

GUIDELINES FOR APPLYING:

We welcome and encourage diversity in the applicant pool. The Foundation strives for the 2017 GLC cohort to reflect and be inclusive of all communities across Colorado. We are looking for girls who demonstrate a strong commitment to improving their communities, have an interest in, or experience with formal or informal extracurricular and/or volunteer activities, and are committed to their education. We invite girls from rural, suburban, urban, reservation, and low-income communities to apply. We welcome teenage mother and/or non-traditional students, such as girls reentering their academic career to apply. Girls from varying socioeconomic and racial/ethnic backgrounds are also encouraged apply.

- **Applicant must confirm her availability.** Please review the dates of the program to ensure availability to participate in all components of the program.

If selected as a finalist, the candidate must be available to complete a phone interview on Saturday, April 8, 2017.

- **Applicants must be able to physically be in attendance for the entire program week.** The program runs from 12 PM on Sunday, July 23 – Saturday, July 29, 2017 at 2 PM, departures for personal or school related reasons will not be allowed.

If selected and requested, The Foundation may reimburse applicants and their parent(s)/legal guardian(s) for travel costs (such as mileage and hotel) associated with traveling to Denver for the one week program.

- **Applicant must be a high school sophomore at the time of application** and be a rising junior during the summer of 2017.
- **Applicant must demonstrate strong interest in extracurricular, volunteer, and/or paid activities within their school or community. A strong commitment to education and academics is also required.** We are interested in serving girls who value their education. Applicants should demonstrate a strong commitment to their education and pursuing higher education.
- **At least one (1) letter of recommendation is required.** You may submit up to two (2) letters. Letters may be written by teachers, community members, mentors, coaches, or any other non-relative who is familiar with the applicant's character, passion, and

energy toward school and extracurricular/community involvement. Letters may be written by someone of any gender.

- **Incomplete applications will not be accepted.** Please use the checklist to ensure you are not missing a document. Girls Inc. of Metro Denver will not contact you to collect missing information. It is the applicant's responsibility to ensure that all letters of recommendation are received by the deadline.
- **Handwritten applications will not be accepted.** All applications must be word processed. Please note: all materials must be 12pt. Arial or Times New Roman font, one inch margins, single spaced, and single-sided.
- **Essay portion of the application should be no longer than one (1) complete page per question.** Application questions that exceed one page in length per question will not be reviewed. Given the competitiveness of the program applications, we encourage applicants to write the maximum length per question.
- **Student applications must be e-mailed or mailed.** All applications and recommendations may be sent electronically to glc@gidenver.org or by mail to: Girls Inc. of Metro Denver, Attn: Girls' Leadership Council, 1499 Julian Street, Denver, CO 80204.

When emailing your application, **the application must be attached** as a document; e-mails with text copied and pasted in the body of the e-mail will not be accepted. Please put "GLC Application" with your full name in the subject line.

If you are submitting a paper application, please use a paper clip to secure pages. **NO STAPLES, PLEASE!**

If you would like to receive confirmation once your application is received, please purchase tracking services through the postal service of your choice.

- **Recommenders should submit their recommendation separately.** Applicants may contact Girls Inc. of Metro Denver to check on the status of their recommendation letters. Please allow ample time (at least two business days) for Girls Inc. of Metro Denver to respond reference related inquiries.
- All applications and recommendations **must be received** by Girls Inc. of Metro Denver by **5 PM on Wednesday, March 1, 2017.** Late applications, even if postmarked before the deadline may not be accepted. Consideration will be at the discretion of The Foundation.

SUGGESTIONS FOR A STRONG APPLICATION

- Remember you are unique and your lived experiences shape your view of the world. We invite you to be authentic in your responses and willing to share these views
- Give thought to what it means to be a leader and how you view yourself as a leader
- In your responses, cite concrete examples of personal accomplishments and challenges you have overcome.
- Share some inspirational and personal stories in your responses
- Allow yourself to express excitement and enthusiasm for your extracurricular activities, volunteer service, and interest in serving the community in your responses
- Answer each question separately and completely. Pay attention to all instructions, some questions may have multiple parts
- When writing essay responses, create a draft and reread it the following day. Your perspective may change and you may find elements of your response that require edits. Invite others to review your work
- Follow *all* page limitations and formatting instructions carefully.
- Spell out all acronyms (for ex. Write out Girls Inc. of Metro Denver instead of GIMD)
- Reread your essays in order to avoid typos and grammatical errors
- Plan ahead, allow yourself enough time to write and gather information such as transcripts and a recommendation letter
- Identify ahead of time whom to ask for letter(s) of recommendation. Be sure to give them plenty of advanced notice to write your letter(s)
- Follow-up with your reference at least one week prior to the due date to ensure they have e-mailed or mailed your recommendation.
- Use the attached check list to ensure you are on track to submit a *complete* application
- Be sure to input important dates on your calendar, such as the interview, orientation, webinars and program dates
- Coordinate with parents, guardians, and family by sharing your goals and intentions with them, particularly for the program dates if you depend on them for transportation
- If mailing your application, ensure receipt by 5 PM on Wednesday, March 1, 2017.

SUGGESTIONS FOR A SELECTING A RECOMMENDER

- The recommender(s) may be any gender
- Please select someone who:
 - * Has some knowledge about the personal experiences that shape who you are today, including your extracurricular activities, volunteer service and interest in serving the community and your school
 - * Views you as a leader and understands leadership
 - * Can cite specific examples of personal accomplishments you have achieved or challenges you have overcome
 - * Can share some inspirational and personal stories about you
 - * Generates excitement about your character, personality, values, and ethics

If you have **any** questions or need additional support, please contact Josie Valadez Fraire, High School Community Educator, at glc@gidenver.org or call 303.893.4363 x 110.