

Interested in non-profit work?

**Passionate about girls' education?**

*Have a project idea in mind?*

The 360 

Circle of Women Application Process

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# Application Checklist



**Submit an intent to apply** to your campus chapter **campus outreach representative** as soon as you decide that you are serious about applying to work for Circle of Women.



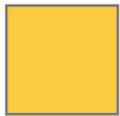
Complete the **essay, project proposal, skills and job top choices in this application in a word document (SEE FORMAT on next page)**. We cannot guarantee you will get your first choice, but we will do our best that you will be put on a team that seems to best fit your interests.



**Participate in an interview with a member of your campus executive board. Your campus outreach representative will email you to set this up.** We'd like to meet you in person and talk to you about the ideas, skills you have on your application to best gauge where you can shine the brightest in the organization!



**Participate in at least two team-specific workshop.** The schedule for this will be handed out by your campus outreach representative



**Application Complete!**  
We will email you with our decision by mid-October.

# Format Checklist



**Word Document (Microsoft Word) or PDF**



**Font:** Helvetica

**Size:** 11

**Spacing:** 1.5

**Margins:** 1”



**Page One: Cover Page**

- “Circle of Women X (insert campus chapter name) Application”
- Name
- Email Address
- Date



**Page Two: Essay “Passions”**



**Page Three: “Skills”**



**Page Four: Project Proposal**



**Page Five: Resumé**



**Page Six: Job Top Choices**

# Intent to Apply

We want serious, committed applicants, so before you embark on this application process, we would like a sign of initial commitment to this process. We do not have a “quota” or “rounds” of cutting applicants, but **demonstrating commitment is key.**

By electronically signing this document and emailing it to your **Public Relations manager** (this contact information should be made available to you at the introductory meeting--email [pr@circleofwomen.org](mailto:pr@circleofwomen.org) if you do not know who to contact), you are demonstrating to us that you are committed to submitting this written application, participating in an interview, attending mandatory workshops and if an appropriate position is offered, that you will most likely take it. We understand that circumstances and situations can be unexpected, but please understand that as much effort is put into your application is also returned in reviewing your application and getting to know you.

Signature Here

# Introduction

Hello applicant! We are so excited you are interested in working for Circle of Women. We'd like to give you a brief **introduction to our organization**. In addition, please see: [www.circleofwomen.org/projects](http://www.circleofwomen.org/projects) to orient yourself to our current and past projects!

Circle of Women is a student-run non-profit founded in 2006. We believe that educating women is a key to promoting social change and prosperity at the grassroots level. We build and support sustainable secondary schools in partnership with local communities, making the classroom more accessible to young women in developing countries.

## Mission Statement

**We mobilize students to provide access to education for girls without it.**

## Action Statement

We collaborate with communities eager to implement innovative, sustainable, and localized solutions to increase girls' access to secondary schools. In doing so, we cultivate a new generation of global citizens by providing students at home with hands-on opportunities in organizational leadership, fundraising, and project management.

## Philosophy

**One school will affect one community of women.**

**One community of women will be the agent of positive, global change.**

## Our Motivation

**One out of every three women in the world is illiterate.** 70% of the world's 130 million out-of-school youth are girls. About one quarter of girls in developing countries are not in school. **But if a girl goes to school...**She is more likely to have an independent income, have a larger "stake" in family decision-making, and to spend a portion of family income on her children's health. A girl in the developing world who receives seven years of education will marry four years later and have 2.2 fewer children. Economists link each year of additional maternal education with a five to ten percent decline in infant mortality. An additional year of primary school boosts girls' eventual wages by 10 to 20 percent, while an additional year of secondary school increases her wages by 15 to 25 percent. When women and girls earn income, they reinvest 90 percent of that income into their families.

**CIRCLE OF WOMEN IS REGISTERED WITH THE IRS AS A TAX-EXEMPT PUBLIC CHARITY UNDER CODE 501 (C)3. ALL DONATIONS ARE TAX-DEDUCTIBLE.**

# Passions

We'd like to know what it is that makes YOU tick. **What are your passions?** Why are you interested in working with Circle of Women, international development, girl's education, pursuing our mission? Please talk about past non-profit work, courses taken, volunteer work, anecdotes, etc...

**Tell us your story**

# Skills

We'd like to know what it is that makes YOU awesome. **What are you great at? Brag about yourself here!** We are looking for graphic designers, grant writers, journalists/writers, event planners, fundraiser extraordinaire, project planners, web pros, budgeting and finance experts, management wizards, think tanks, etc...

**Please remember to include some tangible skills**, for example: InDesign, Adobe Suite, Javascript, CSS, HTML, Salesforce, Excel, Social Media experience, fundraised X amount for Y

**Also, include qualitative qualifications**, for example: ability to learn new skills, work in small groups, lead projects, communication skills, etc...

**What I am great at:**

# Project Proposal

**We'd like to hear about your ideas about a potential project! Describe it in 2 pages or less.** Keep it brief - but keep in mind that this will be sent to our Think Tank Project Development Round Table Team as an actual potential project lead that we will pursue.

## Project Proposal Description

Example : Cumbum, a city of 58,000, is the only community in the area large enough to support secondary schools, so students historically stay in weekday hostels to access schooling. However, in the past five years reports of sexual assault in these hostels have skyrocketed, and because of this, Tamil Nadu and other states have mandated that hostels allowing women must provide appropriate protection. As a result, upwards of 80% of the hostels that previously housed both male and female students have now closed their doors to females, forcing thousands of girls to forfeit their secondary education. Circle's boarding house provides a safe housing option.

## Key Information

### Location

Specific Potential Areas

### Area Overview

General Info about the Area  
Literacy Rates (M/F)  
Educational System  
Educational Situation  
Secondary Schooling

### Particular Need

What is the need for this particular area?

### Customized Solution

How can Circle of Women offer a customized solution to meet that particular need?

### Sustainability

What is the need for this particular area?

### Partners

Potential on the ground and domestic NGO & community partners

### Impact

Potential impact- how many girls can this impact and how will their education impact their community in the short and longterm?

# Resumé

**Please keep it to one page. We will not read beyond one page.**

Be sure to include: *Education (and relevant coursework), Work & Volunteer Experience, Leadership Experience*. Please attach any additional components portfolio (design, media, etc...) in the email to [pr@circleofwomen.org](mailto:pr@circleofwomen.org). We look forward to looking at it.

# Organizational Structure

Please visit: [www.circleofwomen.org/about/who-we-are](http://www.circleofwomen.org/about/who-we-are) for more information about our membership.

## Graduate Advisory Board

Board of Advisors Co-Chairs 2012-13: Clotilde Dedecker, Nellie Morris

*Cristina Ros, Elizabeth Brook, Elizabeth Cowan, Elizabeth Nichols, Emily Milam, Noor Iqbal, Jessica Erickson*

## Undergraduate Executive Board

The directors of each branch make up the undergraduate executive board. The directors work to spearhead new initiatives and projects, disseminate standards and advise strategy for publicity, fundraising strategy and managing finances and budgeting to chapters across the nation. The undergraduate board also acts as a liaison between the board of advisors and the circumference chapters.

Undergraduate Chair: Danielle DeJoy | [info@circleofwomen.org](mailto:info@circleofwomen.org)

Internal Management Systems: Meher Iqbal | [ims@circleofwomen.org](mailto:ims@circleofwomen.org)

Fundraising: Georgina Winthrop | [fundraising@circleofwomen.org](mailto:fundraising@circleofwomen.org)

Public Relations: Michelle Wang | [pr@circleofwomen.org](mailto:pr@circleofwomen.org)

Think Tank: Cerianne Robertson | [thinktank@circleofwomen.org](mailto:thinktank@circleofwomen.org)

and Gresa Matoshi | [projects@circleofwomen.org](mailto:projects@circleofwomen.org)

Circumference: Eloise Horn | [circumference@circleofwomen.org](mailto:circumference@circleofwomen.org)

## Chapter Leadership Board

*Your campus chapter will have a board that mirrors that of the executive board. The board will have one representative for each director. (i.e. Harvard Chapter Co-Chair (2), IMS Rep, Fundraising Rep (1), PR Rep (1), Think Tank (1)). The representatives with experience from all chapters, after demonstrating excellence at the chapter level, will have the opportunity to apply to join the undergraduate executive board.*

## Chapter Volunteers

*Volunteers will work on the team of each the campus chapter board on the IMS, Fundraising, PR and Think Tank teams. After demonstrating excellence as a team volunteer, they will have the opportunity to apply for their campus board.*

# Top Choices

**Please list which specific teams you would most like to work on at your campus.**

You can list either 1) Internal Management Systems (Budgeting, Finance, Human Resources), 2) Fundraising (Events, Corporate Sponsorship), 3) PR (Print&Design, Web&Social Media, Campus Outreach, Media Outreach), 4) Think Tank (Project Development Round Table, Projects, Impact Assessment)

1.

2.

3.

4.

# Application Timeline

- 1) Attend Intro Meeting**
- 2) Intent to Apply Due**
- 3) Team Workshops**
- 4) Applications Due**
- 5) Interviews**
- 6) Decisions will be emailed**

Email your campus representative for specific dates, times & locations!

We look forward to having you join our Circle of Women team!