

Summer Community Service Fellowship *Frequently Asked Questions*

1. What is the Summer Community Service Fellowship Program?

Established in 1992, the Summer Community Service Fellowship (SCSF) program has become a crucial initiative in supporting the development of a new generation of graduates working for the public interest. The program, administered jointly by the [Harvard Alumni Association](#) and the [Center for Public Service and Engaged Scholarship](#), provides one of the largest sources of funding for summer public service for current Harvard College undergraduates.

2. Who is eligible to apply for a Summer Community Service Fellowship?

Freshmen, sophomores, juniors, and first-semester seniors planning to return to Harvard in the fall of are eligible. Graduating seniors can apply, but Clubs and SIGs may give nomination preference to returning undergrads. The student must also be in good academic and disciplinary standing. Familiarity with the host Club's community will be valuable, though actual residency in that community is not required in all cases.

Applicants should have a demonstrated interest in and commitment to public service. In the administration of fellowships at Harvard, public service is defined as work that helps people meet their need for food, shelter, and health; improves educational and employment opportunities; educates people about their legal and/or civil rights; protects the environment or wildlife; and/or supports social issues affecting the general welfare. Work must be done for an organization that is nonprofit, nondenominational, and nonpartisan.

3. How can my Club or Shared Interest Group (SIG) participate?

Inform the Harvard Alumni Association of your commitment to participate in the Summer Community Service Fellowship (SCSF) program by completing the SCSF Clubs & SIGs application form, shared in the [Officers Lounge](#) each fall. **The deadline to submit Club & SIG participation information is typically in early December.**

4. What are the funding requirements for my Club or SIG to participate in the program?

The minimum award amount per fellow is \$4,000 for 10 weeks of work. It is recommended that participating Clubs and SIGs offer \$4000 - \$6,000 per fellow for 10 weeks of work, which is given to the student as a stipend to offset the income they would have earned. The Center for Public Service and Engaged Scholarship is offering \$6,000 stipends for Summer 2023. Awards can be prorated for projects more than or less than 10 weeks in length. We utilize a variety of print and electronic means to advertise the program to students. We also encourage additional outreach from individual Clubs/SIGs. Participating groups will receive an invoice from Harvard based on the amount they've chosen to offer and how many students they awarded funds to. Payment is required prior to the end of the university's fiscal year (June 30).

5. What is the typical timeline for this program?

In mid-November the Clubs & SIGs team shares the Clubs & SIGs participation application with all organizations. Groups interested in funding a student must submit their information by the early December deadline.

Current Harvard students will have the opportunity to apply for SCSF funding from mid-December through early-mid March. The priority deadline for students will be on March 1st and the final deadline will be April 16th. Participating

Clubs & SIGs will be sent all student applications in early March and mid-April, respectively. Clubs and SIGs will have at least two weeks to review the pool of student applicants and will notify the [Center for Public Service and Engaged Scholarship](#) (CPSES) with their selections. CPSES will liaise with all student awardees and following their acceptance, CPSES will work directly with Clubs & SIGs regarding payment.

6. How is the hosting non-profit organization chosen?

Most students apply to this program with an independent project, meaning they've contacted a non-profit organization of their choice and have coordinated the opportunity on their own. Students must provide proof of the project in the form of a letter of sponsorship from the host organization. This process is recommended. Some Clubs/SIGs form relationships with local non-profit organizations to create specific "pre-packaged" service opportunities that students can apply to. If your Club/SIG has relationships with nonprofits that students should reach out to, we encourage you to include that information on your posting form.

7. How are fellowship award recipients selected?

Fellowship award recipients are selected by the Club or SIG. Before sending applications to the Club or SIG, the Center for Public Service and Engaged Scholarship will vet applications for feasibility and eligibility.

8. Once my Club/SIG selects our awardee(s) can we directly notify them?

While we understand how exciting it is to award SCSF funds, Clubs & SIGs may not notify their awardee(s). CPSES will communicate with student applicants as they need to confirm that 1) the student isn't being "double funded," 2) the student understands what they are agreeing to by accepting the offer, 3) important deadlines and orientation events are communicated.

Once students notify CPSES that they are accepting the Club/SIGs SCSF funding, your organization will be connected with the awardee(s).

9. What responsibilities does my Club/SIG have during the summer?

One of the most exciting aspects of the SCSF program is that it offers current Harvard undergraduate students and Harvard alumni/ae the opportunity to connect. We strongly encourage each participating Club/SIG to identify alumni involved with the host organization (if applicable) to mentor and support the intern.

If this is not possible, we recommend each Club/SIG provides fellows with at least one contact person at the Club/SIG to serve as a mentor to provide guidance, encouragement, and support throughout his/her summer experience, as needed, and to include the student at Club/SIG activities.

In addition, students and Clubs/SIGs reporting the best experiences with this program have noted the importance of providing the opportunity for fellows to join Club/SIG events where alumni/ae and students get to know one another. Inviting fellows to attend Club/SIG meetings, dinners, and events is strongly encouraged. Finally, providing information about potential Club/SIG membership may also be of interest to fellows.

10. Whom do I contact if I have further questions?

If you have any questions about the SCSF Program, please do not hesitate to contact the Clubs & SIGs team at clubs@harvard.edu.