

## Guidelines for PKG Fellowship Community Partners

Thank you for writing a letter of commitment for the public service PKG Fellowship program at the Priscilla King Gray Public Service Center. Each year about 50 MIT students receive funding for a PKG fellowship to produce work that has a long-term benefit for a local community or service organization.

If at all possible, please read a draft of the student's fellowship application before writing your letter. Otherwise, please discuss the project details with the student before committing to supporting the project.

Please provide the selection committee with a letter of commitment of no more than two pages. Be sure to include the following information (please indicate what would be the best way to reach you):

- Student's name
- Name of the organization you represent
- Your position in the organization
- Organization phone number
- Personal phone number
- Email

Please outline the project idea and its usefulness to your organization. Describe how the student will fit into your organization and how you plan to work together with the student on this project. Indicate your commitment to supporting the student with project advice and useful local knowledge where appropriate.

We are also interested in knowing what skills the student may need to develop in order to make a success of the project given your knowledge of the work plan and the community you are both serving. All responses will be treated confidentially and used solely for the selection process.

Email your letter of commitment to [fellowships-staff@mit.edu](mailto:fellowships-staff@mit.edu) by March 20. Please do not send a PDF attachment (Word document attachments or simple emails are fine). If you know that you will not be able to meet the deadline, please email [fellowships-staff@mit.edu](mailto:fellowships-staff@mit.edu) and let us know when to expect your letter. However, it is in the student's best interest for you to submit your letter of commitment on time. Please direct inquiries to:

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