

HARVARD CLUBS SUMMER COMMUNITY SERVICE FELLOWSHIPS 2019

~~~ INSTRUCTIONS TO APPLICANTS ~~~

Applicants must submit a resume, project narrative, letter of sponsorship from your partner organization (or any documentation of outreach you've had with a partner organization) and student record through Harvard's CARAT application portal (<https://carat.fas.harvard.edu/>) in order to be eligible for the Harvard Clubs Summer Community Service Fellowship (SCSF) Program.

- Please indicate which Club/SIG you are applying to. You can apply to more than one Club, but in most cases, projects will need to be based within the Club's city, state, or region.
- 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.
- For your resume: include previous employment, extracurricular activities, volunteer experiences, and work-related skills. Please limit your resume to one page.
- Your letter of sponsorship confirms the viability and feasibility of your project. If at all possible, please ask your partner organization to highlight 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

Completed applications must be submitted through CARAT by 11:59 pm on Friday, March 1, 2019 in order to receive full consideration. SCSF awardees must agree to notify CPIC of all sources of funding and any changes to the proposed project. If awardees fail to fully disclose project funding and information, CPIC reserves the right to revoke or reduce awards.

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2019**

~~~ **PARTICIPATION GUIDELINES** ~~~

**PROGRAM:**

For the summer of 2019, 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.

**2019 Participating Harvard Clubs/SIGs (note this list will be updated periodically)**

Please note that projects should be based in one of these geographic areas unless otherwise noted in the Club/SIG announcement on Crimson Careers. The hyperlinks below will take you to each Club/SIG announcement on Crimson Careers. Please note that some Clubs/SIGs have identified organizations who are seeking help from students (this is noted in each listing on Crimson Careers).

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| <ul style="list-style-type: none"><li>• <a href="#">Boston</a></li><li>• <a href="#">Cape Cod*</a></li><li>• <a href="#">Concord, MA</a></li><li>• <a href="#">Dallas</a></li><li>• <a href="#">Detroit/Eastern Michigan</a></li><li>• <a href="#">Harvard Asian American Alumni Alliance</a></li></ul> | <ul style="list-style-type: none"><li>• <a href="#">Harvard Black Alumni Society</a></li><li>• <a href="#">Harvard Real Estate Alumni Organization</a></li><li>• <a href="#">Houston*</a></li><li>• <a href="#">Kansas City</a></li><li>• <a href="#">Miami</a></li><li>• <a href="#">Minnesota</a></li><li>• <a href="#">San Diego</a></li></ul> | <ul style="list-style-type: none"><li>• <a href="#">Seattle</a></li><li>• <a href="#">Southern California</a></li><li>• <a href="#">Southern Connecticut*</a></li><li>• <a href="#">St. Louis</a></li><li>• <a href="#">Washington, DC</a></li><li>• <a href="#">Westchester, NY</a></li><li>• <a href="#">Western Pennsylvania</a></li></ul> |
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**\*Some Clubs/SIGs have identified organizations with which students must work or have identified organizations with which students could work. They may also have other Club-specific requirements, found through the Crimson Careers online portal at <https://harvard-csm.symplicity.com/students> (note: a key word search for “Harvard Club” will help you to find each Club’s/SIG’s particular listing).**

**Additional Projects Funded by CPIC**

CPIC is also willing to consider funding student-initiated public service projects located in the following cities:

- Chicago
- New York City
- San Francisco

*Note: Students will be asked to complete the Harvard Clubs application for this project even though projects will be funded by CPIC instead of the local Harvard Club for the cities listed above.*

## **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 Fall 2019 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@fas.harvard.edu](mailto:cpic@fas.harvard.edu).

## **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@fas.harvard.edu](mailto:cpic@fas.harvard.edu).