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**Origin Story**

As one Karel Advisory Committee member, Andy Burness, once said, “Frank Karel was a giant in our world--founder of our field of nonprofit communications.” Burness went on to explain that, “It’s not that working at a bank or writing ad copy for corporations are bad things to do. They’re not, and Frank had no judgment on that. But he had an affirmative judgment about **applying one’s talents to improve our lot in life – to make the world a better place – and he was living proof that public interest communications could play a central role in making that happen.”** The contributions Frank made to the Rockefeller and Robert Wood Johnson Foundations speak to the depth and impact of his life’s work and, most importantly, his role as an energetic storyteller.

After Frank passed away in 2009, a group of Frank’s colleagues, more affectionately known as friends, and inspired supporters of Frank’s legacy, developed the Frank Karel Fellowship in Public Interest Communications. The founding members of the Karel Advisory Committee consisted of Andy Burness, of Burness Communications, Joe Marx, of the Robert Wood Johnson Foundation, David Morse, of Civic Ventures, Caryn Mathes, of WAMU at American University, and Chuck Bean, of the Nonprofit Roundtable of Greater Washington. Their collective brainchild developed from Frank’s belief that first generation, racial and ethnic minorities were underrepresented in the nascent public interest communications field. Frank recognized that the public will be best served if the next generation of advocates is reflective of America’s ever-growing diverse communities.

The inaugural class of fellows formed in 2012. Click [here](http://nonprofitroundtable.org/component/content/article/648) to read their brief bio, and click [here](http://nonprofitroundtable.org/blog/625-karel-fellows-blog-about-their-summer-experiences) to access their blog posts. As fellows who are admitted and graduate from the program, all will continue to be supported by Roundtable staff, Karel Advisory Committee members and other Frank-ophiles. Equally, if not most essentially, important, fellows will be charged with taking on the role of social change advocates in whatever way aligns with their own passions. As Frank once told fellow Robert Wood Johnson Foundation colleague, Larry Blumenthal, "Don't ever lose that sense of urgency.”

**Background**The Karel Fellowship program honors and advances the legacy of Frank Karel, who established, led and nurtured the field of strategic communications in philanthropy during his 30 years as chief communications officer for the Robert Wood Johnson and Rockefeller Foundations. Among Karel's strong beliefs was that racial and ethnic minorities were underrepresented in the public interest communications field and that foundations and public interest organizations need to be proactive in recruiting and nurturing broader participation and leadership in public interest communications and advocacy.

**About the Fellowship**

This is the second year of the [Frank Karel Fellowship in Public Interest Communications](http://www.nonprofitroundtable.org/what-we-do/visibility/karel-fellowship) program. Fellows come from across the country, and represent a mixture of diverse populations. Host organization matches are made according to fellows’ interests, which range from improving children’s health, juvenile justice, ending poverty, to immigration reform.

Throughout the summer, Roundtable staff and the Karel Advisory Committee will organize events for fellows outside of their work at their host organizations. These events include a networking event with all host organizations and a Roundtable member-only networking event. In addition to these networking events, fellows will attend at least two public interest communications learning sessions, social events and a welcome and closing dinner. See [Karel Fellowship Participant Agreement](https://docs.google.com/a/nonprofitroundtable.org/document/d/13ckWfAzKi13ff2eQmtaA7zzwI1-EmjCYrqmuUj3BsoI/edit) for event dates and expectations.

Roundtable staff and the Karel Advisory Committee understand that the cost of living and working in the Greater Washington area is high. In an effort to offset those costs, all fellows will receive a $4,000 stipend. Stipends will have tax taken out. Three-quarters of the stipend will be awarded in the first week of the fellowship after fellows complete their [I-9](http://www.uscis.gov/files/form/i-9.pdf) and form **at** the Nonprofit Roundtable office located at 1201 15th ST. NW Suite 410. (Please remember to bring the original necessary forms of identification needed for the I-9 with you to DC.)

I-9 Form: <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

Please note that the Federal Income Tax Withholding [W-4](http://www.irs.gov/pub/irs-pdf/fw4.pdf) form should be signed and submitted via email to Abby at least two weeks before the Welcome Dinner. [State/District Tax Withholding forms](https://drive.google.com/folderview?id=0B3-e030zdwi1ejdFbTlHQ2tQQUk&usp=sharing) should be signed and submitted **after** summer housing is secured. State/District Tax forms need to reflect each fellow’s State/District residential address for the duration of the fellowship. For example, fellows should not list their home/college/university/other address unless that is where they will be residing this summer. The remainder of the stipend will be given to fellows after their last blog post is submitted in August. The earlier final blog posts are turned in, the sooner fellows will receive their final payment.

Federal W-4 Form: <http://www.irs.gov/pub/irs-pdf/fw4.pdf>

DC W-4 Form: <http://www.census.gov/hrd/www/new_emp/d4.pdf>

After the fellowship is completed, the next organized meeting of the 2013 class of fellows will be at *frank*, the first country-wide conference on social change communications. Representatives from the nation’s top communications firms, including the ones that fund this fellowship, will be in attendance. Fellows and other students will sit as equal participants among the aforementioned captains of communications industry. Just like [SXSW](http://sxsw.com/interactive/about/faq) is, “an incubator of cutting-edge technologies and digital creativity... And more to the point, coming to SXSW… is a great way to recharge your creativity.” *frank* will be that place for our nation’s communications field.

The conference will be held on **February 25-27, 2015** at the University of Florida (UF), Frank Karel’s alma mater and home to the nation’s first public relations endowed chair. The Frank Karel Endowed Chairwoman is Ann Christiano, UF Public Relations professor. Transportation, food and lodging for *frank* will be provided. Participation is required. Please confirm your attendance at *frank*  to Abby by **Sunday, June 15.**

Support for the fellowship comes from the Robert Wood Johnson Foundation, Kellogg Foundation, Burness Communications, Spitfire Strategies, Brodeur Partners, Fenton Communications, the Viola Fund, and Betsy Karel.

**After the Fellowship**Roundtable staff and the Karel Advisory Committee are committed to all fellows’ continued growth and success in the field of Public Interest Communications and beyond. Specifically, Roundtable staff, the Karel Advisory Committee, partner colleges and universities as well as host organizations are committed to supporting interested fellows in searching for Public Interest Communications related opportunities after graduation. In the long-term, we hope fellows will take on leadership roles in their communities to spark social change.

**Participant Agreement**

Participation in the Karel Fellowship in Public Interest Communications requires a significant amount of time, thought, and energy to fully engage in this program. *The more you put into this fellowship, the more you will get out of it*. Our goal is for you to make the most of your experience. The Committee and Roundtable staff want to support you in the best way possible throughout the summer and beyond.

We ask all fellows to agree to an important set of commitments:

**I hereby agree to:**

1. Attend and arrive early or on time to ALL meetings and activities as well as complete all required reading and work pertaining to the fellowship.
2. Understand that absence from fellowship activities/late submission or missing work may result in expulsion from the program.
3. Give my participation in the fellowship a high priority on my calendar.
4. Recognize that an essential function of a fellow is active, respectful participation in the program.
5. Behave and dress in a professional manner. I understand that I not only represent myself, but also the Nonprofit Roundtable of Greater Washington, Frank Karel, the Advisory Committee and my college/university. Dress code is business casual for all Fellowship events unless otherwise stated.
6. Commit to working at least 35-40 hours a week at my assigned host organization. If there is an issue with your placement, please contact Abby as soon as possible.
7. Write/record at least two blog posts with accompanying photos. (Detailed information about the blog posts is included on the second page of this agreement.)
8. Work with my host organization mentor to put together a one page document or a two-five minute video highlighting the contributions I made to my host organization. The content of this work may serve as an outline for my *frank* presentation. This is due at by the final day of the fellowship.
9. Complete a thoughtful, personal presentation about my experience in the fellowship for *frank*. (Information about *frank* is included on the second page of this agreement.)
10. Participate in ongoing evaluations and connect with with previous and future fellows.
11. Keep in touch with NPRT staff well beyond the end of fellowship.

**Fellowship events include\*:**

1. Welcome Dinner on Sunday, June 23, 2014
2. Social Event on Friday, June 27, 2014\*\*
3. Learning Session I on Wednesday, July 9, 2014
4. Social Event on Friday, July 11, 2014\*\*
5. Networking Happy Hour on Thursday, July 17, 2014
6. Social Event on Thursday, July 18, 2014\*\*
7. Learning Session II on Wednesday, July 23, 2014
8. Social Event on Friday, July 25, 2014\*\*
9. Networking Happy Hour on Thursday, July 31, 2014
10. Social Event on Friday, August 1, 2014\*\*
11. Learning Session III on Wednesday, August 6, 2014
12. Social Event on Friday, August 8, 2014\*\*
13. Farewell Dinner on Thursday, August 14, 2014\*\*\*

\*You are invited to attend the Nonprofit Roundtable’s **Annual meeting** on **May 20, 2014**. Attendance is optional, but please RSVP to Abby.
\*\*Casual dress is acceptable.

\*\*\*Please contact Abby if you are experiencing a scheduling conflict for any events. You may be invited to participate in other events as determined by Roundtable staff.

**Blog Posts**One blog post should be composed within the first four to five weeks of the fellowship start date and one final post should be composed after your final day at your host organization. The posts should reflect your learning, experience and share how your interest in/passion for social change evolved over the summer. Written blog posts must be no longer than one page. Blog posts are due by **12:00pm EST Friday, August 29, 2014**. You must submit your blog post in order to receive the last portion of your stipend. If you have time, we encourage you to write/record additional blog posts over the summer. ([Here](http://ygomes92.blogspot.com/) is a sample of one of last year’s fellow’s blog postings.) All blog posts may be word documents you email to Abby. Blog posts will be published in the Roundtable Roundup, our weekly newsletter, and on the [Roundtable website](http://nonprofitroundtable.org/blog/625-karel-fellows-blog-about-their-summer-experiences) and should be viewed as a professional development opportunity. Over 2,850 Nonprofit leaders and supporters subscribe to the Roundup, and 3,200 visitors come to the Roundtable’s website in a given month.

***frank* Conference**All Fellows are scheduled to present their summer learning experiences at the *frank* Conference at the University of Florida on **February 25-27, 2015**. Travel, lodging and per diem will be covered by the program. Please confirm your attendance by **Sunday, June 15**, **2014**.

Please sign below by **Friday, April 4, 2014** to acknowledge that you have read the information above and commit to all fellowship requirements.

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Fellow Signature Date

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Fellow Print Name

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Roundtable Staff-Member Signature Date

**Fellow Information Form**

Primary Emergency Contact:

First name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to fellow:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Optional Secondary Contact:

First name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to fellow:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies:
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Dietary Restrictions:
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**HOUSING OPTIONS IN WASHINGTON, D.C.**

* [**American University**](http://www.american.edu/ocl/housing/intern-housing.cfm):\*
	+ Summer intern housing rates are:

Single Room: $344/week per person

Double Room: $277/week per person

Triple Room: $246/week per person

* [**George Washington University**](http://summerhousing.gwu.edu/individuals/datesrateseligibility/):\*
	+ Triples or quads: $245-329/week per person
	+ Doubles: $329-357/week per person
* [**Georgetown University**](http://housing.georgetown.edu/summer/index.cfm?fuse=overview&type=ssce):\*
	+ Full Summer (6/1/14-8/14/14) Double occupancy room in an townhouse which accommodates 4-5 people: $2,450.00/person
* [**Trinity Residence halls**](http://www.trinitydc.edu/special-events/single-rooms/)
	+ Standard double occupancy – $250/week or $1000/month.
	+ Fellows can move in on June 21; because of other programs, you’ll have to move to another dorm for Aug 1–16, 2014.
* [**Cheap DC Intern Housing**](http://cheapdcinternhousing.com/)\*
* [**The Hill, classifieds**](http://thehill.com/resources/classifieds)
* [**Craigslist.org**](http://washingtondc.craigslist.org/hhh/)
* [**YWCA Housing for Women**](http://www.tmhdc.org/): 235 Second Street, NE, 202-546-3255. $134 per week, includes daily breakfast and dinner. No drugs, alcohol or men allowed. Space is limited and fills quickly.
* [**Oakwood Intern and Student Housing**](http://www.oakwood.com/cms/an-intern-or-student.html)

\*Please note that there’s a 14.5% District of Columbia Housing Accommodations Tax