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**ACTION DUE: March 25, 2011
April 1, 2011**

Office of the Deputy Superintendent of Schools
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

March 4, 2011

MEMORANDUM

To: High School Principals

From: Frieda K. Lacey, Deputy Superintendent of Schools 

Subject: ACTION: Student Emerging Leaders Program for the Congressional Hispanic Caucus and the Congressional Black Caucus Annual Legislative Conferences

Summary

- The Student Emerging Leaders Program, a partnership of Montgomery County Public Schools (MCPS) and the Montgomery County Business Roundtable for Education, has tentatively scheduled the Congressional Hispanic Caucus Annual Legislative Conference for Monday, September 12, 2011, and the Congressional Black Caucus Annual Legislative Conference for Thursday, September 22, 2011. Both conferences will be held at the Washington Convention Center.
- Rising sophomores (current freshmen) from each high school who are eligible, based on the program criteria, will have the opportunity to apply via online application and be selected to participate in the Hispanic or Black Caucus legislative conferences and the Student Emerging Leaders Program activities. Applications must be submitted by April 15, 2011.
- The top 50 student applicants will be selected for each program. At least one student from each high school that applies and returns the commitment form will be accepted.
- Conference and transportation costs will be covered. Detailed transportation information will be forthcoming.
- These events are MCPS sanctioned activities, and participating students are to be marked as present.

Action

- Please identify a school contact person (or persons) who will disseminate program information to students (Attachments A, B, and C), assist students with application submittal, and, if needed, help students find a school mentor.

- Selected staff members should report their contact information online (Attachment D) by **Friday, March 25, 2011**.
- Ensure that your school contact(s) have dispersed the appropriate program information and deadlines to students no later than **Friday, April 1, 2011**.

Questions

- Refer questions to Mrs. Karen L. Crawford, coordinator, Student Affairs, Department of Student Services, at 301-670-1419 or via e-mail.

FKL:kc

Attachments

Copy to:

Executive Staff
Mrs. Blum
Mrs. Collins
Mrs. Crawford
High School Administrative Secretaries
High School College and Career Coordinators
Dr. Steinberg
Ms. Wilks
Dr. Newman
Mr. Prouty

MONTGOMERY COUNTY PUBLIC SCHOOLS

Student Emerging Leaders Program Congressional Hispanic Caucus and Congressional Black Caucus

Program Overview

The Student Emerging Leaders Program, a partnership of Montgomery County Public Schools (MCPS) and the Montgomery County Business Roundtable for Education (MCBRE), is designed to nurture student interest in national, state, and local government by engaging and inspiring students to become the next generation of Black and Hispanic leaders, through a combination of a mentoring relationship, peer-to-peer engagement and accountability, and interactive student debate.

Rising sophomores (current freshmen) from each high school, who hold a cumulative grade point average of 2.0 or better and are eligible based on the program criteria, will have the opportunity to apply via online application and be selected to participate in the Hispanic Caucus conference, tentatively scheduled for Monday, September 12, 2011, or the Black Caucus conference, tentatively scheduled for Thursday, September 22, 2011. Both conferences will be held at the Washington Convention Center.

Conference and transportation costs to and from designated pick-up and drop-off points will be covered. Detailed transportation information will be sent to selected students and posted on the Web. Student absences from school for the fall conference and spring reception are approved.

Semester I:

Prior to participating in the fall conference, students must—

- successfully complete the online application;
- be selected to participate by the review board comprised of MCBRE and MCPS;
- accept the nomination to participate in the program by returning the signed commitment form; and
- attend a preconference meeting to receive up-to-date information, meet with their fellow participants, and be introduced to their professional advisor, who has volunteered to work specifically with them throughout the program.

Attend the legislative conference

- After participating in the legislative conference, students will vote for two topics that they believe are the most important topics affecting their communities. These topics will be voted for on the day of the conference, and can be topics that were presented at the conference or appropriate outside issues. Students then will be assigned a position on the selected topic or issue and be placed into work groups of two to three students and one professional advisor.

Meet and Research

- Students meet three separate times with their assigned group and professional advisor to research and/or discuss the assigned position before the mock debate and Local Issues Forum. Students will be placed in groups that are geographically close to other group members and/or

their professional advisor. If a student cannot attend a meeting, a maximum of **one** meeting can be made up via teleconference.

Semester II:

Participate in the Local Issues Forum

- Students must attend the Local Issues Forum with their professional advisor and other group members, and work with other students to defend their position by participating in a mock debate. At this event, students also will participate in discussions on youth-related bills before the Maryland General Assembly.

Attend the Congressional Reception

- Students completing all requirements are invited to attend, with one guest, a reception with Congressman Christopher Van Hollen and Congresswoman Donna Edwards (February/March date to be determined).

Please refer questions to Mrs. Karen L. Crawford, coordinator, Student Affairs, Department of Student Services, at 301-670-1419 or via e-mail at Karen_L_Crawford@mcpsmd.org.

Detailed Information

Application Process

- On or before April 15, 2011, student completes the online application (Attachment B) at <http://www.montgomeryschoolsmd.org/departments/studentaffairs/sao/emergingleaders/index.shtm#application>.
- On or before April 29, 2011, the review board, comprised of representatives from MCBRE and MCPS, will notify selected students.
- Selected student must fax the signed commitment form (Attachment C) to Mrs. Crawford, at 301-670-1407 by the May 11, 2011, deadline. Students placed on the wait list will be notified if they are accepted to participate by May 16, 2011, and must return the signed commitment form by the May 27, 2011, deadline.

Congressional Hispanic Caucus Preconference meeting options (student must attend one)

- Tentatively scheduled for Wednesday, August 31, 2011, 7:30–8:30 p.m., at John F. Kennedy High School, 1901 Randolph Road, Silver Spring, Maryland 20902.
- Tentatively scheduled for Tuesday, September 6, 2011, 6:00–7:00 p.m., at Gaithersburg High School, 314 South Frederick Avenue, Gaithersburg, Maryland 20877.

Congressional Black Caucus Preconference meeting options (student must attend one)

- Tentatively scheduled for Wednesday, August 31, 2011, 6:00–7:00 p.m., at John F. Kennedy High School, 1901 Randolph Road, Silver Spring, Maryland 20902.
- Tentatively scheduled for Tuesday, September 6, 2011, 7:30–8:30 p.m., at Gaithersburg High School, 314 South Frederick Avenue, Gaithersburg, Maryland 20877.

Congressional Hispanic Caucus Annual Legislative Conference

- Tentatively scheduled for Monday, September 12, 2011, at the Washington Convention Center, 801 Mount Vernon Place, N.W., Washington, D.C. Permission forms must be submitted by Thursday, September 8, 2011.

Congressional Black Caucus Annual Legislative Conference

- Tentatively scheduled for Thursday, September 22, 2011, at the Washington Convention Center, 801 Mount Vernon Place, N.W., Washington, D.C. Permission forms must be submitted by Monday, September 19, 2011.

Topic research and group meetings with professional advisor

- Students meet three separate times (October, November-December, and January) with their assigned group and professional advisor to research and/or discuss the assigned position before the February 6, 2012, mock debate and Local Issues Forum. Students will be placed in groups that are geographically close to other group members and/or their professional advisor. If a student cannot attend a meeting, a maximum of one meeting can be made up via teleconference.
- Students meet three times with their group and professional advisor for research/discussion of assigned position on topic and be ready to participate in a mock debate and Local Issues Forum.

Local Issues Forum

- On Monday, February 6, 2012, 6:30–8:30 p.m., at the Carver Educational Services Center, 850 Hungerford Drive, Rockville, Maryland 20850, students will participate in a mock debate on the assigned topic/position and take part in the discussion on several youth-related bills currently filed in the Maryland General Assembly.

Congressional Reception

- Semester II (February/March date to be determined)

MONTGOMERY COUNTY PUBLIC SCHOOLS
Student Emerging Leaders Program
Congressional Hispanic Caucus or Congressional Black Caucus

Student Application

Must be completed online on or before Friday, April 15, 2011

You will need to complete the following information online. This form can be found at <http://www.montgomeryschoolsmd.org/departments/studentaffairs/sao/emergingleaders/index.shtm#application>. You may wish to complete a paper version of the form before going online.

Indicate Program **Congressional Hispanic Caucus** **Congressional Black Caucus**

High School: _____

Name of Student: _____

Address: _____

City: _____ **Zip Code:** _____

Home Phone: _____ **Cell Phone:** _____

E-mail: _____

Parent/Guardian Name: _____

Work Phone: _____ **Cell Phone:** _____

E-mail: _____

Emergency Contact Information:

Name: _____ **Relationship:** _____

Work Phone: _____ **Home Phone:** _____ **Cell Phone:** _____

Interest in politics: Yes No Not sure

Please list any clubs, organizations, extracurricular activities, etc. that you belong to:

Do you want to go to college: Yes No Not sure

ESSAY QUESTION (800-word limit): Please answer the following question as honestly and thoughtfully as possible.

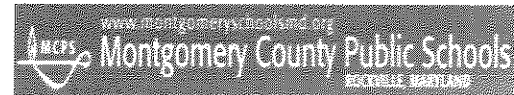
- What do you think it means to be a leader in or for your community?

Student Commitment: *I understand the requirements for participating in the Student Emerging Leaders Program. I commit to attending one of the preconference meetings; participating in the Annual Legislative Conference for my program; researching and working with my group and professional advisor to prepare for the mock debate, and participating in the Local Issues Forum.*

Yes No



Montgomery County
BUSINESS ROUNDTABLE
for EDUCATION



Student Emerging Leaders Program Student Leader Commitment Form

In order to participate in this program, I commit to do the following as a Student Emerging Leader:

- Attend one of the two preconference meetings.
- Attend the Legislative Conference event in September and be fully engaged in all of the day's events.
 - Congressional Hispanic Legislative Caucus, Monday, September 12, 2011
 - Congressional Black Legislative Caucus, Thursday, September 22, 2011
- Leverage the expertise of my professional advisor during the conference and throughout all of the Student Emerging Leaders Program.
- Meet the following deadlines:
- Respond to my professional advisor's and group mate's communication (e-mail, phone, messages, etc.) within 24 hours.
- Attend three mandatory meetings to discuss and/or research my assigned position with my assigned group and professional advisor before the Local Issues Forum (see deadlines chart).
- Attend the February 6, 2012, Local Issues Forum (mandatory) and work with other students to defend my position by participating in the mock debate.
- Attend the Congressional Reception hosted by Congressman Van Hollen (D-MD) and Congresswoman Edwards (D-MD) on Capitol Hill in early 2012, assuming I complete all program components before attending and participating in the mock debate at the Local Issues Forum.

STUDENT TIMELINE	WHEN
Meet with my assigned group and professional advisor to begin discussing my assigned position.	October
Meet with my assigned group and professional advisor to continue discussing my assigned position and what areas the group can research to gain more information on the topic.	November–December
Meet with my assigned group and professional advisor to discuss strategies on how to participate in the mock debate and both successfully and informatively defend my position.	January
Attend and participate in the mock debate at the Local Issues Forum.	Monday, February 6, 2012 (Snow Date, February 7, 2012)

Fax the signed commitment form to Mrs. Karen L. Crawford, coordinator for Student Affairs, at 301-670-1407 by the **May 11, 2011**, deadline.

Printed Name

Signature

MONTGOMERY COUNTY PUBLIC SCHOOLS
Student Emerging Leaders Program
Congressional Hispanic Caucus
and
Congressional Black Caucus

Instructions for the Adult School Contact(s)

1. No later than **Friday, March 25, 2011**, selected staff should go to <http://www.montgomeryschoolsmd.org/departments/studentaffairs/sao/emergingleaders/index.shtm> and click on the "School Contact Registration Link." There is no User ID, just click on "request."
2. Distribute the *Program Overview* (Attachment A) and the *Student Application* (Attachment B) and *Commitment Form* (Attachment C) to interested students at your school. Please remember that students for both conferences should be rising sophomores (current freshmen) with a cumulative grade point average (GPA) of 2.0 or higher.
3. Aide the applicant search by distributing the program information specifically to students who:
 - demonstrate interest in the work of national, state, and local government;
 - have a good understanding of and are interested in how our government works;
 - feel comfortable doing independent as well as group work and research; and
 - are interested in public speaking.
4. Assist students with the online application.
5. In order to participate, selected students will be required to complete the following:
 - Attend one of the preconference meetings.
 - Attend either the **Congressional Hispanic Caucus Annual Legislative Conference** or the **Congressional Black Caucus Annual Legislative Conference** at the Washington Convention Center. Transportation is provided from designated pick-up points.
 - Select, research, and prepare for a mock debate concerning issues facing youth and their communities.
 - Meet a minimum of three times with their group and professional advisor to discuss and research their position.
 - Attend and participate in a mock debate at a Local Issues Forum.
6. Please solicit student participation by distributing this information to teachers, extracurricular activity sponsors, etc. If rising sophomores (current freshmen) are interested in participating, they must—
 - review the *Program Overview* (Attachment A);
 - complete the online *Student Application* by **April 15, 2011** (Attachment B); and
 - if selected, submit the *Commitment Form* (Attachment C).
7. If you have any questions, please contact Mrs. Karen L. Crawford, coordinator, Student Affairs, at 301-670-1419 or via e-mail at Karen_L_Crawford@mcpssmd.org.