

## Supervisor Endorsement Form

### TO THE SUPERVISOR/EMPLOYING AGENCY REPRESENTATIVE

**Requirements and Expectations:** California Education Policy Fellowship Program (CA EPFP) participants are required to attend all program-hosted sessions (1-3 & 5) throughout the academic year in order to complete the program. By submitting your application, you are committed to attending all four sessions, so please ensure your availability. Attendance to the IEL-hosted fourth session in Washington, DC is strongly encouraged. The two in-person sessions in Sacramento will require out-of-town travel beginning on a Thursday and ending on a Saturday. The virtual, Zoom-hosted sessions will require availability from 10:00am-1:00pm on scheduled Thursdays and Fridays.

**Session 1 | October 9-11, 2025 in Sacramento, CA (in-person)**

**Session 2 | November 13-14, 2025 in Zoom (virtual)**

**Session 3 | February 5-6, 2026 in Zoom (virtual)**

**Session 4 | IEL-HOSTED March or April, 2026 in Washington, DC (in-person, dates TBD)**

**Session 5 | April 30-May 2, 2026 in Sacramento, CA (in-person)**

**Program Cost:** The program fee is approximately \$745 and can be paid by the fellow or their employer. Funding from the State of California and philanthropic grants cover most of the annual program costs for participants, including transportation, meals, and lodging for the two in-person sessions in Sacramento. However, participants are expected to cover their own costs for travel and accommodation in Washington, DC (requesting monetary sponsorship from their employer is encouraged).

**Need-Based Scholarships:** Need-based scholarships to cover the program fee and/or partial travel expenses to attend the session in Washington D.C., are available to participants who cannot pay on their own or do not receive financial support through their employer. Our goal is that no deserving applicant be unable to participate due to financial limitations. To be considered for a need-based scholarship to cover the program fee and/or partial travel expenses, applicants must provide a scholarship statement (details below). Upon acceptance into the program, applicants will be notified of their scholarship award.

**Scholarship Statement Requirements (If Applicable):** A clear and concise need-based scholarship statement (approx 1 page) that highlights the reasons for seeking additional financial support. You may include your organization's policy or a description of your organization's policy on funding professional development, as well as any other relevant information to support your need-based scholarship statement.

### Would you like to be considered for a scholarship?

Yes, the program fee

Yes, for Washington, DC expenses

Yes, for BOTH the program fee and Washington, DC expenses

No

**Scholarship statement:** Please attach your scholarship statement to the application form in Qualtrics.

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Your and the applicant's signature below ensure the applicant's release time for full participation in the **mandatory** sessions. Participants who are unable to attend will be disqualified from the program.

### Supervisor/Employing Agency Information and Signature

Name (First & Last):

Job Role:

Organization:

Email:

Phone:

Signature:

Date:

### Applicant Signature

Name (First & Last):

Signature:

Date:

This form must be submitted with the CA EPFP application via Qualtrics by **Thursday, July 31, 2025, at 11:59 PM.**