



Final Check List for Submission

- Completed information forms
 - Student Information
 - Leadership Activity Profile
 - School Information

- Activities sign-off forms: Dated and initialed by your adviser

- Portfolio (Sections A–D): Organized, labeled, and bound or saved and presented according to guidelines outlined in “How to Build Your Portfolio”
 - The portfolio is organized using the same numbering system and order as the Activities Sign-Off Forms. (Section A, Part 1 - 1.1, 1.2, 1.3, etc. or Section A1_1.1)
 - Remember to label every piece of evidence included in your portfolio to indicate the Section and Part of the activities each one represents.

- 2 letters of recommendation: adviser and principal (or administrator designated by the principal)

- Statements of validation: student, adviser, and principal