

MAILING CHECK LIST

→ YOUR NAME NEEDS TO BE ON ALL SHEETS (ESSAYS, EXTRACURRICULARS, HONORS, ETC) ←
We highly recommend you also make a set of ALL docs to retain for your records.

ONE (1) ENVELOPE SHOULD CONTAIN THESE TWO (2) DOCUMENT SETS IN THE FOLLOWING ORDER:

	<u>SET 1 Original</u>	<u>SET 2 Copy Set</u>	
1.	<input type="checkbox"/>	<input type="checkbox"/>	Application, completed including Career Advisor/Counselor's name and email
2.	<input type="checkbox"/>	<input type="checkbox"/>	Consent and Agreement Form, completed and signed by parent/guardian
3.	<input type="checkbox"/>	<input type="checkbox"/>	Extracurricular Activities AND Honors & Awards Limit 2 Pages
4.	<input type="checkbox"/>	<input type="checkbox"/>	Essay/prompt answer page(s) Limit 3 Pages (for answers to ALL 3 questions)
5.	<input type="checkbox"/>	<input type="checkbox"/>	Letter(s) of Recommendation Limit 2
6.	<input type="checkbox"/>	<input type="checkbox"/>	Transcript: With current course work in progress & grades (not sealed)
8.	<input type="checkbox"/>	<input type="checkbox"/>	LAPS Junior Volunteer Application (Only if applying to LAC+USC & even if you are a current LAC+USC volunteer; include all required signatures in <u>blue ink.</u>)

Each set paper clipped, (**NOT** stapled) Both sets in 1 envelope

Send by US Mail only to: **Los Angeles Pediatric Society**
PO Box 4198
Torrance, CA 90510-4198

We can NOT confirm receipt of your application package

TO VERIFY RECEIPT:

Use Priority Mail which allows you to track delivery of your package either online or by phone.
Applications sent by EXPRESS AND CERTIFIED mail will **NOT** be accepted.

DEADLINE: Mailed by Monday, February 17, 2020

To ensure that your application package is mailed by the deadline, either mail the package before February 17 or take it to the post office before the close of business on February 17. Application packages mailed after the deadline date will not be accepted.

Questions? See FAQs on website www.lapedsoc.org and if you do not find your answer there,
Contact: Ellen Seaman eseaman@lapedsoc.org