

THE JOHN GARDNER FELLOWSHIP

A PUBLIC SERVICE AND LEADERSHIP DEVELOPMENT FELLOWSHIP PROGRAM FOR GRADUATING SENIORS
OF THE UNIVERSITY OF CALIFORNIA, BERKELEY AND STANFORD UNIVERSITY

Instructions for the 2008–2009 Fellowship Application

Deadline for submission: 5:00 PM, Wednesday, February 27, 2008

Step 1: Are You Eligible?

Before beginning the application, please carefully review the information on Fellowship eligibility, the application and selection process, and the program's obligations in the program brochure, or on the website at www.igs.berkeley.edu/programs/gardner. Proceed with this application only if you can answer yes to all the following:

- Are you a senior at the University of California, Berkeley?
- Are you graduating in December 2007 or May 2008?
- Are you an American citizen, or will you be an American citizen by May 2008?
- Do you accept the program's obligations and will you be able to fulfill them?

If you answered yes to these four questions, then you are ready to complete the application.

Step 2: Completing Your Application

Your completed John Gardner Fellowship application will include:

- 1) The completed application form
- 2) Your resume or a similar document detailing your academic honors, employment history, volunteer and/or public service experience, and other extracurriculars
- 3) Your answers to the three (3) essay questions posed on page 2 of the application form
- 4) Three (3) letters of recommendation from people familiar with your capabilities, accomplishments, and your leadership in the area of public service
- 5) Official transcripts from all colleges attended

Please make sure your application includes all of the above elements. Applications that are incomplete at the time of the submission deadline will not be considered.

Step 3: Submitting Your Application

Submit all your application materials by **5:00 PM, Wednesday, February 27, 2008** to:

Mark Oleszek, John Gardner Fellowship Program
Mailing Address: Institute of Governmental Studies
111 Moses Hall, #2370
Berkeley, CA 94720-2370

Office: 135 Moses Hall

Fax: (510) 642-3020 / Phone: (510) 643-8533

Thank you for your interest in the John Gardner Fellowship!

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2008 GARDNER FELLOWSHIP APPLICATION

PART 1: PERSONAL INFORMATION

Name (First, Middle, Last): _____

Local address: _____

Phone: _____

Permanent address: _____

Phone: _____

Email: _____

Major(s): _____

Graduation date: _____

Student ID #: _____

How did you hear about the John Gardner Fellowship Program?

PART 2: ACCOMPLISHMENTS

Please provide information below on a separate page. A modified resume – one that highlights your volunteer and public service experience – works well.

I. ACADEMIC AWARDS, HONORS, AND FELLOWSHIPS RECEIVED

Include titles, descriptions, and dates.

II. EMPLOYMENT HISTORY

Begin with the most recent or current job (full- or part-time). Include dates of employment, the employer and/or business and/or supervisor's name, location, your title, and a description of your responsibilities.

III. VOLUNTEER AND/OR PUBLIC SERVICE EXPERIENCE

Include internships and self-initiated projects (e.g. with non-profits, community groups, government, electoral campaigns). Also include dates, estimated hours per week, the name, location, and supervisor within the organization, and a description of your responsibilities and level of participation.

IV. OTHER EXTRACURRICULAR ACTIVITIES

Cite as above any other activities that have meant a great deal to your personal growth and development and/or inspired your interest in community and/or public service.

PART 3: SHORT ESSAY QUESTIONS

Please respond to each of the following essay questions. For each essay, confine your answer to 500 words or fewer. Begin each answer on a new page, and be sure to include your name on the upper right-hand corner of each page. The Fellowship Selection Committee will pay close attention to these personal statements.

1. Describe your ideal Fellowship placement. What type of organization would provide the best placement for you? How could it uniquely assist you with your professional development and career goals in public service? What characteristics would you like your mentor to possess? How would you like him/her to guide you during your Fellowship experience?
2. Describe some aspect of your background that best exemplifies your commitment to public service.
3. Leadership takes many forms. What is your vision of leadership? Give an example of how you have learned about leadership and describe an instance in which you were a leader.

PART 4: REFERENCES

All references should be persons familiar with your capabilities, accomplishments, and leadership achievements in the area of public service. At least one reference must be a faculty member with whom you have done university-level work. Please list below the names and contact information of each of your references. Give a copy of the letter and the form that follows (pages five and six) to each of your three references. Do not forget to write your own name in the blank space at the top of page five.

I: Name and title of reference: _____

Email: _____

Phone: _____

II: Name and title of reference: _____

Email: _____

Phone: _____

III: Name and title of reference: _____

Email: _____

Phone: _____

PART 5: AGREEMENT

If awarded a Gardner Fellowship, I agree:

- To be available prior to graduation (spring and summer 2008) to interview with prospective mentors.
- To participate in an orientation session in late spring or summer 2008 at one of the two campuses, a mid-year meeting (January/February 2009) at a site to be agreed upon after Fellows have been selected and placed, and a summing-up meeting to be held the following summer (July/August 2009) to evaluate individual experiences and provide recommendations for improving the program.
- To provide the program with a year-end report detailing my experiences and activities.

If asked, I also agree to assist the Fellowship Program by recruiting mentors and/or applicants, by participating in future information and training sessions as appropriate, and by writing stewardship letters to donors of the program.

Finally, I agree to allow the Fellowship to use my name, picture, and biographical and placement information on its World Wide Web site.

SIGNATURE

DATE

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Dear Sir or Madam:

_____ is applying for a John Gardner Fellowship. This fellowship is designed to attract outstanding students at UC Berkeley and Stanford University to the tradition of public service, as represented by John Gardner, and to encourage leadership and social innovation within that tradition.

Every year three Gardner Fellows are selected from each university. During the spring and summer, Fellows receive assistance with selecting a government or non-profit agency in which to spend his or her Fellowship. Past placements have included congressional offices, federal agencies, local and state government offices, widely varied advocacy and service organizations, and foundations. To develop the Fellow's leadership skills, as well as their careers in public service, the Fellow selects and works with a mentor within his or her placement organization. Mentors are generally senior figures in the organization and are selected on the basis of their ability to guide and assist with a Fellow's professional growth and development. The Gardner Fellowship is a full-time work commitment from September to June.

You are being presented with this letter as part of a Gardner applicant's request for your letter of recommendation. **Please note that all recommendations must be received at my office (see below) by 5:00 PM, Wednesday, February 27, 2008.** Feel free to comment as you wish, but a few criteria to bear in mind include the applicant's:

- record of academic accomplishment
- demonstrated commitment to public service
- personal integrity, maturity, and sense of responsibility
- ability to solve problems
- creativity, energy and initiative
- leadership potential and the ability to inspire others into action

We are particularly interested in examples of actual leadership demonstrated by the candidate and your assessment of his or her leadership style. In addition to your letter, we ask that you also rate the applicant on the form provided. Where appropriate, we are interested in your evaluation of the applicant in comparison to other UC Berkeley students. Our selection process relies heavily on informed, candid evaluations such as yours. All responses will be treated confidentially and used solely for the purpose of selecting Gardner Fellows.

Please send your evaluation directly to:

Mark Oleszek, Administrator
John Gardner Fellowship Program
Institute of Governmental Studies
111 Moses Hall, #2370
Berkeley, CA 94720-2370

You may also submit your recommendation electronically to oleszek@berkeley.edu or by fax to (510) 642-3020. **Again, please note that all recommendations must be received by 5:00 PM, Wednesday, February 27, 2008.**

Feel free to contact me if you have any questions. The Gardner Fellowship Selection Committee thanks you in advance for your assistance.

Sincerely yours,

Mark Oleszek

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Applicant's name: _____

Reference's name: _____

Title: _____

Organization: _____

Address: _____

Phone Number: _____ Email: _____

How long have you known the applicant? _____

Under what circumstances? _____

PLEASE RATE THE APPLICANT IN THE FOLLOWING AREAS:

		Superior Top 1%	Exceptional Top 5 %	Very Good Top 10%	Good Top 25%	Not Able to Judge
1	Record of Academic Accomplishment					
2	Demonstrated Commitment to Public Service					
3	Degree of Personal Integrity					
4	Leadership Potential					
5	Creativity, Energy, Initiative					
6	Interpersonal Skills					
7	Communication Skills: Verbal					
8	Communication Skills: Written					

Signature of Reference Date

Please be sure to attach this form to your letter of recommendation. All of us connected with the John Gardner Fellowship Program are most grateful for your help.