

SENATOR GREGORY LUNA

LEGISLATIVE SCHOLARS AND FELLOWS PROGRAM

89TH LEGISLATIVE SESSION | JAN 7, 2025 - JUN 4, 2025

The Senate Hispanic Research Council is devoted to providing emerging leaders with rewarding opportunities and enriching experiences, committed to development and empowerment through essential learning in the Texas Legislature. Participants in the Senator Gregory Luna Legislative Scholars and Fellows Program (“Luna Scholars and Fellows Program”) will gain valuable experience and exposure to the Texas Senate as full-time legislative interns during the 89th Texas Legislative Session. This program is designed for each participant to gain practical knowledge and firsthand experience of the legislative process.

Each program participant is placed in the office of a State Senator or the Lieutenant Governor to work on a variety of legislative tasks. In addition to gaining exceptional work experience, program participants will engage with policy and thought leaders across diverse subject areas through a weekly Speaker Series. These sessions will focus on public policies shaping Texas and leadership development, providing opportunities for both learning and expanding professional networks. Scholars and Fellows will receive a monthly stipend to support their work and living expenses.

LEGISLATIVE TASKS AND DUTIES*

May include, but is 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 are subject to the discretion of the assigned office.*

ELIGIBILITY REQUIREMENTS

- Scholar Eligibility: An undergraduate student currently enrolled in an accredited educational institution with at least 60 completed semester hours.
- Fellow Eligibility: 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 1, 2025.*
 - **Contact SHRC directly to inquire about special exceptions.*
 - Have demonstrated high academic achievement.
 - Show interest in government and public policy through work experience, academic studies, community service activities or participation in public service-oriented activities.
 - Desire to learn about the legislative process.
 - Exhibit exceptional writing, comprehension and analytical skills.
 - Demonstrate leadership qualities and potential for growth.
 - Illustrate cooperative abilities in a previous projects or achievements.
 - Display good character and willingness to assist others.
 - Applicants must be U.S. citizens or individuals legally authorized to work full-time without restriction for any U.S. employer and must possess valid evidence of employment authorization at the time of application.

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LEGISLATIVE SCHOLARS AND FELLOWS PROGRAM

PROGRAM REQUIREMENTS

All participants must:

- All program participants should be aware that they are considered full-time staff within their assigned offices.
Though responsibilities will vary among offices, all program participants should expect to work beyond a standard 40-hour workweek.
- Attend required program orientation and weekly Speaker Series.
- Participate in all SHRC sponsored activities including weekend events, workshops, and group community service.
- Maintain clear and appropriate communication with office managers and SHRC staff.
- Provide assigned office and SHRC staff with advance notice of any scheduling conflicts.
- Remain in compliance with SHRC Handbook standards and assigned office policies.

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.

2025 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 2026.

APPLICATION DEADLINES

Early Application Deadline – October 31, 2024, at 5pm Central

Notification of Semifinalists by November 15, 2024, for Early Applicants

Regular Application Deadline – November 15, 2024, at 5pm Central

SUBMIT APPLICATION PACKET TO:

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

By Email: SenateHispanicResearchCouncil@gmail.com

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APPLICATION INSTRUCTIONS

RESUME

Applicants must submit a current resume that lists their education information, employment history, community involvement, extracurricular activities, and academic accomplishments.

PERSONAL STATEMENT

Applicants must describe the experiences or activities that sparked their interest in government and the Senator Gregory Luna Legislative Scholars and Fellows Program. Successful applicants should highlight how those experiences shaped their character and cultivated the leadership qualities essential for this internship. Applicants are encouraged to explain how they believe this legislative experience will enrich and 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 are required to draft a policy analysis on any issue impacting 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 submit two letters of recommendation that highlight the applicant's qualifications for the Senator Gregory Luna Legislative Scholars and Fellows Program. The letters should provide the selection committee with insightful 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 submit one official transcript from their most recently attended college or university. Transcripts can be sent either in a sealed envelope or via a secure link from the institution.

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LEGISLATIVE SCHOLARS AND FELLOWS PROGRAM

APPLICATION INSTRUCTIONS

SUBMISSION INSTRUCTIONS

Completed applications may be submitted via mail, email, or online. Letters of recommendation can be sent separately via email. Transcripts should be sent either in a sealed envelope or through a secure link from the institution.

Applications can be sent to our **mailing address**:

Senate Hispanic Research Council

1108 Lavaca St, Ste 110-236

Austin, Texas 78701

If you are sending the application by mail, please email program to confirm receipt.

Applications can be submitted via **email** to [**SenateHispanicResearchCouncil@gmail.com**](mailto:SenateHispanicResearchCouncil@gmail.com)

If submitting by email, please consolidate all components into a single PDF if possible or label each item with your last name (e.g., Last Name Personal Statement, Last Name Writing Sample).

Applications can also be submitted **online** using the google form at www.tshrc.org. Application files can be uploaded directly to the online form.

Late applications will not be considered without approval.

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FOR MORE INFORMATION

Sarah Saenz
Executive Director
512-968-4884

sarah@tshrc.org



SENATE HISPANIC
RESEARCH COUNCIL

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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 CHECKLIST

Please submit in the following order:

- Completed Application Form
- Resume
- 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.

Signature of the Applicant

Date