Student members established PILF’s summer fellowship program in 1990 and the annual student fundraising efforts of PILF underwrite each fellowship. The objective of the Degenstein Foundation/Cherie M. Millage Fellowship program is to enable non-transferring first, second, and non-graduating third year students at Penn State Law to work in an unpaid, public interest position for the summer. This includes non-profit organizations with 501(c)(3) tax-exempt status, some government agencies, and private firms engaged in public interest practice.

Please note that there is a distinction between public interest and public service recognized for the purposes of this fellowship. Public service positions are traditionally governmental jobs benefiting the community as a whole (i.e. district attorney or attorney general). While public service internships are commendable and will still be given consideration, the overarching purpose of this program is to encourage student involvement in public interest by enabling students to work with individuals who might not otherwise be able to procure legal representation.

Fellowships may fund individual students at different levels and may be either full or partial, in an amount to be determined by the fellowship committee based on the number of qualified applicants and the amount of funding available. PILF intends to award as many Degenstein Foundation/Cherie M. Millage Fellowships as funding allows for the summer of 2016.

Please note that if IOLTA funds are available for the position for which you are applying, you should apply for funding through IOLTA before applying for funding through PILF.

Fellowship Chair: Latoya Cottingham, LJC193@dsl.psu.edu
IMPORTANT DATES

**Friday, April 1, 2016:** Fellowship applications are DUE by 5:00 p.m., Friday April 1, 2016 to Latoya Cottingham in her mail folder (3L). Unfortunately, we are unable to accommodate late or incomplete applications, no exceptions.

**Week of April 11, 2016:** All applicants will be notified as to the status of their application. Please be advised that all decisions by the selection committee are final. Neither the selection committee members nor PILF officers will be required to reveal evaluation criteria, scores, or ranking.

FELLOWSHIP ELIGIBILITY

All first-year students who will have completed at least 21 credits prior to summer 2016 and second and third year students who are not graduating in May 2016 are eligible for the funding. Additionally, students may not be planning to transfer. Students must submit a completed application and be in good standing to be considered.

APPLICATION SUBMISSION, OFFERS, AND OBLIGATIONS

**SUBMISSION:** Six (6) copies of the completed application packets, bound separately, must be submitted by 5:00 p.m. on Friday, April 1, 2016 to Latoya Cottingham’s mail folder, located in the basement of the Katz building in the 3L section. Each copy of the application packet should be collated and bound by a binder clip or other device.

**OFFERS:** Applicants will be notified the week of April 11, 2016 as to the status of their application. Upon notice of fellowship offer, the applicant must accept or decline the offer in writing through a provided contract. The fellow may not accept and then later decline the fellowship unless extraordinary circumstances arise, which does not include other summer job offers.

**OBLIGATIONS:** Acceptance of a fellowship signifies that the fellow agrees to comply with the fellowship contractual obligations; which include a statement that the recipient is not intending to transfer; an obligation that the recipient returns any unearned portions of the fellowship to PILF; an agreement to volunteer a minimum of 15 hours of time to PILF prior to graduation; and an agreement to submit a post-fellowship statement to PILF. Please note that a portion of the final installment of payment will be withheld until the Fellow submits their Time Sheet and Three Page Reflection Paper. In addition, a sum of $210.00 will be withheld until the Fellow gives back 15 hours to PILF prior to graduation. A failure to comply with the fellowship obligations may result in sanctions, including a notification to the Dean of Students.
FELLOWSHIP SELECTION CRITERIA & PROCEDURE
Fellowship awards will be decided by a committee comprised of: two members of the law school faculty, one past fellowship recipient, and two PILF executive board members. The committee considers whether the fellowship proposals espouse PILF’s commitment to enabling students to work with individuals who might not otherwise be able to procure legal representation. The committee's main focus is therefore on the individual(s) served by the applicant's proposals, but other factors are considered. The factors that will be considered, in order of importance, are:

Employment by Public Interest Organizations: The applicant must have been offered unpaid summer employment in the legal public interest sector. The applicant must include in their application a firm, written offer from the public interest organization with which they plan to work. Public interest organizations include non-profit organizations with 501(c)(3) tax-exempt status, some government agencies, and private firms engaged in public interest practice. Although all of the above organizations will be considered, preference will be given to students obtaining employment in the traditional public interest sector, such as with 501(c)(3) organizations (see italicized note on first page regarding the distinction between public interest and public service).

Demonstrated Commitment to Public Interest: The committee will consider past internship/externship experience, clinical experiences, pro bono work, and any other relevant volunteer work prior to law school.

Involvement with PILF: Involvement with PILF is not mandatory; however, it is preferred and will be considered during the selection process. The applicant should understand the goals and objectives of PILF and should work to support PILF in its fundraising efforts, as fundraising is the sole source of funding for the fellowship program.

Other Factors: Students who were eligible for IOLTA funding but failed to apply or failed to apply on time will be considered only on a secondary basis. Additionally, students who have already received a PILF Fellowship in a previous year will be considered only on a secondary basis.

REQUIRED APPLICATION MATERIALS
Applicants should prepare their own documents and must submit six (6) application packets, each bound separately. Please do not send the documents to PILF to compile for you because your application will be rejected. Applicant materials must be sent in the following order:

1. Application Form, Employer Identification Form, and Signed Certification: See attached.

2. Student Statement of Interest: This statement should demonstrate the applicant’s commitment to public interest in general and to the proposed internship/project in particular. The statement should indicate previous volunteer work, pro bono work, community service,
and related projects the applicant has worked on, including any specific involvement in PILF (relating to exam baskets, the auction committee [list all specific tasks], or other work).

3. Student Resume (Please note that grades are not a relevant factor in our consideration so feel free to remove any class ranking or GPA indication as you see fit)

4. Proposal: The proposal should be written in the applicant’s own words and must include, but is not limited to, the following:
   - Description of the prospective employer, including background information on the organization
   - Description of the applicant’s prospective responsibilities
   - Description of the clientele to be served by the applicant’s work
   - Description of the types of legal actions and work in which the applicant will participate
   - Description of what the applicant hopes to gain from the project/internship experience

5. Employer’s Offer Letter: The applicant must have an existing offer from the employer at the time of application. The application must include a letter from the prospective employer, which contains the following information:
   - Confirmation of the nature of the offer or position
   - Verification of the classification of the employer (501(c)(3), private firm, or governmental agency)
   - Indication of whether or not the employer is understaffed and verification that the organization or office does not have the financial resources to pay its summer interns

6. Letters of Recommendation: The applicant must submit two (2) letters of recommendation in support of the application. One (1) of these letters of recommendation should come from a supervisor, employer, mentor, etc. who is familiar with the applicant’s commitment to the public interest, and can verify and substantiate the applicant’s commitment. One (1) of the letters of recommendation must be from a law school professor. Both recommendations should attest to the applicant’s ability to serve in the proposed position.

7. Letter of Good Standing: The application must include a verification of good standing through the letter that can be provided by the Office of the Registrar. You should NOT need to pay a fee for this letter because it is not being used to transfer or study in another law school. Only applicants who are in good standing are eligible for PILF funding.
THE DEGENSTEIN FOUNDATION/CHERIE M. MILLAGE
SUMMER 2016 FELLOWSHIP

Employer Identification Form
The following information should be completed by the applicant’s proposed supervisor and submitted by the applicant.

Name of Organization:________________________________________________________
Address: ___________________________________________________________________
Tel: ______________________ Fax: ______________________________________________

Applicant’s Expected Supervisor (Name and Title):
________________________________________________________

Type of Organization: Non-profit [501(c)(3) classification] [ ] Government Agency [ ]
Other: ________________________________
Does this organization/office provide direct services for individuals who might not otherwise receive assistance? Y/N

Briefly identify the type of work your organization does (or attach equivalent materials):
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Please indicate your organization’s willingness to comply with the Degenstein Foundation/Cherie M. Millage Fellowship’s conditions by initialing the following provisions. Feel free to use the back of this form or another attachment to discuss any concerns or limitations you may have with these provisions.

______ I understand that the applicant may not be able to pursue the proposed project/internship if a Fellowship is not awarded.
______ Should the applicant receive the Fellowship, I agree to supervise the student throughout the proposed project/internship, and I agree to inform PILF immediately if the student fails to perform the work proposed.

__________________________________________________________________________
Signature of Supervisor Date
THE DEGENSTEIN FOUNDATION/CHERIE M. MILLAGE
SUMMER 2016 FELLOWSHIP

Application Form

Name: _________________________________________________ Year: ______

Mailing Address: _______________________________________________________

Telephone: _____________________ Email Address: ___________________________

What public interest law activities, if any, have you participated in while a student at Penn State Law? You may indicate the approximate number of hours you have devoted to each activity.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What PILF activities, if any, have you participated in and/or attended? You may indicate the approximate number of hours you have devoted to each activity.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please specify your involvement with the PILF Auction:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Are you considering other summer employment offers, paid or unpaid, this summer? If so, please describe:

__________________________________________________________________________

__________________________________________________________________________

Please circle the appropriate response for each question:

If your position is located in Pennsylvania, were IOLTA funds available for you? Y/N
If yes, did you apply for IOLTA funding? Y/N
If yes, what was the conclusion of your application? Denied/Waiting to hear back

Please initial each applicable statement:

_______ I have discussed with my employer whether or not my acceptance of their offer for summer employment is contingent on my receipt of funding.

_______ I am considering transferring to another law school after this year.

_______ I have received PILF funding in the past.

CERTIFICATION

I, __________________________, certify that all statements contained in my Degenstein Foundation/Cherie M. Millage 2016 Summer Fellowship Application are true and accurate representations.

Signature: _______________________________ Date: ______________________