

Summer Associate FAQ

❖ **What are the minimum requirements for application to the program?**

Successful applicants to the Associates program must have at minimum their bachelor's degree from an accredited university prior to the start of the program.

❖ **What types of applicants are typically chosen for the Summer Associates program?**

We typically select applicants that have an enthusiasm for social justice and a commitment to working with the underserved. We also select applicants who can work well in team environments or alone as well as have good writing and research skills.

❖ **What is involved in the application process?**

Applicants are required to submit a complete application form, resume, personal statement, two letters of recommendation, and a copy of their transcripts. Completed applications are then reviewed by a panel of Greenlining staff and Academy participants. After all applications are reviewed, a select pool of applicants is chosen for interviews.

❖ **When can I expect to hear about my application status?**

Applicants are typically notified if they will be selected for an interview by March 15th.

❖ **How many Associates are typically selected for the program?**

We typically select a cohort of 10-15 Associates

❖ **How long is the program?**

The Associate program is a 10-week intensive beginning in mid-June

❖ **What can Associates expect from the experience?**

Associates can expect a truly intense but rewarding experience. Many Associates come to Greenlining with little prior knowledge of the areas to which they are assigned. The staff makes every effort to offer support and guidance for Associates, but above all we emphasize learning through hands-on public policy experience. Associates may be asked to host meetings, attend and/or testify at legislative hearings as well as schedule protest and organize press conferences/releases in addition to their work researching and writing on policy issues.

❖ **What is a typical day like?**

Associates work 8 hours per day and 40 hours per week. They may occasionally work longer hours or on weekends to meet project deadlines.

❖ **What is the environment/culture like at Greenlining?**

The Greenlining Institute is an organization that values diversity, transparency, partnership and responsibility. The organization is comprised of dynamic and committed social justice leaders, who come from a variety of ethnic and socioeconomic backgrounds. The culture at Greenlining is one of collaboration as many Academy participants, as well as staff, work across departments to achieve some of the organization's larger policy goals.

❖ **Do Associates receive compensation for the summer?**

Yes. Associates will receive a stipend of \$1600 per month and up to \$150 per month for commuting expenses.

❖ **What types of projects are Associates involved in?**

Associates work on projects that reflect Greenlining's current policy agenda.

For a listing of last summer's Associate projects please see our Associates program page.

❖ **What resources are available to Associates during and after the summer?**

Greenlining Associates connect with a variety of staff, community partners, government officials and business leaders during their summer experience. We also engage students in leadership development trainings that are crucial in supporting their work in policy, as well as advocacy. Upon completing the program, Associates automatically become members of the Academy Alumni Association, which is a network of Academy alums working across different sectors.

Fellowship FAQ

❖ What are the minimum requirements for application to the program?

Successful applicants to the Fellowship program must have at minimum their bachelor's degree from an accredited university prior to the start of the program.

❖ What types of applicants are typically chosen for the Fellowship program?

Greenlining seeks candidates with the following traits for all of our Academy programs, but particularly the Fellowship:

- *track record of working towards social justice*
- *ability to work well with diverse groups*
- *strong personal initiative and motivation*
- *leadership experience or potential, and meaningful involvement in school, the workplace or community*
- *open to new ideas*

❖ What is involved in the application process?

Applicants are required to submit a complete application form, resume, personal statement, two letters of recommendation, and a copy of their transcripts. Completed applications are then reviewed by a panel of Greenlining staff and current fellows. After all applications are reviewed, a select pool of applicants is chosen for interviews. The selection process for the Fellowship requires a phone interview and an in person interview.

❖ When can I expect to hear about my application status?

Applicants are typically notified if they will be selected for an interview by March 15th.

❖ How long is the program?

The Fellowship program is one year. The 2008-2009 program year will commence on September 2, 2008 and end August 28, 2009.

❖ How many Fellows are selected for the program?

We accept Fellows based on our policy work and needs for the coming year. Typically we select a cohort of 4-5 Fellows, but some years have selected as many as 6.

❖ What areas are Fellows placed in?

Fellows are placed in areas that cover the mission and scope of the organization's policy work. Currently we have Fellows working in the areas of:

- *Higher education*
- *Banking,*
- *Sustainable Development*
- *Health*
- *Consumer Protection*

❖ **What type of training do Fellows receive?**

Fellows receive training in key areas that will promote their development as future leaders. Some past training topics include:

- *Public Speaking*
- *Business Writing*
- *Critical Thinking Strategy*
- *Media*
- *Networking*
- *Financial Management*

❖ **Where can I view samples of previous Fellows' work?**

You can view samples of previous Fellows' work on our Fellowship Program page.

❖ **What is the environment/culture like at Greenlining?**

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❖ **Do Fellows receive compensation during the program?**

As compensation for their work at Greenlining, Fellows receive:

- *\$32,000 for the year*
- *Commuting stipend up to \$150 per month*
- *Health benefits*

❖ **How is the Fellowship program different from Greenlining's other Academy programs?**

The Academy Fellowship is unlike many programs available to young professionals in the policy arena. Fellows have an opportunity to gain hands-on experience in critical issues affecting many of California's underserved communities. They receive support and mentorship from Greenlining staff, our coalition, and a variety of professionals working in the field. In comparison to Greenlining's other Academy programs, the Fellowship allows a full year for candidates to develop a project that has a lasting impact on the organization's work.

Casa FAQ

❖ **How many students are housed at Casa?**

Casa typically houses between 35 and 37 students each semester.

❖ **What programming opportunities are offered to students?**

Casa regularly offers community building activities, career exploration and preparation workshops, discussion forums on critical issues, work study opportunities and academic support to its residents. Some additional program highlights include an annual snow trip, faculty dinners, movie nights and the multiethnic BBQ.

❖ **Are students required to attend house meetings?**

Yes. Casa residents are required to attend biweekly house meetings facilitated by the House Manager and Casa staff. House meetings are an opportunity for students to come together and discuss issues affecting the house and the community at-large.

❖ **Do I need to bring furniture to Casa?**

Bringing furniture is not necessary and is discouraged as storage space is limited. Rooms at Casa are furnished with a bed, dresser, and desk for each student living in that room.

❖ **Do you have a computer center available for students?**

Yes, a computer and printing center is located in the basement of Casa and is free for all residents. The house also has wireless internet access.

❖ **Is there parking available?**

Casa does not provide parking for its residents.

❖ **Are students required to do chores?**

Yes, students are required to do chores as part of their commitment to the community at Casa. Regularly completing chores creates the opportunity for Casa residents to work together to make Casa an enjoyable and comfortable place to live. Students who continually do not complete assigned chores will be in violation of their resident agreement and may be asked to leave.

❖ **What meals are provided at Casa? Do I have to buy a meal plan?**

Casa provides all residents with a catered dinner Monday through Friday. Due to the reduced cost to live at Casa, residents are encouraged to purchase a meal plan through the university to cover other meals that Casa does not provide.

❖ **Can I take a tour of the house before I apply?**

You may certainly take a tour of Casa before submitting an application. Please contact Casa Admissions to arrange a visit:

Casa Admissions
2336 Piedmont Avenue
Berkeley, CA 94704
email: casa@greenlining.org
510.540.1984 | 510.540.1988 fax

IPO FAQ

❖ What are the minimum requirements for the application?

Successful applicants to the IPO program must submit:

- *Resume*
- *Complete Application form*
- *(2) Letters of Recommendation*
- *Essay Statement*
- *High School Transcript*

❖ If I am a senior at the time of application, am I still eligible?

No, we only accept students into the program who are Freshmen, Sophomores or Juniors at the time of application.

❖ Do you accept applicants who are not California residents?

Greenlining does not accept students who are not California residents, however, exceptions may be made on a case by case basis.

❖ I'm not as involved in my school, can I still apply?

Yes, you can still apply to the IPO program if you are not as involved in your school. We genuinely want students who are committed to making change in their communities and interested in learning the tools necessary to do so.

❖ What types of students are selected for the IPO program?

We accept students from all socio-economic backgrounds, regions, and ethnicities. The IPO camp is designed to give students the opportunity engage others with different perspectives and share ideas.

❖ How long is the program?

We bring camp participants to the Bay Area for 10 days.

❖ Can I choose what session I want to participate in?

No. We select sessions for students based on their interests and backgrounds. We do our best to create the right mix of students for a truly effective program.

❖ What can students expect during the summer?

Students can expect an intense but truly rewarding experience. And in many cases, they can expect to work harder than they ever have in their lives, but still have a lot of fun. Students will have an opportunity to connect with young people from all over the state to learn about some key issues affecting their communities. They will also learn how professionals across the sectors address these concerns from their disciplines, but also form partnerships. Finally, students will learn how to put this information together with tools and resources in order to create their idea for a nonprofit organization that will tackle the issue.

❖ **Do I need previous knowledge of the different issue areas to participate?**

No, you do not need previous knowledge or experience with the issues to participate in the camp. Our hope is that IPO students throughout the camp will truly learn the significance and impact of issues so central to underserved communities in California.

❖ **How much does it cost to participate in the Camp?**

All students selected to participate in the IPO High School Summer Camp attend free of charge. Greenlining provides room, board, and transportation for all IPO participants through the generous contributions of organizations and corporations that support our work. The only expense students may incur is from buying souvenirs for family and friends.

❖ **Will students be supervised during the camp?**

Yes. Greenlining hires three adult counselors, as well as a coordinator, to manage the camp. Students will also be chaperoned on site visits and other outings by Greenlining and other program staff.

Internship FAQ

❖ **How do I know what internship opportunities are available?**

Greenlining often posts its internship opportunities on the UC Berkeley workstudy website (<http://workstudy.berkeley.edu>). You can also send an inquiry to academy@greenlining.org. We post openings for internships at the beginning of the Fall and Spring semesters of each year.

❖ **Do I need to be a student to apply for an internship?**

We strongly encourage students to apply for our internship opportunities, but you do not need to be a student at the time of application.

❖ **What do I need to submit when applying for an internship opportunity?**

A complete application to the internship program consists of a resume and a cover letter explaining why you are interested in working for Greenlining or in a particular policy area. Sometimes we may request a writing sample if it's appropriate for the position.

❖ **How many hours do interns typically work?**

Interns usually work between 10 and 15 hours per week.

❖ **Are there paid internship opportunities?**

All of our internship opportunities are paid. Students can also receive funds from their workstudy programs as part of their compensation.

❖ **Can I receive university credit?**

Students may receive university credit in lieu of a wage, but they must work out the terms of the internship through their host institutions.

❖ **Do you accept workstudy students?**

Yes. Greenlining welcomes workstudy students to apply for any of our internship opportunities.