Summer Community Service Fellowship (SCSF)

Sample Outreach Language to SCSF Fellows

Overview: This document provides sample language to engage with your SCSF fellows over the course of their fellowship. Use it as-is or customize it to fit your tone and available opportunities the Club/SIG wishes to extend to the students. Consider including additional details, such as upcoming events, relevant contacts, and important links to help fellows stay connected.

- **Message 1:** Brief Congratulatory and Welcome Message *(April/May)*
- **Message 2:** Detailed Congratulatory and Welcome Message *(April/May)*
- **Message 3:** Fellowship Kickoff Message *(early June)*
- **Message 4:** Invitation to Share Fellowship Experience with the Board *(early August)*

Important Notes:

- Clubs and SIGs may only contact SCSF fellows after being notified by the HAA Clubs and SIGs team that the fellow has accepted the funding offer.
- While we encourage Clubs and SIGs to invite fellows to connect, attend events, and share their experiences with your community (such as through a board presentation), participation in these activities is optional and not a requirement of the program.
- For any questions regarding the fellowship itself, students should contact the staff at the Center for Public Service and Engaged Scholarship (CPSES).

MESSAGE 1: Brief Congratulatory and Welcome Message

Send Date: After the Club/SIG is informed that the student accepted the SCSF funding. *(April/May)*
Subject Line: Congratulations as an SCSF Fellow and Welcome from the [Club/SIG Name]!

Dear [Fellow's Name],

Congratulations on being selected as a recipient of the Summer Community Service Fellowship (SCSF)! This is a wonderful achievement, and we're delighted to see the impact you'll make through your summer internship.

Please know that the [Club/SIG Name] is here to support you—if you ever need guidance or have questions during your summer work, don't hesitate to reach out. We'd also be thrilled to see you at any upcoming [Club/SIG] events, so we hope you'll stay connected and join us when you can.

Wishing you a meaningful and rewarding summer experience!

Warmly,
[President and SCSF Contact Name and Title]
[Club/SIG Name]

MESSAGE 2: Detailed Congratulatory and Welcome Message

Send Date: After the Club/SIG is informed that the student accepted the SCSF funding. *(April/May)*
Subject Line: Congratulations as an SCSF Fellow and Welcome from the [Club/SIG Name]!

Dear [Fellow's Name],

On behalf of the [Club/SIG Name], I am thrilled to congratulate you on being selected as our [year] Summer Community Service Fellowship (SCSF) Fellow! We're delighted you've accepted this opportunity, and we look forward to supporting you throughout your summer experience.

As part of our support for your fellowship experience, we'd like to offer a few opportunities to stay engaged with our [Club/SIG] and community:

- **Mentorship:** We'd be happy to help facilitate connections with alumni, particularly those with ties to your host organization or area of interest.
- **Event Participation:** You're warmly invited to attend Harvard [Club/SIG] events this summer, where you can network with local alumni and community members.
- **Ongoing Engagement:** If you're interested in staying engaged beyond the summer, we'd be delighted to share more about Club membership and ways to remain involved.
- **Fellowship Reflection:** At the conclusion of your internship, we'd be honored to invite you to speak at a future [Club/SIG] meeting to share your experiences with us.

We're excited to cheer you on as you embark on this meaningful work. Please know that the [Club/SIG Name] community is here for you, and we look forward to staying connected throughout your fellowship.

Warmly,
[President and SCSF Contact Name and Title]
[Club/SIG Name]

MESSAGE 3: Fellowship Kickoff Message

Send Date: As the student prepares for their SCSF internship. *(Early June)*
Subject Line: Wishing you a Great Start to your SCSF Fellowship – from the [Club/SIG Name]!

Dear [Fellow's Name],

On behalf of the [Club/SIG Name], I hope this message finds you well as you begin your Summer Community Service Fellowship (SCSF)!

As your internship gets underway, we want to remind you that the [Club/SIG Name] community is here to support you. We encourage you to stay connected with us this summer—whether through mentorship opportunities, attending local events, exploring ongoing involvement, or sharing your reflections after your internship concludes.

We're cheering you on and look forward to hearing about the great work you'll be doing. Best of luck as you dive into this exciting chapter!

Warmly,
[President and SCSF Contact Name and Title]
[Club/SIG Name]

MESSAGE 4: Invitation to Share Fellowship Experience with the Board

Send Date: As the student's SCSF internship begins to come to an end. *(Early August)*
Subject Line: Invitation to Share Your SCSF Experience with the [Club/SIG Name] Board

Dear [Fellow's Name],

I hope this message finds you well as you wrap up the final weeks of your Summer Community Service Fellowship (SCSF). On behalf of the [Club/SIG Name], we hope it's been a rewarding and meaningful experience, and we look forward to hearing about the work you've accomplished.

As your fellowship comes to a close, we'd be honored to invite you to speak at an upcoming [Club/SIG] board meeting to share your reflections and insights. This would be a wonderful opportunity for our community to learn about your experience, hear about the impact of your work, and celebrate your contributions.

If you're interested, we'd be happy to coordinate a date that works for your schedule.

Please let us know if you'd be open to participating—we'd be delighted to have you join us!

Warmly,
[President and SCSF Contact Name and Title]
[Club/SIG Name]