



SENATE HISPANIC
RESEARCH COUNCIL



2011

Senator Gregory Luna

Legislative Scholars & Fellows Program

2011 Application

2011 Senator Gregory Luna Legislative Scholars and Fellows Program

Program Application

Senator Gregory Luna Legislative Scholars and Fellows Program
January 5, 2011–May 30, 2011

The Senate Hispanic Research Council is dedicated to strengthening the next generation of young leaders with this enriching fellowship 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 aides in the Capitol during the 82nd Legislative Session. 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 for weekly sessions about leadership and policies that shape communities. In addition, Scholars and Fellows receive a monthly stipend 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 and advocacy groups.
- Perform policy research.
- Monitor committee hearings.
- Manage constituent relations.
- Handle inter-office communications.

Eligibility Requirements

- Scholars: An undergraduate student currently enrolled in an accredited educational institution with at least 60 semester hours completed.
- Fellows: A graduate student currently enrolled in an accredited educational institution.
- Recent graduates (May 2010 or later) are also welcome to apply.
- All applicants must:
 - » Be at least 21 years old by January 5, 2011.
 - » 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.

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 orientation and weekly meetings held at 7:00 a.m.
 - » Attend weekend events and workshops, if scheduled.
 - » Participate in all SHRC-sponsored activities.
 - » Collectively develop and implement a community service project.

Credit Hours

Qualifying credit hours vary between academic institutions. Participants must contact their respective schools to determine how they will receive academic credit for this program.

Application Instructions:

Resume

Submit a current resume that documents your 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 should 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 must be limited to three typed pages, 12-point font, double-spaced with one-inch margins.

Writing Sample

Applicants must draft a legislative 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 must be limited to three typed pages, 12-point font, double-spaced with one-inch margins.

Letters of recommendation

Applicants must include two letters of recommendation – one from a professor or an academic advisor, and one from a current or former employer – commending their qualifications for the Luna Scholars 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.

Completed applications must be postmarked by October 29, 2010. Late applications will not be considered. Notification of participant selections will be sent on November 22, 2010.

Application Checklist

Applicants must submit their applications in the following order:

1. Completed Application Form
2. Resume
3. Personal Statement
4. Writing Sample
5. Two letters of Recommendation
6. Current, Official Transcript
7. Self-addressed, stamped postcard

For More Information:

Sarah Saenz, Executive Director
Senate Hispanic Research Council
(512) 499-8606
sarah@tshrc.org

Submit Application Packet To:

Senate Hispanic Research Council
1001 Congress Avenue, Suite 100
Austin, Texas 78701

Program Application

Personal Information

Full Name

Current Street Address

Apt.

City

State

Zip

Phone

Alternate Phone

Date of Birth

Email Address

Permanent Street Address

Apt.

City

State

Zip

Educational Information

Current College/University

Current Major

Minor

Projected Graduation Date

GPA

Hours Completed

Program Information

Have you ever participated in an internship or worked in the Texas Legislature?

Yes No

If yes, please provide details.

Are you a Texas resident?

Yes No

If yes, who is your State Senator?

What three policy issues/ areas are you most interested in?

Please rank in order of interest, **this will help determine placement.**

- 1.
- 2.
- 3.

Criminal History

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

Yes No

If you 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. **Finalists will be subjected to a background check.**

Program Marketing

How did you hear about the SHRC Luna Legislative Scholars and Fellows Program?

- Academic department (please specify) _____
- Campus organization
- SHRC website
- Senate office
- Former SHRC scholar
- SHRC Representative
- Other (please specify) _____

2011 Taxes

According to IRS guidelines, all participants are responsible for paying taxes on the compensation they receive during their internships. As such, the income is subject to self-employment tax. Therefore, participants will receive a 1099 MISC tax form in 2012.

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 this internship.

Signature of the Applicant

Date

Completed applications must be postmarked October 29, 2010. Late applications will not be considered.

Notification of final participants will be sent November 22, 2010.