

## Timeline Example For PRSA College of Fellows Applicants and GoodFellows

*While many successful applicants initiate the process closer to the deadline than the timeline example we offer here, it is important to know many also find that the application takes a considerable amount of time. We encourage applicants and GoodFellows to develop a schedule that works for both of you.*

### **Plan Ahead**

- ✓ Review your personal archives for examples of how you have demonstrated superior professional capabilities, advanced the profession, provided service and leadership and been a role model.
- ✓ Identify and find current phone numbers and/or email address for individuals you plan to list as contacts for examples you will provide in your application.

### **January**

- ✓ Read Fellows application materials and make sure you meet all criteria and are ready to apply; pay careful attention to Instructions and Application; remember that there may have been changes and updates from the previous year.
- ✓ Request a GoodFellow.

### **February**

- ✓ Confirm all letter writers; tactfully reconfirm writers who may have agreed months or weeks before to send a letter on your behalf.
- ✓ Give guidelines to letter-of-support writers, found in Instructions, numbers 3 and 4.
- ✓ Work with GoodFellow to develop work plan with deliverable dates.

### **March**

- ✓ By mid-March, send 1<sup>st</sup> application draft to GoodFellow; receive first comments from GoodFellow.
- ✓ By end of March, send 2<sup>nd</sup> application draft to GoodFellow.

### **April**

- ✓ April 1 deadline to request a GoodFellow.
- ✓ By mid-April, follow-up with letter writers to make sure they can meet deadline; send final application draft to GoodFellow.
- ✓ Receive final comments from GoodFellow; make final tweaks and proofread carefully.
- ✓ Encourage letter writers to get letters to PRSA HQ (Donna Jonas, [donna.jonas@prsa.org](mailto:donna.jonas@prsa.org)) before deadline.

### **May**

- ✓ Overnight or scan and email Application to PRSA HQ.

**Fellows Application Deadline**  
**All materials, including all six letters and  
Chapter/Section/District Comment Form  
must be received at  
PRSA offices  
by  
5 pm EDT Thurs, May 2, 2013**