

**APPLICATION FOR ABA SECTION OF TAXATION  
CHRISTINE A. BRUNSWICK PUBLIC SERVICE FELLOWSHIP  
(Commencing in 2017)**

**APPLICATION DEADLINE: NOVEMBER 18, 2016**

**Applicant Name:** \_\_\_\_\_

(Last)

(First)

(Middle)

**Sponsoring  
Organization:** \_\_\_\_\_

In response to a need for tax legal assistance, and to foster a greater interest in tax-related public service, the Section of Taxation developed the Public Service Fellowship in 2008. The Fellowship was renamed in 2013 the Christine A. Brunswick Public Service Fellowship after the Section’s former Executive Director of over 20 years. Christine was a strong proponent of advancing public service efforts in tax law and fostering a fair and equitable tax system. Under her leadership, the Section greatly expanded its commitment to public service and devoted significant resources in furtherance of that goal. The Section is proud to provide this Fellowship in Christine’s honor.

The Section awards up to two Fellowships annually to recent law school graduates or judicial clerks working in public interest tax law with a public interest or non-profit organization or a government entity (the “Sponsoring Organization”). As part of the Fellowship, the Section of Taxation will provide an unrestricted grant to the Sponsoring Organization for two years equal to the Fellow’s salary, payroll taxes, and direct cost of benefits limited to health, life and disability insurance. The Fellow’s salary will be commensurate with the base federal judicial clerk salary, without location or experience adjustments. The Section will fund the grant in eight quarterly payments. In addition, the Section will provide, as part of the grant, assistance with educational loans for those Fellows who are not covered by a law school low-income-protection plan. The amount of educational loan assistance provided to a Fellow will generally be equal to the interest actually accruing (after loan forgiveness) during the Fellowship period. The amount of the educational loan assistance provided will be determined on a case-by-case basis.

Generally, the unrestricted grant to the Sponsoring Organization cannot exceed \$67,500 annually; the Section of Taxation will consider expected salary, direct benefits (as set forth above), and educational loan assistance in determining the amount of the grant. No amount will be paid for indirect or any other costs of the Sponsoring Organization.

Both LLM and JD candidates are eligible to apply. The Fellow’s proposed employment must involve taxation or administration of tax law and must be with a public interest, non-profit organization or government entity. The applicant must identify and secure a position with a Sponsoring Organization before applying for the Fellowship (although the

position may be contingent upon award of the Fellowship). Each Fellow is expected to serve a two-year term with the Sponsoring Organization.

### **Commitment Letter**

The application must be accompanied by a commitment letter from the Sponsoring Organization that describes the proposed employment with the Sponsoring Organization and explain why the Sponsoring Organization considers the applicant to be qualified to perform the work. The Sponsoring Organization must agree to hire the applicant if the Fellowship is granted, to accept the amount of the grant as determined by the Section of Taxation, and to fulfill all tax and other reporting obligations with respect to the amounts paid to the applicant. The Sponsoring Organization must also describe how the applicant will be supervised and identify the proposed supervisor. A description of the proposed supervisor's higher education and experience should be included in the commitment letter. The Section does not expect to select applicants unless the Sponsoring Organization has identified at least one attorney who will supervise the applicant throughout the fellowship period.

### **Interviews and Supplemental Information**

The Section of Taxation expects to select 4-6 finalists from the pool of applicants. Finalists will be asked to travel and attend the January 19-21, 2017, meeting of the Section of Taxation in Orlando, FL, at the Section's expense. Finalists will be interviewed by members of the selection committee in Orlando on Friday, January 20.

### **Resources and Services Provided to the Fellows**

The Section of Taxation will provide each Fellow with access to mentors from its membership. The Section expects the Fellows to join and participate in the Section's activities during the Fellowship. The Section will waive the Fellows' ABA and Section dues during the Fellowship. Each Fellow will be required to attend at least two Section meetings per year. The Section will pay travel and meeting expenses for the two meetings in accordance with ABA and Section reimbursement policies. The Fellows are strongly encouraged to participate in relevant public service oriented committees, such as the Pro Bono and Tax Clinics Committee.

### **Terms & Conditions**

All required documents must be received by the application deadline. It is the responsibility of the applicant to assure and confirm receipt of documents prior to the deadline. Only complete applications received by November 18, 2016, will be considered.

Upon accepting the offer of Fellowship, the selected applicant must withdraw any outstanding applications for clerkships or other opportunities. The selected applicants cannot receive any other fellowship funds for the duration of the Fellowship. Fellowships, once awarded, are tied to both the candidate and the Sponsoring Organization and cannot be transferred or otherwise relocated. Fellowships cannot be deferred.



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**Important Dates**

- November 18, 2016 - Application Deadline
- January 20, 2017 - Finalist Interviews in Orlando

**Required Documents**

- Public Service Fellowship Application
- Official Law School Transcript
- Letter of Recommendation:
  - The letter must come from a former employer, supervisor of significant public service work, or law school professor.

**Note: The letter of recommendation must come directly from the source. If mailed, he/she must sign on the seal of the envelope; if sent electronically, the letter must come directly from the e-mail account of the sender.**
- Commitment Letter from the Sponsoring Organization
  - Any related literature or website references on the Sponsoring Organization's work are welcome.
- Copy of the Sponsoring Organization's section 501(c)(3) Tax-Exempt Status Determination Letter or other proof that the Sponsoring Organization is a qualifying entity
- Resumé of the applicant (including educational background, employment history, and previous public service work)
- Educational Loan Data (see application)
- Four Essays (see application)

**Send Completed Application to:** ABA Section of Taxation  
Attn: Public Service Fellowship  
1050 Connecticut Ave., NW  
Suite 400  
Washington, DC 20036

Email: [Taxlserve@americanbar.org](mailto:Taxlserve@americanbar.org)  
Subject: 2017 ABA Section of Taxation Public Service Fellowship

For information please visit our website at  
<http://www.americanbar.org/groups/taxation/awards.html> or call (202) 662-8670.

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**Applicant Name:**

\_\_\_\_\_  
(Last) (First) (Middle)

**Address:**

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip)

**Phone No.**

**Email:**

**Law School:**

**Graduation Date:**

**Relevant Courses:**

**Activities:**

**Advanced Degree**

**School:**

**Year:**

**Degree:**

**Course of Study:**

**Undergraduate Degree**

**School:**

**Year:**

**Degree:**

**Bar Membership**

**Bar Exam:**

**Bar Admissions:** \_\_\_\_\_ **Date** \_\_\_\_\_



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**Judicial Clerkship**

Judge: \_\_\_\_\_  
Court: \_\_\_\_\_  
Duration: \_\_\_\_\_

**Sponsoring  
Organization:**

Address: \_\_\_\_\_  
Tel. No. \_\_\_\_\_  
Website/Email: \_\_\_\_\_  
Supervising Attorney: \_\_\_\_\_  
\_\_\_\_\_

Brief Description of  
Project/Position: \_\_\_\_\_  
\_\_\_\_\_

**Employment History**

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Duration: \_\_\_\_\_

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**References**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

**Activities, Awards,  
Honors, Skills:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Educational Loan Data:**

a. What is the approximate expected total of your student loan indebtedness on the date your proposed fellowship would begin?

\_\_\_\_\_

b. What is the approximate amount of interest you expect to accrue each year on student loans during the two-year period of the proposed Fellowship?

\_\_\_\_\_

c. Is there a possibility that all or some of your educational loan costs will be forgiven or reimbursed during the two-year period of the proposed Fellowship?

Yes      No

If yes, please identify the possible sources of such loan forgiveness or reimbursement.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are selected as a finalist, the Section may request loan certifications from lenders, including balances, payment terms, and interest rates as well as details of any loan forgiveness or reimbursement.



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Why do you want to get involved in tax law? (500 words or less)



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What do you expect to accomplish through your work with the Sponsoring Organization?  
(500 words or less)



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Where do you see yourself professionally in five years? Do you envision a career in the public service sector? (300 words or less)



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Please list and briefly describe any past public service experiences in which you have participated. (300 words or less)



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**Certification**

I, \_\_\_\_\_, certify that the facts set forth in the above application are true and complete to the best of my knowledge. I understand that falsified statements on this application shall be considered sufficient cause for denial or withdrawal of a fellowship.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date