



SENATE HISPANIC  
RESEARCH COUNCIL

SENATOR GREGORY LUNA

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**LEGISLATIVE SCHOLARS AND FELLOWS PROGRAM**

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**88<sup>TH</sup> LEGISLATIVE SESSION**

**2023 APPLICATION: JAN 4, 2023 - MAY 31, 2023**



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88<sup>TH</sup> LEGISLATIVE SESSION | JAN 4, 2023 - MAY 31, 2023

The Senate Hispanic Research Council is dedicated to strengthening the next generation of young leaders with our enriching Scholars and Fellows program. Participants in the Senator Gregory Luna Legislative Scholars and Fellows Program will gain valuable experience and exposure to the Texas Senate as full-time legislative assistants during the 88th Texas Legislative Session. This program is designed for each participant to gain hands-on knowledge and experience about the legislative process. During the program, each participant is assigned to the office of a State Senator or the Lieutenant Governor to perform a variety of legislative tasks. In addition to the exceptional work experience, program participants will meet with local and state leaders across a wide variety of policy areas for a weekly Speaker Series to discuss leadership development and public policies that shape the state. These group sessions are designed for the participants to not only learn but to build their professional network. 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 are not limited to:*

- Draft legislative research summaries, bill analyses, floor statements, articles, and press releases.
- Prepare members' 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.

*\*Assigned tasks will vary and is subject to the discretion of their assigned office.*

### ELIGIBILITY REQUIREMENTS

- Scholar: Scholars must be an undergraduate student enrolled in an accredited educational institution with at least 60 semester hours completed.
- Fellow: Fellows must be 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 4, 2023.\*
  - \*Contact SHRC directly to inquire about special exceptions.
  - 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.

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## 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 program orientation and weekly Speaker Series.
- Attend scheduled weekend events and workshops.
- Participate in 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.

## 2023 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 2024.

## APPLICATION DEADLINE

Early Application Deadline – **October 28, 2022, at 5 pm CST**

Notification of Semifinalists by **November 11 for Early Applicants**

Regular Application Deadline – **November 11, 2022, at 5 pm CST**

Completed applications can be sent via email or mail carrier. **If sending by mail, please email Sarah Saenz to confirm receipt of application.** Late applications will not be considered without approval.

## SUBMIT APPLICATION PACKET TO:

By Mail: Senate Hispanic Research Council  
1108 Lavaca St, Ste 110-236  
Austin, Texas 78701

By Email: [Senatehispanicresearchcouncil@gmail.com](mailto:Senatehispanicresearchcouncil@gmail.com)

## FOR MORE INFORMATION

Sarah Saenz  
Executive Director  
512-968-4884  
[sarah@tshrc.org](mailto:sarah@tshrc.org)

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APPLICATION INSTRUCTIONS

## RÉSUMÉ

Applicants must submit a current résumé that lists their 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 development and helped build the leadership qualities necessary for this internship. Applicants should explain how they believe this legislative experience will enhance and/or contribute to their future aspirations. .

The personal statement must be limited to three typed pages, 12-point font, double-spaced with one-inch margins. Please include on each page: your name, personal statement, and the page number.

## WRITING SAMPLE

Applicants must draft a policy analysis on any issue affecting Texas. The analysis 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. Please include on each page: your name, writing sample, and the page number.

## LETTERS OF RECOMMENDATION

Applicants must include two letters of recommendation. The recommendation letter should include the applicant's commending 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 they would benefit from this Program.

## TRANSCRIPT

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

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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 \_\_\_\_\_ Start Date \_\_\_\_\_

Graduation Date \_\_\_\_\_ GPA \_\_\_\_\_ Hours Completed \_\_\_\_\_

Major/ Minor \_\_\_\_\_

*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 DEADLINE: NOVEMBER 11, 2022 AT 5PM CST | PLEASE TYPE OR PRINT CEARLY

**APPLICATION CHECKLIST**

*Please submit in the following order:*

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

**CRIMINAL HISTORY**

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge?

- Yes
- No

If your 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 may be conducted for all finalists.

**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.

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*Signature of the Applicant*

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*Date*