



## Community Foundation of the Ohio Valley

### Civic Leaders Fellowship Program Student Application Guidelines

#### Application Process

To apply for consideration for participation in the Foundation Civic Leaders Fellowship Program, a student must:

- Be a current resident of Brooke, Marshall, Ohio, Tyler or Wetzel County in West Virginia or Belmont or Jefferson Counties in 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 full time employment during the Fellowship period, to interacting in a positive manner with other program Fellows and staff at the assigned workplace;
- Be committed to completing the full duration of the program - **part time or intermittent participation is not possible**;
- Be aware that while he/she will be placed at a position most closely proximate to his/her home, every Friday, all Fellows will be required to physically attend a program in Wheeling, WV.
- Have the long-term personal goal of returning to the Upper Ohio Valley upon graduation.

To apply for consideration, a student should apply via the **Online Application** available on the Foundation's website at [www.cfov.org](http://www.cfov.org).

Please note the following as regards the Online Application:

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 Fellows and wish to be considered for second 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 user name and password. Please make note of this user name and 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. You may begin your application and then return to complete it at another time. 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, as you will no longer be able to access your application online after submission. 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.

**The application deadline for first-year students is February 28, 2014.**

**For second-year students, submit your application by February 3, 2014, so that we may know of your interest in returning to the program prior to our consideration of new applicants.** Returning students who respond by February 3 will be given preference in the application process; students responding after that date will be considered for participation on a competitive basis with new applicants.

Please note that the online application process is being administered by Our Community's Foundation, headquartered in Parkersburg, WV.

For first-year student applicants, please note:

(1) As your Foundation Civic Leaders Fellowship Application will serve as a writing sample, be sure to respond to all questions in a grammatically correct and thorough manner. We strongly suggest that you create answers to the essay questions on the application first using Ms Word® and spell-check them before then pasting them into the application form, as the Online Application does not include a spell-check feature.

(2) You must submit a copy of your most recent school transcript or a printed copy of your grades **issued by the educational institution** showing your cumulative grade point average as of the application deadline (e.g., for the completion of the Fall 2013 semester). 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 CFOV, attn: Civic Leaders Fellowship Program, 1310 Market Street, Wheeling, WV, 26003. **Applications lacking evidence of grades cannot be considered.**

(3) 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 Form for this purpose.

**If you have any questions regarding your application or the process, please direct your questions by e-mail to [info@pacfwv.com](mailto:info@pacfwv.com). Please put the words, Civic Fellows Application in the subject header.**

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 Fellows' 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.

Consideration will be given by the Applicant Review Team to the following factors:

- Each student's relative 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 relative interest in contributing positively to the long term betterment of this region;
- Each student's relative interest in ultimately securing employment in this region, to the extent that is possible.

Interviews may be required prior to final selection. Placements begin in early/mid-June 2014 following a program orientation. Work assignments will conclude in early August 2014.

### **Compensation**

Fellows will receive a reasonable hourly rate for the duration of the Fellowship which is six-seven weeks of paid full-time employment. The program will operate for eight weeks beginning in early June and ending by early August. All Fellows will be permitted/asked to assign one week of unpaid leave to accommodate summer vacations during the eight week period. **Students should not plan an absence of more than one work week from the program.** Organizations with which Fellows are associated and Fellows will document assignments and work on a weekly basis using a timecard system in order to be paid. Fellows'

work shifts will vary as hours will generally reflect the regular work day at the assigned placement; thus, one Fellow's work hours will vary from another's. Fellows may not disclose their salary to employees of the work site to which they are assigned to avoid causing potential for dissension, given that in some cases a Fellow may be more highly compensated than an existing employee.

Due to the distance/location of certain work sites from the Foundation's office in Wheeling, some students, at the Foundation's discretion, may be offered mileage reimbursement for the required Friday Forum meetings in Wheeling, WV. Not all students will be offered this reimbursement; that is to be understood at the time of application. Fellows must have access to reliable personal transportation and adequate insurance for their transportation to/from their worksite and to/from the Wheeling Friday Forum.

Fellows may also 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. As this is a relatively new program and the degree to which it is successful is dependent upon many factors, suggestions for improvement to any aspect of the process are always most welcome.

**For questions about the Civic Leaders Fellowship Program, contact: Renee George, CFOV, 304-242-3144 or [renee@cfov.org](mailto:renee@cfov.org).**

**For questions about the technical aspects of completing the online application, contact: Marian Clowes, Our Community's Foundation, 866-428-4438 (toll-free), or [info@pacfwv.com](mailto:info@pacfwv.com).**