



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Thomas R. Bice
State Superintendent of Education

August 17, 2015

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Thomas R. Bice *TJB*
State Superintendent of Education

RE: 2016 United States Senate Youth Program
William Randolph Hearst Foundation

The William Randolph Hearst Foundation is sponsoring the 54th 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 25, 2015**. Please notify your curriculum and instruction coordinator that the student examination and answer sheet will be mailed to him/her. **Electronic distribution of the exam and answer sheet is prohibited.**

Applications will be reviewed and scored at the state level. Ten semifinalists will be selected 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 5-12, 2016. 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 copies of the 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. The exam will be scored at the state level.
- Select and submit one applicant for the state competition. (Suggestion only: send student with the best written essay response).
- Submit a formal letter of nomination, signed by the principal, which includes the name of the applicant. Enclose the completed examination and a resume noting special honors, awards, ACT/SAT test scores, and other distinctions of the student as well as an active e-mail address for the student if available.

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City and County Superintendents of Education
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Please mail to the address below:

Alabama State Department of Education
c/o Dr. Carolyn E. Townsend
Awards, Grants, and Scholarships Program Administrator
3345 Gordon Persons Building
P. O. Box 302101
Montgomery, AL 36130-2101

❖ **Remember, the deadline for submitting the information is September 25, 2015.**

This deadline must be maintained in order to give ample time for the final selection process. Due to the volume of applicants, only semifinalists will be notified immediately following the completion of the state's selection process. The interview location will be shared at the time of notification.

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

TRB:CET:SSM

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