

My Personal NC USSYP Candidate's Entry Submission Checklist

2017-2018 SY

This Checklist has been provided for the purpose of helping students eliminate any doubt about what to mail to the North Carolina Department of Public Instruction (NCDPI) and what to submit by email. This checklist may serve as a student's self-check to ensure that all of the necessary requirements for submitting entry materials to NCDPI have been followed. This Checklist is intended only as a tool to help assure that all requested documents have been prepared completely and that required entry information has been mailed and emailed to the correct addresses. **BOTH postal delivery and electronic email submission MUST be received in order for a student's entry to be considered complete.** **This Checklist is in no way intended to assure a candidate's selection as a finalist or winner.**

SENT BY U.S. MAIL OR DELIVERY	SENT BY EMAIL
<p style="text-align: center;">Mail or Delivery Completed Application to:</p> <p style="text-align: center;">Michelle McLaughlin 6th Floor Social Studies 6341 Mail Service Center Raleigh, North Carolina 27699-6341</p>	<p style="text-align: center;">Email the Electronic Copy of the Completed Application, Essay, Presentation, and 2 Letters of Recommendation to:</p> <p style="text-align: center;">ncsenateyouth@gmail.com</p>
<p>I have mailed or hand delivered:</p> <p>1. A completed application (Form A).</p> <p><input type="checkbox"/> Yes, I have mailed or delivered a completed application.</p> <p><input type="checkbox"/> No, I have not mailed or delivered a completed application. (I understand incomplete applications will not be considered.)</p> <p><input type="checkbox"/> My 2 letters of recommendation have not been mailed or hand delivered. They have been emailed to this email address ncsenateyouth@gmail.com by me or those I have asked to write a letter on my behalf.</p> <p>I Have ensured that the following requirements have been met before mailing or hand delivering my hard copy application:</p> <p>2. All three (3) parts of my application have been completely filled out. (I understand incomplete applications will not be considered.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. My completed application is TYPED, not hand written.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. My completed application has all required signatures.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I have emailed ALL of the following as required for this process:</p> <p>1. A completed application that is typed (Form A)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Note: Remember, when you submit the completed application by email it DOES NOT HAVE to have any signatures because those will be on the hard copy you hand deliver or send by U.S. mail.</i></p> <p>2. Two letters of recommendation.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. A typed essay (Form B)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. I have made certain my name is typed at the top of all pages of my essay.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. A digital presentation (Form C)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. I have submitted my digital presentation in one of the following formats: PowerPoint, WMV Video, URL link to a You Tube Video.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7. If using a URL link for You Tube, I have assured that the link works and that the coordinator will be able to download and save.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Does Not Apply To Me</p>

KEEP THIS DOCUMENT FOR YOUR PERSONAL ACCOUNTABILITY.

This document is **NOT** to be submitted. This document is for the personal use of the student candidate **ONLY**.