE IN THE YOUTH LEADERSHIP FORUM?

Young people who have disabilities and who demonstrate leadership potential, academic success, involvement in extra-curricular activities (such as sports, the arts or music), community involvement and the ability to interact effectively with other students.

WHAT SPECIFICALLY HAPPENS AT THE FORUM?

- ◆ We bring together young people with disabilities who demonstrate potential leadership qualities and share information with each other. The program includes small and large group discussions, a talent/variety show, a dance, a formal luncheon with community leaders, and a meeting in the Governor's Office.
- ◆ We provide educational programs on "Developing Self Esteem," "Choosing a Career," "The History of Disability as a Culture," and "Assistive Technology for Independence." Presenters who meet with the students include disability community leaders, legislators, celebrities and numerous other professional role models who have disabilities.
- ◆ The students identify existing barriers to personal and professional success and develop plans to deal with those barriers.
- ◆ The students develop public policy recommendations to the California Governor's Committee for Employment of Disabled Persons that are formally presented by the Governor's Committee to both the Governor of California and the Office of Disability Employment Policy (Department of Labor) in Washington, D.C.
- ◆ Counselors assist each student in developing a "Personal Leadership Plan" which includes specific action items for the students when they return to their communities.
- ◆ Students are assigned an adult mentor to assist them after the Forum.

WHY HAVE THIS FORUM?

Young people with disabilities have both more opportunities and more challenges than at any other time in our nation's history. The Americans with Disabilities Act (ADA) has created unprecedented opportunities for these young people to fully develop as positive, contributing members of our society. However, many need encouragement to develop as leaders in their communities. Our Forum enables them to learn from each other and from successful adults with disabilities who are recognized leaders and role models. The Forum benefits not only the participants, but all young people with disabilities, our communities in general, and the adults who assist in producing the forum.

HOW DOES THE FORUM HAPPEN?

Approximately 60 high school students are selected to attend through a competitive process. The event successfully integrates students who represent the disability and ethnic diversity of our state.

The Forum is held annually, the end of July, in the State Capital, Sacramento, California, and at California State University, Sacramento.

WILL THERE BE MORE FORUMS IN THE FUTURE?

The first-ever Forum was held in 1992 and subsequent Forums have been held every summer since then. All have been tremendously successful. Plans are to produce the event annually in California. Additionally, we have trained other states to replicate this unique project, and many states and territories currently have Forums. Also, we are working to develop formal YLF internship programs to further assist alumni of the YLF and other students with disabilities. Hundreds of student delegates have graduated through this program and thousands of adults have been positively affected by participating as YLF volunteers.

HOW MUCH DOES THE FORUM COST?

Student delegates are not charged to attend the Forum. Our cost is approximately \$1500 per student, not including thousands of dollars for services and goods provided in-kind by volunteer supporters. The majority of costs are covered by private and corporate donations. Major State partners include the Employment Development Department, Department of Rehabilitation and Department of Education.