

FOIA Marker

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Presidential Personnel, White House Office of

Bullock, Katja - Agency Files - Candidates

Stack:	Row:	Sect.:	Shelf:	Pos.:	FRC ID:	Location or Hollinger ID:	NARA Number:	OA Number:
W	13	18	8	1	5058	17993	7821	7923

Folder Title:

Valera, Sheri [Folder 1]

Withdrawn/Redacted Material

The George W. Bush Library

DOCUMENT NO.	FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
001	Form	PPO Non-Career Appointment Form	1	06/08/2006	P6/b6;
002	Resume	Resume [Page 1]	1	04/24/2006	P6/b6;
003	Form	PPO Non-Career Appointment Form	1	05/02/2006	P6/b6;
004	Resume	Resume [Page 1]	1	03/31/2006	P6/b6;
005	List	References	1	03/31/2006	P6/b6;
006	Fax Cover Sheet	Facsimile Cover Sheet - To: White House Presidential Personnel - From: Sheri Valera	1	03/31/2006	P6/b6;
007	Letter	Cover Letter - To: Whom It May Concern - From: Sheri Valera	1	03/31/2006	P6/b6;

COLLECTION TITLE:
Presidential Personnel, White House Office of

SERIES:
Bullock, Katja - Agency Files - Candidates

FOLDER TITLE:
Valera, Sheri

FRC ID:
5058

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
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- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

Deed of Gift Restrictions

- A. Closed by Executive Order 13526 governing access to national security information.
- B. Closed by statute or by the agency which originated the document.
- C. Closed in accordance with restrictions contained in donor's deed of gift.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
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Records Not Subject to FOIA

Court Sealed - The document is withheld under a court seal and is not subject to the Freedom of Information Act.

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PPO AD LF

DATE RECEIVED BY OPA: _____

DATE DUE TO PPO: _____

POTUS Mtg. Date (if applicable): _____

HOME/VOTING ADDRESS:

NAME: Valera, Sheri

Gainesville, FL

POTENTIAL AGENCY/POSITION: DOC / *Conf. Asst for* ~~Advance~~ *Representative*

PAS PA SES SKC B/C

GS- ~~FDD~~ 7/1

PERMANENT TEMPORARY

REC 1: _____ POSITION OF REC 1: _____

REC 2: _____ POSITION OF REC 2: _____

POLITICAL CHECK:

VOTE CHECK

Notes

Students for Bush State Chairman - FL

NA FEC

CONFIRM RECOMMENDER

B/C STATE LEADERSHIP

Talked to: _____

Position: _____

Approve (Y/N): _____

Notes:

Talked to: _____

Position: _____

Approve (Y/N): _____

Notes:

APPROVE DENY

Jan W. Cherry
OFFICE OF POLITICAL AFFAIRS

W
RANK

5.9.06
DATE

1 - Known to OPA

2 - Unknown to OPA - full political check completed

3 - Unknown to OPA - abbreviated political check

4 - unknown to OPA - no political check completed because _____

Name, Last	First	Middle	Title	Occupation
VALERA	SHERI			Recent College Graduate

Position Sought	Position	Firm / Agency
Confidential Assistant, Advance (DOC)	Recent Graduate December, 2005	University of Florida

Notables
<ul style="list-style-type: none"> - The Sarasota Herald-Tribune Profiled Valera. (See Attached Below) - Valera Attended The 2004 Republican National Convention. “Sheri Valera, 21, Florida’s youngest delegate to the Republican National Convention, came to New York with her mother, but her father, Dennis, stayed at the family’s Port Charlotte home, still picking up after Hurricane Charley. ‘Right up until we left, he was still planning and hoping to go, but he had to cancel because he was still in disaster mode, and now with the other hurricane coming, even more so,’ Valera said. On her first trip to New York, Valera has managed to fit in a little sightseeing and a whirlwind of news media interviews, including a taping for the Style Network’s The Look for Less show. She said she was a top 10 semifinalist in MTV’s Stand up and Holla contest. A political science and Spanish major, Valera said she always had an interest in politics but had no party affiliation until her senior year in high school when she watched the 2000 Republican National Convention. She said she saw another young female delegate on television and was determined to become one herself. Valera, in her second term as state chairwoman for the College Republicans of Florida, is the state chairwoman for the Florida chapter of Students for Bush. She plans to continue voter registration drives, recruiting, educating young people on the issues and organizing rallies until the November election. The University of Florida senior grew up in Ormond Beach; her family moved to Port Charlotte in July.” (<i>Sun-Sentinel</i>, 9/3/04) - The Fort Myers News-Press Also Profiled Valera. (See Attached Below) - Valera Aided In Voter Registration Efforts. “Naturally, the ‘Race to Victory’ motor coach located outside the track near Turn 4 was anything but non-partisan, as evidenced by the planned appearance Sunday from U.S. Rep. Tom Feeney, R-Fla. ‘We’re here to register voters and we hope to get them to register as Republicans,’ said Sheri Valera, a University of Florida student from Daytona Beach who chairs Students for Bush in her home state. Drivers, public officials and newly registered voters were invited to sign a ‘I support President Bush’s Positive Agenda for America’ team leader banner.” (<i>USA Today</i>, 2/16/04)

- **Valera's Degree Has Not Been Verified.**

Flags

- No flags found.

HIGHEST PREVIOUS SALARY CALCULATION FORM

CANDIDATE: Shen Valera

HIGHEST PREVIOUS SALARY: student

PROPOSED GS LEVEL: 7/1

PERCENT INCREASE: N/A

EXAMPLE:

Highest previous salary: 60,000

Proposed GS Level: GS-14 (78,265)

Calculation:
$$\begin{array}{r} 78,265 \\ -60,000 \\ \hline 18,265 \end{array}$$

Divide the difference by the highest previous salary for percent increase:

$$18,265/60,000 = .3044 = 30\%$$

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NARA Num.:

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2016-0068-F

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UNITED STATES DEPARTMENT OF COMMERCE
Office of the Secretary
Washington, D.C. 20230

OFFICE OF THE SECRETARY
OFFICE OF WHITE HOUSE LIAISON
14th & Constitution Ave., NW
Room 5835
Washington, DC 20230

FAX TRANSMITTAL SHEET

202-482-1684 - PHONE

202-482-5924 - FAX

Date: 6/8/06

No. of pages (inc. cover): 11

To: Luke Frans

Fax: _____

Phone: _____

From: Christy Simon
 Tracy Jucas

Adrienne Cheatham
 Ashley Chaves

Message: Sheri Valera + Mike Snyder
for permanent clearance.

If all pages are not received, please call 202-482-1684.

The document accompanying this facsimile transmittal sheet is intended only for the use of the individual or entity to whom it is addressed. This message contains information, which may be privileged, confidential or exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any disclosure, dissemination, copying or distribution, or the taking of any action in reliance on the contents of this communication is strictly prohibited.

→ (b)(6)

Sheri Valera

(b)(6)

1:00 -

Education:

University of Florida

B.A. Degree Graduate with Honors in December 2005

Majors in Political Science and Spanish

Minor in Written and Oral Communication Studies

Concentration in Business Administration

Seville, Spain Study Abroad: Universidad Internacional de Pedro Menéndez

The Leadership Institute Graduate:

"Youth Leadership School" 2001, Student Publications School 2002, "Youth Leadership School" 2003 - organized and attended

Field Training Graduate:

State Chairman Training Seminar 2003 and 2004, "Students For Bush" Florida Chapter Chairman Training 2004, 2 "72 hr." Training Seminars, Grassroots and Chapter Building seminar 2003, "Field Training" 2004, 4 Florida College Republicans Training Seminars

Pro-Life Alliance: Debate Training Seminars

Experience:

- College Republicans National Committee
2003 National Convention Programs Committee Chairman
Member of Credentials Committee - elected by Southern Caucus 2003-2004
- College Republicans of Florida State Chairwoman
- Florida Bush-Cheney 2003-2004 "Students For Bush" State Youth Director
- Florida RNC "College Coordinator"
- Weekly Editorial Columnist for the Florida Independent *Alligator* in 2003.
- *The Gator Standard* - founding member, writing contributor, distribution, recruitment
- Debate against National Chairman for College Democrats of America Ashley Bell
- Pro-Life Alliance Fall 2005: debate with *VOX: Voices of Planned Parenthood*
- Congressman Cliff Stearns Florida Congressional District 6 Gainesville Intern
- University of Florida College Republicans - Vice Chairman 2002-2003
- "TEAM HOPLIN" CRNC Campaign
- Jamal Sowel's *Access Party* Student Government Campaign
- Gators for Israel - 2004 and 2005 Policy Conference
- Alachua County Republican Executive Committee - volunteer, attendee
- Non-political Media Features: "The Look for Less" *The Style Network*; *Beautiful Girl* Magazine contributor; featured in wedding magazines, photography portfolios, make up artist portfolios; Florida Blue Key Gator Growl actress; local formalwear and bridal runway fashion shows; hurricane radio interviews; letters to the editor
- Daytona Beach Fairfield Ocean Walk - Concierge and marketing

Honors/Awards:

- Congressional District 6 Florida Delegate 2004 Republican National Convention
 - Youngest elected Delegate in Florida and 2nd youngest in the country
 - Republican National Convention Committee and Republican Party of Florida "media delegate" for 2004 RNC National Convention
 - Featured by numerous national and international news media outlets
 - "Delegate in Focus" on the RNC Convention website
 - One of three delegates for the "Diversity" focus of the Convention
- One of Ten Semi-Finalists in the RNC/Mtv Sponsored "Stand Up and Hold It"
- Ronald Reagan Future Leaders Scholarship Recipient for top scholarship award
- Golden Key International Honors Society
- Phi Kappa Phi Honors Society
- Phi Eta Sigma Honors Society
- College Republican National Committee
 - Most Improved State Federation 2004 awarded to College Republicans of Florida and State Chairwoman Sheri Valera
 - Chapter of the Year 2002 awarded to the University of Florida
- Florida Bright Futures Scholarship Recipient
- National Dean's List Scholar
 - Two-time National Dean's List scholar
- College of Liberal Arts and Sciences Study Abroad Scholarship Recipient
 - Scholarship to Seville, Spain Summer of 2003
- Volusia County Junior Miss Scholarship Recipient
 - Recipient of First-Runner Up Scholarship
 - Recipient of "The Spirit of Junior Miss" Scholarship

Community Involvement:

- International Friendship Conversation Partner
- Florida Inaugural Committee Volunteer 2003
- The Freedom Foundation
- Gators For Israel
- University of Florida Student Alumni Association Member 2002-2003
- Campus Crusade For Christ Leadership
- Reformed University Fellowship
- Fellowship of Christian Athletes
- Riverbend Metro College Ministry
- Christ Community Church Community Group
- Christian Study Center
- UF Swing Dance Club

Request for Schedule C Appointing Authority

Agency Name: DEPARTMENT OF COMMERCE

Print Date: JUN-08-2006

POC: SHERRY COX

Phone: (202) 482-4278

Fax: (202) 501-2641

Request No.: DC060172

Request Type: APPOINTMENT

Position: REGULAR C

Candidate SHERI VALERA

Grade/Step: GS-7/1

Salary: \$36671

Position No.: DCGS00492

Title: CONFIDENTIAL ASSISTANT

Series: 00301

Desc: MISCELLANEOUS ADMINISTRATION AND PROGRAM

Date PD certified as Schedule C per 5 CFR 213.3301(a): JUN-08-2006

Organization ID: 100

Org. Name: IMMEDIATE OFFICE

Supervisor No: DCGS00686

Supv. Title: DIRECTOR OF ADVANCE

Supervisor Name: VACANT

Supv. Position Type: SCHEDULE C

GEO Location: WASHINGTON

Schedule C Certification Statement

I certify the Schedule C position above, that we request the Office of Personnel Management to except from the competitive service because of the confidential or policy-determining character, was not created solely or primarily in order to detail the employee to the White House.

Department/ Agency Head or Designee: SECRETARY

Signature: _____

Date Signed: _____

6/8/06

Agency White House Liaison

Name: _____

CHRISTY SIMON

Phone: _____

482-1684

Signature: _____

Date Signed: _____

6/8/06

OPM USE ONLY

Approved

Disapproved

Returned without Action

OPM W/H Liaison: _____

Date Signed: _____

OPM Approving Official: _____

Date Signed: _____

Chief of Staff, OPM

FAX: 202-606-3603

ATTENTION: David Guilford, Room 6500

Source: Office of Personnel Management

Report 1019, Version 1.0 August 2002

Confidential Assistant
GS-301-07

INTRODUCTION:

The position is located in the Office of the Secretary (OS), Office of Advance. The incumbent of this position serves as a Confidential Assistant to the Director of Advance, OS, performing a variety of confidential and sensitive duties for the Director of Advance.

The proposed incumbent of this position will not be able to adequately perform her duties without being privy to the political, personal, and management philosophies of the Director of Advance. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the Director of Advance and as such, will be expected to reflect her supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the Director of Advance in correspondence and other communications with agency managers and program officials.

DUTIES:

Participates in special assignments of a varied nature for the Director of Advance, many of which are confidential in nature. Assignments include special projects requiring liaison with operating units of the Department, task and work groups, committees, and other government agencies.

Conducts research and liaison to develop background data for correspondence, meetings, and special reports concerning areas of interest to the Director of Advance. Researches literature sources and conducts personal liaison.

Coordinates and monitors special projects of interest to the Director of Advance. Resolves issues that may cause delays or complications with project objectives, alerting the Director of Advance to any problems that may require her attention.

Alerts the Director of Advance to events of special interest based on a knowledge of the policies, preferences and views of the Director of Advance.

Performs other confidential duties as assigned by the Director of Advance.

SUPERVISION AND GUIDANCE RECEIVED:

Incumbent works under the supervision of the Director of Advance. Work is reviewed for adherence to procedures and compliance with policy.



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Phone: _____

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 Tracy Jucas

Adrienne Cheatham
 Ashley Chaves

Message: Sheri Valera for preliminary
clearance => Confidential Assistant,
GS-7, Advance, no salary history.

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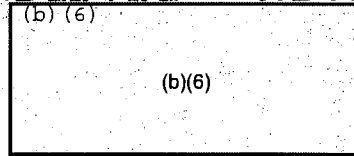
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Entry level

Sheri Valera



Foreign relations
Domestic issues
Public Affairs

Sent to

DOS
DVC
D+D
DHS

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- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
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PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

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Records Not Subject to FOIA

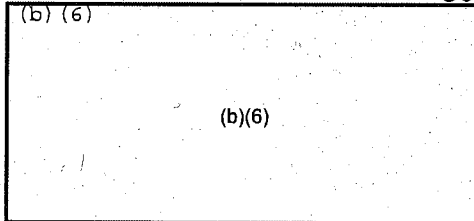
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Munday

4/24

? 10:30 ?

Sheri Valera



FACSIMILE COVER SHEET

Date: March 31, 2006

To: White House Presidential Personnel

Attn: John Stone

Pages including cover sheet: 5

Fax: 202.456.1121

Phone: 202.456.1414

Re: Arthur Schwartz spoke with you yesterday. He recommended I forward my resume to you this morning. Thank you for your time and consideration.

Sheri Valera

(b) (6)

(b)(6)

To Whom It May Concern:

President Bush represents the values and beliefs that are important to me. I have fought to ensure the President would continue to lead our country by these beliefs and now I desire to be part of the Bush Administration team carrying out their implementation. I believe my political experiences and education have prepared me to be a valuable part of your team. The following are highlights of my accomplishments:

Leadership: Serving in key leadership positions during the 2002 and 2004 election cycles gave me experience leading large groups of volunteers, acting as a spokesperson, creating new organizations, coordinating with fellow leaders, creating strategic plans and making crucial assessments of situations or events and applying these conclusions to make operations more efficient and productive. Besides managing a state-wide grassroots organization in a battle ground state during a crucial election cycle, my state was hit by four devastating hurricanes, including my personal residence. I can in times of disaster adapt and provide leadership. I recruited and trained new leaders on college campuses to bring the Republican message to their peers and mobilize new Republican leadership for the future.

Proven Management Capabilities: Managing ten full-time field staff while working full time in the field myself during the 2004 election season; organizing approximately 500 student volunteers for the Bush-Cheney campaign kick off event in Orlando; working with local, state, and national campaign staff to coordinate efforts and organize volunteers and staff are examples of my management experience.

Effective Communications: Strategic and prestigious media exposure due to being an RNC media delegate or campaign leader ranged from interviews with *NPR, BBC, French Radio Network, the Boston Globe, CNN*, sending press releases, to blogging for the Bush-Cheney campaign are examples of my experience with print, radio, television and internet media outlets. I provided communication between national offices, state offices and coordinators, and also the individual chapter chairmen and field representatives on the ground who were involved with the campaign, convention or inauguration. Public speaking and debate have given me experience with communicating a message to large crowds. These things coupled with my educational background and experiences at the University of Florida are highlights of my interpersonal, intercultural and mass communication capabilities.

Political Strategy Development: Creating "The College Republicans of Florida 2004 Political Action Plan" including detailed Field Plans, working to draft and pass state legislation, participating in lobbying members of Congress and being part of a team to pilot the RNC Team Leader recruitment dialogue at the 2004 Daytona 500 are a few highlights of successes in political strategy development.

Organizational Improvement: Increasing chapter numbers and levels of recruitment during my term as College Republicans of Florida Chairwoman at an unprecedented record level in known College Republicans of Florida history are highlights of organizational improvement experience.

Political Experience and Education: Participating in and providing leadership for a wide range of numerous political campaigns from city council races, state legislature races, and particularly the Bush-Cheney 2004 Campaign show my range of political campaign involvement. On a personal level, being elected as the youngest Floridian Congressional Delegate to the RNC Convention and to two terms as State Chairwoman for the College Republican of Florida are two of my recent personal campaign successes. My educational studies of Spanish Literature always included the political, cultural, social and historical context surrounding the writing of the literature, the national identities of the authors and the countries these authors reside in. Studying Political Science at the University of Florida and my personal political activism gave me a wide range of knowledge of foreign governments ranging from Europe, Middle East (the State of Israel in particular), North America and Latin America including historical contexts of developing democracies, military governments and dictatorships, and the political influence or consequences of economic policies.

The attached resume provides additional background information. Thank you for your time and consideration. I look forward to hearing from you and I hope to be a future member of the Bush Administration team.

Sincerely,
Sheri Valera



OFFICE OF PRESIDENTIAL PERSONNEL

FACSIMILE TRANSMITTAL SHEET

To: Tracy
Department/Office: DOC
Fax Number: 482-5924
Date: 5/2/06
Time: 3:30pm

From:

- Luke Frans
- Webber Barton
- Chris Stokes

✓ Chelsea

TOTAL PAGES (Including Cover Sheet): 2

Notes/Comments:

Shen Valera's PPO form

Withdrawal Marker

The George W. Bush Library

FORM	SUBJECT/TITLE	PAGES	DATE	RESTRICTION(S)
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Sarasota Herald-Tribune (Florida)

January 18, 2005 Tuesday

CHARLOTTE EDITION

SECTION: B SECTION; Pg. BCE4

LENGTH: 500 words

HEADLINE: Valera translates political beliefs into action

BYLINE: By MARILYN CARPENTER CORRESPONDENT

BODY:

With one more semester to go at the University of Florida, Sheri Valera, 22, was taking a welcome holiday break at home in Port Charlotte with her parents Dennis and Reatha Valera and her sister Lauren, who is a sophomore at UF.

Valera's bedroom spoke clearly of Christmas, with gift boxes and wrappings, and of UF with Gators' memorabilia.

Even more apparent were political posters, banners and T-shirts promoting the Republican Party and the 2004 presidential election.

Valera chose to become a Republican during her senior year at Spruce Creek High School in Port Orange.

Her participation in Girls State the previous summer spurred her interest in politics. With the 2000 presidential campaign in full swing, she compared the candidates and sided with George Bush.

Once at UF, she joined the College Republicans of Florida and started on a journey she will never forget.

As a sophomore she ran for vice chairperson of UF's College Republicans and won. On campus, she worked side by side with the college chairperson and became a liaison between the UF chapter and the state organization and helped create a statewide College Republicans newsletter.

Working with the Florida 2002 elections added fuel and experience to her growing political interests.

From vice chair of UF's chapter she ran for state chairman of the College Republicans of Florida and won the post at the Miami convention. Last year she ran unopposed.

Valera takes her voluntary responsibilities very seriously.

"It's the person that makes the title, not the title that makes the person," she said. "I had a big vision for our state, I wanted Florida to be the best federation in the nation or at least be well on its way to being the best."

She was the impetus behind multiplying the four active state college chapters to about 40.

Other state responsibilities she accepted included attending national board meetings, creating a state plan complete with purposes, goals, a statewide calendar, field plans for Republican field reps and a budget.

Then there was the 2004 national election. Her Port Charlotte bedroom became her summer campaign headquarters where she formed strategy and planned ways to get students to register to vote, become informed, volunteer to help and ultimately vote.

Before the election, she traveled around the state -- practically living out of her car -- while maintaining good grades academically.

As Valera is finishing her final term, she is focusing on training new leadership before passing on the torch at the upcoming state convention.

Last year she was one of 21 candidates running for three Republican delegate spots.

She was elected by her congressional district and was Florida's youngest delegate at the National Convention in New York. There she was chosen to be a spokesperson to the media.

She also was one of the 10 national finalists in MTV's "Stand Up and Holla!" contest for which she wrote a 300-word essay on "Why President Bush's call to volunteering is important and how have you demonstrated it."

The News-Press (Fort Myers, FL)

August 29, 2004 Sunday

SECTION: NATIONAL; Pg. 4A

LENGTH: 483 words

HEADLINE: Forget the stage; essay finalist still to see convention

BYLINE: Alison Kepner, Staff

BODY:

Port Charlotte resident taking mom as guest

BY ALISON KEPNER akepner@news-press.com

A Port Charlotte woman came close to taking the podium Monday at the Republican National Convention in New York City.

Sheri Valera, 21, was among 10 finalists in MTV's Stand Up and Holla! volunteerism essay contest. A woman from Wayne, Ark., won, but it is not stopping Valera from attending.

She will be there as a Florida delegate.

"I'm excited about being there. That in itself is going to be huge," she said. "A lot of my role models and leaders and people I look up to are going to be there."

The trip north will be a bittersweet distraction for Valera whose home suffered some damage from Hurricane Charley.

"As much as New York will be a welcome break from reality ... At the same time, you almost don't want to leave because you feel like there is so much to do," she said.

Valera, who will be a senior Spanish and political science major at the University of Florida this fall, moved to Southwest Florida from the Daytona area in July.

She admires first lady Laura Bush and National Security Adviser Condoleezza Rice, along with President Bush.

"I would love to shake their hands and say 'thank you,'" she said.

She hopes Gov. Jeb Bush comes, too, so she can thank him for all the help he has sent to her hurricane-tattered community.

"I'll be talking about (the hurricane) a lot when I'm up there," Valera said.

In her MTV essay, Valera wrote of childhood memories of when firefighters from across the country came to the aid of her town when it was surrounded by wildfires. She served them meals, and "as a young girl witnessed first hand the awesome spirit of common unity and selfless generosity."

Valera already beat the odds to be a finalist. More than 1,000 18- to 24-year-olds submitted essays.

It is one more honor to add to her already extensive list of political activities. Valera is state chairwoman for the College Republicans of Florida and Students for Bush. After graduation, she hopes to add a White House job to her resume.

Parents Dennis and Reatha Valera are proud of what their daughter has accomplished.

"She's very passionate about her beliefs and the country," Reatha Valera said. "When she speaks, it comes across."

Some may assume Sheri Valera's young activism is the product of a strong Republican upbringing, but Reatha Valera said she and her husband were lifelong Democrats until a party switch this year.

Did their daughter influence them? "That had a small part in it, but that wasn't the reason for me," Reatha Valera said, adding that if anything she "prickled her conscious" to make the switch.

"I'd been procrastinating for a while anyway and not happy with the party that I had been embracing," she said.

Win or lose, Reatha Valera will accompany Sheri to New York as the delegate's guest.

"It's just a chance of a lifetime," she said.