

APPLICATION CHECKLIST

The LEAD Program for Business application contains several elements — all of which will contribute to your overall evaluation by the selection committee. Here's what you need:

□ ADMINISTRATIVE FEE

A \$35 non-refundable administrative fee must accompany your application materials. Make the check or money order payable to LEAD Program for Business. **Do not send cash!** Applications without a fee will not be processed. If you require a fee waiver, you can request that the administrative fee be waived by submitting a detailed letter to leadsbi@leadprogram.org.

□ BIOGRAPHICAL QUESTIONNAIRE

Complete the biographical questionnaire. Have a school counselor or administrator complete and sign Section B ("Your Education") and return in your packet.

□ ESSAYS

All candidates are required to submit two original essays. Each essay should be neatly written or typed on standard 8.5" x 11" paper. The candidate's name, mailing address and the date should appear at the top of each sheet. Each essay should be up to 500 words in length.

□ ESSAY ONE

Attach a recent article about a controversial business decision that you feel was ethical or unethical and state the reason for your position.

□ ESSAY TWO

Explain a situation when you demonstrated leadership. What did you learn from the experience?

□ RECOMMENDATION FORMS

LEAD requires each candidate to submit one (1) academic and one (1) personal recommendation form. The academic recommendation form should be completed by a teacher or advisor who can assess your work. The personal recommendation form should be prepared by an employer,

coach, community official, or minister who can comment on your personal attributes and involvement in the community. The recommendation forms are available on our website, www.leadprogram.org or you may request the forms by e-mailing leadsbi@leadprogram.org. Both forms should be signature sealed and included in your packet sent to:

LEAD Program for Business, 14 East Hartwell Lane, Philadelphia, PA 19118.

□ HIGH SCHOOL TRANSCRIPT

An official high school transcript must accompany each candidate's application to LEAD. The transcript should include ACT, PLAN, SAT, or PSAT scores, which means a standardized test must be taken in the sophomore year or by January of the junior year. If your high school will not provide you with an official school transcript, please ask a school administrator to forward an official transcript to:

LEAD Program for Business, 14 East Hartwell Lane, Philadelphia, PA 19118.

□ COST

Tuition for the LEAD Summer Business Institute is \$900 for three-weeks; \$1200 for four-week programs. Additional program fees (up to \$250) may apply depending on the SBI activity requirements. Roundtrip airfare is not included in tuition costs; students are responsible for their own travel.

□ TUITION/TRAVEL ASSISTANCE AVAILABLE

Should you require financial aid upon your acceptance, you will need to request and submit the Financial Aid Disclosure Form for review. Students who are eligible may receive full, partial tuition or travel assistance for the program.

□ SUBMITTING YOUR APPLICATION*

The application **deadline is February 5, 2010.** Send your completed biographical questionnaire, including Section B completed and signed by a counselor or other administrator; two (2) original essays; your official transcript; two (2) recommendation forms; and a check or money order for the administrative fee **all in one package** to:

LEAD Program for Business, 14 East Hartwell Lane, Philadelphia, PA 19118.

**If you have difficulties completing the questionnaire or need assistance, please visit our website at www.leadprogram.org or send an e-mail to leadsbi@leadprogram.org.*

□ NOTIFICATION

You will be notified of acceptance in late March/early April 2010. Notification will be made by mail or e-mail. Please be sure to include a valid e-mail address if you wish to be notified by e-mail. Notification will not be made by telephone. The decisions of the selection committee are final.

Application Deadline: February 5, 2010.

