September 4, 2012

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice
State Superintendent of Education

RE: 2013 United States Senate Youth Program
William Randolph Hearst Foundation

The William Randolph Hearst Foundation is sponsoring the 51st Annual United States Senate Youth Program. Brochures about the program may be obtained at www.ussenateyouth.org. Please read the brochure information and follow the instructions outlined in this memorandum. Submit the appropriate data to the Alabama State Department of Education (ALSDE) postmarked no later than September 26, 2012.

A state committee will review all items sent to the ALSDE and select ten semifinalists for an interview. Two finalists will receive a $5,000 scholarship each and will represent Alabama during the week's internship in Washington, D.C., March 9-16, 2013. While in Washington, the winners will be the guests of Alabama's senators.

Participating schools should follow the instructions listed below:

- Display the information brochure in a prominent place.
- Reproduce copies of the enclosed student examination and answer sheet.
- Give two copies of the enclosed student examination and answer sheet to the teacher/counselor who will administer the examination. Emphasize the essay should be typed, approximately 300 words, and completed within the 45 minutes allocated.
- Administer the examination to students identified in Item 1 of the “How to Qualify” section of the brochure.
- Grade the examinations and give them to the principal or designee who will select one applicant for the state competition.
- Submit a formal letter of nomination, signed by the principal, which includes the name of the applicant. Enclose the completed, scored examination and the vita noting special honors, awards, and other distinctions of the student as well as an active e-mail address for the student if available.
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Please mail to the address below:

Alabama State Department of Education

c/o Mrs. Carolyn E. Townsend
Scholarships and Awards Program Administrator
3323 Gordon Persons Building
P. O. Box 302101
Montgomery, AL 36130-2101

• Remember, the deadline for submitting the information is September 26, 2012. This deadline must be maintained in order to give ample time for the final selection process. Semifinalists will be notified immediately following the completion of the state committee's selection process. The interview location will be shared at the time of notification.

If more information is needed, please contact Mrs. Townsend via e-mail at ctownsend@alsde.edu or by telephone at (334) 353-1191.

TRB/CET/PG

Enclosures (sent to guidance counselors only)

cc: Senior High School Principals/Guidance Counselors
Administrators/Guidance Counselors at Private Senior High Schools

FY12-2106