

**Application Packet for**

**Virginia Board of Education  
Student Advisory Committee**

**2007-2008 Academic Year**

**For more information about the Student Advisory Committee, see:**  
[http://www.doe.virginia.gov/VDOE/VA\\_Board/sac/](http://www.doe.virginia.gov/VDOE/VA_Board/sac/)

**DEADLINE FOR  
COMPLETED APPLICATION IS  
OCTOBER 31, 2007**

## **Virginia Board of Education Student Advisory Committee Application 2007-2008**

The Board of Education is seeking nominations for the Student Advisory Committee for the 2007-2008 school year. Student members will serve a one-year term and will meet at least three times during the school year. Nominations may be submitted as follows:

- Each public high school may submit **one** nomination;
- Each public middle school may submit **one** nomination; and
- Each statewide student organization may submit **one** nomination.

Each student who is nominated by his/her school or statewide organization must complete and submit the attached application. For more information about the Student Advisory Committee, please see: [http://www.doe.virginia.gov/VDOE/VA\\_Board/sac/](http://www.doe.virginia.gov/VDOE/VA_Board/sac/)

### **Selection Criteria:**

Student membership will consist of the following:

- One (1) high school student from each of the eight Superintendents' Regional Study Groups; and
- Four (4) middle school students selected at large from the Commonwealth.

The nomination process is open to all students enrolled in a public high school or middle school; however, only one nomination can be accepted from each school or statewide organization. If there are no high school student nominees from a Superintendents' Regional Study Group, the selection committee will select a middle school applicant to represent the region. In the event that there is no middle school applicant from that region, the committee will select a high school student from another region. Students who are nominated for this program should be well versed in a broad spectrum of topics that relate to school life in Virginia. Their academic progress should be strong enough to allow them to miss classes for committee meetings on several days throughout the year.

All students selected for the committee must have access to e-mail and the Internet, either from their home or from a school computer. The Board of Education will communicate frequently with the members via e-mail, and members may need access to the Internet while researching their topics.

Applicants selected to serve on the Student Advisory Committee should reflect interests from a variety of school-related areas, including academics, athletics, fine arts, career and technical areas, student government, and club leadership. Students applying to serve on the committee should demonstrate:

- Solid academic performance;
- Strong communication and leadership skills;
- Involvement in a variety of co-curricular and/or extra-curricular activities; and
- An interest in learning about and contributing to state policies established by the Virginia Board of Education.

**Meeting Schedule and Location:**

The first meeting will be held on Tuesday, December 11, 2007. Subsequent meetings are tentatively scheduled for February 20-21, 2008, and April 22-23, 2008. The February and April meetings are scheduled to coincide with the Board of Education's business meetings. Students will make presentations to the Board at these meetings.

Advisory committee meetings will be held in Richmond. Students are expected to attend each meeting. Each student under the age of 18 must be accompanied by a supervising adult for each committee meeting. Travel expenses for both the student and the supervising adult will be reimbursed by the Board of Education in accordance with state guidelines.

**Application Deadline:**

Applications will be accepted by mail or by fax.

Applications must be postmarked by **October 31, 2007**, and mailed to:

Dr. Margaret N. Roberts  
Executive Assistant to the Board of Education  
Virginia Department of Education  
P.O. Box 2120  
Richmond, VA 23218-2120.

Copies sent by fax must be sent by close of business on **October 31, 2007**:

FAX number: (804) 225-2524

**Selection Committee:**

A selection committee comprised of members of the Board of Education will review the applications. Students applying to serve on the Student Advisory Committee will be notified of the selection committee's decisions by November 30, 2007.

For additional information, please contact Margaret Roberts at (804) 225-2924  
E-mail: [Margaret.Roberts@doe.virginia.gov](mailto:Margaret.Roberts@doe.virginia.gov)

The Virginia Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following position has been designated to handle inquiries regarding the Department's non-discrimination policies:

Chief Deputy Superintendent of Public Instruction  
Virginia Department of Education  
P.O. Box 2120  
Richmond, Virginia 23218-2120  
(804) 225-2979

## Virginia Board of Education Student Advisory Committee Application 2007-2008

There are four parts to this application:

- Part A - Student application to be completed by the student
- Part B - Parent/Guardian form to be completed by the parent or guardian
- Part C - School nomination form to be completed by a school official (e.g., principal, assistant principal, guidance counselor)
- Part D – A letter of recommendation from a government or history and social science teacher selected by the student

### Part A - Student Application (Please print legibly.)

Name of student: \_\_\_\_\_ Name student prefers: \_\_\_\_\_  
Last First (legal) Middle Initial

Mailing address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Grade: \_\_\_\_\_

Name of school: \_\_\_\_\_ School phone: \_\_\_\_\_

School address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

School division: \_\_\_\_\_

Principal: \_\_\_\_\_ School fax: (\_\_\_\_\_) \_\_\_\_\_

I, \_\_\_\_\_, agree to participate in all activities and assignments that are part of the committee and to attend all scheduled meetings. I agree to abide by the rules and regulations set forth by the Virginia Board of Education, the Virginia Department of Education, and the supervising adults who work with the committee. I understand that failure to abide by these rules and regulations or refusal to participate in events and activities that are part of the committee will be just cause for dismissal from the committee. I agree to work hard to represent my peers to the best of my ability.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

## **Part A: Student Application (continued)**

Please respond to the three questions shown below on a separate sheet of paper. Your responses to the following questions are limited to two typed pages (total for all three questions), single-spaced, twelve-point font, with one-inch margins.

1. How do you think the Student Advisory Committee can contribute to the work of the Virginia Board of Education? You may read the Board of Education's comprehensive plan on the Board's Web site at [http://www.doe.virginia.gov/VDOE/VA\\_Board/home.shtml](http://www.doe.virginia.gov/VDOE/VA_Board/home.shtml).
2. Discuss three of the most important issues or concerns that impact students attending Virginia's public schools.
3. Discuss experiences that you have had in your own personal or academic life that would help you contribute effectively to the Board's Student Advisory Committee. These might include experiences from academic life, co-curricular and extra-curricular activities, work or volunteer experience, and/or personal and social experiences.

**Please attach your answers to this part of the application  
and include with your application packet.**

**Please include Parts A, B, C, and D in the packet.  
Incomplete packets cannot be accepted.**

The complete application packet must be postmarked by **October 31, 2007**, and mailed to:

Dr. Margaret N. Roberts  
Executive Assistant to the Board of Education  
Virginia Department of Education  
P. O. Box 2120  
Richmond, VA 23218-2120

Application packets may be faxed by close of business on **October 31, 2007**:

Fax Number: (804) 225-2524

**THANK YOU!**

**Part B - Parent/Guardian Form**

Name of student: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Home mailing address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home phone: (\_\_\_\_\_)\_\_\_\_\_

Daytime phone: (\_\_\_\_\_)\_\_\_\_\_

I, the parent (guardian) of \_\_\_\_\_, permit him/her to apply to serve as a member of the Virginia Board of Education's Student Advisory Committee. I understand that if he or she is selected, expenses associated with participation will be reimbursed in accordance with state guidelines and that a supervising adult must accompany him/her to each Board activity. I understand that my son or daughter must participate in all activities of the committee, including attending all meetings. I agree that, if selected for the committee, my son or daughter will abide by the rules and regulations set forth by the Virginia Board of Education, the Virginia Department of Education, and the supervising adults. I grant permission for my child to be photographed and for his or her image to be posted on the Department of Education's Web site in various media. My child's name and the name of the child's school and school division will be included. I further understand that the photo(s) will only appear in the context of my child's participation with the Student Advisory Committee to the Virginia Board of Education.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

***Please attach this page to the application packet.***

### Part C - School Nomination Form

Name of student: \_\_\_\_\_

Principal: \_\_\_\_\_ School phone: (\_\_\_\_\_) \_\_\_\_\_

Name of school: \_\_\_\_\_ School division: \_\_\_\_\_

School address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

I hereby certify that \_\_\_\_\_ is academically qualified and is genuinely interested in serving as a member of the Virginia Board of Education's Student Advisory Committee. I understand that the student will miss several days from school for this activity, and I (or designee) have discussed the impact of such an absence with the student and his/her parents and teachers.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal or Designee

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
Title

**Please attach this page to the application packet.**

## **Part D - Letter of Recommendation**

A letter of recommendation must be included in the application packet. The letter must be from a history and social science teacher or government teacher selected by the student.

If desired, the recommendation may be sealed in an envelope that will be opened at the time the application is evaluated.

The letter of recommendation should include the following information:

- Student's name
- How the recommending teacher knows the student
- Which courses and/or activities the student has pursued with the recommending teacher
- The quality of the student's work and/or leadership in school or work activities
- An assessment of the student's communication and leadership skills
- The following qualities of the student: initiative, intellectual curiosity, emotional stability, ability to work with peers, ability to work with teachers/adults, ability to function as a team player
- Signature of the recommending teacher

**Please attach the letter to the application packet.**