PRSA COLLEGE of FELLOWS

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 1st application draft to GoodFellow; receive first comments from GoodFellow.
- ✓ By end of March, send 2nd 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) 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