

## Project Stepping Stone 2012 Application Checklist

Congratulations on starting the Project Stepping Stone application process! It all begins with this **Application Checklist**. By following and checking each step, you'll ensure that you've completed the application thoroughly. It is VERY important for you to have an active e-mail account and computer access in order to submit the required documents electronically. The actual applications MUST be completed online, however you may choose to submit your transcript and recommendations by MAIL.

**Complete & Submit the Project Stepping Stone Application**

The application **must be completed ONLINE**.

- Student Application: This is for students applying for to the program who have not been in the program before.
- Ambassador Application: Students applying for an Ambassador position must have already graduated from Project Stepping Stone program. This application is different from the regular student application.

**Essay Responses**

- Student Application: 3 essays (250 words each)
- Ambassador Application: 4 essays (250 words each)

**1 Official Transcript**

Student Application & Ambassador Application: Attach an officially sealed transcript from your school. You should request your transcript from your Guidance Counselor *at least* one week before needed. **Include your transcript in a sealed envelope with your letters of recommendation.**

**Letter(s) of Recommendation (2 minimum)**

Student Application: At least one letter of recommendation must be from a school counselor, teacher or coach (not related to you) who is familiar with your **academic** accomplishments. The other recommendation should be from someone (not related to you) who knows your **personal** accomplishments. Additional recommendations are beneficial but not necessary.

Ambassador Application: One letter of recommendation must be from a school counselor, teacher or coach (not related to you). Both letters of recommendation should focus on your **academic** accomplishments and your **leadership abilities**.

**Resume**

Student Application & Ambassador Application: You must bring a resume to participate in Project Stepping Stone. This resume will be what you use during the Mock Job Interviews/Career Fair. You can choose to either email your completed resume to us in a Word document, or bring a DIGITAL copy with you when you arrive. A digital copy can be on a CD, flash drive, or other external hard drive. Again, please email us a digital copy or bring a digital copy with you. This is in case we have to make any changes on your resume during the week.

**Participant Pledge**

Student Application: You must sign the Student Pledge form and send it in via email or mail. Pledge should be signed by both student and parent and MAILED to the mailing address below or faxed or emailed.

Ambassador Application: You must sign the Ambassador Pledge form and send it in via email or mail. Pledge should be signed by both student and parent and MAILED to the mailing address below or faxed or emailed.

Improve your chances of participating in Project Stepping Stone by submitting your application by **March 15, 2012**. The last day that you may submit the application and materials to Project Stepping Stone Admissions is **April 1, 2012**. Again, you *must* submit the actual PSS Application ONLINE. The transcript and recommendations can be mailed to the address below.

**Mailing address:**  
Indianapolis NSHMBA  
Project Stepping Stone Admissions  
P.O. Box 1501  
Indianapolis, IN 46206-1501

**E-mail address:** [projectsteppingstone@indianapolis.nshmba.org](mailto:projectsteppingstone@indianapolis.nshmba.org)  
**Fax number:** 317-209-9909

**Questions?** Call (317) 428-4555 or visit [www.projectsteppingstone.org](http://www.projectsteppingstone.org)