

APPLICATION GUIDELINES

Please read these requirements carefully before you begin the application process. Applications must be completed and submitted by our deadline of 5:00 p.m. EST on February 1, 2021. Please contact us well in advance of our deadline for any technical assistance. **APPLICATIONS WILL NOT BE ACCEPTED AFTER THE DEADLINE. ONLY FULLY COMPLETED APPLICATIONS WILL BE ACCEPTED.**

Applications require basic information about yourself: name, address, current grade, phone and email contacts to reach you. We also request that you provide a personal statement from you and three (3) recommendations from adults who are unrelated to you. A recommendation is an adult advocate who has knowledge of your activities. For example: school faculty members, supervisors at a non-profit where you volunteer, business leaders, employers or religious leaders.

This award is about service to others and we want your recommendations to speak to why your community service involvement is worthy of being selected as the Capital District Teenager of the Year. Please make sure the person who is writing your recommendation understands this. You may want to provide a copy of these guidelines to the persons who will be writing your recommendations.

Recommendation letters can be emailed to toy@capitaldistrictkiwanis.org if they prefer to send it directly to Kiwanis.

All required fields and requested materials must be completed and uploaded (as either Word or PDF) before you can submit your application. Incomplete or late applications will not be considered. Contents of the application are considered public information once submitted and should not include private or privileged information. Please use your full legal name. If you are known by a nickname, you may include it on the application where indicated. Please use a permanent address, phone number, and email address. THIS INFORMATION CANNOT BE CHANGED ONCE YOUR APPLICATION IS SUBMITTED.

Correspondence regarding your application will primarily be through email. Your application will need to be signed by you and one or more Parent/Guardian to certify the validity of your application and authorize the use of your information.

STATEMENT OF NOMINEE

Statements are judged on creativity, content, style, punctuation, spelling and grammar. Your statement should range from 250 - 750 words, and must address the following three questions:

1. What inspires you to serve others?
2. How have your past and present activities contributed to the goal(s) you hope to accomplish in the future?
3. What have you learned from your experiences—both about yourself and about the world?

ENGAGEMENT

1. Indicate the grade in which each honor, award, office, or membership applies (7, 8, 9, 10, 11, or 12). If the same honor/award was received in multiple grades, list the honor/award only once, but indicate all grades the honor/award was received.
2. Take care to list school awards, school-related curricular activities, school-related extracurricular activities, and non-school related activities in the proper section of the application.

3. Do not duplicate memberships. For example, membership in band for grades 10-11-12 and elected band president for grade 12 yields two years of membership where no office was held (10-11) and one year of office/position of leadership (12). Selection for all district, all-region, and/or all-state band is considered additional honors and awards and should also be included.

Example:

School Related Curricular Activities

Junior Year: National Honor Society - member

Spanish Club

All-City Jazz Band

Senior Year: National Honor Society - President

Drama Club

All-State Jazz Band

Non-School Community and Employment Activities, Honors and Awards including membership and leadership positions

Freshman Year: Ballet Company of Virginia – 20 hours

Internship with Warner Graphics Art Studio – 10 hours

Vacation Bible School – Assisted in arts with 10 children at Poquoson Methodist Church for one week – 5 hours

Spaghetti Dinner – I organized this fundraiser for 100 participants to raise money for our mission trip to Southwest Virginia. – 15 hours

SUPPLEMENTAL MATERIALS

Feel free to upload or provide links to supplemental materials (photos, news articles, videos, etc.) that will help the judges better understand you. It is best to provide a link (i.e. YouTube) where we can view videos rather than upload video files. Please list below the materials you are uploading. Limit videos to a total of 5 minutes or less.

Contact us at toy@capitaldistrictkiwanis.org