



Congresswoman Sheila Jackson Lee

18th Congressional District of Texas

Congressional Black Caucus Foundation 2016 Upcoming Internships, Fellowships & Scholarship Opportunities

Dear Students:

On behalf of the 18th Congressional District of Texas and the Congressional Black Caucus, I am pleased to inform you of several internships, fellowships and scholarship opportunities provided through the Congressional Black Caucus Foundation. These unique opportunities are an essential step to launching your career. It is also a great opportunity to be engaged in the political landscape of our nation.

Take a moment to review the information which is enclosed with this letter and apply. Deadlines are rapidly approaching.

For more information, contact my office, 713.655.0050 or visit the Congressional Black Caucus Foundation's website, www.cbcfinc.org, or 202-263-2800.

Very Truly Yours,

Sheila Jackson Lee
Member of Congress



For more information: www.jacksonlee.house.gov
1919 Smith St. Ste. 1180 Houston, TX 77002
713-655-0050



Internships

CBCF's internship programs prepare college students and young professionals to become principled leaders, skilled policy analysts, and informed advocates by exposing them to the processes that develop national policies and implement them – from Capitol Hill to federal field offices.

Program participants receive housing, a stipend, office placements, and opportunities to meet and interact with professional legislators and leaders working in all branches of government.

CBCF offers three internship programs:

- **The Congressional Internship Program**
- **The Emerging Leaders Internship Program**
- **The Communications Internship Program**

CBCF Congressional Internship Program

Application Opens: January 15, 2016

Application Deadline: April 30, 2016

The CBCF Congressional Internship program sponsored by Walmart offers undergraduate students the opportunity to learn about the legislative process, leadership and careers in the policy making process. Interns work in Congressional Black Caucus member offices, attend professional development events, and participate in leadership development projects. Housing and a stipend are provided. This program is offered every summer. Applicants must have a minimum GPA of 2.5 on a 4.0 scale; should be at least a college sophomore at the time of application; have a permit to work in the U.S.; and have a demonstrated interest in public service, governance, and the policy-making process. Recent graduates are eligible as long as they have not yet started post-graduate studies and have graduated no more than a year from the internship program start date.

You must use your full first and last name as your display name when creating your application account. This will allow us to locate your application when uploading your transcripts.

Our **two-part** online application will require you to submit the following:

- (1) Two short essays answering the questions provided in the application.**
- (2) Three electronically submitted letters of recommendation.**
- (3) A one-page resume listing extracurricular activities, honors, employment, community service, and special skills**
- (4) In addition, official sealed transcripts from all institutions attended should be MAILED to CBCF to the internships program’s attention.**

PLEASE NOTE: Our online application has “two” segments. The first is the general application which collects materials relevant for all of our programs. Once you have completed this portion, you will be brought to a section showing all opportunities for which you may be eligible. Here is where you can answer opportunity-specific questions for each scholarship/internship/etc., such as personal statements, additional references, art samples, etc.

Pathways to the C-Suite Internship

Application Opens: January 15, 2016

Application Deadline: April 30, 2016

The Congressional Black Caucus Foundation, Incorporated (CBCF) has expanded its Leadership Institute to offer internships in the private sector. The new Pathways to the C-Suite Internship Program partners undergraduate and post-graduate African-American students with some of the nation’s top executives in private companies. Interns interact with senior-level business leaders, explore multifaceted business challenges, and build skills to prepare them for careers in corporate America.

Through the Pathways to the C-Suite Internship Program, students gain practical and meaningful work experience in a corporate setting and obtain first-hand experience working with organizations whose top priorities include diversity employment retention and internship to employment opportunities. Internship opportunities are available in public relations, finance, business, economics and real estate.

Over the course of the internship, participants also take part in business networking, team building events, and leadership development sessions to enhance their professional and leadership skills.

Term:

- Summer [9 weeks / May-July]
- Fall [16 weeks/ August-December]
- Spring [16 weeks/ January-May]

Selection and Eligibility:

- U.S. citizen or permit to work in the U.S.
- Currently or recently enrolled in college full-time when applying for the program
- Have a minimum GPA of 3.0 on a 4.0 scale
- Demonstrated interest in government relations
- Selected applicants will be qualified African-American or black students who enrolled in a matriculating program or are recent college graduates
- We are seeking college students and recent graduates pursuing careers in government relations, business, marketing, human resources and project management.

Benefits: Housing, Stipend, Professional Development Courses, Networking Opportunities

Fellowships



Through the CBCF's 20-month fellowship programs, participants work with congressional members and committees, attend leadership development seminars, complete community service projects and produce policy papers.

During their first placement, fellows gain invaluable experience as they assist in the development of legislative and public policy initiatives within Congressional Black Caucus (CBC) member offices. Fellows work 40 hours per week on a range of staff assignments: legislative analysis, responding to constituent mail, drafting talking points and speeches for members, and coordinating logistics and public testimony for congressional hearings.

During the second half of their program, fellows transition to a congressional committee, which complements their experience in a

member's office and provides them with a full view of the legislative process.

The CBCF offers three fellowship programs:

- Congressional Fellowship
- Louis Stokes Urban Health Policy Fellowship
- Donald M. Payne Foreign Policy Fellowship

Each fellowship cohort brings together individuals with diverse interests in policy areas in order to complement and enrich the experiences of all program participants.

Fellows are paid an annual salary of \$40,000 plus benefits. Participants must reside in or relocate to the Washington, D.C., metropolitan area and are responsible for their own travel, housing, and other living expenses.

Congressional Fellows Program

Application opens: January 15, 2016

Application Deadline: April 8, 2016

Program Dates: September 12, 2016 – May 23, 2018

CBCF Fellows work in congressional member and committee offices, attend leadership development seminars, complete a community service project and produce policy papers. During the first-year office placement, Fellows gain invaluable experience as they assist in the development of legislative and public policy initiatives in CBC Member Offices. Fellows work 40 hours per week on a range of staff assignments, including legislative analysis, responding to constituent mail, drafting talking points and speeches for members, and coordinating logistics and public testimony for Congressional hearings. During the second half of the program, fellows transition to a congressional committee. The committee placement complements their experience in a member's office and provides the fellows with a full view of the legislative process.

Fellows also have educational enrichment opportunities through seminars on policy and politics. These seminars explore hot-button policy issues, the politics of policymaking and policy implementation, and evaluation of policy already implemented. As a cohort, the Fellows develop and implement a community service project. Fellows are also exposed to the history and work of the Congressional Black Caucus (CBC), and prepared to analyze the impact of policies on African Americans and other minority groups.

Scholarships

The CBCF has awarded scholarships to talented and deserving students for nearly three decades. Each year, we award more than 200 scholarships to students across the United States. Recipients demonstrate leadership ability through exemplary community service and academic talent, while other received need-based scholarships to reward their persistence in pursuing a quality education. Our scholarship programs support current or upcoming college students across a variety of disciplines.

CBC Spouses Visual Arts Scholarship

Application Deadline: April 29, 2016

IMPORTANT CHANGE: IT IS NOT REQUIRED THAT YOU LIVE OR GO TO SCHOOL IN A CBC MEMBER DISTRICT

This award is for students with majors in the visual arts including, but not limited to, architecture, ceramics, drawing, fashion, graphic design, illustration, interior design, painting, photography, sketching, video production and other decorative arts.

ELIGIBILITY

- U.S. citizen or permanent U.S. resident
- Currently/planning to be enrolled in the upcoming academic year as a full-time undergraduate student
- Have a minimum 2.5 GPA on a 4.0 scale
- Be pursuing a major and career in a visual art
- Exhibit leadership and community service
- Selected applicants will be qualified African-American or black students

ONLINE APPLICATION REQUIREMENTS

1. Personal statement (500-1,000 words) addressing four topics in one cohesive essay. (Students should use the same personal statement when applying for multiple scholarships).
2. 2 electronically submitted letters of recommendation. We suggest one come from a community or public service leader (i.e. church leader, community leader, volunteer organization). The application provides instructions for your references to upload their letters.
3. Electronic PDF copy of detailed Federal Student Aid Report (SAR); this report comes from the US Department of Education and is typically 5 pages in length.
4. Resume (3 pages maximum) detailing academics, extracurricular activities, honors, employment, community service, and special skills.
5. Recent photograph suitable for publication (i.e., a cap and gown picture, or other of professional quality and dress).
6. Five original pieces of artwork from the art genre for which are you applying, with each file name showing the piece's title, dimensions, and media (e.g. Water – 3ft x 2ft – oil on canvas). Follow [these instructions](#)

ADDITIONAL REQUIRED MATERIALS *The below items are to be mailed directly to the Foundation*

1. Official sealed transcripts from all institutions attended (high school diploma for current high school students, high school diploma and college transcript(s) for students still in or just finishing their freshman year of college, and college transcript(s) for current college sophomores and beyond). If your school has the capability of e-mailing official seal transcripts, your school may do so using the following email: scholarships@cbcfinc.org.
2. Proof of college acceptance (e.g. college acceptance letter). This is only for high school seniors or those returning to school.

CBC Spouses Heineken USA Performing Arts Scholarship

Application Deadline: April 29, 2016

IMPORTANT CHANGE: IT IS NOT REQUIRED THAT YOU LIVE OR GO TO SCHOOL IN A CBC MEMBER DISTRICT

This award is for full-time students with majors in the performing arts including, but not limited to, drama, music, dance, opera, marching bands, and other musical ensembles.

ELIGIBILITY

- U.S. citizen or permanent U.S. resident
- Currently/planning to be enrolled in the upcoming academic year as a full-time undergraduate student
- Have a minimum 2.5 GPA on a 4.0 scale

- Pursuing a major and career in a performing art
- Exhibit leadership ability and participate in community service activities
- Selected applicants will be qualified African-American or black students

ONLINE APPLICATION REQUIREMENTS

1. Personal statement (500-1,000 words) addressing four topics in one cohesive essay. (Students should use the same personal statement when applying for multiple scholarships).
2. Two electronically submitted letters of recommendation. We suggest one come from a community or public service leader (i.e. church leader, community leader, volunteer organization). The application provides instructions for your references to upload their letters.
3. Electronic copy of detailed Federal Student Aid Report (SAR); this report comes from the US Department of Education and is typically 5 pages in length. This should be uploaded to the online application as a PDF document.
4. Resume (3 pages maximum) detailing your academics, extracurricular activities, honors, employment, community service, and special skills.
5. Recent photograph suitable for publication (i.e., a cap and gown picture, or other professional quality and professionally dressed photograph).
6. 2 minute visual recording sample (**follow [these instructions](#)**). Applicant must be easily identified and the file must be saved in a format playable on Windows Media Player. It is suggested you create your video sample on a PC to ensure it is playable on Windows Media Player.

ADDITIONAL REQUIRED MATERIALS *Mail the below items directly to the Foundation*

1. Official sealed transcripts from all institutions attended (high school diploma for current high school students, high school diploma and college transcript(s) for students still in or just finishing their freshman year of college, and college transcript(s) for current college sophomores and beyond). If your school has the capability of e-mailing official transcripts, your school may do so using the following e-mail: scholarships@cbcfinc.org
2. Proof of college acceptance (e.g. college acceptance letter). This is only for high school seniors or those returning to school.

Mailing address for additional required materials

Attn: Performing Arts Scholarship
 Congressional Black Caucus Foundation, Inc.
 1720 Massachusetts Ave, NW
 Washington, DC 20036

NOTE: Our online application has “two” segments – General Application for general questions and Supplemental Questions for questions specific to that opportunity (personal statements, art

samples, etc.). Once you flick “Finish and Continue” on the General Application you can begin the Supplemental Questions for your desired opportunity.

Phone: 202-263-2800; Email: scholarships@cbcfinc.org

CBC Spouses Education Scholarship

Application Deadline: May 20, 2016

IMPORTANT CHANGE: IT IS NOT REQUIRED THAT YOU LIVE OR GO TO SCHOOL IN A CBC MEMBER DISTRICT

This award is for students of *ALL MAJORS* who are preparing to pursue or are currently pursuing an undergraduate or graduate degree full-time at a U.S. accredited college or university.

To assist you through the application portal, here are some [screen captures](#)

ELIGIBILITY

- U.S. citizen or have permanent U.S. residency status
- Currently/planning to be enrolled in the upcoming academic year as a full-time undergraduate or graduate student at an accredited U.S. college or university
- Minimum 2.5 GPA on a 4.0 scale
- Exhibit leadership ability and participate in community service activities
- Selected applicants will be qualified African-American or black students

You must use your full first and last name as your display name when creating your application account.

ONLINE APPLICATION REQUIREMENTS

Online (the majority of your materials are required to be submitted through the online application)

1. Personal statement (500-1,000 words) addressing four topics in one cohesive essay. (Students should use the same personal statement when applying for multiple scholarships).
2. 2 electronically submitted letters of recommendation. We suggest one come from a community or public service leader (i.e. church leader, community leader, volunteer organization). The application provides instructions for your references to upload their letters.

3. Electronic copy of detailed Federal Student Aid Report (SAR); this report comes from the US Department of Education and is typically 5 pages long. This should be uploaded to the online application as a PDF document.
4. Resume (3 pages maximum) detailing your academics, extracurricular activities, honors, employment, community service, and special skills.
5. Recent photograph suitable for publication (i.e., a cap and gown picture, or other professional quality and professionally dressed photograph).

ADDITIONAL REQUIRED MATERIALS *The below items are to be mailed directly to the Foundation*

1. Official sealed transcripts from all institutions attended (high school diploma for current high school students, high school diploma and college transcript(s) for students still in or just finishing their freshman year of college, and college transcript(s) for current college sophomores and beyond). If your school has the capability of e-mailing official seal transcripts, your school may do so using the following e-mail: scholarships@cbcfinc.org.
2. Proof of acceptance (e.g. college acceptance letter) into an institution of study for the upcoming year. This is required for graduating high school seniors, individuals returning to school after a time of absence, and college students graduating with a degree this year and continuing in the fall for another degree (such as graduating in May with a bachelor's and beginning your master's in the fall).

Mailing address:

Attn: Spouses Education Scholarship
Congressional Black Caucus Foundation, Inc.
1720 Massachusetts Ave, NW
Washington, DC 20036

PLEASE NOTE: Our online application has “two” segments – General Application for general questions and Supplemental Questions for questions specific to that opportunity (personal statements, art samples, etc.). Once you click “Finish and Continue” on the General Application you can begin the Supplemental Questions for your desired opportunity.

Phone: 202-263-2800; **Email:** scholarships@cbcfinc.org