Statement of Purpose:

The Confederated Tribes of the Grand Ronde Community of Oregon established [1997] the Mark O. Hatfield Fellowship as a lasting tribute to Senator Hatfield. The Fellowship is meant to honor Mark O. Hatfield for his accomplishments as Governor of Oregon, United States Senator, and for his support to the Grand Ronde Tribe, Native Americans, Oregonians, and all Americans.

The Hatfield Fellowship will ensure that Mark Hatfield’s legacy of integrity, strength, and effectiveness in public service will endure. Each year the fellowship opportunity will enable a Native American to serve as a member of the staff of one of Oregon’s congressional delegation. The Hatfield Fellow will serve as a liaison between the congressional member and Oregon tribes on issues that affect Native Americans and as a resource for the entire Oregon congressional delegation. In addition, the Hatfield Fellowship program will seed Indian Country with capable, motivated individuals who know their way around Washington, D.C. and will produce long-term benefits for all Tribes and the Pacific Northwest.

Fellowship Details:

• The Hatfield Fellow will be rotated between the House and Senate members of the Oregon delegation. The Fellow will be placed initially according to seniority, but flexibility will be required to ensure that the Member's office can accommodate an additional staff member for the fellowship period.

• The Grand Ronde Tribe, through the Spirit Mountain Community Fund (SMCF), provides funding for the Hatfield Fellowship. Each Hatfield Fellow will serve for nine months and will receive a stipend (taxable wages) of approximately $49,500 for a nine-month period, moving expenses ($2,500), travel expenses (for district visits) ($2,500), and American Political Science Association (APSA) Orientation ($5,000), not to exceed a total of $59,500. All dependants accompanying the Fellow will do so at their own expense. The Hatfield Fellow is responsible for locating housing for the duration of their stay in Washington, D.C. Please review the discussion in the Frequently Asked Questions section of this packet which provides more details concerning the funding of this Fellowship.

• Each year, the SMCF selection committee will choose a Native American who is at least 21 years of age, to serve as the Hatfield Fellow. Preference will be given to qualified enrolled members of the nine federally recognized Oregon tribes.

• The Hatfield Fellow will serve as an advisor to his or her member on Native American issues and as a resource on Native American issues for the entire Oregon Congressional delegation.

• During the congressional fellowship, the Hatfield Fellow is expected to make one (1) or more district visit(s) to Oregon. The visit(s) will include briefing tribal representatives on political activity in Washington, D.C., report their experiences and work in Washington, D.C., and work with the Confederated Tribes of the Grand Ronde Community of Oregon to recruit candidates for the following year’s Fellowship. A travel stipend will be provided not to exceed $2,500.00. All travel must be coordinated with the appropriate SMCF staff.

• Each Hatfield Fellow is required to participate in a one-month orientation program that is provided by the American Political Science Association (APSA) at the start of the fellowship.

Selection Committee:

The selection committee may consist of:

• A representative of the Grand Ronde Tribe.
• The Oregon congressional member or his/her designated representative.
• SMCF Board Members
• SMCF Staff Members
Basic Qualifications/Eligibility/Selection Process:

The selection process for the Hatfield Fellowship is expected to be very competitive. The application materials are designed to reveal remarkable achievement by the applicant, demonstrated leadership qualities, a commitment to serve others, and the skills required for a successful year as a special assistant to the Oregon congressional delegation.

- First preference in the selection of the Fellow shall be given to enrolled members of the nine federally recognized Oregon tribes.
- If there is no suitable applicant from the Oregon tribes, the Fellow may be selected from enrolled members of federally recognized Tribes in other states of the Pacific Northwest (Idaho, Montana, and Washington).
- **The applicant must be at least 21 years of age.**
- The selection committee shall use its discretion in naming the Hatfield Fellow. Candidates are judged based on their professional, academic, artistic, other accomplishments, and their demonstrated interest in public service. Since the fellowship is designed to nurture future leaders, rather than to reward established ones, evidence of growth potential is also an essential criterion in the selection process.
- The selection committee shall have the discretion to not name a Hatfield Fellow for the year under consideration if it deems none of the applicants are suitably qualified.
- Staff of the Spirit Mountain Community Fund will process completed applications. After review of the most promising Fellowship candidates, individuals will be notified of their selection for an interview.
- The Hatfield Fellow is required to undergo a comprehensive background investigation to insure that they qualify for the security clearance necessary for their Fellowship work assignment.
- Previous Hatfield Fellows are ineligible to apply.

Fellows are selected on the basis of academic competence as well as their demonstrated interest in the public policy process. Applicants must be adaptable, articulate and exhibit excellent writing skills. Applicants must possess critical thinking skills and demonstrate sensitivity toward policy issues. A prospective Fellow must have a record of success, the ability to work quickly, communicate effectively on a wide variety of topics, and work cooperatively with individuals with diverse viewpoints.

Applicants are required to submit a detailed resume or curriculum vitae providing information about their educational background, professional employment and activities, professional publications and presentations, public policy and legislative experience, committee and advisory group appointments/participation and community involvement.

Applicants must have, as a minimum, a bachelor’s degree from an accredited college within the United States. Preference will be given to candidates who have a graduate degree or are currently enrolled in an accredited master’s degree program.

**Fellowship Activities:**

Fellows will routinely provide a myriad of support functions to the assigned congressional office and attend hearings and debates. Fellows will research, prepare briefs and write speeches that will be presented to Congress and other constituents by the Congressman/Congresswoman or by other appropriate congressional staff.
Tentative Calendar & Procedures:

March 13, 2017 - Applications open.

April 28, 2017 - Application Deadline - Applicants interested in being considered for this year's Hatfield Fellowship must have their application postmarked on or before this date to be accepted.

May 26, 2017 - Finalist Selection - Applicants are notified by email or telephone regarding the time and location for interviews. All finalists are required to complete brief security forms and undergo background investigations before proceeding with the selection process.

June 2017 - Finalist Interviews - The selection panel convenes for interviews. Finalists are responsible for all expenses associated with the regional interviews, including travel to and from Portland, Oregon. Additional information will be provided to you if you are selected as a finalist.

July 28, 2017 - Selection Notification - The applicant selected will be notified by phone and confirmed by letter. All other applicants will receive a letter informing them of their non-selection.

August/September 2017 - Fellow's follow-up activities:

- The Hatfield Fellow is expected to contact the congressional office they are assigned to work in and finalize work hours for the nine-months in Washington, D.C. as well as arrange a visit to the local office prior to their departure to Washington, D.C.
- The Hatfield Fellow will be required to sit for a professional photograph of their self. This activity will be coordinated/arranged by SMCF staff.
- Hatfield Fellow will arrange for housing in the Washington, D.C. area.
- The Fellow is to be in contact with representatives of the Spirit Mountain Community Fund concerning moving costs and travel arrangements to Washington, D.C.
- The Fellow will participate in a 2-week orientation prior to travel to Washington, D.C.

November 2017 through July 31, 2018 - Inclusive dates of the Fellowship year. The Fellow will provide a monthly report to the Grand Ronde Tribal Council, Community Fund Director, SMCF Board of Trustees, and other Oregon Tribes. Any vacation time during this period will be pro-rated (e.g., if you take two weeks off at Christmas, your stipend will be pro-rated for December).

November 2017 - APSA Orientation - Hatfield Fellow will participate in the month-long American Political Science Association Congressional Fellowship Program during the month of November. When not participating in this training, you will work for the office assigned to you. There will be a lot of time built into the APSA training for Fellows to interview with potential office placements. Since you are already assigned to an office, you will use this time working instead.
Frequently Asked Questions

1. **What is the duration of the Fellowship?**
   The Fellowship is a 9-month long education program that begins the first week in November 2017 for the APSA training. The Fellowship is scheduled to end July 31, 2018.

2. **Am I guaranteed a congressional assignment?**
   Yes. SMCF will make the assignment based on congressional office availability, and not on the Fellow’s political affiliation.

3. **Do I receive assistance in finding housing?**
   No. The Hatfield Fellow is responsible for locating housing for the duration of their stay in Washington, D.C. You may want to contact The American Political Science Association at (202) 483-2512 or e-mail at apsa@apsanet.org. They may be able to assist you. An additional and excellent resource is previous Hatfield Fellows.

4. **Will I have vacation time and will it interfere with the program?**
   Fellows will arrange their schedules, including any vacation time or days off, with their individual congressional offices. As a Fellow, you will not be paid for vacation, sick time and/or days off. If you take time off for Christmas break or other vacations, your stipend will be pro-rated for that time period.

5. **Do Fellows have a flexible work schedule while assigned to congressional staffs?**
   No. Fellows should expect to work generally the same hours as other congressional staff members and adhere to the office’s procedures and guidelines. Congressional staff frequently works late hours depending on Congressional activity. Hours to be worked shall be approved by your supervisor prior to the start of your fellowship.

6. **Is an assignment to the congressional office a full-time obligation?**
   Yes. Fellows must not work for anyone else during their Fellowship year. It is the intent of the representatives of Spirit Mountain Community Fund that the Fellow spends his or her time in pursuit of the Fellowship objectives. Fellows should not engage in extensive personal travel that would limit his or her full participation in the program.

7. **Are there possibilities to extend the Fellowship at the end of the July 2017 conclusion mark?**
   No. The Fellowship officially ends on the last day of July 2016. Any extension beyond that is a matter of personal negotiation between the individual Fellow and the congressional office.

8. **Is it appropriate for the Fellow to do any writing during the course of the Fellowship such as newspaper articles, etc.? What about secondary employment?**
   No. Congressional ethics rules govern Fellows as they do for any other congressional staff member. Fellows should consult with the staff of the American Political Science Association about any questions that might arise during the course of the Fellowship year. As stated above, it is the intent of the Trustees that the Fellow dedicates his/her attention to the fellowship, taking full advantage of the opportunities that it brings.

9. **What else can you tell me about eligibility for the Hatfield Fellowship?**
   The Fellowship program was created to give men and women the experience of government service in their professional careers. The Hatfield Fellowship is awarded on a strict non-partisan basis. The Selection Committee encourages balance and diversity in all aspects of the program, and encourages all eligible candidates to apply.

10. **What happens to my application form after the Hatfield Fellow is selected?**
    The application forms of the person selected as a Hatfield Fellow may be circulated to appropriate officials’ incidental to placing the Fellow in their congressional assignment. Spirit Mountain Community Fund retains all other applications for a period of five years. The selection committee does not assume responsibility for the return of the application or supporting documents. All applicants are advised to retain copies of their application forms and not to submit irreplaceable documents or other materials. Applicants interested in re-applying for the following years Hatfield Fellowship must complete a new application package, adhering to all requirements and deadlines.

11. **Please explain more about the funding for the Fellowship?**
    Each Hatfield Fellow will serve for nine months and will receive a taxable stipend of approximately $49,500 for the nine-month period, moving expenses ($2,500), travel expenses ($2,500), and APSA Orientation ($5,000), not to exceed a total of $59,500. Like all normal business practices, the fellow
will receive their first stipend payment after they have completed their first month of work in Washington, D.C. Fellows will receive only one stipend payment per month. There will be no increases in the stipend amount during the Fellowship period nor will there be stipend advances. Fellows will not accrue vacation time, nor will they be provided healthcare coverage (medical/dental/vision). If the Fellow is married and your family or dependents do not accompany you to Washington, D.C., this means you will be supporting two households. The Fellowship does not have additional funds allocated for clothing, cellular telephones, laptop computers, etc. If you have questions or need clarification concerning the stipend or support that you will receive, please contact the Community Fund Director at 503-879-1400.

Application Procedures:

To expedite the processing of your Fellowship application, please note the following:

- All material submitted by the Applicant are non-returnable.
- Spirit Mountain Community Fund may use materials for publicity or promotional purposes.
- Applicants will not be considered for the Hatfield Fellowship if all required materials are not received by the application deadline.
- Failure by the applicant to complete and/or successfully pass the necessary background investigation will mean automatic disqualification from the Fellowship opportunity.
- Applicant, by his or her participation in the Hatfield Fellowship program, agrees to release and hold harmless the Confederated Tribes of the Grand Ronde Community of Oregon, Spirit Mountain Community Fund and their officers, directors, and staff, and all other entities arising out of your presence in Washington, D.C. or travel to or from work site(s) for said purpose.

Submit the following:

- Completion of the basic application which includes personal information.
- A detailed resume.
- A letter from your federally recognized tribe, which confirms your enrollment as a member. This letter must be a signed original drafted on tribal letterhead and may be faxed or mailed.
- A personal statement (not to exceed 1,500 words) explaining how the Mark O. Hatfield Fellowship relates to your personal and professional goals.
- The names of three (3) professional references (not family or personal acquaintances) that have agreed to write letters of recommendation. These letters must be signed original copies that specifically address the applicant’s skills and abilities to successfully serve as a Hatfield Fellow in Washington, D.C. and speak to your professional relationship. Applicants are responsible for arranging for the letters of recommendation to be received in SMCF’s office no later than April 29, 2016. Letters that arrive late will not be accepted. Letters may be faxed or mailed.
APPLICATION DEADLINE:  Friday, April 28, 2017 @ 5 p.m. (P.D.S.T.)

Materials to be faxed, mailed or emailed should be sent to:

Spirit Mountain Community Fund
Attn: Julia Willis, Grants Coordinator  Telephone: (503) 879-1637
9615 Grand Ronde Rd.  Fax: (503) 879-1402
Grand Ronde, Oregon 97347  Email: fellows@thecommunityfund.com

Potential Interview Questions:

1. What are your major strengths? Please provide the selection committee an example when these strengths were demonstrated.
2. Which area(s) of your skills or abilities require improvement?
3. What impact have you had in your chosen professional or educational field?
4. What impact have you had in your local community?
5. What have you done that you consider innovative or creative?
6. How would you describe your writing abilities?
7. How would you describe your intellectual abilities?
8. Tell the selection committee about your most recent public speaking event?
9. What does personal integrity mean to you?
10. Please provide the selection committee an example where you found yourself using consensus building, negotiating and leadership skills.
11. If you were a member of the selection committee, why would you select someone similar to yourself to be a Hatfield Fellow?
12. What do you expect to be doing 10 to 15 years after your Hatfield Fellowship experience?
**Spirit Mountain Community Fund Mark O. Hatfield Fellowship Application Form**

**Applicant Information (print or type only)**

| Full Name (First/Middle/Last): |  |
| Date of Birth: | Place of Birth: |
| Current Address: |  |
| City: | State: |
| Gender: |  |
| Email: |  |
| Home Phone: | Mobile Phone: |
| TRIBAL AFFILIATION (List all Tribes you are an enrolled member in) |  |
| Name of Federally Recognized Tribe: | Name of Federally Recognized Tribe: |
| Emergency Contact |  |
| Name of a relative not residing with you: |  |
| Address: | Phone: |
| City: | State: |
| Relationship: |  |
| Education Information |  |
| Name of last school attended: |  |
| Highest Degree Awarded: | Year Degree Awarded: |
| Employment |  |
| Current employer: |  |
| Employer address: | How long? |
| City: | State: |
| Phone: | Fax: |
| Position: |  |
| Checklist |  |
| □ Application |  |
| □ Certificate Degree of Indian Blood (CDIB) and/or Tribal Enrollment Verification |  |
| □ Personal Statement |  |
| □ Detailed Resume |  |
| □ Reference #1 |  |
| □ Reference #2 |  |
| □ Reference #3 |  |
| Signature |  |
| I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application. |  |
| Signature of applicant: | Date: |
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