

City Scholars® Fellowship for Education Nomination + Selection Process FAQs

1. What is the City Scholars® Fellowship for Education?

As a collaborative, high-impact leadership and capacity building institute, the City Scholars® Fellowship for Education partners with executive volunteers to help a vibrant and diverse community of highly motivated nonprofit CEOs grow after-school and school-based nonprofits from survival to success to significance.

Upon admission, Foundation Fellows are awarded an **annually renewable, full-tuition scholarship** to underwrite their ongoing engagement. Scholarship renewal is based upon each Foundation Fellows demonstrated commitment to using what they learn and sharing what they know to improve the effectiveness of the nonprofits they lead together. Meet our [City Scholars® Foundation Fellows](http://www.cityscholars.org/meet-our-fellows/) (www.cityscholars.org/meet-our-fellows/).

2. Who can be nominated for the City Scholars® Fellowship for Education?

Full-time, salaried CEOs (or the highest ranking staff member reporting to the Board of Directors) who lead 501(c)(3) tax-exempt, education-focused nonprofits are eligible for nomination. Priority consideration is afforded to nominees who:

- have been in the CEO role for at least 6 months prior to being nominated
- are excited about and 100% ready, willing and able to fulfill the rigorous First-Year Foundation Fellow Leadership Pledge ([a sample copy of which is included at the end of this FAQ guide](#))

Nominees must lead 501(c)(3) tax-exempt nonprofit organizations that:

- provide educational support, mentoring and/or creative enrichment to help low-income youth (pre-K to college) have a better chance to learn and achieve against the odds in school, at work and in life;
- serve predominantly (>51%) low-income youth in under-resourced communities throughout the five-county Greater Los Angeles region.
- have been operating for at least 3 years; and,
- employ at least two paid staff, including the CEO.

3. What do successful Fellowship for Education nominees have in common?

When selecting Foundation Fellows, we look to invest in and partner with mission-driven education-focused nonprofit CEOs who:

- can benefit from AND contribute to our Fellowship for Education's vibrant and diverse leadership community (47% CEOs of color, 56% women, 47% lead nonprofits with annual revenues of less than \$1 million, 37% have served as CEO for <5 years and 21% have served as CEO for >15 years);
- can check their egos at the door, bringing an open mind and heart to learn, grow and be challenged as leaders;
- are ready to fully leverage the Fellowship for Education opportunity, using what they learn and sharing what they know to help each other strengthen the nonprofits they lead and measurably improve educational opportunities and outcomes for the youth they serve; and,
- have the demonstrated support of their Board Chairs to participate with our Fellowship for Education.

4. What is important for Fellowship for Education nominees to understand?

Nominees need to have a clear understanding of the required First-Year Foundation Fellow Leadership Pledge, which includes 100% participation with our Fellowship Kickoff (January), monthly Fellowship Roundtables (February - September) and Fellowship Retreat (October).

First-Year Foundation Fellows also participate with a required 90-minute virtual CEO ESSENTIALS® BootCamp held on Wednesday from 10:15 a.m. to 11:45 a.m. one week prior to each monthly Fellowship for Education convening.

No late arrivals or early departures. No offers of "just missing a bit" or "calling in." This may sound difficult for nonprofit CEOs, but it is a commitment that all of our current Foundation Fellows willingly respect.

Inability to commit to 100% participation eliminates nominees from consideration for the coming year.

Finally, nominees must understand that being nominated does not guarantee admission.

Please review the attached documents, including (1) the First-Year Foundation Fellow Leadership Pledge and (2) the 2025 Calendar for the Fellowship for Education.

5. Do we accept self-nominations?

No. Candidates must be nominated by business, education, nonprofit, government or community leaders.

6. What do nominators need to have ready to submit a Fellowship for Education nomination?

In order to submit a Fellowship for Education nomination form, you will need the following information:

- Nominator contact information
- Description of any association with the City Scholars® Foundation
- Nominee contact information
- Nominee age group and gender
- Nominee ethnicity
- Nominator's relationship to nominee and length of relationship
- Affirmation that nominee has reviewed the First-Year Foundation Fellow Leadership Pledge and can fulfill the Pledge
- Brief personal endorsement of nominee

7. Do the credentials of the nominator matter?

No. There are no "bonus points" for credentials of the nominator. All that matters is that you see the potential for exemplary leadership and are confident in the ability of your nominee to contribute to and learn from our Fellowship community. Your answers to the nomination questions are very important. The strongest nominations are those that help us understand the candidate's inflection point and why this is the right time for them to step into and fully leverage our Fellowship's vibrant, diverse and extraordinarily collaborative leadership community.

8. When is the next selection cycle?

We accept and review nominations year-round with admissions decisions being made primarily in early December. Nominations received prior to September 4, 2024 will be considered for admission to the Fellowship for Education community in January 2025; and, those received after September 4, 2024 will be considered for admission in January 2026.

9. What is the selection process?

Through our Fellowship for Education’s selection process, we aim to identify exceptional education-focused nonprofit CEOs as prospective “partners” rather than simply as participants. As such, our vetting is rigorous and the time from nomination to admission is approximately 6 months.

Promising nominees are first contacted to confirm eligibility. Once eligibility is confirmed, nominees are invited to participate with a small group nominee information session. Following the information session, an invitation to submit a formal application for the City Scholars® Fellowship for Education will be extended to those nominees who:

- (1) meet core Fellowship for Education eligibility,
- (2) enhance our Fellowship for Education’s diverse mosaic of emerging leaders and established executives; and,
- (3) confirm that they are ready, willing and able to 100% fulfill the First-Year Foundation Fellow Leadership Pledge.

The strongest applicants will be invited to a formal panel interview (most likely conducted via Zoom) with several members of TEAM City Scholars®, who represent our Board of Directors (including our Founder & President) and Executive Council.

The TEAM City Scholars® Board of Directors votes on all prospective and continuing Foundation Fellows at its year-end board meeting, which will be held this year on December 6, 2024. Successful nominees and their nominators will be contacted upon selection. We do not give out information prior to the final selection, so we respectfully ask nominees and nominators to be patient with the process.

10. Can I save an incomplete nomination form to edit/submit later?

Once you begin a nomination, we strongly suggest that you complete it in its entirety. Please make sure you have gathered all necessary information before you begin the nomination form, including the nominee’s contact information, your contact information, and your statement of support. If you need to save the nomination form and return later, you can do so ONLY if you return to the form using the same Internet browser and device.

11. What if a promising nominee is not selected?

Nominees who are not selected for admission may be re-nominated twelve months after declination.

Please review the attached documents, including (1) the First-Year Foundation Fellow Leadership Pledge and (2) the 2025 Calendar for the Fellowship for Education. For any additional questions, contact fellowship@cityscholars.org or 213.627-1792.

City Scholars® Fellowship for Education FIRST-YEAR Foundation Fellow Leadership Pledge 2025

I, _____, affirm that I am currently serving as a full-time, salaried CEO of a 501(c)(3), nonprofit tax exempt organization that improves educational opportunities and outcomes for low-income youth.

As a First-Year Foundation Fellow, I pledge to:

1. Lead with integrity and excellence, using what I learn to better serve youth at the nonprofit I lead and sharing what I know to help other Foundation Fellows and the nonprofits they lead grow strong, survive and thrive. Furthermore, I pledge to respect the confidentiality of other Foundation Fellows and TEAM City Scholars® members.
2. Participate with:
 - The virtual **City Scholars® Fellowship for Education Orientation** to be held on December 18, 2024 (2:15 p.m. – 3:00 p.m.; Zoom).
 - The virtual **City Scholars® Fellowship for Education Board + CEO Café** to be hosted on January 15, 2025 (10:00 a.m. – 11:00 a.m.; Zoom). I understand that my Board Chair is expected to participate.
 - The in-person **City Scholars® Fellowship for Education Kick-Off** to be hosted in Downtown Los Angeles on January 29, 2025 (10:00 a.m. – 2:00 p.m.; Coffee & Conversation, 9:30 a.m. – 10:00 a.m.).
 - All eight (8) monthly, in-person **City Scholars® Fellowship for Education Roundtables** to be hosted in Downtown Los Angeles on February 26, March 26, April 23, May 21, June 25, July 30, August 27 and September 24, 2025 (10:00 a.m. – 2:00 p.m.; Coffee & Conversation, 9:30 a.m. – 10:00 a.m.). **Please review the attached City Scholars® Fellowship for Education Calendar 2025 for more details and event locations.**
 - All ten (10) monthly, virtual **CEO ESSENTIALS® BootCamps** for First-Year Foundation Fellows, which will be hosted on Wednesday one week prior to each monthly Fellowship convening, January – October (10:15 a.m. – 11:45 a.m.; Zoom).
 - The in-person **City Scholars® Fellowship for Education Retreat** to be hosted in Orange County on October 22, 2025 (10:00 a.m. – 3:00 p.m.).
 - Two (2), virtual **individual leadership coaching sessions** (60 minute/session with the Foundation’s Founder & President; dates/times TBD).

- more -

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3. Complete and submit by the established due dates: (a) all PRE- and POST-Roundtable Surveys for the Fellowship for Education Kick-Off, monthly Roundtables and Retreat; (b) monthly CEO ESSENTIALS® Report Cards; (c) the year-end Fellowship for Education IMPACT Report; and, (d) any specific information or material requests.

*To ensure the health and safety of all, all attendees for in-person events are required to provide proof of COVID-19 vaccination.

Signature: _____ Date: _____

*(With my signature, I further acknowledge that my involvement as a City Scholars® Foundation Fellow is at the **sole discretion of City Scholars® Foundation**. Moreover, I acknowledge that the Foundation reserves the **right to approve all publicity** regarding my selection and involvement as a City Scholars® Foundation Fellow in advance of the acknowledgment or publication. As such, I will provide desired publicity information to the Foundation on a timely basis in order to permit such approval.)*

City Scholars® FOUNDATION

Helping Education Nonprofits Thrive

City Scholars® Fellowship for Education

2025 Calendar

JANUARY 15	Fellowship for Education Board + CEO Café (Virtual)
JANUARY 29	Fellowship for Education Kick-Off: Effective Nonprofits
FEBRUARY 26	Fellowship for Education Roundtable: Strategic Leadership
MARCH 26	Fellowship for Education Roundtable: Board Development
APRIL 23	Fellowship for Education Roundtable: Staff Development
MAY 21	Fellowship for Education Roundtable: Program Development
JUNE 25	Fellowship for Education Roundtable: Financial Leadership
JULY 30	Fellowship for Education Roundtable: Marketing & Communications
AUGUST 27	Fellowship for Education Roundtable: Fundraising
SEPTEMBER 24	Fellowship for Education Roundtable: Strategic Planning
OCTOBER 22	Fellowship for Education Retreat: CEO Sustainability

Fellowship for Education Kick-Off and monthly Roundtables convene from 10:00 a.m. to 2:00 p.m. in Downtown Los Angeles. The Foundation hosts Coffee and Conversation from 9:30 a.m. to 10:00 a.m. prior to each monthly convening. Fellowship for Education Retreat convenes from 10:00 a.m. to 3:00 p.m. in Orange County, CA.

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NOTE: First-Year Foundation Fellows are expected to attend a brief 30-minute Orientation before the holiday break (December 18, 2024) as well as a required 90-minute virtual CEO ESSENTIALS® BootCamp held on Wednesday from 10:15 a.m. to 11:45 a.m. one week prior to each monthly Fellowship for Education convening.

www.cityscholars.org

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