



20TH ANNIVERSARY

SENATOR GREGORY LUNA

LEGISLATIVE SCHOLARS AND FELLOWS PROGRAM

87TH LEGISLATIVE SESSION

2021 APPLICATION: JAN 6, 2021 - MAY 31, 2021



SENATE HISPANIC
RESEARCH COUNCIL

SENATOR GREGORY LUNA
LEGISLATIVE SCHOLARS AND FELLOWS PROGRAM
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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 87th Legislative Session. This program is designed for each participant to gain the knowledge and experience in the legislative process. 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 across a wide variety of policy areas for weekly sessions to discuss leadership development and public policies that shape the state. These sessions are designed for the participants to ask questions and learn from the leading legislators and advocacy members in Texas. Scholars and Fellows will receive a monthly stipend to compensate for work performed and to assist with living expenses.

LEGISLATIVE TASKS AND DUTIES

- 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, advocacy groups and constituents.
- 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 6, 2021.
 - 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.

LUNA SCHOLAR PROGRAM COVID-19 UPDATE

The traditional in-person format of the 2021 Luna Scholar Program is subject to change to a remote or virtual program in response to state and local public health guidance. Luna Scholar Program finalists will receive detailed instructions regarding participation requirements as details are confirmed.

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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 is limited to three typed and single-sided pages, 12-point font, double spaced with one-inch margins, and labeled in the top right corner. No staples.

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 is limited to three typed and single-sided pages, 12-point font, double spaced with one-inch margins, and labeled in the top right corner. No staples.

LETTERS OF RECOMMENDATION

Applicants must include two letters of recommendation describing 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 DEADLINE

Completed applications must be received by **November 6, 2020 at 5pm Central Time**. Applications can be sent via mail carrier or email. Late applications may not be considered.

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APPLICATION DEADLINE: NOVEMBER 6, 2020 AT 5PM CST | PLEASE TYPE OR PRINT CLEARLY

PROGRAM REQUIREMENTS

- 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 Speaker Series.
- 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.

APPLICATION DEADLINE

Completed applications must be received by November 6, 2020 at 5pm Central Time. Applications can be sent via mail carrier or email.

Late applications may not be considered.

SUBMIT APPLICATION PACKET

By Mail: Senate Hispanic Research Council
815A Brazos #147
Austin, Texas 78701

By Email: Sarah@tshrc.org

Online: www.tshrc.org

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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 rank in order of interest, **this will help determine placement.** You may use an additional page to explain.

1. _____

2. _____

3. _____

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APPLICATION CHECKLIST

Please submit in the following order:

- Completed Application Form
- Résumé
- Personal Statement
- Writing Sample
- 2 Letters of Recommendation
- Current, Official Transcript

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Given the current public health landscape, please rank your preferred choice of participation in the Luna Scholars Program:

- ___ In-Person, Texas Capitol
- ___ In-Person, District Office
- ___ Remote Participation

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