The Carlson Civic Fellowship

The Carlson Civic Fellowship is a year-long intensive student leadership development fellowship. Through this program, the Carlson Center partners with community-based organizations to provide project-based, leadership development opportunities for students at local non-profit organizations. In addition to funding students’ work in the community with a $2500 stipend, the Carlson Center provides these students with opportunities to participate in a community-based leadership courses as well as structured and ongoing reflection and mentorship.

Call for Proposals

A central component of the fellowship is meeting community-defined needs. The Carlson Center would like to invite community-based and non-profit organizations in the greater Seattle area to propose a project for a member of the 2015 Carlson Civic Fellows cohort.

Students selected as Carlson Civic Fellows will commit a minimum of ten hours per week from January to June 2015 on selected community partner projects.

Organizations chosen to host a Carlson Civic Fellow will use their application to strongly articulate:

- A clear community-defined need the student will be focused on addressing
- Specific ways the student will be empowered to work as a leader while working with the organization
- A clear structure for supervision, support, and mentorship of the student

2013 Carlson Civic Fellow, Kelsey Barrantes presents on her work with the Northwest Immigrant Rights Project
What UW students are eligible for a Carlson Civic Fellowship?

Undergraduate students at the University of Washington are eligible for the Carlson Civic Fellowship. While an interest and basic foundation with community work is considered a prerequisite, the Carlson Center is specifically interested in selecting students who have not yet had in-depth opportunities for developing their community-engaged leadership capacities. Ideal candidates are those who are eager to experience the full range of opportunities available through the fellowship — working at their fellowship site and consistently reflecting on their experiences through Carlson Center courses, structured group and individual activities, and mentorship — and are able to articulate how these experiences will enhance their personal growth and development as a student, leader, and community member.

Expectations for Community Organizations and Mentors

A significant aspect of the Carlson Fellowship is the opportunity to work closely with a project mentor at the organization. Our goal is to prepare both the Fellows and Project Mentors for success by intentionally creating an environment where mentorship can happen. To facilitate meaningful experiences for students and partner organizations, we ask that potential project mentors be willing to commit to the following:

- Enter into intentional partnership with Carlson Center staff to structure and support the Fellowship program.
- Be an active part of the cohort interview and selection process.
- Provide regular weekly and ongoing support and guidance to the Fellow—in terms of project progress and personal and professional leadership development.
- Integrate the Carlson Fellow into the overall mission of the organization.
- Provide approximately 10 hours of work per week on proposed project between January and June 2015.
- Give timely feedback about the Fellowship program as requested.
- Coordinate with Carlson Center staff for a mid-year site visit between Carlson Staff, Program Mentors, and Civic Fellows.

“As an organization, we count on volunteers to help us accomplish our mission. However, many volunteers don’t have the time, flexibility and skill-set to essentially lead a project from beginning to execution—having a Carlson Civic Fellow allowed us the staffing we needed to do that. In addition, our staff were able to see the value of working with students to accomplish great things and it has inspired them to bring on additional interns.”

Cherish Hart, American Heart Association of Puget Sound 2013 Carlson Civic Fellowship site

Community Partner Eligibility

The Carlson Center is excited to accept applications from non-profit, community-based, and governmental organizations in the greater Seattle area. Organizations may not submit more than one proposal for consideration.

Interest in the Carlson Civic Fellowship has grown tremendously over the last few years. Last year, 52 organizations applied to fill our three available fellowship host sites! As such, organizations who have hosted a Carlson Civic Fellow in the past three academic years are ineligible to apply. A list of previous Carlson Civic Fellowship host sites can be found on our website: http://www.washington.edu/carlson/carlson-civic-fellowship-eligibility/
Application and Criteria for Proposals

The application to host a 2015 Carlson Civic Fellow can be obtained on the Carlson Center’s website: http://www.washington.edu/carlson/host-a-carlson-civic-fellow/

Proposals will be reviewed by a team of Carlson Center staff as well as a former Carlson Civic Fellowship student and representative from a former host site. Applications will be reviewed based on the following criteria:

- Articulation of how a Carlson Civic Fellow will meet a community-defined need
- Quality of the overall job description proposal
- Opportunities for leadership development of the Carlson Civic Fellow
- Organization’s demonstrated experience and success working with undergraduate students
- Articulation of how a Carlson Civic Fellow would expand the organization’s capacity to deepen its relationship with the UW and work with additional students
- Demonstrated experience and success of supervision and mentorship of the staff member managing the Fellow
- Organization’s demonstrated commitment to anti-oppression perspectives, policies, and practices

A detailed version of the scoring rubric that will be used by the selection committee can be found on the Carlson Center’s website.

Host Site Selection Timeline

**August 2014**
- Request for Proposals distributed to community partner organizations

**Friday, September 5**
- Community partner applications due by 5:00 PM

**Monday, September 22**
- Community partners notified of status of application by this date

**Friday, November 7, 5:00 – 8:00 PM**
- Interviews of final fellowship candidates with representatives of host sites. It is mandatory that at least one representation of your organization (preferably the person who will supervise/mentor the fellow) can participate in this entire interview process. Please mark and hold this date in your calendar now!

**November/December 2014**
- Selected fellows visit community partner organization, receive orientation, and set a working schedule for the upcoming quarter

**Week of January 5**
- Fellows begin working with host organization

**March 2015**
- Mid-fellowship check-in with student, supervisor, and Carlson Center staff member

**Wednesday, May 20**
- Carlson Fellow presents on their work at fellowship site at the UW’s Spring Celebration of Service & Leadership. Community mentors are invited to attend!

**Week of June 8**
- Final week of Carlson Civic Fellowship

Questions?

Your questions regarding this Request for Proposals and the application are welcome. Please contact:

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2013 Carlson Civic Fellows at the Spring Celebration of Service and Leadership