

**The Edward I. Koch Scholarship Program in Public Service**

The Edward I. Koch Scholarship Program in Public Service supports motivated students who devote 200 or more hours of service each year to nonprofit organizations and government agencies throughout New York City. Through the program, CCNY students experience the challenges and rewards of working for the common good, gain insight on how community organizations work to meet public needs, while interacting with professionals in their chosen field of interest.

Koch Scholars participate in workshops and discussions that enhance their ability to engage communities in meaningful ways and that provide opportunities for leadership development, reflection and engaged learning.

**Eligibility**

Koch Scholarships are available to Colin Powell majors who will be enrolled at CCNY through May 2018 or longer. Students must have and maintain a grade point average of 3.2 or higher.

**Scholarship**

Koch Public Service Scholars receive $5,000 per year in financial support. Scholarships are renewable to students who remain eligible to stay in the program and receive a satisfactory performance review from their supervisor at the volunteer service site.

**PROGRAM DETAILS**

The program consists of three components: community service professional development and faculty advising.

*Community Service*

As a Koch Scholar you can volunteer with an organization with which you have already established a relationship or you may begin volunteering with a new organization. If you do not have a placement, The Dean’s Office and the Office of Student success will assist you in finding internship and volunteer service opportunities.

Koch Scholars log their service hours quarterly through our online timesheet. All Scholars will be provided with a log–in and password in order to access the site, update their hours, and submit them to the program staff.

*Faculty Advisor*

As a Koch Scholar, you will be assigned to a faculty advisor with whom you will meet regularly. The advisor support students in:  
o    becoming oriented to their new working culture  
o    balancing their public service work with class work and,  
o    addressing other concerns and questions that may arise during the course of the year.

*Professional Development*

Throughout the year, the program provides professional-development training designed to encourage participants to reflect on their service experience, assess their personal and professional goals, and map out their future as professionals and citizens working on issues of public concern.

**APPLICATION INSTRUCTIONS AND DEADLINES**

The application submission deadline is Monday April 9, 2018 at 4PM. All applications must be submitted in two ways: (1) through the CUNY portal and (2) hand delivered to Shepard Hall 550. The Application form and attachment requirements for hard copy submission are available on pages 3 thru 6.

For online submission:

CURRENT CCNY STUDENTS: https://ccny.scholarships.ngwebsolutions.com/CMXAdmin/Cmx\_Content.aspx?cpId=521

TRANSFER STUDENTS: https://cunyccny.askadmissions.net/Vip/Default.aspx

Once you have logged in, you will be taken to the “Applicant Home” page. Click “Start Application” in the “Current Details” box.

Follow the instructions on the “Application Information” page. You must complete page 2 AND page 7.

Once you submit you will be unable to apply for any additional scholarships. Applicants will receive notification regarding their application by May 18, 2018

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# **APPLICATION FORM: INSTRUCTIONS FOR HARD COPY SUBMISSION**

Please fill in the fields below. Include this page with your hard copy application submission.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name: |  | Last Name: |  | |
| Email Address: |  | Phone Number: |
| Major (or likely major, if undecided): |  |  |
| Total credits (as of December 2017): |  | Anticipated date of graduation: |
| Current GPA (as of December 2017): |  | Are you a transfer student: | 🞎Yes | 🞎No |
| How did you hear about the fellowship?  🞎Student/Professor/Staff member | * 🞎Class visit | * 🞎Information session | |  |
| * 🞎Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |

Programs in which you are currently participating (mark as many as apply):

|  |  |  |
| --- | --- | --- |
| * 🞎Mellon Mays | * 🞎Skadden, Arps | * 🞎City College Fellowship |
| * 🞎Sophie Davis | * 🞎Macaulay Honors College | * 🞎City College Honors Program |
| * 🞎Other: |  |  |

Programs to which you are applying (mark as many as apply):

🞎 Mellon Mays ☐ Skadden, Arps ☐ City College Fellowship

🞎 Other:

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**APPLICATION ATTACHMENTS: TRANSCRIPT, RESUME, PERSONAL STATEMENT AND ESSAY**

You are required to submit your transcript, resume, one personal statement and one essays, responding to the question below. Your essay should be typed, double-spaced in Times New Roman (or similar) font. Type your name at the top of each essay page.

**Transcript Form:**

Please submit transcript form, authorizing the Colin Powell School to access your transcript.

**Resume (should not exceed one page):**

Please submit your most recent resume.

**Personal Statement (250 words or less):**

Please state your scholarly interests and experiences at CCNY and any career goals as they relate to public service and/or public policy.

**Essay (750 words or less):**

Describe a service or volunteer project in which you have participated. Include details about the organization for which you worked and/or the service you provided to the community. In your view, what were the root causes of the problem that you were trying to address (i.e. why was there a need for your service in the community?) What recommendations would you provide to the organization, the community or to public officials to address the problem?

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**APPLICATION FORM: TRANSCRIPT**

Your current transcript is an important part of your completed application. Your signature on this form authorizes the Colin Powell School’s Office of Student Success to access your CCNY transcript for our review. If you do not sign this form, your application will be marked incomplete, and we will not be able to proceed with our review of your application.

If you are a transfer student, please submit a transcript(s) from all other undergraduate institutions at which you have studied. Transcripts must be submitted in hard copy to fellowship staff in the Office of Fellowships Shepard Hall, Suite 550.

*I authorize the fellowship staff to access and review my current CCNY transcript for the purposes of evaluating my candidacy for the Colin Powell Fellowship in Leadership and Public Service.*

Student Signature Date

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# **APPLICATION FORM: LETTERS OF RECOMMENDATION**

You are required to submit one letters of recommendation. The letter should come from a professor or someone who knows you in a different capacity (e.g. a work or volunteer supervisor, high school guidance counselor or teacher, etc.).

The letter should be submitted in a sealed envelope with your application, and the recommender should sign across the seal of the recommendation envelop. You do NOT need to upload the letters online.

You should provide your recommendation writers with a recommendation form available on the next page. We strongly suggest that you provide each recommender with the first page of this application, a copy of each of the essays you are submitting, and a copy of your resume. This will ensure that your recommender is well informed about the nature of the program, as well as your interests, accomplishments, and goals.

**Recommendation Letter**

Name of recommender:

Title:

Email address:

Relationship to applicant:

Name of Applicant:

Email Address of Applicant:

I waive my right to view this letter:

Applicant’s Signature

Dear Colleague:

The abovementioned student is an applicant for the Edward I. Koch Scholarship Program in Public Service at the City College of New York (CCNY). This program supports motivated students who devote 200 or more hours of service each year to nonprofit organizations and government agencies throughout New York City. Through the program, CCNY students experience the challenges and rewards of working for the common good, gain insight on how community organizations work to meet public needs, while interacting with professionals in their chosen field of interest.

In making decisions among applicants, the selection committee carefully considers each candidate’s intellectual promise, leadership potential and commitment to public service. Your candid assessment of this student is an important part of our evaluation process.

On a separate page, please comment on the candidate in light of these criteria. Submit your letter to the candidate in a signed, sealed envelope. Completed applications are due Monday April 9, 2018 by 4:00 pm.

For further information, please contact Anasa Scott, Program Director, at [aiscott@ccny.cuny.edu](mailto:aiscott@ccny.cuny.edu) or 212.650.7344. For more information about the Colin Powell Fellowships, visit the School’s website: <http://www.ccny.cuny.edu/colinpowellschool/scholarships-and-fellowships.cfm>

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**APPLICATION CHECKLIST**

You are responsible for submitting your completed application to the Office of Student Success offices in Shepard Hall, Suite 550, no later than 4:00PM on Monday, April 9, 2018 at 4: 00p m.

Please be sure that all materials you submit are single-sided.

Do NOT staple any parts of your application.

Please submit your application in a manila envelope labeled Koch Scholarship.

Remember, you must submit your application both online and in hard copy. A completed application includes the following items:

**PAPER (Hard Copy Submission):**

☐Completed Application Form page

☐One personal statement and one essay, single-sided, *no staples*

☐Resume

☐One letter of recommendation, in signed, sealed envelope

**DIGITAL:**

☐Completed *Instructions* page

☐One personal statement and one essay

☐Transcript form signature