About the Carlson Center
The Carlson Leadership & Public Service Center was established in 1992 with generous gifts from Edward Carlson, his family, and their friends. The Center develops service-learning, community-based participatory research, and service opportunities for UW students that sustain reciprocal partnerships, deepen learning, advance civic leadership, and contribute to our greater community.

The Center stands firm on the belief that opportunities for learning outside the classroom deepen a student’s understanding of complex, philosophical, economic and political issues and develop a sense of civic responsibility at the University, throughout Seattle and the Northwest, and on a global level. In partnership with the University's curriculum, the Carlson Center strives to help students think critically about issues facing society today and to make these issues personally meaningful, to encourage students to see beyond the immediacy of class schedules and grades.

The Carlson Civic Fellowship

The Carlson Civic Fellowship is a year-long intensive student leadership development fellowship that combines in-depth, engaged service with a local community organization with structured community-based leadership courses, leadership development training, and mentorship in a cohort of peers. Through the financial support of the fellowship, students may be freed from additional work commitments and provided with the time needed to work effectively in the community. The Carlson Center’s goals for the fellowship include building deeper partnerships with community-based organizations and meeting community needs while supporting students as they develop tangible community leadership skills.

Request for Proposals from Community Partners

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 2014 Carlson Civic Fellows cohort. Students selected as Carlson Civic Fellows will commit a minimum of ten hours per week from January to June 2014 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 grow as a leader while working with the organization
- Specific ways the organization will provide personal and professional mentorship to the student

Applicants for the Carlson Fellows program will be undergraduate students with an interest in community work and developing themselves as leaders. Ideal Carlson Fellow applicants are emerging leaders who
see work in the community as important, but who may not have had the opportunity to engage in long-term meaningful work under the support of a consistent mentor.

In addition to their project-focused work with your organization, students will participate in individualized mentoring with Carlson Center staff, enroll in two community-based leadership courses, and participate in leadership development training with their peers in the fellowship program. Students chosen as 2014 Carlson Civic Fellows will receive a scholarship ($2000) dispersed throughout their fellowship.

**Expectations of Community 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 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 2014.
- 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.

**Site Selection Process**

Project proposal applications request information about the community organization and the proposed fellowship project and project mentor. All proposals are due by 5:00 PM on Friday, September 6th. The project application is located online at: [http://depts.washington.edu/leader/fellowships/carlsonfellows.html](http://depts.washington.edu/leader/fellowships/carlsonfellows.html).

A group of Carlson Center staff, community partners, and students will review all applications and select community partner organizations for the 2014 cohort. Representatives from the Carlson Center will be in touch no later than Monday, September 23rd to discuss the status of your application. Up to four projects will be selected as Carlson Civic Fellowship sites.

**Application and Selection Timeline**

The following detailed timeline may be helpful in planning your application. Please note the highlighted date below. Mark and hold this date in your calendar; this is a **required** meeting for project mentors whose projects are selected for the 2014 Carlson Civic Fellowship.

**August 2011**: Carlson Fellows Request For Proposals is distributed to community partner organizations.

**Friday, September 6**: Community partner applications due by 5:00 PM.

**Monday, September 23**: Carlson Center staff will notify community partners of the status of their application no later than this date.

**Wednesday, September 25**: Autumn quarter classes begin. Student outreach to recruit 2014 Carlson Fellows begins.
**Tuesday, October 22**: Carlson Civic Fellows student application deadline.

**Monday, November 4 and Tuesday, November 5**: Carlson Center staff and former Carlson Civic Fellows conduct first round interviews for Carlson Fellowship applicants.

**Friday, November 8, 5-8PM**: Second Round interviews with selected candidates. All Carlson Fellow Project Mentors are required to participate in this process. *Please mark and hold this date in your calendar now!* It is important that at least ONE representative from each project participates in the entire interview process.

**Wednesday, November 13**: Students notified of community partners decisions no later than this date.

**November/December 2013**: Fellows visit community partner organization, meet staff, and receive necessary orientation. Mentor and Fellow set working schedule for the coming quarter.

**Week of January 6**: Carlson Fellows work first shifts with community partner organization.

**Questions or Comments**

Your questions and comments on these materials and application processes are welcome. Please do not hesitate to contact:

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