

## STUDENT APPLICANTS

# THE COLUMBUS FOUNDATION SUMMER FELLOWSHIP PROGRAM

## FREQUENTLY ASKED QUESTIONS

**Need more information?**

Contact Dan Sharpe, at [dsharpe@columbusfoundation.org](mailto:dsharpe@columbusfoundation.org) or visit [columbusfoundation.org/students](http://columbusfoundation.org/students).

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**Who is eligible to apply?**

Individuals fitting the following criteria are eligible to apply for The Columbus Foundation Summer Fellowship:

- A college junior, senior, May/June 2017 graduate, or a graduate student; **and**
- A graduate of a Franklin County high school attending any four-year college or university; **or**
- A junior, senior, recent graduate, or a graduate student attending a Franklin County college or university.

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**How long is the Fellowship?**

The Fellowship is 10 weeks long running from June 5, 2017 to August 11, 2017. This would include the full-time work of the Fellow, Learning Circle meetings, and any opening and closing orientation sessions for both the Fellow and selected organization.

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**I have a vacation planned during the designated Fellowship; will my application still be considered?**

Although you are welcome to apply, students without other obligations will be given preference in the application review process.

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**I am already working for an organization that is hosting a Fellow; am I able to apply for this Fellowship?**

Organizations will not be interviewing applicants who are already working at that organization.

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**How many hours per week will I be working at the Fellowship?**

The Fellow will have a project that requires him or her to work full-time (approximately 40 hours) each week for 10-weeks. Non-traditional working hours are acceptable.

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**How does the student selection process work?**

- Students meeting the minimum qualifications will send in complete applications by the deadline.
- Each application will be reviewed by members of the selection committee. The selection committee will give each applicant a numerical score based on a set of criteria.
- These scores will be tallied. Foundation staff and the selection committee will move the top applicants into an interview phase. Each selected host organization will be sent information about two applicants.
- Selected organizations will interview both applicants and choose the one who they believe will be the best fit. Please note that if neither applicant is acceptable, organizations must contact the Foundation immediately to receive information for an additional applicant.
- Once the organization has chosen the best-fitting applicant, they will notify the Foundation.
- Foundation staff will contact each potential Fellow to complete a background check.
- Once the applicant's background check is completed, the Foundation will notify the Fellow that he or she has been selected— and which organization they will be serving.

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### **What is the specific timeline for this year's application, selection, and program process?**

A timeline is available on [columbusfoundation.org](http://columbusfoundation.org) with significant dates and deadlines for nonprofits and Fellows.

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### **Who notifies the candidates that he or she did or did not receive the Fellowship?**

The Columbus Foundation staff will notify the candidates regarding whether or not they are selected once the background check is complete or if they did not receive the Fellowship.

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### **How much does the Fellowship pay?**

The Fellow will receive a stipend of \$6,000.

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### **How does the Fellow receive his or her stipend?**

The Fellow is considered an employee of his or her host organization. Each organization will receive a grant of \$6,700 from The Columbus Foundation and is responsible for paying the Fellow through the organization's payroll system—most typically, a Form 1099. The additional \$700 is intended to cover organization costs or supplies related to hosting the Fellowship.

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### **What do I do if I have more questions about how the stipend works?**

Each selected host organization will be given more information, and the opportunity to contact Foundation staff members to ensure a smooth payroll process.

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### **Does the Fellow have any obligations to The Columbus Foundation during the Fellowship?**

Fellows must attend an orientation, all Learning Circle sessions, and the final luncheon. Organization representatives will be notified of additional required events. Required events taking place during working hours will be included in the Fellow's required 40 hours of work. Fellows will be required to make weekly blog postings capturing Fellowship experiences and lessons learned. At the conclusion of the program, Fellows will be invited to make a final presentation of their Fellowship experience. Other events, such as excursions, are highly encouraged for the Fellow—but not required.

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### **Who is the audience for the blog?**

The Columbus Foundation will use the blog to publicize and promote the Fellowship to the Foundation's Governing Committee, organizations, and the public. This may include future employers so blog posts must be appropriate for that audience and may not contain any privileged information. Creativity is strongly encouraged as is sharing with any audience you would like to include.

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### **How often must I post to the blog?**

Each Fellow must post one, 300-word blog post each week. The posts may be longer.

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### **I have more questions about the blog and how to post, where can I find the answers?**

Each Fellow will be given a link and information about how to post to the blog at the Fellows' orientation.

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### **I am graduating and will not be enrolled in classes in the fall, am I still eligible to apply?**

Yes, applicants may be May or June 2017 college graduates.