

# The Massry Community Service Fellows Program SUMMER 2019



UNIVERSITY  
AT ALBANY

State University of New York

**This booklet contains the overview, requirements, and application for the Massry Community Service Fellows Program.**

**To be eligible for the Massry Community Service Fellows Program, applicants:**

- Must be currently enrolled at University at Albany as a full-time “matriculated student who will also be enrolled on full-time status in fall 2018;
- Must have at least a 3.25 GPA and must be in good standing to be eligible;
- Must be available to volunteer full time at a 501(c) tax-exempt non-profit organization during the summer months, 35-40 hours per week for 10 weeks or the equivalent; and
- Must agree to work with UAlbany’s Center for Leadership and Service to identify the non-profit agency located in Albany, Schenectady, Saratoga or Rensselaer County.

**All materials are due on or before April 12, 2019 and should be submitted to:**

Dr. Martha Asselin, Director of the Center for Leadership and Service  
Campus Center West B-91, 1400 Washington Ave., Albany, NY 12222

**Please email Dr. Asselin with any questions at [masselin@albany.edu](mailto:masselin@albany.edu) or call 518-442-5445.**



# **The Massry Community Service Fellows Program University at Albany - Summer 2019**

## **Overview**

The Massry Community Service Fellows Program provides the opportunity for a currently enrolled UAlbany student who will be enrolled full-time in the fall 2019 term to receive a \$5,000 scholarship for volunteering (i.e. similar to an unpaid internship) at a non-profit organization located within the Capital Region. Funding will be provided for up to four (4) students for the summer of 2019.

The program is made possible by the generosity of the Massry family, who wish to encourage students to make a difference in the local community.

The goals of the Massry Community Service Fellows Program are to:

1. To allow students to learn how non-profits operate by participating in key organizational functions; gain pre-professional experience supervised by professional staff at non-profits; apply their academic studies to real-life work situations; and
2. To provide hands-on support to the non-profits that are a key component of the Capital Region community.

## **Requirements**

Student must be currently enrolled at UAlbany as a full-time, matriculated student and must be returning to UAlbany after the summer for the fall semester. The non-profit must be located in Albany, Schenectady, Saratoga or Rensselaer County, and must be classified as a 501(c) tax-exempt non-profit organization. It is the student's responsibility, working with the UAlbany Center for Leadership and Service, to secure the volunteer opportunity with an organization and to file the required paperwork needed. This is a highly competitive process. Up to four (4) volunteer fellowships will be provided each summer

Students must have at least a 3.25 GPA and be in good-standing with the University in order to be eligible. Applicants can major in any academic discipline at the University at Albany.

Students must volunteer full-time at the organization during the summer months, 35-40 hours per week for 10 weeks or the equivalent. Students understand this experience does not entitle them to a job with the non-profit at the conclusion of the program.

## **Scholarship**

Upon successful completion of the volunteer service opportunity, a \$5,000 scholarship will be applied against your University at Albany student account for the following fall semester. Please note that this financial support, through The University at Albany Foundation, is in combination with other financial assistance (scholarships or grants from any sources), and may not exceed the total cost of attendance at UAlbany. If this is the case, the University will adjust your financial aid awards accordingly.

## How to apply

Applicants must secure a volunteer service opportunity working in collaboration with Dr. Martha Asselin, Director of the Center for Leadership and Service. Please contact Dr. Asselin regarding possible non-profit opportunities and to complete The Massry Community Fellows Application.

The Massry Community Fellows Application requires the student to submit a one page essay stating why you are interested in volunteering for the non-profit organization, demonstrate how you will positively impact the organization and what you'd like to learn from the experience. In addition, the student must have the non-profit organization complete the Non-Profit Sponsor Application form.

**All materials are due on or before April 19, 2019** and should be submitted to Dr. Martha Asselin, Director of the Center for Leadership and Service, Campus Center West B-91. Please email Dr. Asselin with any questions at [masselin@albany.edu](mailto:masselin@albany.edu) or call at 518-442-5445. All fully completed applications will be reviewed by a selection committee. Recipients will be notified around April 30.

## Acknowledgement & your impact

After the successful completion of the volunteer service opportunity, recipients will be required to write an acknowledgement letter/thank-you note to the Massry family and describe their experience with the non-profit. Applicants will also be required to answer the four questions below to give the donors a better sense of your volunteer opportunity at the non-profit and what impact you had.

- 1) What do you think the impact of your volunteer opportunity was on the non-profit?
- 2) How did you help the organization?
- 3) What was the most profound lesson you learned?
- 4) How did you apply your academic studies to real life situations?

**The Massry Community Service Fellows Program**  
**University at Albany**  
**Non-Profit Organization Application Form**

If you are interested in having a Massry Community Service Fellow volunteer for you, please complete this form and return it by April 12, 2019 to: Dr. Martha Asselin, Director of the Center for Leadership and Service, Campus Center West B-91, University at Albany, 1400 Washington Ave, Albany, NY 12222. You may contact Please email Dr. Asselin with any questions at [masselin@albany.edu](mailto:masselin@albany.edu) or call at 518-442-5445

The Value of a Massry Community Service Fellow: The Massry Community Service Fellows program provides an opportunity for University at Albany students to receive a \$5,000 scholarship while gaining pre-professional experience supervised by professional staff of non-profit organizations; learn how non-profits operate by participating in key organizational functions; apply their academic studies to real-life work situations; and provide hands-on support to non-profits that are a key component of the Capital Region community.

The University at Albany maintains a strict policy that students may not be used for typical clerical office duties. Rather, the University requires that their responsibilities be meaningful and substantive. Students must volunteer 35-40 hours/week for 10 weeks.

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

This form is to be completed by the on-site supervisor of the student. To ensure that we have a firm understanding of the duties that will be performed, please list 3-5 main duties/responsibilities expected of the student. Please make sure this list is of **specific and measurable deliverables**. Thank you.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

On-Site Supervisor: \_\_\_\_\_  
(Please attach business card)      (Print name)      (Signature)

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

**Note:** The United States Department of Labor provides guidance on paid and unpaid internships, as well as those who volunteer their time. Please review *DOL Fact Sheet #71: Internship Programs under the Fair Labor Standards Act*. Please consider those rules and regulations when engaging the student.



**The Massry Community Service Fellows Program**  
**University at Albany**  
**Student Application Form**

Applicants: Complete this form and submit along with a one page essay stating why you are interested in volunteering for the non-profit organization, how you can positively impact the organization, and what you'd like to learn from the experience.

Please return application and essay to: Dr. Martha Asselin, Director of the Center for Leadership and Service, Campus Center West B-91, University at Albany, 1400 Washington Ave, Albany, NY 12222. Applications are due by April 12, 2019. Email questions to Dr. Asselin at [masselin@albany.edu](mailto:masselin@albany.edu) or call 518-442-5445.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Academic Major: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Term: **Summer 2019**

Name of Non-Profit: \_\_\_\_\_

Location/Address of Non-Profit: \_\_\_\_\_

Non-Profit Phone: \_\_\_\_\_

Name of On-Site Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

Duration of volunteer program: Number of Weeks: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Date Begins: \_\_\_\_\_ Date Ends: \_\_\_\_\_

**Check box to indicate you understand the requirement of this summer program is for you to volunteer 35-40 hours per week for 10 weeks or the equivalent.**

