



SENATE HISPANIC
RESEARCH COUNCIL



SENATOR GREGORY LUNA
**LEGISLATIVE SCHOLARS AND
FELLOWS PROGRAM**

2017 APPLICATION

SENATOR GREGORY LUNA LEGISLATIVE SCHOLARS AND FELLOWS PROGRAM

85TH LEGISLATIVE SESSION | JAN 10, 2017 - MAY 29, 2017

The Senate Hispanic Research Council is dedicated to strengthening the next generation of young leaders with this enriching Scholars and Fellows program. Participants in the Senator Gregory Luna Legislative Scholars and Fellows Program will gain invaluable experience and exposure to the Texas Senate as full-time legislative assistants during the 85th Legislative Session. Each participant is assigned to the office of a State Senator or the Lieutenant Governor to perform a variety of legislative tasks. Complementing the work experience, they will meet with local and state leaders for weekly sessions to discuss leadership development and public policies that shape the state. Scholars and Fellows will receive a monthly stipend to compensate for work performed and to assist with living expenses.

LEGISLATIVE TASKS AND DUTIES

(Will include but not limited to)

- Draft legislative research summaries, bill analyses, floor statements, articles and press releases.
- Prepare member floor packets.
- Track bills.
- Attend legislative meetings.
- Conduct meetings with lobbyists and advocacy groups.
- Perform policy research.
- Monitor committee hearings.
- Manage constituent relations.
- Handle inter-office communications.

ELIGIBILITY REQUIREMENTS

- Scholar: An undergraduate student enrolled in an accredited educational institution with at least 60 semester hours completed.
- Fellow: A graduate student currently enrolled in an accredited educational institution.
- Recent graduates are eligible to apply.
- All applicants must:
 - Be at least 21 years old by January 10, 2017.
 - Possess high academic achievement.
 - Demonstrate an interest in government and public policy through active participation in community service activities.
 - Possess exceptional writing, comprehension and analytical skills.
 - Display leadership qualities and potential for further growth.
 - Be prepared to provide legal proof of eligibility for employment.
 - Demonstrate cooperative abilities in a past project or accomplishment.

PROGRAM REQUIREMENTS

All participants must:

- Understand that all program participants are considered full-time staff within their assigned offices.
- Though responsibilities may vary from office to office, all program participants should expect to work beyond a typical 40-hour workweek.
- Attend orientation and weekly meetings held at 7:00 a.m.
- Attend scheduled weekend events and workshops.
- Participate and prioritize all SHRC sponsored activities.
- Collectively develop and implement a group community service project.

CREDIT HOURS

Qualifying credit hours vary between academic institutions. Participants must contact their respective schools to determine how they can receive academic credit for this program.

2017 TAXES

According to IRS guidelines, you are responsible for paying taxes on the compensation you receive during your internship. As such, the income is subject to self-employment tax, therefore you will receive a 1099 MISC tax form in 2018.

SENATOR GREGORY LUNA
LEGISLATIVE SCHOLARS AND FELLOWS PROGRAM
APPLICATION INSTRUCTIONS

RÉSUMÉ

Submit a current résumé that lists your education information, employment history, community involvement, extracurricular activities and academic accomplishments.

PERSONAL STATEMENT

Applicants must describe the experiences or activities that led to their interest in government and the Senator Gregory Luna Legislative Scholars and Fellows Program. Successful applicants will focus on how those experiences contributed to their character and helped build the leadership qualities necessary for this internship. They should explain how they believe this legislative experience will enhance their future aspirations. The personal statement must be limited to three typed pages, 12-point font, double-spaced with one-inch margins.

WRITING SAMPLE

Applicants must draft a policy analysis on any issue affecting the State of Texas. They should include an introduction, background information, an analysis of the competing sides of the issue, policy recommendations and a summary. The writing sample must be limited to three typed pages, 12-point font, double-spaced with one-inch margins.

LETTERS OF RECOMMENDATION

Applicants must include two letters of recommendation – one from a professor or an academic advisor, and one from a current or former employer – commending their qualifications for the Senator Gregory Luna Legislative Scholars and Fellows Program. The letters should provide the selection committee with thoughtful examples of the applicant's leadership experience and potential, community involvement, major strengths and weaknesses, areas for improvement and development, and a description of how he or she would benefit from this Program.

TRANSCRIPT

Applicants must provide one current, official college or university transcript in a sealed envelope from every institution attended.

APPLICATION CHECKLIST

Please submit in the following order:

- Completed Application Form
- Résumé
- Personal Statement
- Writing Sample
- 2 Letters of Recommendation
- Current, Official Transcript
- Self-Addressed, Stamped Postcard for Confirmation of Receipt

Completed applications must be postmarked by **November 21, 2016 at 5pm CST**. Late applications will not be considered.

FOR MORE INFORMATION:

Sarah Saenz, Executive Director
Senator Gregory Luna Legislative Scholars & Fellows Program
(512) 499-8606
sarah@tshrc.org

SUBMIT APPLICATION PACKET TO:

Senate Hispanic Research Council
1001 Congress Avenue, Suite 100
Austin, Texas 78701

SENATOR GREGORY LUNA

LEGISLATIVE SCHOLARS AND FELLOWS PROGRAM

APPLICATION DEADLINE: NOVEMBER 21, 2016 AT 5PM CST | PLEASE TYPE OR PRINT CEARLY

PERSONAL INFORMATION

Full Name _____

Current Address: Street _____ Apt. # _____

City _____ State _____ Zip _____

Permanent Address: Street _____ Apt. # _____

City _____ State _____ Zip _____ DOB _____

Phone _____ Alternate phone _____ Email _____

Please name your State Senator. _____

EDUCATIONAL INFORMATION

College/University _____ Dates attended _____

Projected Graduation Date _____ GPA _____ Hours Completed _____

Area of Study _____

Please include other educational information on your resume.

Have you ever participated in an internship or worked within the Texas Legislature? Yes No

If yes, provide details. _____

What three policy issues/ areas are you most interested in? Please explain, you may use an additional page if necessary. Please rank in order of interest, **this will help determine placement.**

1. _____

2. _____

3. _____

SENATOR GREGORY LUNA
LEGISLATIVE SCHOLARS AND FELLOWS PROGRAM

APPLICATION DEADLINE: NOVEMBER 21, 2016 AT 5PM CST | PLEASE TYPE OR PRINT CLEARLY

CRIMINAL HISTORY

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. **Criminal background checks will be conducted for all finalists.**

PROGRAM MARKETING

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

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

2017 TAXES

According to IRS guidelines, you are responsible for paying taxes on the compensation you receive during your internship. As such, the income is subject to self-employment tax, therefore you will receive a 1099 MISC tax form in 2018.

Initial here: _____

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 and 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 I receive during my internship.

Signature of the Applicant

Date

**Completed applications must be postmarked by November 21, 2016 at 5pm CST.
Late applications will not be considered.**