



Application to Host a 2016 Community Service Fellow

Thank you for your interest in the Yale Club of Washington, DC 2016 Community Service Fellowship (CSF) Program. The CSF Host Organization Application is open to all metropolitan Washington, D.C. non-profit organizations. Selection as a CSF Host Organization means you provide a Yale Undergraduate Student with an internship at your organization. Yale Club will provide housing and a stipend to cover their expenses. Fellows spend between 8 and 10 weeks at their non-profit organizations between the months of June and August (exact dates to be determined by the Fellow and host organization). The Fellowship is available only to Organizations that offer the internship to a Yale Student. Organizations with multiple internship slots require separate applications.

If your organization is interested in hosting a Yale student Fellow, please answer the questions below. *Please type all answers in 10-12 point Times New Roman font.*

- 1. Please provide a brief description of your organization (Mission, including website, if available). (no more than 50 words)**

- 2. Yale College's summer recess runs 8 weeks from June through August. While the Fellow and the host organization will determine exact internship dates, is your organization able to host a Fellow for a contiguous 8-10 week stretch during this period? If there are any dates that will NOT work, please note below. Unless otherwise specify, internship is 40-hour work day, 8 hour days.**

- 3. Proposed Internship Position Title (e.g. Volunteer Intern, Health Policy Summer Analyst).**

- 4. If not selected as a Host Community Service Fellow Award Recipient(s) are you able to provide a paid internship? (This allows Yale Undergraduate Career Services to note during the internship posting)**

- 5. The Yale Club requests that host organizations provide Fellows with a meaningful internship that includes day-to-day tasks and a long-term project. Please list potential day-to-day responsibilities and one or two long-term projects that the Fellow will work on during the summer. Exact responsibilities will be determined by the Fellow and host organization. Please be as detailed as possible. Host applications are evaluated based on the ability to determine if the Fellow will gain a meaningful experience. (No more than 250 words, please see sample internship description on page 3). If your organization has multiple internships available, apply on separate applications. The stipend will only be provided for 1 internship opportunity.**

PLEASE DO NOT CHANGE OR DELETE THE QUESTIONS.

6. Please list any specific qualifications that you would like the intern to have.
7. Who will be available at your organization to mentor the Fellow and monitor his/her progress during the summer? Please provide details. (No more than 75 words)
8. Please provide the exact address where the Fellow will be working during the summer. Please provide public transportation options and if this site is easily accessible by public transport (metro, bus) from downtown Washington, DC?
9. Please provide the point of contact (name and position title, phone number, email) for this application so that we can keep your name on the list for future opportunities.

Yale Non Discrimination Policy: Yale University is committed to a policy against discrimination based upon age, color, handicap or disability, ethnic or national origin, race, religion, religious creed, gender (including discrimination taking the form of sexual harassment), marital, parental or veteran status, sexual orientation, gender identity, or gender expression.

☐ **Yes, I agree to the above stated policy on the behalf of my organization.**

DEADLINE: Kindly submit to René Herbert (reneherbert@aya.yale.edu) no later than **Sunday, November 15, 2015.**

SELECTION PROCESS: An Objective Review Committee review and evaluate all applications using criterion focused on the quality of the internship opportunity. The selected Host Community Service Fellow Award Recipient(s) will be informed of their selection by **Tuesday, December 1, 2015.** It is important that the internship description is clear and detailed. By submitting an application, you are agreeing to have your internship posted to the Yale's Undergraduate Career Services website.

Organizations selected to host a paid Fellow provides a slot for a Yale Undergraduate student. Unselected organizations internships will be posted as non-paid. The final Host Community Service Fellow Award Recipient will be invited to the Yale Club of Washington, D.C. Holiday Soiree Fundraiser for Community Service Fellows in December.

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SAMPLE INTERNSHIP DESCRIPTION

ORGANIZATION DESCRIPTION

ZZZ is a nonprofit tax-exempt charity registered in San Francisco, CA, with an office in Beijing. Our mission is to promote understanding between China and the West through charitable projects, while strengthening China's nonprofit sector. We have a specific focus on the US-China relationship and are currently building ProjectPengyou.org, a new social media platform fostering an online community of Americans who have lived and studied in China.

REQUIRED SKILLS

- + Track record of personal & academic excellence, with strong interest in our social missions
- + Skilled with Microsoft Excel, Word and Powerpoint
- + Some bilingual communication ability (English & Chinese reading and speaking)
- + Web development skills (Not required but desirable) - Experienced in PHP, MySQL, Drupal CMS, Wordpress CMS, Familiar with Linux & Apache

POSSIBLE WORK ASSIGNMENTS

- + Research, scan and compile social media reports and other information related to our programs and missions
- + Translate, polish and write sector-related articles & marketing copy
- + Administrative support duties
- + Prepare logistics and participate in strategic brainstorm and analysis meetings
- + Event management and support
- + Web development assignments
- + Interns are expected to have a high level of integrity (), and work overtime and weekends as needed

WHAT TO EXPECT:

- + Frequent and direct access to CEO
- + Helpful and interesting colleagues - We have a highly purpose-driven rock-star team, promoting a healthy eco-system for individual learning and growth.
- + Everyone is expected to be detail-oriented and proactive, acting in line with an entrepreneurial, innovative and passionate team.