

## **Catalyst Network Foundation Fellowship Application**

2019 Application Period: Monday, January 14 – Friday, March 29, 2019

### **Overview**

Applicants for the Catalyst Network Foundation (CNF) Fellowship may retrieve the application for the fellowship program online at <http://catalyst-network.org/apply/> and submit a completed application via email to [apply@catalyst-network.org](mailto:apply@catalyst-network.org).

Applicants must be a **high school sophomore or junior** in good academic standing attending a Washington, D.C. Metropolitan high school or apart of the Black or Latino Student Fund.

Questions? Contact us at [apply@catalyst-network.org](mailto:apply@catalyst-network.org).

### **Applying**

The Catalyst Network Foundation Fellowship Application is divided into seven sections. Please complete each section in its entirety paying close attention to instructions.

- Section One:** Personal Information
- Section Two:** Academic Information
- Section Three:** Extracurricular and Academic Activities
- Section Four:** Work Experience
- Section Five:** Essay Responses
- Section Six:** Letters of Recommendation
- Section Seven:** Self-Assessment

### **Post Application**

**1<sup>st</sup> Round** – Application Screening E-mail/Phone Notification (Saturday, April 13, 2019)

**2<sup>nd</sup> Round** – Telephone Interviews (Monday, April 22, 2019 – Sunday, May 5, 2019)


**Acceptance notification to 2019 Cohort (Saturday, May 13, 2019)**

**Transform your life. Join us.**

Follow the movement on  - @IamCNF

Follow the movement on  - @IamCNF

Like us on  - Catalyst Network Foundation

Follow the movement  on and join our group - Catalyst Network Foundation

## **About Catalyst Network Foundation Inc. (CNF)**

(Please do not include this page in your application)

The [Catalyst Network Foundation Inc.](#) (CNF) is a non-profit education initiative [501\(c\)\(3\) organization](#) based in New York City and Washington, D.C.

Founded in 2011, [CNF](#) is focused on life enrichment and professional development, with a mission to engage high-potential [youth](#) (ages 14-25) and veterans (ages 21-30) with successful projects by providing the proper tools, network, and development opportunities.

CNF holds a [Summer Intensive Program](#) for rising [high school juniors and seniors in New York City and Washington, D.C.](#) Successful applicants are enrolled at a CNF [partnership](#) high school. Over 200 students have been admitted to the Fellowship Program and are [CNF](#) Fellows (99% have graduated High school, and more than 98% of them have enrolled in college or a trade school).

The [fellowship scholars](#) are trained from day one: they tour corporate offices, pitch business ideas, and develop professional skills. CNF personnel assess the Fellows career aspirations, expose them to various opportunities, and foster intrapersonal growth. Each student receives individualized attention and internships in preparation for higher education and community service.

Through [CNF's Mentorship Program](#), Fellowship scholars are paired with a mentor that is a trailblazer in the profession or career field the fellows aspire to pursue. The CNF Internship Program secures [CNF](#) Fellows with internships at top startups, corporations, and medical institutions.

Since 2011, the [Fellows](#) have participated in corporate tours and create or pitched presentations about inner-city school challenges to several corporations, including: [Google](#), [Goldman Sachs](#), [NIKE](#), [LinkedIn](#), Morgan Stanley, HBO, [Microsoft](#), [Covington & Burling LLP](#), [GAP](#), [BET](#), Essence Magazine, [NPR](#), [Kaye Scholer LLP](#), Bank of America Merrill Lynch, [Hughes Hubbard Reed LLP](#), Bloomberg, [Peebles Corporation](#), [Infor](#), Deloitte, FOX News, and [NBC Studios](#).

The youth initiative also holds [career](#) and [college preparatory workshops](#) throughout the school year, [educating](#) over 800 high school students in the aforementioned metropolitan areas.

The Catalyst Network Foundation Inc. is fundamentally grassroots, steered by a volunteer leadership team in [New York City](#) and [Washington, D.C.](#) Ranking Congressman [Ed Towns awarded a proclamation to the Foundation, in recognition of the organization's achievements](#).

### **About CNF Summer Intensive Program**

Taking your potential to the next level can be an exciting and rewarding experience. Having a strong support team, like the Catalyst Network Foundation makes it possible. With active and engaging programs focused on your potential, realizing your ambitions will come naturally. The Catalyst Network Foundation identifies your gifts and talents and then creates a personal plan for you to develop personally and professionally. We hold workshops **to improve your writing**, teach **you how to present yourself and your ideas** and **effectively network**. Our approach is to expose you to skills and resources and then allow you to practice those new skills. Also, we provide opportunities for you to experience work in your area of interest, with training, internships and even jobs.

What we provide you is unique. In our role, we strive to guide you along your desired path for success by connecting you with people and experiences from your community. Based on your needs, in academics or for a career, we assist you in achieving your goals.

**Last but not least our program is free, but your admittance to our program will be earned.**

## Summer Intensive Fellowship Checklist

Please use this checklist to help guide you through the application. This checklist should be the cover sheet for your application when submitted. Before submission, the applicant should initial each required field and sign the bottom of this form to confirm that the application has been completed in its entirety.

### Section One: Personal Information

- Applicant Information
- Parent Guardian Contact Information
- Emergency Contact Information

### Section Two: Academic Information

- Name of High School, GPA and Expected Graduation Year
- Current Course Schedule
- Two (2) Copies of Academic Transcript or most recent progress report/report card

### Section Three: Extracurricular and Academic Activities

- Extracurricular/Volunteer Activities
- Honors/Recognition

### Section Four: Work Experience

- Work Experience

### Section Five: Essay Responses

- 4A – Two Short Essay Responses
- 4B – One Long Essay Response
- \*Optional\* 4C – Additional/Supplemental Essay Response

### Section Six: Letters of Recommendation

- One (1) Recommender + Completed Recommendation Form
- \*Optional\* – Additional Recommenders (School Faculty, Job Supervisor and Coaches) + Completed Recommendation Forms

### Section Seven: Self-Assessment

- Confidence
- Professional & Career Aspirations
- College Planning
- Clarity & Vision

### Important Dates of the Summer Intensive Program

- Acknowledged

I, \_\_\_\_\_, confirm that my application is completed and have enclosed the required documents for my application to the Catalyst Network Foundation's 2019 Summer Intensive Fellowship.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Summer Intensive Fellowship Application

### Section 1 – Personal Information

#### Applicant Information

First Name	Last Name
Date of Birth:	Grade:
Permanent Address:	
<hr style="border: 0; border-top: 1px solid black;"/> Street Address	
<hr style="border: 0; border-top: 1px solid black;"/> City, State, Zip	
Home Phone:	Mobile Phone:
Email address:	

#### Parent/Guardian Contact Information

Full Name:
Relationship to Applicant:
Parent/Guardian Phone Number:
Email Address:

#### Emergency Contact Information

Full Name:
Relationship to Applicant:
Emergency Phone Number:
Email Address:

## Section 2 – Academic Information

Please input the necessary academic information so we may follow up with your institution to confirm enrollment and satisfactory progress toward graduation.

---

Name of High School

---

Current GPA

---

Expected Graduation Year

### Current Class Schedule

Class Name	Teacher
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**Required:** Two (2) copies of your current transcript or most recent progress report/report card in a sealed envelope.

### **Section 3 – Extracurricular Activities and Achievements**

List and briefly describe your extracurricular activities (e.g., memberships in organizations, sports, etc.):

Organization/Club

Position Held

Date of Involvement

Explain your role and involvement:

List and briefly describe volunteer activities in which you have been involved:

Organization

Involvement/Position

Date of Involvement

List honors or academic awards you have received (e.g., scholarly activities, research, etc.):

Award/Honor

Institution/Organization

Date Awarded

Explain your role and involvement:

## Section 4 – Work Experience

List and briefly describe any work experience:

Position

Employer

Dates of Employment

A brief description of your work responsibilities and accomplishments:

Position

Employer

Dates of Employment

A brief description of your work responsibilities and accomplishments:

Position

Employer

Dates of Employment

A brief description of your work responsibilities and accomplishments:

Position

Employer

Dates of Employment

A brief description of your work responsibilities and accomplishments:

## **Section 5 – Essay Responses**

**Please read the below instructions for the required essay responses. All responses should be typed in a word processing system with no larger than 12 point font, double-spaced, with 1-inch margins. Essays should be printed and submitted with your application. Each page of your essay responses must have your name, school, grade/expected year of graduation and date in the header.**

### **Section 4A – Short Essay**

**Instructions: In 100 words or less, please respond to the below essay questions in 100 words or less.**

1. What are your short-term (3-5 years from now) and long-term (10-15 years from now) goals? How do you envision CNF will help you achieve these goals? Please explain.
2. You have been asked to address be a keynote speaker at a junior high school. What are three things you recommend to have a successful high school experience?

### **Section 4B – Long Essay**

**Instructions: Please answer only one of the below essay questions in 400-500 words.**

1. What does leadership mean to you? What characteristics do you believe leaders should portray? Do you think you have leadership qualities? If so, please describe.
2. What challenges do you see/experience in your community? What solutions do you have to solve this community issue?

### **Section 4C – Optional Essay**

**Instructions: In 200 words or less, please you may use this optional essay to share any additional information about your particular circumstances or significant achievements.**



## Section 6 – Letter of Recommendation

**Instructions: Identify three individuals who are willing to recommend you for this fellowship. The recommendation should come from a teacher, coach, mentor or another adult who can attest to your skills, potential, and capabilities. The attached form should go to your indicated recommenders.**

### **Student Information**

The student should complete this portion.

First Name:	Last Name:
School:	Grade:

### **Recommender 1 Information**

First Name:	Last Name:
Relationship to Student:	Profession/Employer:
Home Phone:	Mobile Phone:
Email Address:	

### **Recommender 2 Information**

First Name:	Last Name:
Relationship to Student:	Profession/Employer:
Home Phone:	Mobile Phone:
Email Address:	

### **Recommender 3 Information**

First Name:	Last Name:
Relationship to Student:	Profession/Employer:
Home Phone:	Mobile Phone:
Email Address:	

## Applicant Recommendation Form

### Instructions to Recommender

Please share your thoughts on the student applicant, in particular, reference to his or her accomplishments, interests, leadership potential, or community service. This form should be sufficient for review. However, you may submit additional documentation printed on your organization's letterhead and provided to the applicant in a sealed envelope with your initials on the seal for submission.

\_\_\_\_\_  
**Recommender Name**

\_\_\_\_\_  
**Applicant Name**

### Applicant Character Indicators

Please rate the applicant in relation to the following indicators. From the rating of leading, being a high performer to the rating of developing being an area of focus and growth for the applicant.

	Strength	Emerging	Developing
<b>Intellectual Ability</b>			
<b>Motivation</b>			
<b>Teamwork</b>			
<b>Initiative</b>			
<b>Intellectual Curiosity</b>			
<b>Discipline</b>			
<b>Verbal Communication Skills</b>			
<b>Written Communication Skills</b>			
<b>Reliability</b>			
<b>Attitude / Demeanor</b>			
<b>Leadership Potential</b>			

### Additional Comments

Please comment on the student's potential for success with CNF, the benefits you see the student accruing from experience and any other relevant insights into the student's work. Feel free to attach additional documentation, if necessary.

\_\_\_\_\_  
**Recommender Signature**

\_\_\_\_\_  
**Date**

## Section 7 – Self-Assessment

### Confidence:

- How confident are you in taking standardized tests?
  - a) Highly Confident
  - b) Confident
  - c) Not Sure
  - d) Not Confident
  - e) Apprehensive
  
- Are you confident in your writing skills?
  - a) Highly Confident
  - b) Confident
  - c) Not Sure
  - d) Not Confident
  - e) Apprehensive
  
- Rate your level of confidence in critical thinking/analytical skills.
  - a) Highly Confident
  - b) Confident
  - c) Not Sure
  - d) Not Confident
  - e) Apprehensive
  
- Are you confident in your verbal communication skills?
  - a) Highly Confident
  - b) Confident
  - c) Not Sure
  - d) Not Confident
  - e) Apprehensive
  
- I am confident that I will be accepted into my top 5 college choices.
  - a) Highly Confident
  - b) Confident
  - c) Not Sure
  - d) Not Confident
  - e) Apprehensive

### Professional & Career Aspirations (Refer to Your Statement in Section 4A about Short and Long-Term Goals):

- I have researched colleges that will help me to attain my career goals.
  - a) Good Idea
  - b) Undecided about my career goals
  - c) Don't Care
  - d) No Clue if I want to attend college
  
- I have researched companies/organizations that I am interested in working for?
  - a) Good Idea
  - b) Undecided about where I want to work
  - c) Don't Care

## Section 7 – Self-Assessment (cont.)

- I want to be an entrepreneur
  - a) Good Idea
  - b) Undecided about what I want to do professionally
  - c) Don't Care
  - d) This is my dream career
  
- I want to attend a college or trade school after I graduate from high school.
  - a) Good Idea
  - b) Undecided
  - c) No Clue
  - d) Don't Care

### College Planning:

- After high school, do you aim to attend a university or college that is ranked as a top 25 school in U.S. News?
  - a) Definitely
  - b) Maybe
  - c) Not interested
  - d) Don't care
  - e) Too difficult
  
- I am aware of the different college options for my higher education.
  - a) Definitely
  - b) Slightly
  - c) Unsure
  - d) Not interested
  - e) Not really
  
- In general, do you believe paying for college is
  - a) Easy
  - b) Challenging
  - c) No, I plan on getting a full scholarship
  - d) No, I plan on taking student loans
  
- Will college get you to your career aspirations?
  - a) Definitely
  - b) Slightly
  - c) Unsure
  - d) Don't care
  - e) Not really

### Clarity and Vision:

- Have you identified short or long-term goals for your life?
  - a) Yes, short and long-term
  - b) Yes, short-term only
  - c) Yes, long-term only
  - d) No
  - e) Uninterested in goal setting

## **Important Dates of the Summer Intensive Program**

**\*Please review the schedule below**

If you are confident that you will be able to attend each event for the following dates highlighted below submit your application.

If you have any other commitments that may cause you to be absent for more than two dates notify us at [Fellowship@Catalyst-Network.org](mailto:Fellowship@Catalyst-Network.org) before submitting your application

**Primary Location: Howard University (2400 Sixth St NW, Washington, D.C. 20059)**

### **Pre-Summer Intensive Think Tank – 2019 Washington, D.C. Fellowship Cohort**

**July 27<sup>th</sup> (Saturday) 8:00 – 1:30 pm**

- 8:00 – 11:15 pm (Personal Interest Assessment Think Tank)
- 11:30 – 1:30 pm (CNF Kick-Off Reception)

### **Summer Intensive Program - 2019 Washington, D.C. CNF Fellowship Cohort**

**Monday, July 29<sup>th</sup> – Corporate Tour Day**

- **Gathering Point: Howard University**
- **Time: 8:00am**

**Tuesday, July 30<sup>th</sup> – Thursday, August 1<sup>st</sup> (8:00 – 2:00 pm):** First week of the Summer Intensive Program

**Friday, August 2<sup>nd</sup> – Corporate Tour Day**

- **Gathering Point: Howard University**
- **Time: 8:00am**

**Monday, August 5<sup>th</sup> – Corporate Tour Day**

- **Gathering Point: Howard University**
- **Time: 8:00am**

**Tuesday, August 6<sup>th</sup> – Thursday, August 8<sup>th</sup> (8:00 – 2:00 pm):** Second week of the Summer Intensive Program

- Thursday 6:30 – 8:30 pm Graduation Ceremony (Howard University)

**Friday, August 9<sup>th</sup> – Corporate Tour Day**

- **Gathering Point: Howard University**
- **Time: 8:00am**

**\* 1 - 3 Corporate Tours will be held during each corporate tour day**