

2014 GIRLS' LEADERSHIP COUNCILSM APPLICATION

A PROGRAM FOR SOPHOMORE GIRLS



ORGANIZATION OVERVIEW

The mission of The Women's Foundation of Colorado is to build resources and lead change so that every woman and girl in Colorado achieves her full potential. Our motto is to **Think Big. Be Bold. Stay Focused. Accomplish More.**

As a public foundation, the Foundation is committed to boldly leading systemic change to advance economic opportunity for all women and girls in Colorado; using research to build knowledge and guide action; building philanthropy that supports and champions women and girls in Colorado; demonstrating and promoting inclusiveness and a commitment to diversity of people, partners, and ideas; and creating strategic partnerships throughout the state in service to our mission.

2014 GIRLS' LEADERSHIP COUNCILSM (GLC) PROGRAM OVERVIEW

GLC is a program of The Women's Foundation of Colorado coordinated in partnership with Girls Inc. of Metro Denver.

GLC is a prestigious program that inspires girls to be future leaders and philanthropists. Through this program girls will engage in a challenging, hands-on program that allows each girl to discover the power to assist their communities. This program is provided **free of charge** to participants.

<i>APPLICATION DEADLINE</i>	<i>5:00 p.m. Monday, March 3, 2014</i>
<i>INTERVIEW DATE</i>	<i>Saturday, May 17, 2014</i>
<i>PROGRAM DATES</i>	<i>Sunday, Noon July 27, 2014 to Saturday, 2:00 p.m., August 2, 2014</i>
<i>LOCATION</i>	<i>University of Denver, The Chambers Center for the Advancement of Women – Denver, Colorado</i>

Through a competitive application and interview process, 20 high school sophomore girls will be selected to participate in GLC. Each summer, the girls participate in a one-week intensive on-site program on the University of Denver campus.

This is a meritorious program provided at no cost to the student. The Foundation will reimburse applicants for travel costs incurred for interviews and/or participation in the program.

The program is designed to provide an overview of the status of women and girls in Colorado, understanding and focusing on the issues that impact them the most. Tentative training components include: Foundation-led research on the status of women and girls in our state, the history of women, the economic self-sufficiency of women and girls; the education of women and girls with focus on the girls' high school drop-out rate; public policy & advocacy including The Foundation's work on the Cliff Effect and poverty; women in the work force, with emphasis on the status of women and girls in Science, Technology, Engineering and Math (S.T.E.M.), women in leadership and civic engagement, women in media, women in philanthropy, grantmaking, diversity and inclusiveness, and personal leadership including extensive team building and intrapersonal development activities.

As part of the Women in Philanthropy and Grantmaking training module, the GLC class of 2014 will have the unique opportunity to award \$20,000 to nonprofit organizations around the State. This grantmaking stream will support programs that ensure girls graduate from high school and promote S.T.E.M. careers. GLC participants will receive extensive training around The Foundation's model of grantmaking, including application review, how to perform site visits, and learning about the importance of philanthropy by and for women.

In addition, at the end of the program, two exemplary participants will be selected to each receive a \$1,500 Dottie Lamm Leadership Award to support their future educational expenses.

GUIDELINES FOR APPLYING:

- **We welcome and encourage diversity in the applicant pool.** The Foundation strives for the GLC class to be reflective of all communities across Colorado. No matter what background, we are looking for young women who demonstrate a strong track record, interest in, or experience with extracurricular activities and volunteering in their community and are committed to their academics. Girls from rural, suburban, urban, reservation, low-income communities, and single teenage moms and/or girls reentering their academic career are welcome to apply, and girls from varying socioeconomic and racial/ethnic backgrounds are encouraged to apply.
- **Applicant must confirm her availability.** Please review the dates of the program to ensure she is available to participate in all components of the program.
 - If selected as a finalist, the candidate must attend a final interview in person in Denver person at the Foundation's office on Saturday, May 17, 2013. (If, for weather-related reasons, in-person interviews cannot take place, interviews will occur via phone and/or web-based tools such as Skype, to be coordinated by The Foundation with the semi-finalists.)
- **Applicants must be able to attend in person the entire program week.** The program runs from Sunday, July 27 beginning at Noon through Saturday, August 2, 2014 ending at 2 p.m. Departures for personal or school-related reasons will not be allowed.

- **Applicant must be a high school sophomore at the time of application** and be a rising junior in the summer of 2014, and must be no older than age seventeen (17).
- **Applicant must have a strong interest in and history of extracurricular, volunteer or paid activity/experience in their school and/or community and commitment to their academics.** Applicants should show a strong academic record. While GPA will be reviewed, the overall academic assessment will take into account GPA, specific class performance and variety of course enrollment and be looked at in tandem with the applicant's activities both within and outside of school.
- **At least one letter of recommendation is required.** Do not submit more than two. Letters may be written by a female or male teacher, community leader, mentor, coach, or any other non-relative who is familiar with the applicant's character and has witnessed the applicant's passion and energy toward school and extracurricular/community involvement.
- **Incomplete applications will not be accepted.** Use the checklist to ensure you are not missing a document. The Foundation will not contact you to collect missing information. It is the applicant's responsibility to ensure your letter of recommendation is sent in by the deadline.
- **Use the cover sheet in the format presented.** Different formats will not be accepted. Do not include watermarks or pictures in the application.
- **Applications must be typed.** Handwritten applications will not be accepted. Applicants should use size 12 Arial or Times New Roman fonts. Please have one-inch margins and use single spacing with double spacing between each essay question.
- **Essay portion of the application should be no more than 4 pages in length.** Applications that exceed 4 pages, excluding the cover sheet and activities table, will not be reviewed. Given the competitiveness of the program applications *significantly less* than four pages likely will not be competitive.
- **Official Transcripts are optional.** However, semi-finalists may be asked to provide official transcripts at a later date. Copies of report cards are not acceptable. If schools will not personally release a transcript, it is acceptable for the school to have a transcript submitted via email or mail to The Foundation.
- **Student applications must be e-mailed or mailed.** All application and transcripts may be sent electronically to GLC@wfco.org or by mail to Girls' Leadership Council, c/o The Women's Foundation of Colorado, 1901 East Asbury Avenue, Denver, CO 80208.

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" in the subject line. Email confirmations will not be sent, however anyone submitting documents via email is welcome to request a confirmation of receipt.

If you are submitting a paper application, please use a paper clip to secure pages.

NO STAPLES, PLEASE!

- **Recommenders should submit their application separately.** The applicant is allowed to check on the status of her recommendation form, however please allow ample time (at least two business days) for The Foundation to respond to reference-related inquiries.
- An electronic version of the application may be downloaded at www.wfco.org. All applications and recommendation forms **must be received** by The Women's Foundation of Colorado by **5:00 p.m. on Monday, March 3, 2014.** Late applications, even if postmarked on March 3 may not be accepted and consideration will be at the discretion of The Foundation.

SUGGESTIONS FOR A STRONG APPLICATION

- Remember you are unique and your experiences leading up to today shape your view of the world. 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.
- Cite concrete examples of personal accomplishments and challenges you have overcome in your responses.
- Share some inspirational and personal stories in your responses.
- Generate excitement and enthusiasm for your extracurricular activities, volunteer service and interest in serving the community in your responses.
- Answer each question separately and completely below each question. Pay attention as some questions have multiple parts.
- Create a draft and reread it the following day as your perspective may change and you may find things you want to edit. Invite others to review your work.
- Adhere to page limitations and formatting requirements.
- Spell out all acronyms.
- Avoid slang: e.g. use *child* rather than *kid*.
- Edit your essays for typos and grammar.
- Plan ahead – allow yourself enough time to write and gather information such as transcripts and solicit a recommendation letter.
- Identify ahead of time whom to ask for letter(s) of support and give them plenty of advance notice to write your recommendation.
- Follow-up with your reference at least one week prior to the due date to ensure s/he has e-mailed or mailed your recommendation.
- Use the attached checklist to ensure you are on track to submit a complete application.
- Be sure to hold important dates on your calendar, such as interview and program dates.
- Coordinate with parents, guardians and family, share your goals and intentions with them, particularly the interview and program dates if you are depending on them for transportation.
- If mailing your application, ensure our receipt by 5:00 p.m., Monday, March 3, 2014.

SUGGESTIONS FOR SELECTING A RECOMMENDER

- The recommender may be female or male.
- 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
 - Generate excitement and enthusiasm about your personality, values, and ethic

Questions or need additional support? Please contact GLC@wfco.org or call 303.285.2960.

**2014 GIRLS' LEADERSHIP COUNCILSM
APPLICATION COVER SHEET**

Deadline: 5:00 p.m., Monday, March 3, 2014

Applicant Information

Name of Applicant:

Address:

City:

Zip:

County:

Home Telephone (if applicable):

Personal Cell Phone (if available):

Personal E-mail Address (if available):

Personal Birth Date and Year:

Do you have a Facebook Account?

Do you have a Twitter Account?

Do you have personal access to a computer and the internet?

Family Information:

Name of parent/legal guardian:

Parent/legal guardian E-mail Address (if available):

School Information:

Name of High School:

Is this a public/private/ or charter school?

Are you currently a sophomore?

Will you be a junior during the Fall of 2014?

Current GPA: _____

Please write "yes" next to the statement that best describes the status of your high school transcript:

Will your transcript be sent along as an attachment to this application? _____ OR

Will your transcript be sent separately from this application? _____?

Please expect a recommendation from:

Name:

Relationship to Applicant:

Telephone or Email of Recommender (if available):

Other Information (OPTIONAL):

Future career interests or areas you would like to explore (this information will help guide our Women in the Workforce session):

Background: Diversity and Inclusiveness (see first bullet point in guidelines):

We are always striving to track our success and strengthen our outreach, so will you please tell us specifically where or how you heard about this program?:

Name of Applicant:

Please Complete the Following Activities Table: Create as many rows as needed by putting your computer cursor at the end of a row and using the “enter” key. You can delete rows by highlighting the row and right clicking your mouse, scroll to “delete cells” and then select “entire row.”

Please pay attention to the various categories. Review the examples below for ideas to how best to sort your activities within the four (4) categories. Activities are not required in each category.

Please delete the examples below and insert your own activities (bulleting is helpful). This table may be multiple pages and not affect the pagination requirements for the essay portion of the application.

Category 1: In-school Activities	Organization	Estimated Hours Contributed/Worked	Leadership Roles (if applicable)
Examples:			
<ul style="list-style-type: none">✓ Student Council✓ National Honor Society✓ Key Club/ other Clubs/Groups✓ Sports	Student Council Small Town High School Marching Band	10 hours per week	Elected to serve as sophomore year president
Category 2: Out-of-school Volunteer Community Based Activities			
Examples:			
<ul style="list-style-type: none">✓ Volunteering for the town or city✓ Volunteering for a nonprofit organization✓ Volunteering for a religious/faith based entity	Mile High Red Cross Chapter Faith Congregation-homeless committee City In Colorado- End Hunger Fun-Run Committee	5 hours per week	Lead all class fundraisers and community service activities
Category 3: Personal Activities			
Examples <ul style="list-style-type: none">✓ Youth group at church✓ Musical Instrument Instruction	Tae-Kwon-Do Piano Classes Member of the Douglas County	10 hours/week 10 hours/week	Blue belt status

<ul style="list-style-type: none"> ✓ Non-school sports training ✓ Part-time job 	<p>Marching Band</p> <p>Faith Congregation Youth Group</p> <p>Dairy Queen part-time job</p>	Weekends	
Category 4: Personal Recognition (if applicable, not required)			
Examples:			
<ul style="list-style-type: none"> ✓ Selected to attend leadership conference ✓ Employee of the month ✓ Student of Year ✓ Most Valuable Player ✓ Honor Roll 	<p>Hugh O'Brian Youth Leadership Conference</p> <p>Dairy Queen Employee of the Month: February and March</p> <p>Honor Roll Student since Freshman Year</p>	n/a	Three-day leadership program for sophomores

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**PLEASE ANSWER THE FOLLOWING QUESTIONS
DO NOT EXCEED 4 PAGES**

Name of Applicant:_____

1. **RESPECT:** Which public figure – current or historical – inspires you and why?
2. **COLLABORATION and LEADERSHIP:** As part of GLC, you will be required to work within a team. Describe the components of an ideal team and describe a situation when, as part of a team, because of your leadership you were able to motivate others to work with you.
3. **INITIATIVE:** Tell us about a time when you saw a need or a problem in your school or community and created a solution to address it.
4. **RESILENCY:** Describe a time when you experienced a conflict, hardship or set back that shaped the person you are today. Please share specific examples about how this has affected the outlook you have today.
5. **SELF-AWARENESS:** What attributes do you believe contribute to the success of women and girls? Also, what issues are you aware of that prevent women and girls from achieving their full potential?
6. **PHILANTHROPY:** Please describe your personal definition and understanding of philanthropy and provide an example of what it means to you.

WHAT TO EXPECT AFTER APPLICATION

The following is an overview of The Foundation's timeline for communicating with applicants.

Month	Activity
Late January – February 2014	The GLC opportunity is mailed and promoted to schools and organizations across Colorado.
Early March 2014	APPLICATION DEADLINE: 5:00 p.m., MONDAY, MARCH 3, 2014 NOTE: The application <u>must</u> arrive at The WFCO office by 5:00 p.m. on March 3, 2014. Please see application guidelines for further details.
March – April 2014	APPLICATION REVIEW – Foundation staff reviews applications and also distributes to the volunteer community reviewers for review and assessment. SEMI-FINALIST SELECTION – Foundation Staff will compile reviewer data and finalize semi-finalist recommendations the week of April 7 th . FOLLOW-UP WITH APPLICANTS – All applicants will be notified of their status during the week of April 14 . Notice will be given via e-mail and semi-finalists will be contacted via phone.
May 17, 2014	INTERVIEWS- Saturday, May 17, 2014, 9 a.m. - 5 p.m. 35 finalists will be invited to Denver for in-person interviews. Twenty (20) candidates will be chosen for participation in the program. NOTE: Foundation staff will notify finalists on Friday, May 16 if interviews will be cancelled due to inclement weather. In this event, interviews will take place via phone and/or web-based interviews (e.g. Skype, Facetime, etc.) the week of May 19. NOTE: The interview process will take all day. In conjunction with interviews, semi-finalists will take part in leadership development programming and receive a certificate for this accomplishment. NOTE: Finalists will be notified by Wednesday, May 21 via phone.
July 27 – August 2, 2014	GIRLS' LEADERSHIP COUNCIL CONVENES July 27: Check in 10 a.m. with Noon Orientation for participants and parents/guardians July 29 – August 1: Program Modules (refer to pg. 1 for tentative topics) August 2: Closing- Noon Luncheon for participants and guests, program closes by 2 p.m. NOTE: All sessions are mandatory. Participants will not be allowed to leave campus for other personal or extracurricular activities.
October 23, 2014	The Women's Foundation of Colorado Annual Denver Luncheon Thursday, October 23, 11:30 a.m. – 1:15 p.m. GLC participants are able to reunite and will be honored on stage as part of the Luncheon program, which is attended by almost 2,000 people. The student is expected to attend and welcome to invite one guest. Please note students will likely need an excused absence for the day as there are celebratory and volunteer assignments that take place before and after the Luncheon.

2014 GIRLS' LEADERSHIP COUNCILSM APPLICATION CHECKLIST

☐ **Confirm Availability**

- ☐ Applicant is available to attend in-person interviews on Saturday, May 17, 2014
- ☐ Applicant is available July 27- August 2, 2014 to participate fully without interruption

☐ **Cover Sheet**

- ☐ General information is correctly listed and complete (no page limit)
- ☐ The table of activities is complete (no page limit)

☐ **Copy of Current High School Transcript**

☐ **Application Questions**

- ☐ Each question is answered separately
- ☐ You addressed all parts of each question
- ☐ Answers to all essay questions do not exceed 4 pages in length
- ☐ Formatting
 - ✓ Is either Arial or New Times Roman font, 12 point
 - ✓ The essay question appears in advance of your answer
 - ✓ Answers to each question are single spaced with double spaces between each essay question
 - ✓ There are one-inch margins

☐ **Recommendation Source Has Been Identified**

- ☐ Applicant has coordinated submission of recommendation form
- ☐ Applicant has communicated that recommendation should not exceed 2 pages

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