

CHECK TO ENSURE YOU HAVE SUBMITTED ALL ENTRY MATERIALS & THAT ALL MATERIALS HAVE BEEN SUBMITTED AS REQUESTED

This Checklist may serve as a candidate’s personal self-check to ensure that all of the necessary requirements for submitting a Senate Youth Scholarship entry to the North Carolina Department of Public Instruction (NCDPI) have been performed so that submissions will be received in the requested manner. **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. **This Checklist** is in no way intended to assure a candidate’s selection as a finalist or winner.

COLUMN A			COLUMN B		
SEND THE ITEM IN COLUMN A BY U.S. MAIL			SEND THE ITEMS IN COLUMN B BY E-MAIL		
I have submitted the following by Mail or Delivery to: Michelle McLaughlin 6 th Floor Social Studies 6341 Mail Service Center Raleigh, North Carolina 27699-6341	I Mailed		I have submitted the following electronically to email address: ncsenateyouth@gmail.com	I Emailed	
	Yes	No		Yes	No
1. A completed application that is typed (Form A)			1. A completed application that is typed (Form A)		
<ul style="list-style-type: none"> A completed application has all required signatures A completed application has all three (3) parts filled out accurately. 			<ul style="list-style-type: none"> When you submit the completed application by email it DOES NOT HAVE to have any signatures because those will be on the copy you send by U.S. mail 		
			2. Two letters of recommendation/ endorsement. (Letters may be emailed by person writing recommendation. However, it is preferred students email at same time all other information is submitted.)		
			3. A typed essay (Form B)		
			<ul style="list-style-type: none"> You have made certain your name is typed at the top of all pages. 		
			4. A digital presentation (Form C)		
			<ul style="list-style-type: none"> I have saved and submitted the presentation in a manner that the NC Senate Youth coordinator can easily access and open, based on the directions given in the first bulleted item found on Form C. 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. 		

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.