



2024 COE NATIONAL STUDENT LEADERSHIP CONGRESS DIRECTOR HANDBOOK

June 8-13, 2024



UPDATED October 2023



NSLC: A TRANSFORMATIONAL LEADERSHIP EXPERIENCE For First-Generation High School Students

The Council for Opportunity in Education (COE) is excited to host the 35th annual National Student Leadership Congress (NSLC). In summer 2024, COE will host 170 TRIO high school student delegates from Upward Bound, Upward Bound Math-Science and Talent Search programs across the United States and territories to participate in a rigorous 6-day leadership experience in Washington, D.C. During the Leadership Congress, the delegates sleep, study, and dine on the campus of American University. In addition to meeting their Senators and Representatives on Capitol Hill, delegates participate in community service projects, conflict resolution workshops, and spend much of the program engaged in a Mock Congress. This requires students to research critical policy issues, draft legislation, and debate their peers with their assigned team.

LEARNING OBJECTIVES

- Increased awareness of leadership potential.
- Enhanced leadership skills in decision making, planning, and goal setting conflict resolution and negotiating.
- Greater knowledge of the role of individuals and alliances in shaping national priorities; and career opportunities in government, public service, and education.
- Increased understanding of the responsibilities of citizenship through service.

PROGRAM AGENDA

The 2024 student agenda is currently in development. You can find the 2023 Agenda at this link, <https://bit.ly/23NSLCAgenda>, to get an idea of what students can expect as part of their NSLC experience.

STUDENT ELIGIBILITY

Outstanding students from the Class of 2025 and 2026 are encouraged to apply to serve as a delegate for the 2024 National Student Leadership Congress. Students should be prepared for a rigorous program which will challenge them and provide an intensive learning experience. Selected students must be in attendance for the entirety of the program which takes place **June 8–13, 2024**. This program is for new applicants only—no returning students may apply.



Students Must:

- Be a participant in a TRIO Talent Search, Upward Bound, or UBMS program.
- Be a member of the graduating class of 2025 or 2026.
- Maintain a cumulative 3.0 GPA*.
- Meet American University COVID-19 vaccination requirements.

**For students that do not meet the GPA requirement but would benefit from participating in NSLC, please contact Angela Holley at: angela.holley@coenet.org or by phone at 1-202-347-7430.*

HOW CAN STUDENTS APPLY?

Up to four students can apply per campus.

If a campus has two TRIO programs on the same campus, the projects must work together to determine which four students will be selected to apply. For example, if a UB program wants to nominate three students and a TS program on the same campus wishes to nominate three students, the programs would need to work together to determine which four students will move forward with the application process.

Student applications must be submitted by no later than **5:00 p.m. ET on January 16, 2024**. The link to the online application is <http://app.campdoc.com/register/coe>.

You can find step-by-step instructions on how to use the CampDoc application platform in [this instructional video](#) or on the COE Student Opportunities website.

Application Tips:

- All questions must be completed to move forward in the online application. If a question does not apply, please enter “N/A” in that field.
- Please check the accuracy of the student’s address as this will be used when setting up a meeting with Senators or Congressional Representatives.
- When entering the student email, please **do not** use a school email address since school systems often have technology in place that blocks COE correspondence. It is recommended to use a personal email address.
- Please record G.P.A on a 4.0 scale
- Make sure that the Director’s Recommendation form is completed, signed by the TRIO program director, and uploaded into the online application.
- It is recommended that a TRIO staff member assist students with the application process to guarantee that all application materials are completed by the deadline.



- If there is a change in the TRIO program's point of contact during the application process, please notify Angela Holley, Director of Student Opportunities, of any changes at angela.holley@coenet.org.

NOTIFICATION OF APPLICATION STATUS

Students will be notified by email of their acceptance or waitlist status on February 5, 2024. A copy of the notification will be sent to the student as well as the Director of the nominating TRIO program.

REGISTRATION FEE

The cost per student for the 2024 NSLC is **\$1,700.00** per student. Upon notification of student acceptance, the Director will receive an invoice for the student registration fee. Registration is an **allowable** project expense (see OMB Sec. 200.405 allowable costs).

Please note that the registration fee covers the following:

- Student ground transportation throughout the event.
- All meals once the student arrives in Washington, D.C.
- Student lodging at American University which includes all bed linens.
- Activity fees for cultural activities.
- All educational materials for workshops and the Mock Congress.

The registration fee does not cover the following:

- Student transportation to and from Washington, D.C.
- Student meals while traveling to and from Washington, D.C.
- Baggage fees associated with air or train travel.
- Souvenirs that students may wish to purchase during their NSLC experience.

REFUNDS

Traditional Refund:

The cancellation policy states that students wishing to withdraw from the NSLC program after acceptance must notify COE in writing by sending an email to angela.holley@coenet.org. The uncommitted portion of the registration fee (recoverable housing, meal, instructional fees) will be refunded, minus a **\$300** handling fee. No refunds will be granted after **May 1st, 2024, at 5:00 p.m. ET.**



COVID Refund:

If a student registers and cancels after **May 1, 2023** due to an active COVID infection that impacts their ability to attend the event, the program may receive a 50% refund WITH a physician's letter on the physician's letterhead.

TRIO STAFF PARTICIPATION DURING THE NSLC EVENT

NSLC is a student focused event. However, TRIO Staff are encouraged to apply to be NSLC Counselors. The NSLC Counselor application can be found here: <https://bit.ly/24NSLCCApp>.

COVID-19 POLICY

The Council for Opportunity in Education will follow the **COVID-19 policies** put in place by American University. As of the release of the NSLC application, the American University policy states the following:

*“As of May 11, 2023, American University **recommends but does not require** students, faculty, staff, contractors, and visitors who come to campus to be vaccinated and boosted against Covid-19.”*

This policy could change at the universities' discretion. Any change in policy will be communicated to students and TRIO Directors.

NSLC staff will follow **CDC protocols** outlined for social distancing, hand washing, and monitoring the health and wellness of students and staff throughout the event.





2024 NSLC TIMELINE

- November 1, 2023** Student and Counselor applications open
- January 5, 2024** NSLC Counselor applications due by **5:00 p.m. ET**
- January 16, 2024** Student applications are due by **5:00 p.m. ET**
- February 5, 2024** Students and TRIO Directors notified of acceptance status
- February 19, 2024** All student applicants must confirm their participation in NSLC
- March 5, 2024** TRIO Director/Staff NSLC Orientation
- March 6, 2024** NSLC Student and Family Orientation
- April 1, 2024** NSLC registration fee due by **5:00 p.m. ET**
- May 1, 2024** Last day to cancel a student registration and receive a refund minus a \$300 processing fee. All cancellations must be submitted by **5:00 p.m. ET**
- May 1, 2024** All student travel information is due by **5:00 p.m. ET**
- May 1, 2024** All student health forms are due by **5:00 p.m. ET**
- June 8, 2024** Students arrive in Washington, D.C.
- June 13, 2024** Students depart from Washington, D.C.

