



Checklist: Louisville Student Board of Directors Application Process

There are four steps to the Student Board of Directors application process:

Step 1. Submit your application of interest form. If you need to make a change to your phone number or other information, please notify us at sbodlouisville@stls.frb.org.

Step 2. Prepare a personal essay. The essay should describe “why I think leadership is important” and be saved as a Word document or PDF. Remember to include your name and “essay” in the file name. (Example: Jennaye Johnson essay.docx.) The essay should be 500-600 words, double-spaced, in 12-point font. Other formats, such as Google Docs, are **not accepted** for security reasons. Submit your essay to sbodlouisville@stls.frb.org. Please put your email address and “essay” in the subject line.

Step 3. Request two recommendation letters. Share the sbodlouisville@stls.frb.org email address with your teacher and other recommender. Your recommenders should send their letters to this email address. **Remind your recommenders that letters must be submitted no later than May 2, 2023.**

Step 4. Have your recommenders submit your recommendation via email. The email from your recommenders must include your email address in the subject line of the email. (Example: Jennaye.Johnson@gmail.com rec letter.) Your email address must also be included in the file name of the recommendation letter.

Recommendation letter tips:

- *Please provide your teacher and other recommender two to three weeks to write your letter.*

- *One letter can be written by an official at your school (a nominating teacher, counselor or administrator) giving specific examples of your leadership and scholarship.*
- *Another letter can be written by an adult in your community (e.g., employer, coach, religious leader, fine arts director, leader of a nonprofit where you volunteer, former teacher, etc.) giving specific examples of your leadership.*

Reminder: We contact students who have been selected via a personal phone call in mid-June. Please ensure your phone number is correct and current and that voicemail is set up.