



SENATE HISPANIC RESEARCH COUNCIL



2009



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SENATOR GREGORY LUNA
LEGISLATIVE SCHOLARS
& FELLOWS PROGRAM
2009 APPLICATION

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Senator Gregory Luna Memorial Scholars Program January 7, 2009-May 31, 2009

The Senate Hispanic Research Council (SHRC) remains dedicated to strengthening the next generation of young leaders with this enriching fellowship program. Scholars and Fellows will gain invaluable experience and exposure to the Texas Senate as full-time legislative assistants in the Capitol during the 81st Legislative Session. Each participant is assigned to the office of a state senator or the Lieutenant Governor to perform a variety of legislative tasks, including legislative research summaries, bill tracking, constituent correspondence and drafting floor statements, articles, press releases. Weekly development sessions complement the work experience and allow participants to meet with local and state leaders to engage in diverse discussions about leadership and policies that shape the community. Scholars and Fellows will receive a \$2,000 monthly stipend to assist with living expenses.

ELIGIBILITY REQUIREMENTS

- Scholars: Be an undergraduate student enrolled in an accredited four-year educational institution having completed at least 60 semester hours.
- Fellows: Be a graduate student enrolled in an accredited program.
- Recent graduates welcome to apply. (Graduation no earlier than May 2008)
- Applicant must be 21 years of age or older (as of January 7, 2009).
- High academic achievement (preference given to applicants with 2.75 GPA or higher.).
- Demonstrate an interest and commitment to government, public policy, and actively participate in community service activities.
- Possess exceptional writing, composition and analytical skills.
- Evidence of leadership qualities and potential for further growth.
- Program participants must be prepared to provide legal proof of eligibility for employment.

PROGRAM REQUIREMENTS

- Applicants should understand that all program participants are considered full-time staff by the members' office where they are placed. Though responsibilities may vary from office to office, program participants should expect to work beyond a typical 40-hour work week.
- Attend orientation and weekly meetings held at 7am. (*Please note the possibility of required weekend events/workshop)
- Participate in all SHRC sponsored activities.
- Collectively develop and implement a community service project.

CREDIT HOURS

The determination of credit hours the participants qualify for will vary among colleges and universities. It is the student's responsibility to learn how their respective schools award academic credit.

2009 TAXES

According to IRS guidelines, you are responsible for paying taxes on the fellowship money you receive during your internship.

APPLICATION INSTRUCTIONS

RESUME

Submit a current resume which documents your employment history, community involvement, extracurricular activities, and academic accomplishments.

PERSONAL STATEMENT (please submit on separate sheet)

Describe the experiences or activities that led to your interest in government and the Senator Gregory Luna Legislative Scholars/Fellow Internship. Focus on how those experiences contributed to your character and helped build the leadership qualities necessary for this internship. Please answer how this legislative experience will enhance your future aspirations. (Applicants are encouraged to explain any special circumstances they feel would give the selection committee a better understanding of the applicant's personal history.) No longer than three typed pages.

TWO WRITING SAMPLES

1. Legislative Analysis: Draft a two page policy memo on an issue affecting the state of Texas. Please include introduction, background information, discussion (analyze pros and cons), recommendations and a summary. (Paragraphs must be single spaced and should be separated by a double space with one inch margins on all sides.)
2. Writing Sample: This may include excerpts from research papers, bill summaries, proposals, etc. It should be typed, double spaced, and properly documented if the sample is from a research paper. Your writing sample may not exceed three (3) typewritten, double-spaced pages with a font size no smaller than eleven points.

LETTERS OF RECOMMENDATION

Include two letters of recommendation, one by a professor or an academic advisor and one by a current or former employer, regarding your qualifications for the Luna Scholars Program. The letter should provide the selection committee thoughtful examples of the applicant's: leadership experience and potential; community involvement; major strengths and weaknesses; areas for improvement and development; and lastly, a description of how the applicant would benefit from the Senator Gregory Luna Legislative Scholars/Fellows Program. The admissions committee will not consider general letters of recommendation that do not address these qualifications.

TRANSCRIPT

Current official transcript in a sealed envelope

Completed applications must be postmarked **October 17, 2008**. Late applications will not be considered. Notification of final participants will be sent **November 21, 2008**. Semifinalists will be interviewed by phone in November.

APPLICATION CHECKLIST:

Please submit in the following order (do not staple):

1. Completed application form
2. Resume
3. Personal statement
4. 2 Writing Samples
5. 2 Letters of Recommendation
6. Current Official Transcript
7. Self addressed stamped postcard

FOR MORE INFORMATION:

Sarah Saenz
Executive Program Director
512-499-8606
Sarah@tshrc.org

PLEASE TYPE OR PRINT CLEARLY

PERSONAL INFORMATION

Full Name _____

Current Street Address _____

Apt. # _____ City _____

State _____ Zip Code _____

Phone Number _____ Alternate Number _____

Email Address _____ Date of Birth _____

Permanent Street Address _____

Apt # _____ City _____

State _____ Zip Code _____

EDUCATIONAL INFORMATION

Current College/University _____

Current Major _____ Minor _____

Projected Graduation Date _____ GPA _____

Hours Completed _____

Have you ever participated in an internship or worked with in the Texas Legislature?

Yes No

If yes, please provide details.

Are you a Texas resident?

Yes No

If yes, who is your State Senator?

How did you hear about the SHRC Luna Legislative Scholars/Fellows Program?

- Academic department (please specify) _____
- Senate office
- Campus organization
- Former SHRC scholar
- SHRC website
- SHRC Representative
- Other (please specify) _____

What three policy issues/ areas are you most interested in?
Please rank in order of interest, **this will help determine placement.**

- 1.
- 2.
- 3.

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge?
 Yes No

If you answer is "Yes" please explain in detail on a separate sheet of paper, giving the dates and nature of the offense, the name of the court, and the disposition of the case (s). A conviction may not disqualify you but a false statement will. **Finalists will be subjected to a background check.**

CERTIFICATION STATEMENT

I certify that the information submitted is accurate to the best of my knowledge. I understand that any willful falsification in my application and supporting documents will result in my disqualification from the Senator Gregory Luna Legislative Scholars/ Fellows Program. I further understand that I will be required to provide legal proof of authorization to work in the U.S. I also hereby understand that according to IRS guidelines, I am responsible for paying taxes on the fellowship money you receive during your internship.

SIGNATURE OF THE APPLICANT _____ **DATE** _____

SUBMIT APPLICATION:
Senate Hispanic Research Council
Senator Gregory Luna Legislative Scholars/Fellow Program
1001 Congress Avenue, Suite 100
Austin, Texas 78701

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