



Raymond Fong '77 and Winnie Moy Winternship Program  
Student Application Guide

Phillips Brooks House

# Raymond Fong '77 and Winnie Moy Winternship Program Student Application Guide

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## **Introduction**

The Fong Family Winternship Program provides Harvard College students with a transformative professional experience in the public interest sector. In this application, students must identify a community need and demonstrate how their skills, talents, and creativity can be used in support of their host organization's mission.

This document will guide you through planning a winter experience and preparing your application. If you have any questions about the program, please email [pathways@fas.harvard.edu](mailto:pathways@fas.harvard.edu). Below are also opportunities to learn more about the program and ask questions.

## **About the Program**

### Raymond Fong '77 and Winnie Moy Winternship Program in memory of Richard Shatten '77

For generations, Harvard students, alumni, and faculty members have shaped the political, social, and economic landscape of our nation in countless ways that have contributed to the well-being of society and humanity. Service is at the heart of all that Harvard College does. The Raymond Fong '77 and Winnie Moy Winternship Program will offer Harvard College students a substantial hands-on learning experience and opportunities to explore public sector work during winter break.

This program will help students to gain experience, make an immediate impact at an organization, and develop professional connections. The Raymond Fong '77 and Winnie Moy Winternship Program will prioritize supporting students who may face financial pressures to devote their winter breaks to other activities. Students who are selected for Winternships will be awarded a stipend.

This gift, in memory of Raymond Fong's roommate, Richard Shatten '77 is a testament to the life and work of Richard. This fund not only encourages public service by Harvard College students but also honors Richard's commitment to service, family, and community. After graduating from Harvard College and then Harvard Business School, Richard gave up a lucrative career at McKinsey to devote his career to his first love: making his hometown of Cleveland a better place to live. As head of Cleveland Tomorrow, he is credited with being the catalyst for most of the transformative civic changes in Cleveland. He epitomized what it means to give back to your community. Richard sadly passed away due to a brain tumor at the age of 46, leaving behind his wife Jeanne and three daughters. This gift, in memory of Richard, is with the deepest love and respect of his roommate Raymond Fong '77 and his family.



Richard Shatten '77

## Checklist

STEPS TO SERVE	EXAMPLES AND RESOURCES
<p><b>1. CONSIDER YOUR AVAILABILITY FOR SERVICE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Are you an enrolled student at Harvard College?</li> <li><input type="checkbox"/> Is there a cause or community challenge that you would like to deepen your knowledge of or commitment to?</li> <li><input type="checkbox"/> Will you be able to meet the program commitments? Complete three weeks of service (January 5-23), write a 500 word reflection paper, and attend a mandatory post-program event</li> </ul>	<p>If you are taking a leave of absence, you are not eligible to participate in a Winternship program. We encourage you to apply for the program upon your return.</p> <p>Email <a href="mailto:pathways@fas.harvard.edu">pathways@fas.harvard.edu</a> with any potential date conflicts. They will be handled on an individual basis.</p>
<p><b>2. BRAINSTORM &amp; CONTACT A SERVICE SITE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Narrow your search: Are there any sites that you worked with previously? Is there a new challenge that you want to explore? Did your academic coursework spark a new interest for you?</li> <li><input type="checkbox"/> Evaluate your potential site: Does the site have a mission that focuses on contributing to the common good? Ordinarily a service site will be a 501 (c)(3) nonprofit organization, but other sites will also be considered if you can make a strong argument for the organization's contribution to the common good, betterment of society, and to the thriving of individual people.</li> <li><input type="checkbox"/> Do you have an updated resume to send to potential host sites?</li> <li><input type="checkbox"/> Contact your potential site about the program — come with an idea of what you might work on but ask your site for any particular needs they might have.</li> </ul>	<p>See the Appendix for materials to support reaching out to potential host sites and brainstorming ideas.</p> <p>You can use the <a href="#">Mignone Center for Career Success (MCS) site</a> for help in creating a resume.</p>

<ul style="list-style-type: none"> <li><input type="checkbox"/> Based on your conversation, does the site have a substantial task or project for you to work on between the dates of the program? You do not need your entire project figured out, but a strong idea of your organization’s needs and some ideas of how you might tackle it.</li> <li><input type="checkbox"/> Does the site offer a supervisor who will be willing to meet with you at least once a week during the course of the program, and offer help as you plan and complete your project? Does the supervisor have strong knowledge of their field or the organization itself?</li> </ul>	
<b>3. LOGISTICS</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Transportation.</i> Are you able to get to and from your service site as needed?</li> <li><input type="checkbox"/> <i>Computer and online access.</i> Participation in the Winternship program requires access to a computer and the internet. Do you have access to a computer with audio and visual capability that will allow you to attend a remote meeting with the online community of other participants?</li> </ul>	<p>If you would like to participate in the Winternship program but don’t have access to the internet or a computer, please contact <a href="mailto:pathways@fas.harvard.edu">pathways@fas.harvard.edu</a> for assistance. Please note that you do not need to own a personal computer to participate in the program; a public computer with internet access, such as through a library, school, or internet café, should work for our purposes.</p>
<b>4. COMPLETE YOUR APPLICATION</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Once you have confirmed details with your host-site, <a href="#">complete the application!</a></li> <li><input type="checkbox"/> The application will ask you to submit a resume, 500-750 word proposal about your potential project, your unofficial transcript, and a letter of sponsorship if available. Your proposal should include specifics around your community need, how you know about the community need, how</li> </ul>	<p>Find a sample proposal in the appendix.</p>

<p>you plan to learn more about the community challenge, what skills you will bring to the work, and specific ways you plan to tackle your community needs through your project. As mentioned above, the exact specifics of your project can be subject to change, but lay out how you might potentially spend your time.</p>	
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## **Sample Project Ideas**

- Building a new educational curriculum for youth, parents, refugees, etc.
- Supporting a nonprofit's media and fundraising efforts
- Designing community surveys and analyzing data
- Building new systems for a food pantry
- Developing recruiting systems for disaster relief efforts
- Providing greater access to crisis services
- Developing environmental activism campaigns
- Providing legal aid resources to immigrants and asylum seekers
- Helping redesign a local support hotline
- Working for your local government on youth focus groups
- Supporting voter education
- Setting up a virtual activities program for nursing homes
- Designing a community garden or creating greater awareness of a historical site

## **Reaching Out to Your Host Organization**

The following are guidelines to help you reach out to potential sites where you may serve for the winter. We recommend starting with an email and then suggesting a phone call to discuss further. Potential service sites may like to know:

- Who are you?
  - Name & hometown
  - Where do you go to college and what are you studying?
- What is the Fong Family Winternship program?
  - A three-week program in January where Harvard College students participate in civic engagement and public service through a project with a local organization.
  - The program requires students to spend three weeks on a project addressing a community need.
  - Students in the program will interact with each other during the program through in-person and online programming.
  - Students are required to attend three 1-hour professional development sessions.
  - Students must write a short (500 word) reflection paper upon completion of the program.
  - Upon completion of the program, students will receive a \$1,000 stipend.
- Why do you want to work for this particular organization?
  - Is this a personal, professional, or academic motivation? Or some combination of these?
  - Why does this organization's work excite you?
  - What do you hope to learn?
  - What can you contribute?
- What do they need help with?
  - Do they have a role available?
  - What kind of work might you be doing?
- What do you need from them?
  - Agreement that you can serve.
  - Collaboration in planning the work/project you would do for them to make sure your work is meeting a real need in the organization.
  - Agreement to meet with you at least three times during the course of the program
  - Agreement to provide a signed letter of sponsorship. For reference, this letter should include the following:
    - The name of the organization you will be working with (on their letterhead is preferred)
    - Your supervisor's name, title, and contact information
    - Confirmation of your project scope and anticipated outcomes
    - Confirmation of the program start and end dates (January 5-23rd) and total hourly work commitment (50 hours)
- Additional resources
  - Send a resume.
  - Offer a follow up call.

- Our Winternship website: <https://publicservice.fas.harvard.edu/winternships>
- Express gratitude for their time, work, and supervision.

## **Example Outreach Email**

RE: Harvard Fong Family Winternship Program

Dear \_\_,

I am a *class year* at Harvard, and I am hoping to make a positive difference in this community through the Harvard Fong Family Winternship Program. This program helps Harvard College students who are interested in public service gain real world experience with organizations that are making a difference in our world.

I have been inspired by what *organization name* has been doing for *issue area*. In college, I am studying *concentration* in college and would like to inform my professional aspirations by gaining experience in this field of service. The work *organization name* has been doing to *insert example* motivates me greatly. I want to learn how your team brings such large-scale projects from the planning phase to reality, and I hope I could be helpful during this process.

Is there a role for me at the organization? If so, what sort of help do you need? I am flexible and open to learning new skills. I also have skills in *insert skills*, in case these could be helpful in your organization.

In order for me to apply to the Winternship program (the deadline is December 1), I need to write about the organization that I'll be working with and give a description of a project I would complete during my service, which would take place between January 5-23. I'm attaching a resume here and am happy to send references or anything else you might need. I would also be glad to hop on the phone to discuss further.

Thank you for your time and consideration. I look forward to hearing from you.

Best regards,

## **Sample Project Proposal**

Student Name:

Project Supervisor:

Organization Location:

### **BACKGROUND**

According to the USDA, 13 % of Spartanburg city residents—more than 5000 people— are living in food deserts (low-income areas that are further than 1 mile from the nearest sufficient food outlet). Additionally, over 15% of Spartanburg citizens live below the poverty line. These statistics show that a significant percentage of Spartanburg County residents lack economic and logistic access to healthy food.

I have been very impressed with how Spartanburg’s Hub City Urban Farm (HCUF), a nonprofit teaching farm in downtown Spartanburg, has worked to increase food access in Spartanburg County and to educate citizens about healthy food cultivation and consumption. All Urban Farm produce is given to the HCUF Mobile Market, which distributes fresh produce to “food deserts” throughout Spartanburg County. When I learned of Harvard’s Winternship program, I immediately reached out to the Manager at HCUF, to see how I could help with their initiatives.

### **ISSUE**

HCUF wants to expand its educational outreach to nearby school districts, but has struggled to convince schools to use their time and resources to participate in programs that do not teach to South Carolina curricular standards.

### **PROJECT PLAN**

*Create a portfolio of educational lessons for HCUF that aligns with South Carolina’s STEM curriculum*

- Analyze SC STEM curriculum for elementary and middle schools and select standards teachable on the Urban Farm
- Work on the farm to learn appropriate farming techniques that can be implemented in standardized lessons
- Design farm activities that teach the standards
- Test the effectiveness of the lessons by teaching them to students enrolled in Spartanburg schools’ summer programs
- Compile lesson plans into an online resource on the HCUF website so teachers can choose activities that will most benefit their classes.

### **QUALIFICATIONS**

- Three years of Envirothon competitions have given me extensive knowledge of sustainable farming and environmental practices necessary to design farm activities.
- I have gardening experience through creation of a pollinator garden (Gold Award project).
- I have educational experience and connections to Spartanburg school districts through my near-peer book club program.

**IMPACT**

Classes participating in the HCUF educational program will work as volunteers on the farm, learn about food development and healthy eating, and complete an activity that communicates an SC STEM standard. By teaching required state standards in creative, hands-on ways, my lessons will incentivize schools to participate in the program, thus expanding HCUF's impact on the community.