#### Yale University President’s Public Service Fellowship

###### *Request for Placements • Summer 2020*

**Overview**

Yale University seeks placements from nonprofit and public sector organizations located in the City of New Haven for the 2020 President’s Public Service Fellowship. The Fellowship was established in 1994 as part of Yale’s expanded partnerships with New Haven. It provides full funding for Yale students to work full-time during the summer in New Haven. Over 800 Yale University undergraduate, graduate, and professional students have contributed more than 350,000 hours of community service to New Haven nonprofit and public sector organizations as President’s Public Service Fellows since 1994, and Yale anticipates placing up to 30 students in the summer of 2020.

**Organization Selection**

New Haven nonprofit and public sector organizations may submit a proposal for a placement that addresses their priorities and strategic plans and that provide **substantive work for Fellows** in the city of New Haven. Work must benefit people who live and/or work in New Haven, and the organization (as well as the work of the PPSF Fellow) must be located in New Haven. As Yale seeks to support ongoing, strategic partnerships to strengthen New Haven, we will give particular priority to placements that promote:

* Economic development
* Neighborhood revitalization, especially increasing homeownership
* Education and programs for youth
* Downtown vitality

Yale University will review submitted proposals and then select those to be publicized to interested student applicants on the PPSF website. **Please note the actual number of placements is limited. Not all proposals will be chosen as potential sites to which students may apply, and not every placement will be filled.** Placements with clearly developed projects and goals will be of most interest. Organizations should submit a proposal for a project that has a likelihood of being completed during the course of summer. Yale will pay Fellows directly but any other project costs (i.e., transportation, materials, office supplies, etc.) are the responsibility of the organization. Job responsibilities that might carry specific requirements like having a car should be clearly noted.

Thank you for your interest. If you have any questions, contact:

Karen King

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**Application Instructions for Fellowship Placement Site**

**How to Apply to be a Fellowship Placement Site**

* Applications are available online at [ppsf.yale.edu](http://ppsf.yale.edu)
* Respond to all questions on the application form. In order to give a bit more information about your organization, we encourage (but do not require) the inclusion of photographs of your organization in action. Total file size of your application should not exceed 3MB.
* If approved, your completed application will be posted in its entirety online ([ppsf.yale.edu](http://ppsf.yale.edu)) in December. Prospective Fellows will then review organization applications that best fit their interests and list their top 5 placement choices on their applications. **During the application process, we encourage prospective Fellows to contact organizations directly with any questions about organization placements or projects.** Keep this in mind when filling out the contact information section of your application.
* Organizations are encouraged to contact the Yale University Office of New Haven and State Affairs to discuss placement ideas.
* Completed applications must be submitted by e-mail as a Microsoft Word attachment to [ppsf@yale.edu](mailto:ppsf@yale.edu).
* **Proposals must be received no later than 5:00 p.m., Friday, November 8, 2019**

**Organizations Eligible for the Fellowship**

* Nonprofit and public sector organizations located in the City of New Haven may apply.

**Requirements of Placement Opportunities**

* Projects should be for work in and concerning New Haven. Fellows must be provided with a desk and computer at placement site and cannot work remotely.
* **Work should be full-time (no more than 37.5 hours per week)** and placements can be for any consecutive period of eight to eleven weeks between Tuesday, May 26 and Friday, August 7, 2020.
* Yale Fellows have a mandatory Fellowship orientation from May 19-22, 2020
* Fellows will have mandatory weekly Tuesday dinner meetings and, ***without any exception***, will not be able to work after 5:00 pm on Tuesdays.

**Selection of Fellows**

* The Fellowship is open to students who are not in their final year of study in Yale College, the Graduate School, and Yale’s ten professional schools.
* Yale will publicize the Fellowship beginning in December 2019. Students will review organization applications online and submit their Fellowship applications by mid-January 2020.
* **Yale will interview selected students and will notify students by the end of March 2020.**
* **Yale will notify organizations of decisions by March 31, 2020.**

**Payment of Fellows**

Students will be paid by Yale, while hours worked will be monitored on-site by organization supervisors.

**Comments from Past Organization Supervisors**

* “I have been really impressed by the thoughtful and talented persons who have been sent our way. Thanks for partnering with us through this program!”
* “It is such a joy to work with students who come to us with such intelligence and a real eagerness to help, learn, and grow.”
* “Having a fellow not only helped us expand our summer staff, but also enabled us to launch several new initiatives this summer.”
* “Yes, we would like a Yale President’s Public Service Fellow next year. The students are creative, conscientious and hard-working. They have many skills that they bring with them and are quick studies.”
* “We had an exceptional Fellow who immediately jumped into assigned tasks with vigor and produced great results.”
* “The Fellows provide critical support to the communities that they serve. We could not run our program as well without them.”
* “Fellows have provided invaluable help…they have fostered good will toward Yale and added a great deal to our program.”
* “Fellows have been a key component of our summer programs and have been incredibly valuable.”
* “Always have been a pleasure to work with Fellows, and every year that we have the opportunity to work with them, their valuable input, energy, and help has made our jobs a lot easier, and allow us to expand our mission to provide unique experiences to New Haven children, youth and adults.”
* “Simply amazing! She surpassed my expectations. She was on point and quickly completed all tasks and projects. She showed great initiative and worked quite well with the staff and out in the community. She is a gem. None of us wanted to see her go.”
* “The Fellowship Program gives us the opportunity to work smarter and provide dedicated resources that will make a difference in the lives of the New Haven residents we serve.”
* “Tremendous program. It’s wonderful to have Yale students add to the value and mission of New Haven nonprofits.”

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## Proposal for Fellowship Placement • Summer 2020

### **Instructions:** **Applications are available for download at** [ppsf.yale.edu](http://ppsf.yale.edu) **.** Type all responses. While we ask you to follow the format of this page, adjust spacing as necessary. **To submit, remove all instructions and e-mail the application only (without instructions) as a Microsoft Word attachment to** [ppsf@yale.edu](mailto:ppsf@yale.edu)**. Do not submit application in PDF format.**

*If your organization is accepted as a potential placement site, this application will be posted in its entirety on the PPSF website (*[ppsf.yale.edu](http://ppsf.yale.edu) *) in December and accessed by potential summer Fellows.* ***During the application process, we encourage prospective Fellows to contact organizations directly with any questions about organization placements or projects. Please keep this in mind when filling out the contact information section of your application.***

**(*Use 14 pt. font for all responses)***

* Organization:
* Full street address of organization *(Fellows must be provided with a desk and computer at placement site and cannot work remotely):*
* Website:
* Name and title of person who will be the Fellow’s direct supervisor *(the supervisor must be available to supervise Fellow on a daily basis*):
* Phone number and e-mail address of proposed direct supervisor:
* Placement dates (*8-11 weeks between Tuesday, May 26 and Friday, August 7, 2020):*
* Are placement dates flexible? If so, please describe:

* Proposed work schedule (*placements should be equivalent to full-time and not more than 37.5 hours/week*):

**Placement Description**

*Type all responses and follow the format below. Make sure that the question appears before each of your responses. Feel free to include pictures that represent the work of your organization. Total file size of your application should not exceed 3MB.*

*If your organization is selected as a potential placement site, your completed application will be posted in its entirety on the PPSF website (*[ppsf.yale.edu](http://ppsf.yale.edu)*) in December. Prospective Fellows will then review all organization applications that fit their interests and list their top 5 placement choices on their applications.* ***Enter all information with a prospective Fellow audience in mind.***

* Organization description *(mission statement, population served. 150 words or less.):*
* **Write a 1-2 sentence summary of the work that the Fellow would be conducting (*50 words or less. This will be used as your organization’s project description summary on the PPSF website, so be succinct*):**
* Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (*Suggested length:* *one to two pages.)*
* List specific skills/experience required for the project:
* Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement):
* Briefly describe the work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale Fellows, describe any work that Yale students have done with your organization.