

INSTRUCTIONS FOR THE SAWIP APPLICATION FORM 2010

Be sure to read all these instructions **before** you fill in the application form.

SAWIP: WHAT IS IT YOU ARE APPLYING FOR?

The South Africa-Washington Intern Program-Leadership through Service (SAWIP) is a peace and reconciliation program that is inspired by the Washington Ireland Program, a unique leadership program that began in 1995 as a direct response to the Troubles in Northern Ireland. WIP has outreached to South Africa since 2006.

SAWIP, like WIP, is focused on preparing the next generation of leaders for South Africa. It does that through an intensive TEAM experience, through professional INTERNSHIPS, through immersion in AMERICAN CULTURE AND FAMILY LIFE, and through PRACTICAL training in SERVICE and LEADERSHIP. SAWIP pushes its students out into the international world of Washington DC through professional work and public speaking opportunities and out into the local communities-both in South Africa and DC, through service. Its ultimate goal is to prepare a cross-community group of young professionals who, through the connective power of the SAWIP experience, will become the opinion-shapers of the new South Africa. We see that already happening. And that is what you are applying to join.

WHAT DOES SAWIP LOOK FOR IN A CANDIDATE?

This is NOT just another program application that you might have filled out for other international programs. **You are applying to join a team**, a team whose mission will be to lead and to serve the future of South Africa. You are also applying to join a network of young professionals who share a commitment to excellence. Of course, we will select people who can excel in their professional and public service internships, but we are looking for more than that. **We are looking for people who will give back, people who want to team together to shape the future**, not just be shaped by it. The question at the core of this application is- How can YOU make a significant contribution to this team?

What makes a great team? Think of a successful sports team. It is not the individuals alone who win games but the mix that one gets from the range of skills and talents of all the players. Likewise, we are trying to select as diverse a team as possible. That is why we are asking about:

- Your story of home and family (Section 2)
- Your educational, cultural and faith backgrounds (Section 1)
- Your particular gifts, talents and formative life experiences (Section 2)
- Your career goals and how WIP fits into them (Section 2)
- What you most deeply care about (Q. 2.8)

We want to know about anything that makes you unique or different from other applicants because difference for us means enrichment and learning opportunities. **How can anyone make a difference by being the same?** Ideally, our team will include a balance of guys and girls, introverts and extroverts, town and country, working class and middle class, the much traveled and the less traveled, experienced and inexperienced. We are searching for the stars who show outstanding talent, but we are also looking for people with a quieter potential. We are building a star team, rather than a team of stars. Hence, do not think that you are too young or too inexperienced to apply. Some people have mistakenly thought this program was only for final years or only for budding politicians. It is not!

We seek students from as large a variety of cross-border and cross-community contexts that we can find. We seek out students from as many disciplines that we can possibly attract, not just from Law or Politics. If you are studying Engineering, Art, Equine Studies, Agriculture, or Medicine, SAWIP wants you too! And if you think you or your family simply don't have the financial resources to afford it, think again. We offer scholarships. SAWIP strives to be accessible to everyone, especially those who otherwise would not get this chance of a lifetime. For SAWIP, lack of means will not mean lack of opportunity.

Lastly, remember our first and perhaps only chance to meet you is reading your application. That means we want you to take time to express yourself in a lively and interesting way. No need to oversell or undersell yourself. Just be honest. What will catch our attention is the application that speaks to us in your own authentic voice, one that tells us the story "unique" to you, and what you are about. We appreciate it when applicants display clear signs of research, present their ideas in an organized and succinct way and display a passionate engagement in their world.

The application can take anything from a minimum of three to much more than six hours to complete! Hence, doing it at the last minute is not going to be a great idea. If leadership is about preparation, communication and persuasion, then welcome to your first big test.

Good luck and thanks for all your time and effort. And good luck with the rest of your studies.

INTRODUCTION TO THE SECTIONS OF THE APPLICATION FORM

As you download the form from our web site, you will notice that it is 14 pages long. Don't be too daunted. It is asking for

- lots of the normal information about you and your background
- some specific questions that help us understand how you would fit into our program
- questions about your choices for internships and your plan for community service
- some personal questions that aim to give us a sense of your individuality and motivation

It is best not to try and do it all in one sitting. And for each question, we give you a preferred maximum word count and an allotted space to fill in. We know lots of you have lots to say, but in this application process, we encourage you to be succinct, and try to express yourself with an economy of words that leaves us asking for more, (wanting to interview you) rather than feeling we have read every page from the novel of your life.

NOTES TO SECTION ONE-PERSONAL INFORMATION

- 1.1** US Immigration are sticklers for having your correct, passport name and all other details exactly as they are written in your travel document.
- 1.2** If you do not have a passport yet, make sure that you apply for one and attach the receipt to your application, you can scan it. If you get an interview we would like to see the original.
- 1.3** We want to know your nationality and the faith you were brought up in or identify with. Questions such as these are simply ways we can ensure we have as diverse a pool of applicants as possible.
- 1.4** We want you to be sure you give us your primary email address so we can contact you about interviews etc, and just in case there is a problem, your stand-by or secondary email address.

1.5 Please be sure to make it clear what your course is, what year you are currently in, and how many years you have to complete the course.

1.4.2 We want to know what subject most inspires you.

SECTION TWO- PROGRAM KNOWLEDGE AND PREPARATION

2.1. It is always helpful for us to know how you got to hear about SAWIP and even who is carrying the message.

2.2. Also helpful what you are hearing on the grapevine.

2.3. One of the big issues is readiness. Why is SAWIP right for you just now and what does it offer? Name why you see it fitting your needs and aspirations?

2.4. We want to get to know you as best we can on the page. So how would you describe yourself, your personality, interests, talents, things you like to do and what gets you excited or sets you off.

2.5. Every year, it is fascinating to see how many eldest or youngest apply. So tell us about Mom and Dad and siblings and what strikes you as significant about your family. This will help us get a better picture of you.

2.6. We are looking for the flavor of your local community, tell us about your South African story, where you fit in and what insights you have as to where you live, whether you are from a big city or a small country town or a rural community. It all gives us a context to connect you with.

SECTION TWO-YOUR VALUES AND WORLD VIEW

2.7 Note that we are asking for up to 350 words here, meaning that we are particularly interested in your reflections and the sense you have of your own personal history. How does what you value relate to how you were raised or what you have experienced in your growing up years?

2.8 Once again, if you note the number of words, you will pay particular attention to this answer. How do you connect your concerns with your actions in the world?

2.9 We have hinted at this question before but here we give you more space to fit SAWIP into career path and where you might see yourself in 5 years time. Also, the other part of the question asks you to think how the program will have benefited from your participation five years out.

SECTION TWO- YOUR WORK PLACEMENT

In order to answer Question 2.10 about your Work Placement preferences, read the following list of some of the placements WIP/SAWIP has offered its students in the past and some of which will be offered in 2010. For more detail, go to the web site and click on **DC INTERNSHIPS**.

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| <p>Congress: House of Representatives</p> <ul style="list-style-type: none">• Rep. Donald Payne• Rep. Lacy Clay <p>Congressional Committees</p> <ul style="list-style-type: none">• House Committee on Small Business• Senate Foreign Relations <p>Government Departments</p> <ul style="list-style-type: none">• The White House• Library of Congress• Environmental Protection Agency• U.S. Department of Education• D.C. Superior Court <p>Business/Finance/IT</p> <ul style="list-style-type: none">• World Bank/IFC• Management Concepts• Smart Brief <p>NGOs-Non-Profits-Schools</p> <ul style="list-style-type: none">• Habitat for Humanity | <ul style="list-style-type: none">• National Commission on Teaching and America's Future• Center for Strategic and International Studies• Women Empowered Against Violence• Common Cause• Vietnam Veterans of America• Council for a Community of Democracies <p>Trade Unions</p> <ul style="list-style-type: none">• AFL-CIO• Union of Bricklayers & Allied Craft workers• American Federation of Teachers <p>Science</p> <ul style="list-style-type: none">• Lombardi Cancer Center Georgetown University <p>Media/PR/Journalism</p> <ul style="list-style-type: none">• ABC Nightline• NBC News | <ul style="list-style-type: none">• CNN• CBS• C Span• "The Hill" Newspaper• Richfield Productions• Reuters• Susan Davis International• Discovery Channel• Coalition to Stop Gun Violence• Street Law, Inc.• Whitman Walker AIDS Clinic• American Democratic Institute• Weber Shandwick/Powell Tate PR <p>Theatre-Arts</p> <ul style="list-style-type: none">• American Film Institute• Imagination Stage• Roundhouse Theatre• Smithsonian Folk Life Festival |
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Since the internships can vary from year to year, we ask you here for your general preferences and for you to make it clear if you have any priorities. If you are open to any opportunity or not so definite, you can mark "1" to more than one category. Also keep in mind that the fact that a place appears on this list is no guarantee that it will be offered in 2010. Also, other internships (not on the list) become available closer to the summer. If you have a very specific preference for an internship that does not appear here, do not be shy in mentioning what that might be. We can't promise you but we just might be able to find that slot for you.

2.18 SAWIP talks a lot about finding your voice and even in the application form, we want to hear what you might sound like as you introduce yourself to your potential Work supervisor. Be sure to note the two parts to what they want to know about you.

SECTION Two-11 -YOUR PUBLIC SERVICE PROJECT

2.11 Tell us about your community service involvement, why you got involved and what you have done to make a difference in the world around you.

SECTION TWO YOUR HOST FAMILY

2.12 One of the most important experiences SAWIP offers is the chance to become part of an American family. These generous families offer their home and hospitality for free, as their way of supporting the program. This question tests your preparedness to make the most of this chance.

2.17 Another chance in the application to let us hear your voice in a less formal setting. Help the Host Family get to know you. Forget this is an application form and imagine you were talking to them on the phone!

SECTION 2.13-WHAT MAKES YOU DIFFERENT?

2.13 SAWIP is not your normal leadership program and therefore it is for young people who stand out, who are different, who have greater ambitions, or intuitions that are unconventional, or a different story to share. We want you to think of how you will bring something different to this team.

SECTION 2.16 -REFERENCES

Make sure your information is correct and you alert these people that you have nominated them. If you get an interview, you will be asked to bring newly written and sealed references to the interview.

SECTION Three-ADDITIONAL INFORMATION

If you have been to the US before or have had other overseas experience, or been on other programs, we would like to know. It helps us assess your readiness for this program. If you have applied before, we particularly want you to make as strong a case as you can to be sure you are selected this year. And you get a final chance to influence your selection. What is the closing argument you want to make to us?

SECTION FOUR -MEDICAL INFORMATION

Medical and Health costs in the USA are frightening. That's why every member of team is covered by a comprehensive health insurance, but if you have any pre-existing health issues, please tell us here. We have one of our Host Moms who is a nurse practitioner who helps us make sure we are ready for anyone who has health concerns. Health issues are not disqualifying in any way for selection.

SECTION FIVE-PLEDGE OF VERIFICATION

We want you to assure us that all this information is correct and can be corroborated. And finally, tell us how you found this whole application process. Long? Exhausting? Interesting?

Instructions for when you have finished filling in the application

HOW TO PREPARE THE FILE FOR SENDING

- Check over the application for correctness and completeness. Check to see that it does not overly exceed the word limits for each question.
- Use SAVE AS to save the completed form to your computer.
- Be sure to include your name in the filename. Please use the following format: example **SmithMary.SAWIP2010.doc**
- **NOTE:** Failure to name your file using your own name could result in misidentification of your file.
- Email your completed MS Word application file as an attachment to: applications@sawip.org with the Subject line: Your Surname, Your Name, SAWIP 2010

WHAT'S NEXT?

- You will be contacted by email to confirm that your email application has been received. If you do not receive that confirmation within a day or so, do not presume that we have successfully received your form. Email a query but PLEASE DO NOT CALL TO ASK ABOUT THIS!

IF YOU GET AN INTERVIEW

- If you have been selected for an interview, you will be notified by **Saturday 13th of March 2010**. (If you are not selected, you will receive email notification.)
- You will be assigned a date and time for your personal and group interviews. Interviews will be conducted:

During the week of 15 – 19 March 2010 at your Academic Institution

HOW TO PREPARE FOR THE INTERVIEW

If you are contacted for an interview, we need you to prepare and dress as if you were going to a professional job interview. We also need you to bring:

- Your current CV
- Two recent letters of recommendation
- Copies of awards, published articles, or any other achievements
- A digital and hard copy of a portrait we can use on the web site

IF YOU ARE OFFERED A PLACE ON THE PROGRAM

You will be informed if you are offered a place on the selection camp by **Monday the 23rd of March 2010**. The camp will take place from Friday the **26th to the 28th of March 2010**. We will email successful applicants the offer of a place on the program on by Monday, **30th of March 2010**. You have one day to email back your acceptance (**by Tuesday 30 March 2010**.) If we do not hear from you, your place will be offered to the first reserve.

The Program officially begins with the orientation on the weekend of 9, 10, 11 April 2010. The Orientation program begins in the evening on Friday and runs through to Sunday Morning. At that time, you will be required to sign a contract with the South Africa Washington-Intern Program indicating that you will abide by all the rules of the program including:

- Attending all required activities from April to September including Orientation Team Community Project and re-Entry, Graduation and the Alumni Re-Union weekend. Your eligibility for SAWIP is dependent on your total availability for these dates and events. Failure to complete the program without due cause will make you liable for all program costs accrued.
- No dishonest or dishonorable conduct.
- Complete the practical requirements of the program to the best of your ability, and deliver quality work during your public service.

SUMMER DATES

- Departure to USA approx **11th June** or after final examinations
- Departure for South Africa approx **July 18th 2010**.

While in Washington, your contract binds you to:

- Observing program curfews.
- No under-age drinking or abusive use of alcohol.
- No behavior that would bring the program into disrepute.
- Fitting in with your Host family and treating them with respect.
- Delivering quality work for your work placement.

Failure to comply with any of these will mean a participant is immediately sent home at their own expense.

Your University/Faculty will be informed of your selection and may be asked to verify your academic information.

WHAT WILL IT COST YOU?

Your total cost for the program is R6000, payable to *The South Africa- Washington-Intern Program (SAWIP)* to cover all your **major at-home program costs** including:

- Selection Weekend (**March 26-28 2010**)
- Orientation Weekend (**April 9-11th 2010**)
- Individual 30 hours of Community Service completed before **15 of May 2010**
- Team Community Project
- Graduation Ceremony
- Annual General Meeting of Alumni and Alumni Induction & Re-Union Ball
- Visa and Application fees
- Health and Travel Insurance

The **total up-front cost is R6000**. While out in Washington, the program pays you a weekly stipend of \$100, plus extra program travel expenses. You may apply for financial assistance if you are accepted by the program and can prove you are eligible. We are eager to offer SAWIP to those students who come from backgrounds of social or economic disadvantage. Details about scholarships will be available at the interview.

Team Community Project-This is our second year we are conducting a Team Service Project. Everyone comes together to stay and live in a particular location-one in need and we commit to work solidly for 5 days in a range of services to that community, including manual labor, teaching, mentoring, performing,

interviewing, gathering the local history, tutoring, etc. Alums will also be invited to join us. The Team of 2010 will thus form a special connection to this community, one that SAWIP hopes will continue long after graduation. Yearly Projects such as these will become the post- Washington Service Tradition of SAWIP
...SOME CLOSING THOUGHTS...

In previous years, people who have not received an interview are disappointed. They ask why. Most of the time, it is because they misunderstood what we were after, or they did not take sufficient time or care about how they sounded on the page. Others failed to convince us that they were ready for the program right now. To be successful, you will need to take particular time and care.

THE APPLICATION PROCESS AS AN EXERCISE IN SELF LEARNING

When you have completed the application that we know is comprehensive, we hope that you have not just completed a task for SAWIP. We hope we have been a positive excuse for you to ask yourself some key questions about your future, about what you believe in, and what contribution you want to make to your world. If we as young people are to shape the future, we believe that we have to grapple with these questions anyway. The answer we give in our lives is far more important than any we write on an application form. As Gandhi urged, "You must be the change you want to see in the world."

IF YOU ARE NOT SELECTED...

We understand the disappointment that most of you will feel if you do not get an interview, especially when you have worked so hard on your application. We can say that because we who are managing the program here in Ireland are all alums. We have been through it.

Those of you who make it through to the interview stage and do not receive an offer of a place might wonder whether it was all worth it. We hope it was. Because every year the competition for places gets more and more intense, to get an interview is a major achievement. We want people to feel a sense of pride to have made it that far. Some candidates have gone on to fulfill their Public Service commitment anyway and understood that SAWIP shouldn't be the only excuse why talented and motivated young people don't lead through serving. You don't need to get on our program to avail yourself of those amazing opportunities for learning.

APPLY NEXT YEAR

If you are still a full time student in 2011, all may not be lost. In fact, over the years, candidates who have tried a second time often know the ropes so much better and present a much more compelling case. There is never any guarantee, of course. However, people who miss out one year and take that as the program's challenge to get out there and prove their worth next time round are the people we are eager to see again. Last year, someone was selected at his fourth attempt! How can you resist that persistence? Finally, due to limited funding, we cannot take more than a certain number of candidates. That makes the selection very difficult. All applicants should understand that they could well have been selected had we been able to obtain more funding for them to participate.

Nevertheless, all applicants can participate from a distance and log on to the class of 2010's web journals to read and comment. That way at least, you can vicariously experience what the class of 2010 will experience, and tap into the readings and ideas they are discussing.

Good luck from the SAWIP Team! (sawip@sawip.org)