

LEAD Summer Business Institute

for Native American High School Juniors

Dartmouth College
Duke University
University of Pennsylvania



DEADLINE: January 31, 2014

Do you want to....

- Spend your summer at a top university?
- Learn about exciting new careers?
- Prepare for college?
- Have fun and meet
- Find ways to serve your tribal community?

Then the **LEAD Summer Business Institute** is for you!

The LEAD Summer Business Institute (SBI) is a 3-4 week program that provides you with an opportunity to take exciting classes in finance and economics with world-renowned professors. Experience living on a college campus. Learn about business careers and meet corporate executives, tribal leaders and Native American professionals. The principles of investments will be taught through business and stock market competitions. On the weekends, go on field trips, movies, theme parks and sporting events with new friends.

Finance is an important field that can improve the quality of life in Native communities. As an Indian leader of tomorrow, you will have the opportunity to learn about college, team building and how you can make a difference in your tribal community. Prior business experience is not required. You just have to be interested in learning!

www.nafoa.org



Significant Scholarships Available



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Business Institute Application Required Materials

All items below must be received by the deadline: January 31, 2014.

The LEAD Business application contains several elements – all of which will contribute to your evaluation by the selection committee. All items listed below are required. Spend time to prepare a high quality application. Here's what you need:

SPECIAL INSTRUCTIONS FOR NATIVE AMERICAN APPLICANTS: The Native American Finance Officers Association (NAFOA) assists LEAD with recruitment and provides financial aid and application support services to Native American, Alaska Native, and Native Hawaiian students. Native students should direct all communication to NAFOA. Need-based scholarships are available to Native students applying through NAFOA. NAFOA staff can be reached at: nafoa.lead@gmail.com or 602-540-0736. More information about the program and program applications can be found on NAFOA's website at: www.nafoa.org. The program dates will be posted on NAFOA's website in January 2014, but typically the start dates range from late June to early July. Programs last between 3-4 weeks.

BIOGRAPHICAL DATA SHEET: Provide a valid email address. Check your email frequently. You will be notified of acceptance by April 1, 2014 through email. If accepted, all future correspondence will be conducted by email. *Email your Biographical Data Sheet in one message with your other materials to: nafoa.lead@gmail.com.*

DOCUMENTATION OF ENROLLMENT OR DESCENDANCY: Scan a copy of your tribal enrollment card, Certificate of Indian Blood, or other proof of tribal enrollment or descendancy. A parent's documentation is also sufficient. *Email your Documentation of Enrollment or Descendancy in one message with your other materials to: nafoa.lead@gmail.com.*

SHORT RESPONSE ESSAYS: Type your responses to the questions in the space provided. Feel free to relate your responses to your identity as a Native person. Reference any cultural or leadership experiences you have had in your community. *Email your Short Response Essays in one message with your other materials to: nafoa.lead@gmail.com.*

NEWS ARTICLE: Choose a news article about an important global or tribal business issue from the **New York Times**, **Wall Street Journal**, **cnbc.com**, or a **tribal newspaper** for your business essay. The review panel will read your article to see that you have shared original ideas in your essay. *Email your pasted News Article in one message with your other materials to: nafoa.lead@gmail.com.*

BUSINESS ESSAY: Write an analysis about the global or tribal business issue highlighted in the article you selected. Why do you consider the issue important? What do you suggest should be done to address the issue? Your essay should not simply restate the article, but should focus on

your opinion of how to change the issue. Some students have had success gathering information from multiple sources to better understand and form an opinion about the issue. *Email your business essay in one message with your other materials to: nafoa.lead@gmail.com.*

ACADEMIC RECOMMENDATION FORM: The academic recommendation form should be completed by a teacher or advisor who can assess your work. Email the electronic PDF application to your recommender. *He or she will complete the academic recommendation form and email it to: nafoa.lead@gmail.com.*

PERSONAL RECOMMENDATION FORM: 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. Email the electronic PDF application to your recommender. *He or she will complete the academic recommendation form and email it to: nafoa.lead@gmail.com.*

STANDARDIZED TEST SCORES: Please submit a copy of your PSAT, PLAN, SAT or ACT score reports you receive in the mail or printouts from the testing organization website with your scores on it. Please do not send us your official score reports directly from the testing organization. If you have not yet taken the ACT or SAT, please indicate the date that you will take the test. *Please email a copy of your scores to nafoa.lead@gmail.com.*

TUITION/TRAVEL SCHOLARSHIPS: Tuition for the LEAD Summer Business Institute is \$1,250 plus round-trip airfare. Additional program activity fees (up to \$250) may apply. Need-based partial or full tuition and travel scholarships are available to Native American, Alaska Native and Native Hawaiian students through NAFOA. If you plan to apply for financial aid, you must complete the enclosed form. Admitted students will be required to send additional financial documentation. *Email your Financial Aid form to: nafoa.lead@gmail.com.*

EDUCATION FORM, SCHOOL PROFILE & TRANSCRIPT Provide your counselor with an envelope, postage stamps, and the transcript form. Ask your counselor to include the education form, a school profile and an official transcript with your current semester grades and all previous grades in the envelope. Your counselor should seal the envelope, sign across the seal and mail the transcript form, school profile and transcript in one package to NAFOA, 1101 30th St. NW Ste 500, Washington, DC 20007.



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INSTRUCTIONS: Complete the application form. Make sure you fully answer all required questions.

Please rank the LEAD SUMMER BUSINESS INSTITUTE locations you would be interested in attending if selected to participate, in order of preference in the spaces below. Your placement into a particular school is not guaranteed. In 2013, Native American students participated in programs at Dartmouth College, Duke University and the University of Pennsylvania. The school selections open to Native American students applying through the Native American Finance Officers Association will remain the same in 2014, but additional universities may be added.

_____ Dartmouth College _____ Duke University _____ University of Pennsylvania

PERSONAL INFORMATION

Legal Name:

_____ Last (Family)

_____ First

_____ M.I.

_____ Suffix (Jr., Sr., etc.)

GENDER: MALE FEMALE DATE OF BIRTH _____ (mm/dd/yyyy) DO YOU RECEIVE FREE OR REDUCED LUNCH? YES NO

FROM WHOM DID YOU RECEIVE THIS APPLICATION?

NAFOA Teacher/Counselor LEAD Alumni: Name: _____ Other: _____

Tribal or Foreign Language Proficiency: _____

Career Objective: _____

Favorite Author: _____

Favorite Quote: _____

Travel Experiences: _____

PERMANENT ADDRESS

Street Address _____

Apt. # _____

City _____

State _____

Zip Code _____

Email _____

Home Phone Number _____

Mobile Number _____

ETHNICITY

PLEASE CHECK THE BOX THAT BEST DESCRIBES YOUR ETHNIC BACKGROUND.

- Black/African American
- Asian American/Pacific Islander: PLEASE SPECIFY: _____
- Caucasian
- Latino: PLEASE SPECIFY: _____
- Native American*
- Other: PLEASE SPECIFY: _____

*Native American applicants must provide a photocopy of their Tribal Enrollment Card. Bi-Racial: PLEASE SPECIFY: _____
If you cannot supply a copy, please enter the following information:

Name of Tribe: _____ Your Tribal Registration Number: _____

CITIZENSHIP

Place of Birth

_____ City/Town

_____ State/Province

_____ Country

US Citizen Dual US Citizen (please specify other country of citizenship): _____

US Permanent Resident: Country of Origin _____ Permanent Resident # _____

*You must provide a copy of your Permanent Resident card ("Green Card") for verification.



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EXTRACURRICULAR AND COMMUNITY ACTIVITIES

List the school and community activities that are most important to you, listing any offices held and leadership roles first. Please be sure to note any memberships in business-oriented organizations. (Attach additional sheets as necessary.)

ACTIVITY	GRADE LEVEL	HOURS PER WEEK	POSITIONS HELD/HONORS WON
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11		
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11		
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11		
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11		
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11		
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11		

EMPLOYMENT INFORMATION

EMPLOYER	JOB TITLE/POSITION HELD	DATES OF EMPLOYMENT	HOURS PER WEEK

FAMILY INFORMATION

YOUR PARENTS' MARITAL STATUS: Married Separated Divorced Widowed Single

YOUR SIBLINGS: BROTHERS: _____ SISTERS: _____
Number Age(s) Number Age(s)

NAME OF ANY FAMILY MEMBER WHO PARTICIPATED IN THE LEAD PROGRAM: _____ Year: _____

NAME(S) OF THE PARENT(S) OR LEGAL GUARDIAN(S) WITH WHOM YOU LIVE: _____

	PARENT/GUARDIAN/OTHER	PARENT/GUARDIAN/OTHER
NAME (LAST, FIRST, MIDDLE INITIAL)		
RELATIONSHIP TO THE APPLICANT (YOU)		
HOME ADDRESS, CITY, STATE, ZIP		
HOME TELEPHONE NUMBER		
E-MAIL ADDRESS		
EMPLOYER		
OCCUPATION/TITLE		
BUSINESS OR MOBILE TELEPHONE NUMBER		
HIGHEST GRADE COMPLETED		
COLLEGE ATTENDED (IF ANY)		
DEGREE/CERTIFICATE EARNED (IF ANY)		



Business Institute Application

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ACADEMIC INFORMATION

High School Name:

High School Address:

City:

State:

Zip Code:

CURRENT GRADE LEVEL: 11

Name of Counselor/Advisor:

Counselor/Advisor Email Address:

ADDITIONAL COMMENTS

Is there anything else you would like us to consider when reviewing your application?

I certify that the information I have provided in this application (including required essays) is accurate and complete. I understand that it is my responsibility to submit a completed application by the application deadline.

Applicant's Signature

Date

APPLICATION DEADLINE: JANUARY 31, 2014

Email your completed application form, short responses, news article and business essay to nafoa.lead@gmail.com. Be sure to include your name in the subject line of your email.



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SHORT RESPONSES

Essays help us learn more about you as a person. Please type your responses to the questions in the spaces provided. Each response may be up to 250 words. Feel free to relate your responses to your identity as a Native person. Reference any cultural or leadership experiences you have had in your community. *Email your Short Response Essays in one message with your other materials to: nafoa.lead@gmail.com.*

Leadership as a term has evolved over the years. Give us your definition of what a 21st century leader looks like and how are you developing yourself to become one?

What are you most afraid of and how would you change the world?

Tell us how life skills (i.e. critical thinking, problem solving, etc.) help you become successful in careers like business?



Business Institute Application

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NEWS ARTICLE

Choose a news article about an important global or tribal business issue from the New York Times, Wall Street Journal, cnbc.com, or a tribal business issue for your business essay. Paste a copy of the news article in the space below. The review panel will read your article to see that you have shared original ideas in your essay. *Email your News Article in one message with your other materials to: nafoa.lead@gmail.com.*



Business Institute Application

LEADership, Education and Development

BUSINESS ESSAY

Write an analysis (up to 500 words) about the global or tribal business issue highlighted in the article you selected. Why do you consider the issue important? What do you suggest should be done to address the issue? Your essay should not simply restate the article, but should focus on your opinion of how to change the issue. Some students have had success gathering information from multiple sources to better understand and form an opinion about the issue. *Email your business essay in one message with your other materials to: nafoa.lead@gmail.com.*



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ACADEMIC RECOMMENDATION FORM

Please fill in your contact information below. This form should be completed by a counselor, teacher or club advisor who can assess your work.

Applicant Name: _____

Email: _____

Address: _____

Phone: _____

The above applicant is applying for admission to the LEAD Program and has given your name as a reference. The information you are providing concerning the above named applicant is considered an important part of the application process. Specific statements and your candid assessment of the applicant's potential will be very helpful. We appreciate the information you are providing and for sharing your observations about the applicant.

Instructions: After completing this form, email it to nafoa.lead@gmail.com. If you have any questions, please email nafoa.lead@gmail.com or call (602) 540-0736. This form must be received by **January 31, 2014**.

(Check one) COUNSELOR MATHEMATICS TEACHER SCIENCE TEACHER OTHER: _____

1. In what ways would you distinguish this applicant's academic performance from other applicants?

2. In what areas does the applicant need improvement?

3. How well do you feel the applicant handles disappointment or differences of opinion?

4. Do you think that this applicant's grades are a valid reflection of his/her academic abilities? Please explain.



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ACADEMIC RECOMMENDATION FORM (CONTINUED)

Applicant Name: _____

In terms of characteristics listed below, please give us your appraisal of the applicant:

CATEGORY	Outstanding	Good	Average	Below Average	Unable to Assess
INQUISITIVE: Looks beyond what is apparent, questioning attitude/needs to know why.					
PERSISTENT: Stays with tasks, integration toward long-term goals.					
SELF-STARTER: Highly motivated, independent worker, self-directed, pursues individual interests.					
DESIRE TO ACHIEVE: Is eager to successfully accomplish goals.					
DISCIPLINED WORK HABITS: Turns in assignments in a timely manner.					
SENSE OF COMMUNITY: Takes responsibility for actions, shows respect for teachers and peers.					
LEADERSHIP: Shows maturity/emotional ability, leads when needed or appropriate.					
COMMUNICATION SKILLS: Ability to express thoughts clearly, creatively and concisely.					
ETHICAL: Honest and forthright, knowing right from wrong.					

I have known the applicant for _____ year/s and/or _____ month/s

OVERALL RATING:

Strongly recommend Recommend Recommend with reservations (explain any reservations below)

COMMENTS: Please use this space to provide any additional information that the committee should consider when evaluating this applicant, including your involvement with him/her outside the traditional classroom, his/her ability to meet personal responsibilities, deadlines, personal initiative, etc. Please also include any obstacles this applicant has had to overcome in pursuing his or her educational goals, if appropriate.

Signature: _____ Date: _____ Telephone: _____

Name: _____ Email Address: _____

Institution: _____ Title: _____



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PERSONAL RECOMMENDATION FORM

Please fill in your contact information below. This form should be prepared by an employer, coach, community official or minister.

Applicant Name:

Email:

Address:

Phone:

The above applicant is applying for admission to the LEAD Summer Business Institute Program and has given your name as a reference. The information you are providing concerning the above named applicant is considered an important part of the application process. Specific statements and your candid assessment of the applicant's potential will be very helpful. We appreciate the information you are providing by completing this form and for sharing your observations about the applicant.

Instructions: After completing this form, email it to nafoa.lead@gmail.com. If you have any questions, please email nafoa.lead@gmail.com or call 602-540-0736. This form must be received by **January 31, 2014**.

1. How long have you known the applicant and in what capacity?
2. What are the first words that come to mind to describe the applicant?
3. In what ways does this applicant show evidence of leadership ability?
4. How does this applicant demonstrate commitment?
5. What are the applicant's strengths and weaknesses?



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PERSONAL RECOMMENDATION FORM (CONTINUED)

Applicant Name: _____

In terms of characteristics listed below, please give us your appraisal of the applicant:

CATEGORY	Outstanding	Good	Average	Below Average	Unable to Assess
INQUISITIVE: Looks beyond what is apparent, questioning attitude/needs to know why.					
PERSISTENT: Stays with tasks, integration toward long-term goals.					
SELF-STARTER: Highly motivated, independent worker, self-directed, pursues individual interests.					
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SENSE OF COMMUNITY: Takes responsibility for actions, shows respect for teachers and peers.					
LEADERSHIP: Shows maturity/emotional ability, leads when needed or appropriate.					
COMMUNICATION SKILLS: Ability to express thoughts clearly, creatively and concisely.					
ETHICAL: Honest and forthright, knowing right from wrong.					

OVERALL RATING:

Strongly recommend Recommend Recommend with reservations (explain any reservations below)

COMMENTS: Please use this space to provide any additional information that the committee should consider when evaluating this applicant, including your involvement with him/her outside the traditional classroom, his/her ability to meet personal responsibilities, deadlines, personal initiative, etc. Please also include any obstacles this applicant has had to overcome in pursuing his or her educational goals, if appropriate.

Signature: _____

Date: _____

Telephone: _____

Name: _____

Email Address: _____

Institution: _____

Title: _____



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TRANSCRIPT FORM

Please fill in your contact information below. This form should be completed by a counselor/advisor.

Applicant Name: _____ **Email:** _____

Address: _____ **Phone:** _____

AUTHORIZATION FOR INFORMATION RELEASE:

Please sign this form and forward it to your guidance counselor/advisor for completion.

I hereby authorize my school to release the information requested below.

Applicant's Signature: _____ **Date:** _____

SCHOOL INFORMATION

This section must be completed by a guidance counselor/advisor.

Type of School: (check one) Public Private Parochial Home Schooled Other: _____

Name of School: _____

Current Grade Level: _____ **Class Rank:** _____ **Class Size:** _____ **GPA:** _____ **Scale:** _____

STANDARDIZED TEST SCORES

PSAT Critical Reading: _____ SAT Critical Reading: _____ PLAN: _____

PSAT Math: _____ SAT Math: _____ ACT: _____

PSAT Writing: _____ SAT Writing: _____

*If the student has not yet taken the ACT or SAT, please indicate the date the test will be taken: _____

CERTIFICATION: I hereby certify that the information I have provided is accurate and true as of the date indicated below.

Name of Counselor/Advisor: _____ **Email:** _____

Signature of Counselor: _____ **Date:** _____

INSTRUCTIONS: If you have any questions, email nafoa.lead@gmail.com or call (602) 540-0736. Once completed, enclose this form along with an official high school transcript (including current semester and all previous grades) and school profile in an envelope and sign the seal. Please mail the documents before the **January 31, 2014 deadline** to:

NAFOA
1101 30th St. NW, Ste 500
Washington, DC 20007



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FINANCIAL AID FORM for NAFOA Students

The information you provide on this form will help determine if you qualify for financial assistance from NAFOA to pay for the LEAD program, activity fees and/or travel expenses. A parent or guardian should help you to complete this section. If you are admitted, you will be required to submit a copy of your parents'/guardians' 2012 federal tax return information.

Applicant Name:

Email:

Address:

Phone:

Social Security Number:

FINANCIAL INFORMATION

2012 Gross Family Income:

2012 Untaxed Income & Benefits (Ex: Social Security, Disability, etc):

Total Number of Siblings in College in 2013:

When possible, students should also plan to seek financial assistance from their tribe or other educational organizations. NAFOA will help to coordinate assistance with other groups. If you know the contact information for your tribe's education or scholarship assistance office or another organization that may be able to assist you, please list that here:

Contact Person:

Title:

Tribe/Organization:

Phone:

Email:

Address:

Statement of Need

Explain in the space below why you require financial assistance: