



# Civic Leaders Fellowship Program Student Guidelines

These guidelines, and application forms, are also found online at [www.pacfwv.com/Initiatives/Civic-Leaders-Fellowship-Program](http://www.pacfwv.com/Initiatives/Civic-Leaders-Fellowship-Program)

## Introduction

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

Through this Program, students will be introduced to area nonprofit organizations, government entities and businesses. Additionally, they will be given the opportunity to make a meaningful community impact by working with fellow Civic Leaders and the Foundation to address key community issues.

**Deadline for Submission: February 9, 2018**

## To apply for consideration for participation in the PACF's Civic Leaders Fellowship Program, a student must:

- Be a current resident of Calhoun, Doddridge, Gilmer, Jackson, Mason, Pleasants, Ritchie, Roane, Wirt or Wood counties in West Virginia or Washington County, Ohio;
- Satisfactorily complete at least his/her first semester of freshman year of study at an accredited institution of higher learning (including vocational study, community college study, college or university study including graduate student education) with a minimum of a 2.0 or higher grade point average;
- Sincerely desire to participate in a program of civic education and summer employment and be willing and able to work a full time schedule in a nonprofit, business or government organization, with placement at the Foundation's discretion;
- Be committed to interacting in a positive manner with other program Fellows and staff at the assigned workplace;
- Be aware that while he/she will be placed at a position most closely proximate to his/her home, every Monday, all Civic Leaders will be required to physically attend a program in Parkersburg, WV;
- Have the long-term personal goal of returning to the Mid-Ohio Valley upon graduation; and
- Have reliable transportation and be willing and able to travel to and from his or her assigned place of work and to Parkersburg on Mondays for programming.

The Civic Leaders Fellowship Program for 2018 provides seven weeks of paid employment that begins with orientation on June 1, and then the work period runs from June 4 - July 20. **The Civic Leaders Fellowship Program is a serious, full-time commitment; to participate in the program, you must be available on all of those dates.** Vacations, personal appointments, summer classes, out-of-town trips, etc. should not be scheduled during the Fellowship time period.

If you have any special circumstances, such as a pre-planned family vacation, for which you want to request consideration for unpaid leave during the Fellowship time period, you will have the opportunity to explain those circumstances in your application. Please note that approval for any unpaid leave must be requested at the time of your application to the program (requests at a later date will not be accepted); will only be granted in special circumstances; and will be limited to five consecutive days of leave. Every effort should be made not to miss a Monday of the program, as missing a Monday means that you will miss critical leadership development activities.

Students of any major and background may apply for consideration; graduate students may apply. While best efforts will be made to match employment placements with a students' primary interests, final placements are contingent upon available host organizations. For some host organization placements, students may be required (and therefore must be willing) to take and to pass a background check and/or a drug screening test.

## Who is not eligible to participate in the Program?

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.

## Are participants compensated?

Civic Leader will receive a reasonable hourly rate for the duration of the Program. The Program will operate for seven weeks, beginning June 1 and ending July 20. Both Civic Leaders and their host organizations will document the participant's assignments and workload on a weekly basis using a timecard system in order to receive compensation. Civic Leaders' work shifts will vary as hours will generally reflect the regular work day at the assigned placement; thus, one Civic Leader's work hours will vary from another's. Civic Leaders may not disclose their salary to employees of the work site to which they are assigned.

Civic Leaders will be expected to furnish/pay for their own cost of transportation to/from their routine place of work in any county for which they have indicated a willingness to work. On your application, you are asked to indicate counties in which you would be willing to work. Should a student be asked to work in a county other than a county in which he/she had indicated he/she would be willing to work, a student may request an application for hardship aid with transportation cost. However, the Foundation has limited resources for travel aid and so this type of aid will be considered on a case by case and limited basis. Civic Leaders must have access to reliable personal transportation and adequate insurance for their transportation to/from their worksite and to/from the PACF's office for the Monday forum.

Due to the distance/location of certain work sites from PACF's office in Parkersburg, some students, at the Foundation's discretion, may be offered mileage reimbursement for the required Monday forum meetings in Parkersburg, WV. Not all students will be offered this reimbursement; that is to be understood at the time of application. Civic Leaders may seek to make their own arrangements with their colleges or university if they desire to receive academic credit. The Foundation will not be responsible for academic credit arrangements but will cooperate to the fullest extent feasible in supporting a student who wishes to pursue such an arrangement.

## How do I apply to participate in the Program?

There are separate applications for students applying for consideration for first-year participation in the Program versus students who have previously served as Civic Leaders and wish to be considered for second or third year participation in the Program. Please use the correct application, depending on your status.

In order to begin your application, you will need to create an account, with a username and password. Please make note of this username/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, 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.

**For first-year student applicants, please note:**

You must submit a copy of your most recent school transcript or a printed copy of your grades showing your cumulative grade point average as of the application deadline. At the time of application, the transcript or grade report that you submit can be an unofficial copy. If you are selected for the program, you will be asked to provide an official transcript in conjunction with your acceptance. Students must have successfully completed at least one semester of college or other specialized training (vocational school) with a 2.0 average or better before seeking consideration. You may upload your transcript through the online application or have the school mail it directly to: Civic Leaders Fellowship Program c/o PACF, P.O. Box 1762, Parkersburg, WV 26102-1762. Applications lacking evidence of grades will not be considered. Additionally, letters of recommendation from two persons, who are not relatives, are strongly encouraged but are not mandatory. Please follow the instructions associated with the online application for this purpose.

Interviews may be required prior to final selection. If you have any questions regarding your application or the process, please direct your questions by e-mail to [mindy.line@pacfwv.com](mailto:mindy.line@pacfwv.com). Please put the words, Civic Leaders Fellowship Program Application in the subject header.

**Consideration will be given by the PACF’s independent selection committee to the following factors:**

- Each student’s interest in ultimately securing employment in this region, to the extent that is possible.
- Each student’s potential to successfully complete the Program and to gain civic knowledge and personal leadership skills from such participation;
- Each student’s relative need to participate in such a program and whether participation would contribute substantially to a student’s ability to continue to make academic progress and/or to afford college;
- Each student’s interest in contributing positively to the long term betterment of this region;

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

**Questions about the Civic Leaders Fellowship Program**

For additional question regarding the Foundation’s Civic Leaders Fellowship Program please contact Mindy Line at [mindy.line@pacfwv.com](mailto:mindy.line@pacfwv.com).

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