

HOW STUDENTS BECOME YOUTH LEADERSHIP ACADEMY DELEGATES (ELIGIBILITY, SELECTION PROCESS, AND APPLICATION INSTRUCTIONS)

1. To be eligible for Youth Leadership Academy, a student must:
 - a. Have a disability, as defined by the Americans with Disabilities Act;
 - b. Be in 9th, 10th or 11th grade as of December 15, or if students are in non-graded programs they must be returning to high school for at least 1 year;
 - c. Have demonstrated leadership potential in their school and community; and
 - d. Reside in Virginia.
 2. Applicants must complete all sections of the YLA Application Form and return the form by the specified deadline. Late or incomplete applications will not be reviewed.
 3. All applications will be reviewed initially for compliance with application procedures. Following a selection process, semi-finalists will be contacted by telephone for a personal in April.
 4. Finalists will be notified by *telephone or letter* whether they have been selected to attend the Academy. “*Congratulatory!*” letters will be mailed by late-May. Twenty-five (25) delegates and three alternate delegates will be selected to attend. Alternate delegates are students who will be on “stand-by” to attend the YLA.
 5. After being selected, delegates will be asked to complete a confirmation form and provide additional information.
 6. YLA expenses are paid by the Virginia Board for People with Disabilities. This includes, lodging, food, materials, interpreters for students with hearing impairments, and personal care assistants as needed.
- To complete and return the YLA application form by email:
- ◆ When the YLA-VA application form opens, **save it to your computer and rename it as** “FirstInitialLastname_YLA.doc”. For example, if your name is “Jane Smith”, you would name the file “JSmith_YLA.doc”.
 - ◆ Answer each of the questions on the YLA application form by filling in the blank provided or checking the appropriate boxes. **If you need to stop and start again later, remember to save the file before closing it** so that you do not lose the answers to the questions that you have already completed.



For more information, please contact:

Penni Sweetenburg-Lee, Training Programs Director, or Kara White, Program Assistant at 800-846-4464
Or via email: penni.sweetenburg-lee@vbpd.virginia.gov or kara.white@vbpd.virginia.gov

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- ◆ When you have finished completing the YLA application form, save it. Print a copy of the required signature page. Sign that page. Have your parent or legal guardian co-sign that page, too. Mail the original, signed copy of signature page to the address listed below. **(Keep a copy of your completed application for your records.)**
- ◆ To submit the YLA application form electronically attach the saved file containing the completed form to a new email message addressed to training@vbpd.virginia.gov.
- To submit the YLA application form by fax:
 - ◆ Download and save the electronic form as indicated above for email submission. Either complete that form on your computer and print, or print application and complete by hand.
 - ◆ Sign the YLA application form signature page. Have your parent or legal guardian co-sign that page, too. Mail the original, signed copy of the signature page to the address listed below.
 - ◆ Fax all pages of the completed form to 804-786-1118.
- To submit the YLA application form by mail or other direct delivery:
 - ◆ Complete a YLA application form as instructed above.
 - ◆ Sign the YLA application form signature page. Have your parent or legal guardian co-sign that page, too.
 - ◆ Mail or deliver all pages of the completed application form, including the original, signed copy of the signature page, to the address listed below. (Make a copy of the completed application for your records before mailing it.)

Mail applications to:

Training Programs
Virginia Board for People with Disabilities
Washington Building
1100 Bank Street, 7th Floor
Richmond, VA 23219

If you need accommodations to complete this form contact Kara White at 800-846-4464. Unless accommodations are requested, only emailed, faxed and written applications will be accepted. We strongly encourage electronic submission.

Deadline for Receipt of Application is 5:00 p.m. on March 16, 2018



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