

University of Wisconsin Law School/UW-PILF 2009 Summer Public Service Fellowship Application

Summer Public Service Fellowships (SPSFs) are offered to University of Wisconsin Law School students who work in unpaid or low-paid summer public interest jobs. The accompanying *2009 Fact Sheet* provides additional detailed information on the application requirements and process. **Please read all materials carefully!**

APPLICATION REQUIREMENTS:

PHASE I: FINANCIAL AID PAPERWORK

MUST BE SUBMITTED NO LATER THAN 4:00 P.M. ON FRIDAY, MARCH 6

1. The 2009-2010 FAFSA (available at www.fafsa.ed.gov). **Please submit the FAFSA electronically to the University of Wisconsin-Madison Office of Student Financial Aid; do not bring it to the Career Services Office; AND**
2. A signed copy of your 2008 federal income tax return (does not need to have been submitted to the IRS). **You must bring this copy to the Career Services Office by the March 6 deadline.**

Please note: once you submit your FAFSA, you may receive an email from the UW-Madison Office of Student Financial Aid, directing you to further provide:

- a completed Student 2008 Federal Tax Return Cover Sheet; and
- a signed copy of your 2008 federal tax return (does not need to have been submitted to the IRS)

You must bring the cover form and your tax return to the Office of Student Financial Aid (333 E. Campus Mall #9701) immediately upon receipt of this email. Failure to do so may result in the untimely processing of your work-study paperwork.

PHASE II: SUMMER PUBLIC SERVICE FELLOWSHIP APPLICATION

MUST BE SUBMITTED NO LATER THAN 4:00 PM ON FRIDAY, MARCH 27

1. Five completed copies of Part 1 (*Application/Employer Information*);
2. Five copies of Part 2 (*Job Evaluation*);
3. Five copies of Part 3 (*Personal Statement and Resume*);
4. Five copies of Part 4 (*Job Offer*); AND
5. Five copies of Part 5 (*Statement of Intent*), with original signature and date.

You must submit five complete, collated sets of these application materials (each set contains one copy of each of the five parts), stapled in the order listed above. Completed SPSF applications are due in the Career Services Office by the March 27 deadline.

APPLICATION CHECKLIST:

- _____ I have completed and electronically submitted my FAFSA, and submitted to the Career Services Office my 2008 federal income tax return, no later than 4:00 p.m. on Friday, March 6, 2009.
- _____ I have completed and submitted an SPSF application as defined above no later than 4:00 p.m. on Friday, March 27, 2009.
- _____ I have retained a copy of my application for my own records.

Summer Public Service Fellowship 2009 Application

Part 1: Applicant/Employer Information

A. Applicant Information:

Name _____

Anticipated Graduation Date (mo/yr) _____

Local Address _____

Telephone Number _____

Email Address _____

B. Employer Information:

Organization's Name _____

Contact Person _____ Telephone Number _____

Mailing Address _____

Email Address _____

Is your employer willing to pay the 50% "employer match" portion of any work-study grant you receive through the SPSF program (approximately \$1,250)? _____ Yes _____ No

Note: If a work-study-eligible employer hires you and agrees to pay the employer match, you are virtually guaranteed to receive an SPSF, assuming you are also work-study eligible.

C. Other Funding for Summer Legal Work:

Applicants are encouraged to seek out sources of funding in addition to the SPSF. Other income expected for summer work, whether confirmed or pending, including funding from your summer public interest employer or other public service grants, should be listed below. If your summer job is one that is eligible for funding through a source such as PILI, Equal Justice America, Equal Justice Works, or any other source listed on pslawnet.org¹, we expect you to apply for those grants as well. You do not need to disclose income you may receive from a paid, non-legal summer position you may decide to accept to supplement your SPSF.

\$ _____ Source _____ Confirmed? _____

\$ _____ Source _____ Confirmed? _____

\$ _____ Source _____ Confirmed? _____

¹ To access the summer funding database on pslawnet.org, click on "Career Central" and then on "Financing a Career or Summer Job."

Instructions for Parts 2 and 3

- Indicate the number of words at the end of each section.
- Put your name at the top of each page.

Part 2: Job Evaluation

Word Limit: 350

Please describe:

- The organization you will be working for, including information about its mission, activities, target population or interest, approximate number of employees (including lawyers), sources of funding, and organizational structure.
- The activities you will perform during your summer work with this organization, including details of how the tasks you perform will serve the public interest and the actual impact your proposed project will have on the population or interest being served.

Part 3: Public Service Commitment

Word Limit: 750

Please provide:

- Description of why you selected the proposed job; how it will enhance the development of your legal skills and legal career; and your future goals and long-term commitment to public service.
- Five copies of your resume.

Part 4: Job Offer

Please provide:

- Five copies of correspondence from your summer employer offering you the position. The correspondence need not be a formal offer letter; an email offer will suffice.

Part 5: Statement of Intent

I am applying for a Summer Public Service Fellowship for the Summer of 2009. In submitting this application, I certify that all of the following statements are true:

- I have read the entire 2009 SPSF application, as well as the *2009 Fact Sheet for Applicants*. I understand their contents and agree to abide by the rules and regulations outlined therein.
- To the best of my knowledge, all the information submitted in support of my SPSF application is complete and accurate.
- If awarded a grant, I will work full-time in the position listed in my application (or listed in an approved amendment to my application) for a total of 10 weeks and 400 hours.
- In the Fall of 2009, I will submit a typed summary of my experience in my SPSF-funded position. I understand that both the summary and the survey will be due within one month after the start of the Fall 2009 semester, or by a later-announced deadline. I understand that this written statement may be used to provide information to fellow students.

- I understand that my award is contingent upon my continued enrollment at the University of Wisconsin Law School.
- If awarded an SPSF, I will keep a copy of this Statement of Intent for future reference.

I understand that failure to comply with any of the above conditions may be grounds for the University of Wisconsin Law School to remove my application from consideration, or undertake other remedial action, as the Law School deems appropriate.

Applicant Signature _____

Applicant Name (please print) _____ Date _____