

# YLTC Application Process

## General Information:

- Students applying to attend the AACS Youth Legislative Training Conference (YLTC) must apply through their [State Association Office](#). Once applications have been received in the state association offices, those offices will then determine who they will nominate from their state and submit those nominations to the AACS Legislative Office. Nominations must be received by the AACS Legislative Office by **Monday, April 23, 2012**.
- Nominations to the AACS Legislative Office must include the following:
  1. **Nomination Form:** This can be downloaded from the AACS web site. Please list students in order that you would like them to be considered.
  2. **Short essay:** A paragraph written by the student describing why he/she would like to attend the YLTC.
  3. **Letter of Recommendation:** Written by a teacher or administrator for each student nominated.
- Final selections will be made by the AACS Legislative Office. Students who are selected to attend the YLTC will be notified by mail. This acceptance letter will include a registration form that the student will need to fill out and send back with a \$25 processing fee and applicable transportation fees (see YLTC Fact Sheet) to confirm their attendance at the YLTC. (State Associations will be notified by the AACS Legislative Office of the status of all the nominations they submitted.)

## For Students:

- **Step One:** Interested students should ask their school administrator or government teacher for an application form (may use the [YLTC Nomination Form](#) from the AACS web site).
- **Step Two:** Complete this application form and write a short essay (paragraph length) on why you would like to attend the YLTC.
- **Step Three:** Submit the application form and the short essay to your teacher. At this point, your teacher/administrator will write a letter of recommendation for you and will submit that, along with your application and essay, to the [State Association Office](#).

## For Schools / Teacher / Administrators:

- **Step One:** Check with your [State Association Office](#) on the materials they require for applications. Most state association offices simply require what the AACS Legislative Office requires (see above under “General Information”), but some state associations may have their own process and require a different form.
- **Step Two:** Be sure each student applying has a completed application form, a short essay, and a letter of recommendation from a teacher or administrator.
- **Step Three:** Send the form, essay, and recommendation letter to your [State Association Office](#).

## For State Associations:

- **Step One:** Gather all materials from each candidate from each school.
- **Step Two:** Determine the order that you would like students to be considered by using the [YLTC Nomination Form](#) (from AACS web site).
- **Step Three:** Mail or fax all materials (State Association [YLTC Nomination Form](#), Letters of Recommendation, and Essays) to the AACS Legislative Office by **Monday, April 23<sup>rd</sup>**.

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