

HARVARD CLUBS SUMMER COMMUNITY SERVICE FELLOWSHIPS 2016

~~~ INSTRUCTIONS TO APPLICANTS ~~~

The applicant must electronically submit the materials listed below in order to be eligible for the program.

1. BY EMAIL – SUBMIT YOUR RESUMÉ, PROJECT PROPOSAL, PROJECT BUDGET, LETTER OF SPONSORSHIP, AND STUDENT RECORD

Please submit your resume, project proposal, project budget, letter of sponsorship from your host organization, and unofficial student record to us as attachments via email to cpic.harvard@gmail.com.

- For your resume: include previous employment, extracurricular activities, volunteer experiences, and work-related skills. Please limit your resume to one page.
- Please limit your proposal to 750 words or less. We ask you to use your proposal to describe your project and how it will benefit the sponsoring Club's/SIG's community. Please identify the organization(s) where you will be working along with relevant contact information in case we need to follow up.
- In your project budget, please document all major expenses (housing, transportation, and meals), along with all anticipated income sources for your project. Please indicate whether or not you receive financial aid from Harvard College in your budget.
- Your letter of sponsorship confirms the viability and feasibility of your project. Please make sure the letter includes your project's anticipated outcomes, time duration (number of weeks and hourly work commitment), and supervisor contact information.
- Please include your current unofficial student record from the Registrar's Office:
http://www.registrar.fas.harvard.edu/fasro/common/student_record.jsp?cat=ugrad&subcat=information

3. REVIEW PARTICIPATION GUIDELINES (BELOW) AND ON THE CPIC HARVARD CLUBS WEB SITE

Completed applications must be submitted via email to cpic.harvard@gmail.com by the end of the night on Tuesday, March 1, 2016 in order to receive full consideration.

**HARVARD CLUBS SUMMER COMMUNITY SERVICE FELLOWSHIPS
2016**

~~~ PARTICIPATION GUIDELINES ~~~

PROGRAM:

For the summer of 2016, undergraduates will be chosen by Harvard Clubs and Shared Interest Groups (SIGs) across the U.S. and Canada to pursue public service projects in the host Clubs' communities. Fellowship stipends typically range from \$3,000 to \$5,000, however award amounts will be taken into consideration by participating Clubs/SIGs, based on the candidate's financial need. Fellows are expected to devote 10 weeks of full-time (35+ hours per week) involvement to their public service project. Housing and living arrangements are typically the responsibility of the recipient, as are any costs incurred beyond any stipend awarded.

Please note that if you apply to more than one Club community or SIG, you must submit a separate application for each. Projects must be geographically based in the community or communities you are applying to for funding.

Some host Club communities or SIGs offer more than one fellowship. Please see the CPIC website for club-specific information on residency requirements and number of fellowships offered by each club. More clubs may be added, so keep checking the CPIC Web site for new additions.

2016 PARTICIPATING CLUBS/SHARED INTEREST GROUPS (TO BE UPDATED)

<ul style="list-style-type: none">• Boston• Cape Cod• Chicago (CPIC sponsored)• Concord, Massachusetts• Dallas• Eastern Michigan• Harvard Black Alumni Society• Houston	<ul style="list-style-type: none">• Kansas City• Miami• Minnesota• New Hampshire• New Jersey• New Orleans (CPIC sponsored)• New York City• North Shore (MA)	<ul style="list-style-type: none">• San Diego• Seattle• Southern California• Southern Connecticut• Washington, DC• Western Pennsylvania
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*These Clubs have selected the organizations with which students must work or have identified organizations with which students could work. They may also have other Club-specific requirements, found on the CPIC website.

PUBLIC SERVICE:

In the administration of fellowships at Harvard, public service is defined as work that helps people meet their need for food, shelter, and health; improves educational and employment opportunities; educates people about their legal and/or civil rights; protects the environment or wildlife; and/or supports social issues affecting the general welfare.

Work must be done for an organization that is nonprofit, nondenominational, and nonpartisan.

ELIGIBILITY:

Freshmen, sophomores, juniors, and first-semester seniors planning to return to Harvard in the Fall of 2016 are eligible. Graduating seniors can apply, but Clubs and SIGs may give nomination preference to returning undergrads. Applicants should have a demonstrated interest in and commitment to public service. They must also be in good academic and disciplinary standing. Familiarity with the host Club's community will be valuable, though actual residency in that community is not required in all cases. For any questions regarding eligibility, please contact Travis Lovett at cpic.harvard@gmail.com.

SELECTION CRITERIA:

The host Club/SIG selects recipients based on the quality, clarity, and feasibility of the proposals and the previous public service involvement of each applicant. Preference will be given to those projects that most effectively address a demonstrated need in the host Club's community.

ADDITIONAL INFORMATION:

When asked, students must report all other sources of funding prior to receiving an award from CPIC. Failure to report all funding sources and amounts may result in funds being revoked.

For additional information or questions about this program, contact Travis Lovett at cpic.harvard@gmail.com.