



Civic Leaders Fellowship Program Host Guidelines

These guidelines, and the application form, are also found online at www.pacfvv.com/Initiatives/Civic-Leaders-Fellowship-Program

Introduction

The PACF's Civic Leaders Fellowship Program is designed to enhance area student's personal skills as well as to improve their ability to find meaningful employment in our region upon college graduation.

Through this Program, your organization will be introduced to area students with ambition and drive to return to the Mid-Ohio Valley upon graduation. Your organization will have the opportunity to host a Civic Leader at no cost for six weeks during the summer. Additionally, you will be able to collaborate with other employers, nonprofits and foundations to work collectively to improve our region's potential workforce for the future.

Deadline for Submission – March 1, 2017

Who is eligible to host a Civic Leader from the PACF?

To be eligible to host a Civic Leader, the nonprofit organizations, governmental institutions and businesses must be located in: Calhoun, Doddridge, Gilmer, Jackson, Mason, Pleasants, Ritchie, Roane, Wirt and Wood Counties in West Virginia or Washington County, Ohio.

Are there any costs to the host?

No. Civic Leaders will be contract employees of PSA; there is no charge to the host employer.

How long is this internship/placement?

The Program provides six weeks of paid employment for the students. The 2017 program will begin with orientation on Friday, June 2. The work period for students will be from June 5 – July 14.

Is my organization guaranteed an intern if we apply?

No. From the list of hosts who apply for consideration, a directory of developmental placement opportunities for the Civic Leaders will be constructed to identify all possible placement opportunities for area students.

Concurrently, students from the counties in our service region will be invited to apply to be named a Civic Leader. *Refer to the separate Student Application Guidelines for requirements of students.*

Entities proposing a placement cannot be guaranteed assignment of a Civic Leader as placements depend upon the unique needs of the student applicants. Civic Leaders will be matched to regional placement opportunities according to their career goals and self-development needs. Applicants will be notified as to whether they have been selected for a student placement by May.

My organization has multiple internship/placement opportunities. Can I apply for more than one Civic Leader?

Yes. Complete one host application per position if you have more than one possible placement (e.g., one for a business student, another for a marketing student). All proposals will be acknowledged.

Any tips to help construct my organization's host application?

The purpose of the Foundation's Civic Leaders Fellowship Program is to provide direct job experience and civic learning that it is not otherwise possible for students to obtain within a standard classroom situation during their college years.

For this reason, to be considered as a host site:

- Placements proposed must not be of a menial or routine nature (e.g., not more than 20% of the proposed placement should reflect tasks that are clerical or menial).
- Adequate supervision for the Civic Leader must be available at all times.
- The host must identify a host site mentor for the Civic Leader (this person may or may not be the host site supervisor) who can aid the Civic Leader with day-to-day issues.
- The host site must be compliant with all pertinent safety regulations, etc., according to the nature of its type of worksite or industry – any safety equipment needed must be identified in the host application and the host must plan to furnish it.
- A dedicated workspace must be available, with telephone and/or internet access as appropriate.
- All worksites must be fully accessible; if there are any accessibility limitations possible (e.g., stairs) those must be identified in the host application.
- Any special work requirements must be identified in advance in the host application (e.g., ability to lift up to “x” lbs; ability to stand for periods of time, etc.).
- Any skills that would be appropriate to strong job performance must be identified in advance in the host application.
- The host mentor or supervisor must plan to provide a brief orientation to the particular work site for a Civic Leader, if assigned.
- Hosts may not request or select a particular Civic Leader – host selection is the purview of the Foundation's independent selection committee; this is essential to supporting the tax-deductible nature of gifts to the fund from which the students are paid.
- If selected, the host site mentor or supervisor must be willing to serve as the host organizational representative and **must attend a brief orientation at the Foundation's office prior to the start of the Program** so that the organization will be well-prepared to receive and work with their assigned Fellow;
- The host mentor must be willing to meet with the Program Director twice during the course of a Civic Leader's placement as the Program Director conducts a site visit.
- The host supervisor or mentor must be willing to certify and approve the Fellow's time sheet to indicate that hours reported were spent on the job site.

Who selects the students and hosts?

A competitive application process is used to identify the Civic Leaders, with independent and non-discriminatory criteria developed. Students self-nominate for a Program position. A Foundation independent selection committee comprised of parties independent of the host organizations to receive Civic Leaders and independent of the donors



to the Program will make the selections and pairings of Civic Leader hosts in conjunction with the Program Director.

No positions as Civic Leaders will be awarded to any disqualified persons as such are identified by the Internal Revenue Service. For purposes of this Program, disqualified persons are: family members of the Foundation's governing Board of Directors or its staff and any family members associated with the Foundation's independent selection committee selecting the Civic Leaders assigning pairings.

The Foundation will retain records regarding this Program in a manner similar to how it retains scholarship records.

My organization is a for-profit; are there any special requirements?

If a Civic Leader is placed at a for-profit business (hereafter, "business") the following additional special requirements must apply to meet IRS requirements:

- The proposed placement for a Civic Leader must not be a replacement or a substitute for the position of an existing employee (the Civic Leader cannot be placed into an existing vacancy in lieu of hiring an employee). In this regard, the position proposed for assignment to a Civic Leader must be viewed as a "new" position, unique to allowing a student a developmental opportunity;
- The proposed placement must not be a part of an existing summer employment program already associated with the host organization;
- The business may offer to provide a developmental job assignment for a Civic Leader but may not participate in selection of any Civic Leader assigned to its enterprise (its Civic Leader must be processed through the same competitive, tailored selection process used for all other Foundation Civic Leaders where emphasis is first and foremost given to meeting the developmental needs of the students);
- The fact that a host may have contributed to support of the Program does not make it eligible for preferential receipt of a Civic Leader;
- Whether or not a business donates to any other fund or opportunity associated with the Foundation cannot be a factor in consideration of whether a student can be assigned as a Civic Leader.
- Host job site assignments will be developed, identified and approved in advance of the student applications being accepted, so that the opportunities are known and identified and disassociated from the student applicant pool.

My organization would like to support the Foundation's Civic Leaders Fellowship Program. Can we make a donation and still receive a Civic Leader?

Any for-profit business that has made a monetary contribution to the Foundation for the benefit of its Civic Leaders Fellowship Program may be eligible for a charitable tax deduction in exchange for its gift.

The organization may be selected as a host and assigned a Civic Leader through the Foundation's competitive process, provided that:

- The business complies with the special requirements for for-profit businesses;
- The for-profit business is not a "substantial contributor" (e.g., there are multiple supporters to the Program and the business is not the sole or primary contributor);
- It is understood that the assignment of a Civic Leader to that business is purely for the Civic Leader's developmental benefit;
- The business has no association whatsoever with selection of the Civic Leader assigned to its host site; and



- The business's gift to the program is to the Foundation's Civic Leaders Fellowship Program Fund which pays all students and program operation expenses (e.g., gift cannot be directed to any student's benefit in particular).

How does my organization apply to be a host for a Civic Leader?

To seek consideration to serve as a host for a Civic Leader, your organization must apply online through the Foundation's website, www.pacfwv.com/Initiatives/Civic-Leaders-Fellowship-Program.

In order to begin your application, you will need to create a username and password. Please make note of this user name/password, as you will need this in order to be able to access your application again. You do not need to complete your application in one sitting. Once you have completed your application, be sure to click the submit button at the end of the application. You will have an opportunity at this point to print your application; we recommend that you do so. You will receive an e-mail confirmation from the Foundation indicating that your application has been received. If you do not receive this e-mail confirmation, please contact the Foundation.

Questions about the Civic Leaders Fellowship Program

For additional question regarding the Foundation's Civic Leaders Fellowship Program please contact:

Mindi Line

Civic Leaders Fellowship Program Manager

Mindi.Line@pacfwv.com

Parkersburg Area Community Foundation & Regional Affiliates

PO Box 1762 | 1620 Park Ave. | Parkersburg, WV 26102-1762

p: 304.428.4438 | f: 304.606.3030

