

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2023

Organization information

<i>Name of organization</i>	Saint Martin de Porres Academy
<i>Full street address</i>	208 Columbus Avenue, New Haven, Connecticut, 06519
<i>Website or link to social media page</i>	www.saintmartinacademy.org

PPSF Fellow's direct supervisor

The supervisor must be available to supervise Fellow on a daily basis.

<i>Name</i>	Chris Harvey
<i>Title</i>	Director of Graduate Support
<i>Cell phone number</i>	(475) 231-5301
<i>E-mail address</i>	charvey@saintmartinacademy.org

Placement dates (8-11 weeks between Tuesday, May 30, 2023 through Friday, August 11, 2023)

We could most likely use the fellow for the entire 11 weeks, but our building will be closed for 2 weeks during that window (either the last two weeks of July, or the last week of July and the first week of August)

Are placement dates flexible? Are there any dates on which your Fellow must work?

Yes. The beginning is very important because we will have a kick off event with the rising high school seniors in early June.

Proposed work schedule (*work week should equal and not exceed 37.5 hours per week*)

Working throughout the week (Monday to Friday) during normal business hours will be the most common period of time. Sometimes students or families will only be able to meet in the evenings or weekends, and if that is the case the fellow can come in late or leave early to make up for the lost time. Starting in the last week of June, the school building will not be open on Fridays, but fellows could work off-site.

Organization description (*mission statement, population served. 1,000 characters or less*)

Saint Martin de Porres Academy is a faith-based, NativityMiguel middle school that provides a tuition-free, extended day education for underserved girls and boys from low-income families in the New Haven area. We are an independent Catholic school committed to a belief in the dignity and worth of every person. We strive to provide each child with a promising start in life and to equip them to fulfill their academic potential while achieving spiritual and social maturity. Saint Martin de Porres Academy works to break the cycle of poverty through education and opportunity. Our goal is to provide urban boys and girls the opportunity to choose a quality education that will allow them to live up to their full potential. Our strength is our 12-year commitment to support each student academically, socially, emotionally and financially along with our unwavering belief in their unique gifts, talents and potential.

Write a 1-2 sentence summary of the work that the Fellow would be conducting (500 characters or less).

The Fellow will meet individually with 17 rising seniors in high school and their families to draft and revise college essays, gather information to complete college and financial aid applications, create and revise résumés, help students research colleges/universities, complete scholarship applications, and begin completing the common app.

Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.

One of the difficulties our students have with the college application process is balancing their schoolwork in the Fall of their senior years while also completing the various components of applying to college, financial aid, and scholarships. The Fellow will take on the project guiding and helping each individual rising senior in high school with this process during the summer of 2022. Through our experience with previous classes, we have identified key milestones to achieve in

the summer that will make a meaningful impact on our student's ability to turn in applications well before the deadlines, containing no errors, and including all elements necessary to achieve the best chance they could have at gaining admittance to the colleges and universities of their choice and being awarded financial aid and scholarships. As we have only 17 students in this cohort for the summer of 2022, the Fellow will regularly check in on each individual and schedule times to meeting with them via zoom, phone call, or in-person as needed. Working alongside the Director of Graduate Support, Chris Harvey, a timeline for each student will be developed for each of the components below to be finished.

The Fellow will help each student complete the elements of the common application and review their responses to ensure they are accurate and complete. This may or may not require scheduling individual meetings with students to complete the questions. We have found that a large portion of students will not begin the process on their own. Having someone there to help them decipher what questions mean and discuss how to best respond is often needed. The Fellow will assist the students in filling this information in on the common app website.

The Fellow will work with each student on their common application essay. The prompts for the essay are normally released before the summer and did not change from the previous year this past summer. The Fellow will work with each student on choosing a prompt, a topic for the essay, outlining the essay, and proofreading the draft of the essay. We are considering holding a workshop for all the of the students to come to on one or two days to help develop an idea for the essay and outline it. The Fellow will help to organize and coordinate the workshop if it comes to fruition.

The Fellow will help develop and/or revise a resume to include in many of the college applications. The Fellow will be provided with multiple templates to share with each student and will provide support in crafting descriptions and details to be included on the resume.

The Fellow will work with students and parents/guardians on collecting documents and information for financial aid applications (FAFSA and CSS profile). This will include assisting students and parents in creating FSA accounts, collecting pdfs of tax forms, and helping families answer questionnaires for the information that will be asked on the financial aid applications to be filled out starting October 1st.

The Fellow will work with students and parents/guardians on writing a template for financial aid appeal letters. Through a questionnaire to be filled out by the family that asks for details on expenses and financial hardships, the Fellow will draft a letter that can be sent to colleges and universities to appeal for more aid after the initial financial aid award is received.

The Fellow will help students research colleges and universities based upon their preferences for size, location, major, and other key components. Financial Aid and scholarship offerings will be a key factor in this process and the research that is ongoing at Saint Martins will be shared with the Fellow to help in this process. The Fellow will work with students on completing scholarship applications that are available to begin in the summer. This will be done strategically as there are a multitude of scholarships. The staff at Saint Martins will assist heavily in prioritizing specific students and scholarships to be included in this part of the position.

The Fellow may also be assigned responsibilities for updating bulletin boards that display the accomplishments of graduates, celebrate graduations, and display colleges and universities our students have been admitted to and attend. We also have an off-to-college workshop for the rising freshmen in college. The Fellow may be part of the planning process for this workshop and help to put together college care packages given to students.

List specific skills/experience required for the project

- Time-management
- Strong written and verbal communication skills
- Organization
- Detail-oriented
- Persistent
- Experience using google docs and sheets
- Experience and proficiency with creating and hosting zoom meetings
- Initiative in reaching out to students and parents
- Spanish-speaking highly preferred (6 out of 15 families have Spanish-speaking parents)

Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement.

N/A

Briefly describe any work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale Fellows, describe any work that Yale students have done with your organization.

We had a Fellow through the PPSF program last 2 summers. We have had multiple Yale undergraduate students tutor our high school students over the past 7 years through a Yale organization called Flyte (Katie Byrne, katie.byrne@yale.edu, is the current President of the organization). There have also been many Yale undergraduates who have come to complete a year or two of AmeriCorps service by being a teaching fellow with our middle school. We also have interns from the Yale Divinity School come work at our middle school and in our graduate support program.