

# HARVARD COLLEGE SUMMER 2008 WORK-STUDY AWARDS FOR PUBLIC SERVICE

(<http://www.seo.harvard.edu/compubservice/publicservicesummer.html>)

## ■ ■ ■ INSTRUCTIONS TO APPLICANTS ■ ■ ■

The **APPLICANT** must submit **TWO (2) sets of the following materials**. One set should be marked as **Original** and should contain the originals of each of the required documents. The other one (1) set may be photocopied. Both sets of materials should be arranged in the following order and stapled in the upper left-hand corner.

### 1. APPLICATION FORM

Applications will be considered on a rolling basis from May 1 - June 2, 2008. Please print a hard copy and complete the form below. **Submit the form face up as your application cover sheet.**

### 2. RESUME

Indicate significant activities, achievements, and work experience which demonstrates your interests and potential achievements. Do not exceed one page.

### 3. PROJECT DESCRIPTION

In 500 words or less, please describe the public service project you propose to conduct and estimate your weekly time commitment. (If you are working with an organization, your proposal should identify the organization with which you would work and name any key contact people or personnel.) Your project description should also indicate how your initiative would benefit the community.

### 4. LETTER OF SPONSORSHIP (for those working with an organization)

To confirm the viability and feasibility of your project, you must also submit a letter of support from the organization identified in your project description, which confirms and supports your work with the organization and which includes a statement about the necessity for this grant. This letter may be addressed to you or to: Amanda Sonis Glynn, Phillips Brooks House, Harvard Yard, Cambridge, MA 02138. It is not a letter of recommendation and is not considered a confidential document.

**Complete applications** must be delivered to the office of Amanda Sonis Glynn, Room 303, Phillips Brooks House. Applications will be considered on a rolling basis **from May 1 – June 2, 2008** provided funding is still available. **Please note that, in order to receive a Work-Study Award, a student must be found eligible for Summer Work-Study for the Student Employment Office. Students applying for the Work-Study Award should also complete the application for Summer Work-Study. Instructions for this application can be found on the SEO website (<http://www.seo.harvard.edu/>).**

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**■ ■ ■ PLEASE TYPE OR PRINT NEATLY IN THE SPACES BELOW ■ ■ ■**

NAME (LAST, First and Middle Initial):	CLASS:
HOUSE AFFILIATION:	SUMMER WORK SITE:
COLLEGE ADDRESS (including box number, if any):	HOME ADDRESS:
COLLEGE TELEPHONE:	HOME TELEPHONE:
EMAIL ADDRESS:	STUDENT I.D. NUMBER:

BRIEF SYNOPSIS OF YOUR PROPOSAL:

IF YOU WILL BE WORKING FOR A NONPROFIT ORGANIZATION, PLEASE LIST THE NAME, ADDRESS, PHONE NUMBER AND EMAIL OF YOUR SUPERVISOR:

BRIEF DESCRIPTION OF YOUR PRESENT POSTGRADUATE CAREER PLANS (these may be indefinite):

**■ ■ ■ SIGNATURE REQUIRED ■ ■ ■**

I affirm that the foregoing statements and attached materials are true and accurate representations, to the best of my understanding. If selected, I will ensure that the demands and requirements of the proposal are satisfied, keep the Center for Public Interest Careers (CPIC) advised of the project and its progress, write a brief report at the conclusion of the summer experience, and, if asked, share these experiences with other undergraduates.

SIGNATURE:	DATE:
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**■ ■ ■ RETURN TO PHILLIPS BROOKS HOUSE, ROOM 303 ■ ■ ■**