Dear Student,

The League of Women Voters of New York State Educational Foundation (supported by CSEA) is sponsoring a conference called

Students Inside Albany   May 17-20, 2020

The local LWV of _____________ is accepting applications from high school students who reside in the Town of (___) for a place at this year’s conference.

There is no cost to the student who is selected.

If you would like to submit your name to us for consideration as a student representative from the LWV of _____________, we would need you to do the following:

• Submit a letter/short essay outlining your qualifications for this honor. We would hope that you would include information on your school accomplishments, examples of leadership roles you have taken on, evidence of your involvement in community and civic activities, and any other information that you feel would aid us in better knowing you and what you would bring to this conference.

• Submit one letter of recommendation from an adult familiar with your qualifications (not a parent or guardian).

As a League representative at Students Inside Albany, we would hope that you would both actively participate in the conference, and then, upon your return home, share your learning with your school and community.

I’m enclosing a small brochure on the conference, which I hope will further clarify its purpose and scope. If you have any questions, please email me at (league contact email) or leave a message at (phone number).

You may email your application letter to me at (league contact email), or mail it to the league address above. (Reference letters should also be mailed to that address.)

The deadline for all application letters and references is ___________________.

Sincerely,

SIA Coordinator