**SUMMER FELLOWS 2014**

***Management Guidance***

This guidance is intended to assist you in strategically planning the Summer Fellows program in your state. In planning your Summer Fellows program, we ask you to consider:

1. Goals for Your Fellows Program
2. Fellows Snowflake
3. Ongoing Program Support

**Goals for Your Fellows Program**

OFA staff should work with Fellows Management Leads to set overall goals for your fellows program. These goals should be based on the overall goals you have for your state through the summer. Also consider how your fellows program can help set up your organization to be successful in the summer.

As an example, the national fellows program goals are based on our overall goals this summer:

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| **Overall National Goals** | **National Fellows Program Goals** |
| 1. Continue actions on GVP, CIR, Climate, Economic, Stand With Women and State Issues campaigns. 2. Tell the story of Obamacare’s success. 3. Build chapters by training more volunteers to take leadership. 4. Provide Summer Fellows with career and leadership development opportunities to facilitate their transition into staff roles in the broader progressive movement. | 1. Plan, execute, and amplify issue organizing actions. 2. Understand Obamacare and the grassroots actions to support it. 3. Identify, test, confirm, and train volunteer leaders to take on specialized team roles. 4. Learn to be effective issue organizers and volunteer managers. |

Goals such as calls, 1:1s and events held are not mandatory, but are encouraged to provide Fellows with relevant hands-on experiences and ways to track their progress and development as organizers. OFA staff should set fellows goals first by spelling out your goals for your state(s) this summer, and subsequently strategizing how you can use the fellows program to support those goals.

**Fellows Snowflake**

It is important to plan where fellows will fit into your state’s organizational structure. This will determine who will manage and support each fellow, and assure that fellows are directed in their work. Plan out your state’s snowflake indicating how fellows will fit into your state organization.

Some things to consider:

1. What role is each fellow going to fulfill in your state’s organization?
2. What are the fellows interested in pursuing upon completion of the program? Are they interested in transitioning into leadership roles with other organizations in the progressive movement? Are these fellows likely to stay on past the end of the fellowship or will they need to replace themselves with a tested volunteer before the end of the fellowship?
3. Who is mentoring (i.e. managing) each fellow?
4. Who is supporting the overall fellows program in your state?
5. Do you want your fellows to work in pods or groups to provide lateral support to other fellows?

**Ongoing Program Support**

The final section should cover what ongoing support your state program will offer fellows throughout the course of the program. The goal of this program support should be at least three-fold:

1. Retention – Making sure that fellows with strong potential stay in the program to completion.
2. Performance – Making sure that fellows are successful in their organizing actions.
3. Development – Making sure that fellows develop as well-rounded organizers so they leave the fellowship program ready to take on organizing roles at OFA or in other organizations in the progressive movement.

Some tools you might plan to help you achieve these program goals are:

***Training*** – What structure will you have to make sure Fellows continue to receive training and build their organizing skills?

***Coaching*** – How will you make sure Fellows are getting regular, constructive feedback on their work and guidance on how to improve and grow.

***Accountability*** – How will you hold Fellows accountable to their goals and expectations? What structures will you develop in your state to make sure Fellows are held accountable to their goals and commitments?