SENATOR GREGORY LUNA

LEGISLATIVE SCHOLARS & FELLOWS PROGRAM

PROGRAM DATES | JAN 6, 2027 - MAY 31, 2027

The Senate Hispanic Research Council (SHRC) is dedicated to strengthening the next generation of young leaders through our Senator Gregory Luna Legislative Scholars and Fellows Program. Luna Scholars and Fellows will gain valuable experience, practical knowledge, and first hand exposure to the Texas Senate and legislative process while serving as full-time legislative staff during the 90th Texas Legislative Session.

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 engage with policy and thought leaders across diverse subject areas through a weekly Speaker Series. These sessions 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.

PROGRAM OVERVIEW

Scholars and Fellows tasks and duties may include*, but are not limited to:

- Drafting legislative research summaries, bill analyses, floor statements, articles, and press releases
- Preparing members' floor packets
- Tracking bills
- Attending legislative meetings
- Conducting meetings with lobbyists, advocacy groups, and constituents
- Performing policy research
- Monitoring committee hearings
- Managing constituent relations
- Handling inter-office communications

*Assigned tasks will vary and are subject to the discretion of the assigned office.

PROGRAM REQUIREMENTS

All participants must:

- Be aware that they are considered full-time staff within their assigned offices.
- Expect to work beyond a standard 40-hour workweek, though responsibilities will vary among offices.
- Attend the required program orientation beginning **January 6, 2027** 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.

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ELIGIBILITY

Before applying, candidates should carefully review the eligibility criteria below to ensure they meet the program's academic, professional, and legal requirements. ***All applicants must:***

- Be at least 21 years old by January 1, 2027. *Contact SHRC directly to inquire about 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.
- Highlight the ability to work collaboratively through 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.

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.

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.

TAXES

According to IRS guidelines, you are responsible for paying taxes on the compensation you receive during the program. As such, the income is subject to self-employment tax, therefore you will receive a 1099 MISC tax form in 2028.

DEADLINES

Deadlines for applying to the Senator Gregory Luna Scholars and Fellows Program are as follows.

Early Application Deadline – October 23, 2026, at 5pm Central

Notification of Semifinalists – November 16, 2026, *for Early Applicants*

Regular Application Deadline – November 16, 2026, at 5pm Central

Late applications will not be considered without prior approval.

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APPLICATION CHECKLIST

Completed applications consist of the following items:

- Application Form *found in this document*
- Resume
- Personal Statement
- Writing Sample
- 2 Letters of Recommendation
- Current Transcript

APPLICATION COMPONENTS

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

Personal Statement: Applicants must submit a personal statement that describes the experiences or activities that sparked their interest in government and the Senator Gregory Luna Legislative Scholars and Fellows Program. Strong personal statements will highlight how those experiences shaped their character and cultivated the leadership qualities essential for this program. 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 your name, “Personal Statement”, and the page number on each page of your personal statement.

Writing Sample: Applicants are required to submit a research-based writing sample. Applicants are encouraged to submit a policy memo addressing an issue impacting Texas, though other research-based writing samples are welcome. A policy memo should include an introduction, relevant background information, an analysis of competing perspectives, policy recommendations, and a conclusion.

The writing sample must be no more than three typed pages, 12-point font, double-spaced, with one-inch margins and include proper citations. Please include your name, “Writing Sample”, and the page number on each page of your writing sample.

Letters of Recommendation: Applicants must submit two letters of recommendation that highlight their 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, skills and areas for growth, and a description of how they would benefit from this program. Letters of recommendation can be sent separately via email.

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.
Note: If you are unable to obtain an official transcript for any reason, please contact the SHRC directly as soon as possible to discuss alternative options.

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SUBMISSION INSTRUCTIONS

Completed applications may be submitted via email, through the online form, or by mail.

Emailed applications should be sent to Sarah Saenz at sarah@tshrc.org. If submitting by email, please combine 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). Please submit application documents in the following order:

- Completed Application Form
- Resume
- Personal Statement
- Writing Sample
- 2 Letters of Recommendation*
- Current Transcript**

* 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. ***Note:*** If you are unable to obtain an official transcript for any reason, please contact the SHRC directly as soon as possible to discuss alternative options.

Application files can be uploaded directly to the **online** form at www.tshrc.org.

Mailed applications should be sent to:

Senate Hispanic Research Council
1108 Lavaca St, Ste 110-236
Austin, TX 78701

If sending by mail, please email Sarah Saenz at sarah@tshrc.org to confirm receipt of application.

FOR MORE INFORMATION

For more information regarding the program or application process, please contact:

Sarah Saenz, Executive Director
sarah@tshrc.org
512-968-4884

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PERSONAL INFORMATION

Full Name _____

Current Address: _____ Apt. #_____

City_____ State _____ Zip _____

Hometown _____ Date of Birth _____

Phone _____ Email _____

Please name your State Senator who represents the district where you are registered to vote.

_____

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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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 proof of authorization to work in the United States. I also hereby understand that according to IRS guidelines, I am responsible for paying taxes on the money I receive during my participation in the program.

_____ _____

Signature of the Applicant *Date*