

Welcome to the UCR Labor Summer 2025 Host Organization Application Questions*

Thank you for your interest in being a Labor Summer 2025 host organization. The Inland Empire Labor & Community Center at UCR (IELCC) provides emerging leaders with hands-on leadership development and training through internship placements with labor unions and community organizations advancing worker justice in the Inland Empire region.

Fellowship placements can be remote, hybrid, or in-person and will be determined based on host organization guidelines. If this plan changes, staff will notify participants immediately.

Labor Summer Fellows are expected to work 40 hours per week with their host organization from June 23 to August 8, 2025 (excluding the mornings of July 3, July 17 & August 1, which are professional development days with IELCC).

Completion of [this form](#) demonstrates your commitment to support a Labor Summer fellow during the summer of 2025 as a host organization. Depending on the volume of applicants, IELCC will confirm whether your organization has been chosen as a host site by mid-February 2025. **Even though [the online form](#) is not due until 11:59 PM PST on February 7th, 2025, submitting earlier is highly encouraged.** For guidance and important dates, please review our [Host Organization](#) and [FAQ](#) webpages.

This form will help us better understand your organizational culture and the opportunities available through your work. The information you provide will be key in matching a Labor Summer fellow with your organization. As such, we ask that you be as specific and concise as possible. Labor Summer placements prioritize organizations with active campaigns and a strong commitment to mentoring student fellows.

After [the form](#) has been submitted, a Labor Summer coordinator will contact you directly with more information and next steps. We look forward to connecting with you and learning about your organization.

Deadline to submit: February 7, 2025 at 11:59 PM PST

Please contact the IELCC team at ielcc@ucr.edu if you have any questions.

***Note: This document is only a copy of the application questions. Applicants must submit their responses on [this online form](#) to be considered for this program.**

SECTION 1: CONTACT INFORMATION

Organization Name:

Primary Office Address:

*Please provide us your primary working space address for 2025. Any selected fellows would preferably live within close proximity of this address and will be reporting to this office for the duration of the program if in-person work is permitted or required. **Note: Labor Summer fellows are scheduled to work remotely, hybrid, or in-person depending on your organization's expectations.*

Social Media Handles (if any):

Organization Contact (Name, Email, and Phone Number):

The direct contact information of the person that Labor Summer should follow-up with to solidify the fellowship placement. Typically, this is the individual completing this form.

Supervisory Contact (Name, Email, and Phone Number):

Provide the contact information of the individual who will provide on-site supervision and mentorship to the fellow. NOTE: This can be the same individual as the "Organization Contact" if they will be undertaking full-time supervision of the fellow. If this is the case, please put "same as initial contact."

SECTION 2: SCOPE OF WORK AND RESPONSIBILITIES

Selected host organizations will be required to develop a detailed work plan for their student fellow(s) by Spring 2025. Labor Summer staff will collaborate closely with the primary supervisors at each of our host organizations to ensure a beneficial experience for fellows and your organization. We will also provide opportunities for feedback via a mandatory closing evaluation.

What is the work that your organization engages in? Select all that apply in the list below.

- Immigrant Justice
- Environmental Justice
- Racial and Equity Justice
- Labor Organizing
- Student Organizing
- Community Organizing
- Research
- Policy Advocacy
- Issue-based campaigns
- Communications or Narrative Shifting
- Digital Organizing
- Legal Services
- Data Management
- Fund Development
- Other: _____

To what department/project in your organization will the fellow(s) be assigned?

List 3 objectives or deliverables that the fellow(s) would be working towards over the course of the summer.

***Note: As a reminder, host organizations will have their fellow(s) from June 23 to August 8, 2025 (excluding the mornings of July 3, July 17 & August 1, which are professional development days with IELCC).*

Describe the projects/campaigns your fellow(s) will be working on during the summer. (100-200 words)

Highlight any special qualifications you prefer they have. We will contact you requesting a more detailed scope of work once we have reviewed your interest form.

SECTION 3: ORGANIZATIONAL CULTURE

How would you best describe your organizational culture?

Ex: Shared values and beliefs across the organization, how you value teamwork versus independent work, how staff interact with one another, communication styles across team members/departments, how professional development opportunities are afforded, how power dynamics function within the organization, etc.

In what ways will your organization mentor the fellow(s)?

What kinds of professional development would your organization provide the fellow(s)?

How does your organization encourage/support staff and fellows to engage in self-care/personal well-being?

SECTION 4: LOGISTICS

Do you anticipate your fellow(s) engaging in any in-person out-of-office activities (e.g., rallies, food/relief distribution, worker outreach, canvassing, etc.)?

***Note: We understand these plans may change by the summer.*

If you answered “yes” to the question above, what kinds of in-person activities do you anticipate the fellow working on? What frequency do you estimate for these events?

Will projects require the fellow(s) to drive and own a vehicle?

***Note: This question applies in the event fellows work in-person.*

Will your organization provide reimbursements for any traveling that takes place during the course of the fellowship for any field work or meetings outside of your office?

***Note: This question applies in the event fellows work in-person.*

If you prefer to have a remote working fellow, please outline the expectations for remote engagement and contributions.

***Note: This question does NOT apply if you plan on having an in-person or hybrid employee.*

Is there anything else you would like to share about your organization that would help the Labor Summer team select a fellow that best fits your organization?

SECTION 5: FUNDING

Financial Commitment

Host organizations are expected to commit a total of \$8,000 in funding per fellow. (\$7,360 will serve as an award for the fellow upon completion of the program, while the remainder will assist in programmatic costs for the opening & closing retreats and general overhead costs.). IELCC will cover the costs for organizations with smaller budgets who do not have the capacity to fully fund a fellow but are working on an active campaign. Decisions regarding host organizations and sponsorships will be granted based on organizational need, evidence that fellows would be well supported by the organization, and a good match between organizational projects and IELCC's goals.

What level of funding can your organization commit to participate in Labor Summer?

- Our organization has the resources to commit the full \$8,000 per fellow.
- Our organization has the resources to commit to a partial payment of \$8,000 per fellow.
- Our organization is being fully sponsored by a foundation or other funder.
- Our organization is being partially sponsored by a foundation or other funder.
- Our organization cannot commit any funding at this time.

If your organization can only commit to a partial payment for the fellow, please indicate what amount you can contribute.

Please list the foundation that is committed to sponsoring your organization's participation. (If applicable)

Is there anything else you would like us to know?