

Dear Local Coordinators,

We appreciate you taking time to speak with your FLEX and YES students about the exciting opportunity to apply for the Civic Education Workshop in Washington, DC. Below are some points we ask you to go over with your students. To get everyone excited and see what Civic Education Workshops look like in action, please visit the workshops on [Facebook](#) and [Flickr](#)!



The Civic Education Workshop application consists of:

1. Student Biographical Info and Student ID number

The student ID number can be found on the top of the email each student received from civic@americancouncils.org. Please ensure that each student has received this email and knows where to find his/her ID number. If a student has not received the emailed information about this opportunity, please advise them to their check spam/junk mail. If it is not there please contact your placement organization's main office for a copy of the materials.

2. Student Essay

Students should write a response to the essay question, *in their own words*. Please go over the concept of plagiarism to remind them that this is not an acceptable way of completing the essay.

3. Teacher Recommendation

This step requires that the student obtain an email address of one of their U.S. teachers, and enter his/her name and email address correctly into the fields provided in the online application form.

If the school has a high-level firewall, students are advised to obtain a *personal* email address for the teacher, if possible. A downloadable PDF letter to the teacher is available in the online application form, which the students should give to their teachers to help facilitate this process.

Students should remember to check with their teachers to see if they have received the email from ais_accounts@americancouncils.org with the link to complete the recommendation. If the teacher has not received the link, students should advise the teachers to first check with their spam folder and if no link is found, to contact American Councils at civic@americancouncils.org for assistance.

The application is due on **Thursday, October 24, 2019 by 4:00pm EST**. We recommend that students complete their application well *before* this deadline! This is not only good practice, but should help ensure that the teacher recommendation is returned on time.

Thank you again for taking time to go over these points with your FLEX and YES students. We are sure that, as always, interest will be high and the competition tough!

Sincerely,
The FLEX and YES Team

