

California Latino Caucus Institute

Polanco Fellowship Application 2008-2009

CALIFORNIA LATINO CAUCUS INSTITUTE (CLCI)

The members of the California Latino Legislative Caucus established the California Latino Caucus Institute (CLCI) in 2002 as a non-profit, non-partisan educational organization dedicated to developing the next generation of public policy leaders in California. The Senator Richard G. Polanco Fellows Program is designed to help participants develop as leaders, learn how the legislative process works and build an understanding of the role of public policy in California society.

SENATOR RICHARD G. POLANCO PUBLIC POLICY FELLOWSHIP PROGRAM

Beginning in 2003, Polanco Fellows have been selected annually from across California to participate in leadership training and to develop the practice of public policy and to build an insight into the legislative process.

The ideal candidate has the drive to become a political and social change agent in the public or private sector. As future leaders, Fellows are expected to create change in their desired fields of interest. The leadership development program provides training in public policy, leadership, strategic management, legislative processes as well as race, class and gender issues. The program includes a graduate seminar component offered through the Center for California Studies at the California State University, Sacramento.

Polanco Fellows will be selected to serve as full-time staff in the Legislature or other branches of government in Sacramento. Assigned with public policy staff responsibilities, Fellows will be given duties that involve a significant amount of responsibilities and challenges. These responsibilities will include helping develop legislative proposals, researching and analyzing bills, responding to constituent inquiries, developing talking points, staffing members, writing news releases, speeches and general correspondence.

The term of the Fellowship will be 12 months beginning on September 1, 2008 and ending on August 31, 2009. Each Fellow will receive a monthly stipend of approximately \$1,880 and will be considered an employee of the California State University, Sacramento University Enterprises unit with full health and dental benefits. Fellows must also enroll as graduate students at CSUS and will receive a to-be determined number of graduate-level credits from the CSUS Department of Government. The Institute covers the graduate enrollment fees.

Although no previous experience is necessary, applicants are not limited to but should have a strong interest in public policy. A one-day orientation retreat at UCLA and additional training on-site in Sacramento as well as a "Foundations of Leadership" intensive at the world-renowned Center for Creative Leadership in La Jolla, California, will help provide background on the Institute's core values, the role of state government, the legislative process, major public policy issues and the nature of leadership. After the initial orientation process, Fellows will

interview with various offices before being placed. Fellows are required to attend regular graduate seminars conducted by their program academic advisors.

SACRAMENTO COMMUNITY SERVICE PROJECT

Each class of Fellows will select a six-month Sacramento-based community service project for group involvement. Fellows are challenged to work as a team to advance a project from its initial conception to completion. In the process, each Fellow learns to set aside individual beliefs, to appreciate and trust each other, work with various management styles, to delegate, lead, follow, organize and manage people and time effectively. For the Sacramento community, Fellows and CLCI, this program will provide an immediate public benefit for the local community.

CLCI provides participants with:

- Transportation: one round-trip airfare to Sacramento.
- Gross monthly stipend of approximately \$1,880.
- Health/dental benefits.
- Introduction to the Capitol Area Development Association for housing contacts.

Program requirements:

- Fellows must be 21 years of age.
- Work a minimum of 36 hours a week at the placement site.
- Attend all orientation programs.
- Attend pre-Fellowship retreat and leadership training.
- Attend regular graduate seminars with CSUS faculty.
- Participate in all designated CLCI sponsored activities.
- Participate in a six-month community service project.
- Prepare a final journal article reflecting on Fellowship expectations and experience.
- Comply with CLCI policies regarding work performance and personal conduct.

Eligibility Criteria:

- Candidates must have a demonstrated interest in public policy.
- Applicants must have graduated from a college or university (with a BA/BS degree).
- Specialized fellowships must have a graduate degree or equivalent work experience.
- Excellent analytical and communication skills (oral and written)
- Be a California resident.
- Be a U.S. citizen or legal permanent resident

Name _____

EDUCATION

High School _____
Name City State

College or Trade School	Dates Attended	Major(s)	Degrees	GPA

- a) What obstacles did you overcome to attain your education?
- b) What are the most important lessons you learned from your formal education? (Attach additional sheets of paper if necessary.)

Do you plan to continue your education? YES NO

Field _____ What
Degree? _____

Please answer the questions below on a separate sheet of paper and attach to your application:

CAREER GOALS – Please be as specific as possible

- a) What are your short-term professional and personal goals?
- b) What is your plan for achieving them? (list up to three)
- c) Where would you like to be three to five years from now?
- d) What are your long-term professional goals?

PERSONAL GOALS

- a) Please list and briefly describe your three greatest strengths.
- b) Please list and briefly describe your three areas for improvement.
- c) Please list and briefly describe three things about yourself you would like to change.

LIST SCHOOL ACTIVITY, HONORS, PUBLICATIONS

Please list your major extracurricular activities and level of participation, including dates. Also, please list any major awards, internships, or publications. (Attach additional sheets if necessary.)

WORK EXPERIENCE

Please list all paid positions in the last ten years. Begin with your most recent work experience and include job title, employer, dates of employment and a brief description of responsibilities. (Attach additional sheets if necessary.)

VOLUNTEER COMMUNITY ACTIVITY

Please list all civic and social activities and those related to your profession or occupation. Indicate your level of participation and approximate dates. (Attach additional sheets if necessary.)

ISSUE ANALYSIS

- a) Identify one public policy area that is of interest to you.
- b) Summarize three important issues pertaining to this public policy area that impacts Californians generally, and ethnic communities in particular.
- c) Indicate how your participation with the Polanco Fellows Program would enhance your ability to address these issues.

LEADERSHIP

- a) How do you define leadership?
 - b) What do you think are the three most important qualities/characteristics of a good leader?
 - c) What kind of leadership role would you like to be carrying out five to ten years from now?
 - d) List three ways in which this program will help you become the leader you want to be.
 - e) How will your participation in the Polanco Fellows Program benefit California and its diverse racial and ethnic communities?
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PLEASE READ CAREFULLY BEFORE CONTINUING

WRITTEN STATEMENT – must be typed and double-spaced in 12-point type and with one-inch margins. Your name should appear at the top of each page.

Please submit a Personal Written Statement, not to exceed three pages. The Written Statement is a vital part of your application and provides an opportunity to highlight the most distinguishing characteristics about yourself. You should describe your childhood and family background and explain how your family and background influenced and shaped who you are today personally, professionally and as a leader.

TRANSCRIPTS

Please enclose an **official** transcript from each college, university or trade school you attended.

LETTERS OF RECOMMENDATION

Please enclose three Letters of Recommendation. Not more than one letter can be provided from persons associated with the California Legislature. Each person providing a reference must seal it in a separate envelope, **sign his/her name across the seal** and return it to the applicant.

I certify that all information and statement in this application are true and correct.

I understand that the information in this application may be verified.

Signature

Date

SUMMARY OUTLINE
2008-2009 POLANCO FELLOWS PROGRAM

JANUARY 15, 2008 – APRIL 1, 2008	Request for applications
February 1, 2008 – April 1, 2008	Postcards sent as applications are received and logged
April 1-30,2008	Applications sorted & vetted
May 1-15, 2008	Final Review by Selection Committee
May 16-30,2008	Review and In-Person Interviews
May 30, 2008	Final Selection and Advisement Letters mailed
September 3, 2008 (One-day retreat)	UCLA Orientation
July, August, September October, November & December 2008	3-day program: “Foundations of Leadership” -- Center for Creative Leadership, La Jolla, CA
September 3, 2008	5th Class Polanco Fellows Graduation Ceremonies
September 8, 2008	06-07 Fellows Arrive in Sacramento
Sept. 9, 2008	CSUS ORIENTATION DAY
Sept. 15, 2008	Agency Placements Begin
January 2009	Legislative Placements Begin
August 31, 2009	6th Cohort Completes Fellowship
September 2009	6th Class of Polanco Fellows Graduation