

KENT JUSTICE FOUNDATION SUMMER FELLOWSHIP PROGRAM

APPLICATION PACKET

The Kent Justice Foundation (“KJF”) Summer Fellowship Program provides grants of up to five thousand dollars (\$5,000.00) to Juris Doctor students attending IIT Chicago-Kent College of Law who have secured unpaid public interest legal positions during the summer. These Summer Fellowships are awarded to help deserving and committed students working in the public interest field, as well as to provide much-needed legal assistance to public interest organizations.

APPLICATION PROCESS

Application Deadline: Your completed application must be received via e-mail to kjf@kentlaw.iit.edu by **11:59 pm on Friday April 26, 2019**. There are absolutely no exceptions to this deadline.

Completed applications must include:

- Application Form** - See page 3.
- Personal Statement** - See page 4.
- Resume** - Do *not* include grades or academic honors.
- Certification with signature** - See page 4.
- Completed W-9 tax form** - Attached to Application Packet.

For your convenience, a copy of the sections referenced herein from the Kent Justice Foundation bylaws are attached to this application packet.

REQUIREMENTS & ELIGIBILITY

1. Applicant Eligibility is governed by Article VIII Section D of KJF’s bylaws.

To be eligible to receive a KJF Fellowship, an applicant must fit the following criteria:

1. Provide an accurate KJF Fellowship Application in compliance with KJF Fellowship Application Instructions;
2. Be a rising 2L, 3L, or part-time 4L Chicago-Kent JD student at the time of application for and receipt of award;
3. Work in a volunteer, public-interest activity during the summer for which the Fellowship would be given.

2. Applicants must secure a public interest position.

1. Public interest organizations may include government agencies, legal services, advocacy groups and policy reform organizations.
2. Resources are available to give you information about summer employment such as: the Public Interest Resource Center (PIRC); Career Services Office; the KJF board; and past Fellowship recipients.
3. **If you have yet to secure an offer, but are in the application and interview process for a legal public interest position, you may still apply.** Please note that confirmation of a job offer *must* be provided before a fellowship is awarded. If you have yet to secure

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an offer, please list each position for which you have submitted an application or are being considered, as well as a brief description of each.

3. The public interest internship must be unpaid.

1. The KJF Fellowship is designed to aid students who are working without pay.
2. Students who have other funding for their internship may still qualify for fellowships as long as the total amount of their summer funding (KJF combined with other funding) must not exceed \$5,000.
3. If the recipient's total funding exceeds \$5,000, KJF must be informed of this and the appropriate amount must be returned to KJF.

4. Applicants should commit to working 40 hours per week for 10 weeks (full time) at their public interest internship.

1. Fellowship applicants must state the number of hours to which they have committed to work at their public interest internship. The Fellowship Committee reserves the right to contact the employer to confirm this commitment.
2. Applicants who cannot commit to full-time employment in this manner may still be considered for a partial Fellowship.

5. Factors the Fellowship Committee Considers in Awarding Fellowships per Article VIII Section E of KJF's bylaws.

When determining whether and in what amount a KJF Fellowship Applicant will receive a Fellowship for their public interest summer position, the Fellowship Committee will consider any and all of the following factors, in no particular order of importance:

1. Nature of activity to be completed during the summer for which the Fellowship would be given;
2. Need for a KJF Fellowship to complete said public interest related activity;
3. Amount of time and effort to KJF during the preceding academic year;
4. Amount and instances of any past KJF Fellowship awards received;
5. Contributions in the form of fundraising or donations sought on behalf of KJF;
6. Demonstrated intent to continue involvement in KJF;
7. Involvement in and support of KJF generally; and
8. Any other circumstances which the Fellowship Committee deems relevant and necessary.

“Any other circumstances” may include, but is not limited to, public interest involvement and/or volunteer activities for other organizations outside of KJF.

EVALUATION PROCESS AND AWARDING OF FELLOWSHIPS

The Fellowship Committee shall be comprised in accordance with Article VIII Section B of KJF's bylaws, and will meet within one week after the submission deadline.

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APPLICATION FORM

Name: _____

E-mail: _____ Student ID Number: _____

Expected Graduation Date: _____ Class Year/Section: _____

Phone Number: _____ work cell home (circle one)

Alternate Phone Number: _____ work cell home (circle one)

Permanent Address: _____

Address to which Award should be sent (if different): _____

Sponsoring Organization (name/address): _____

Supervisor (name/title): _____

Supervisor Contact Information: phone _____ e-mail _____

Employment Dates: _____ Approx. hours working per week: _____

How many weeks do you plan to work in this position? _____

Though what source did you find your summer position? (PILI, Symplicity, Networking/
Personal Referral, Other):

*If you received your position through networking or personal referral, please state the name of the person who referred you, and where you met this person. (This information will be used only to advise future students throughout their job search.)

List any other fellowships, scholarships, and financial aid, or pay you may receive this summer (and the date of notification of those awards).

Amount Requested (Amount must not exceed \$5,000 when added to your other monetary stipends, wages, fellowships, etc., if applicable): \$ _____

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PERSONAL STATEMENT

The Personal Statement allows you to inform the Fellowship Committee of your commitment to public interest work and the KJF mission. It is an important part of the application, should not exceed approximately one single-spaced page, and must address the following topics in the order requested.

1. If you have volunteered with Kent Justice Foundation, please briefly describe your participation with KJF during your time at Chicago-Kent College of Law.
2. If you have participated in other public interest work outside of KJF, please briefly describe those experiences.
3. What attracts you to public interest work?
4. Why are you interested in obtaining a summer position in public interest law? Please explain your goals.
5. What sort of impact do you think your summer position will make on the community?
6. Please provide any other information you think the Committee would find useful in making its decision.

CERTIFICATION

My signature below indicates that everything I have included in my Fellowship Application is true to the best of my knowledge. If at any time, any information in this Fellowship Application changes, including but not limited to the number of hours I will work, I will immediately e-mail or otherwise contact KJF.

Signature: _____

Date: _____