

**Yale University President's Public Service Fellowship
Summer 2021**

Proposal for Fellow working remotely for organization

- Organization: **Community Soup Kitchen**
 - Full street address of organization: **84 Broadway New Haven CT 06512**
 - Website: **csknewhaven.org**
 - Name and title of person who will be the Fellow's direct supervisor (*the supervisor must be available for Fellow to contact throughout the week*): **Karen Comstock, Assist to Director**
 - Phone number and e-mail address of proposed direct supervisor:
development@csknewhaven.org 203 889 6679 (cell)
 - Placement dates (*8-11 weeks between Tuesday, June 1 and Friday, August 13, 2021*): **Flexible**
 - Are placement dates flexible? Are you able to accommodate a Fellow working in a different time zone? **Yes**
 - Proposed 37.5 hour per week work schedule: **Weekdays at any time between 7-5. We are very flexible and will adjust for time zone or scheduling issues.**
 - Organization description (*mission statement, population served. 150 words or less.*): **The Community Soup Kitchen was founded in 1977 to provide free, nutritious meals on a regular basis in the downtown New Haven community for the benefit of the poor and underprivileged and to enhance the dignity and sense of worth to all who come to the kitchen. CSK is open for lunch Monday, Tuesday, Thursday and Friday and breakfast on Saturday. CSK provides supplies and services to four satellite programs and on Wednesdays brings sandwiches to the New Haven Green to cover the closure of the Wednesday lunch program at St. Thomas More. CSK also provides a location for outsider support services such as blood pressure screenings, medical screenings, housing services, homeless services, and veteran services. In 2019 we served 76337 meals, in the fall out of COVID19 we are serving 28% more meals out of takeout containers through the back door making an additional fund raising paramount.**
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- Write a 1-2 sentence summary of the work that the Fellow would be conducting (50 words or less. This will be used as your organization's project description summary on the PPSF website, so be succinct): **Grant writing, "Virtual" event planning social media/website updates.**
- Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (Suggested length: one to two pages.) **Remotely search for and apply for funding for new grants, write letters of interest to funders, apply for with existing grantors, organize direct appeals and virtual fundraisers. Maintain Development google drive and assist board development committee with any of their projects. Direct assistance from Karen Comstock will be available by text, call or email 6:30-9:30 week days and most weekends. The fellow will attend virtual meetings with the supervisor and possibly host Zoom board meetings. The fellow will start by taking some webinars on fundraising arranged by Ms. Comstock. The fellow will be expected to continue the online fundraising event "Squashing Hunger" created by Nellie Conover-Crockett our Yale University President's Public Service Fellow in 2020.**
- List specific skills/experience required for this work: **Self-motivated, honest, willing to accept and give constructive criticism and creatively curious. Solid writing skills are a plus.**
- Equipment/resources you will provide to help Fellow conduct work (must include access to a business e-mail and phone number): **Webinars, access to the development google drive, access and interaction (virtual) with our board of directors, and unlimited phone calls/texts for help and guidance. If the Fellow desires it we will provide them with a google number for their phone.**
- Briefly describe the 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 have only had one previous Yale PPSF Fellow, and she personally raised more the \$45,000 and co-raised another \$30,000. She started a fundraising event, had great ideas and feedback for the supervisor. She created a new continuing on-line event and updated our profiles with the Community Foundation for Greater New Haven. We are a better organization because of our fellow.**

We look forward to having a Yale Fellow next summer but acknowledge that Ms. Conover –Crockett left some huge shoes to fill.
