



Checklist: Student Board of Directors Application Process

We want you to have an accurate application packet. Retain this checklist for your reference to ensure you have submitted all necessary information and materials **no later than 5 p.m. Friday, March 26, 2021**. For more information, see the St. Louis Fed's [student board of directors](#) webpage.

☐ I have completed the [online application of interest](#) form.

☐ I have written a personal narrative essay describing “why I think leadership is important.”

The essay should be 500-600 words, double-spaced, 12-point font.

Save the essay as a Word document or PDF. Other formats such as Google Docs are not accepted for security reasons.

☐ I have acquired two signed recommendation letters.

1. A signed letter from an official at my school (e.g., *nominating teacher, counselor or administrator*) giving specific examples of my leadership and scholarship.
2. A signed letter from another adult in my community (e.g., *employer, coach, religious leader, fine arts director, leader of a nonprofit where I volunteer, former teacher, etc.*) giving specific examples of my leadership.

Letters must be Word documents or PDFs. Other formats such as Google Docs are not accepted for security reasons.

☐ I have emailed these three documents, clearly labeled and dated, to STLSSBoD@stls.frb.org

For example:

- Jasmine Smith Essay 2.1.21.doc
- Teacher Recommendation for Jasmine Smith 2.1.21.pdf
- Community Member Recommendation_Jasmine Smith 2.1.21.doc

After submitting, if you need to make a change to your phone number or other information, please notify us at STLSSBoD@stls.frb.org.

We contact students who have been selected via a personal phone call. Please ensure your phone number is correct and current, and that voice mail is set up.