



## *Bill Emerson National Hunger Fellows*

### **General Overview of Policy Site Expectations**

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- \* The policy site will provide a work plan that supports the mission of the organization, builds organizational capacity and enables the Hunger Fellow to develop his/her knowledge about hunger and poverty and further his/her professional development and leadership skills.
- \* The policy site will provide workspace and office supplies for the Fellow (desk, phone, computer, etc.). Fellows are not permitted to use personal laptops as their primary workstation. Fellows are required to have access to the internet.
- \* The policy site will provide direct supervision, including biweekly meetings with the Fellow. The policy site is also encouraged to provide a mentor to the Fellow.
- \* The policy site will contribute a cost share of **\$3,500** per fellow to the Congressional Hunger Center.
- \* The policy site will cover the Fellow's travel expenses for "on-the-job," work related travel. (While it is not required that support for commuting costs be provided, some sites offer this support. CHC provides Fellows with \$60/month in Metro benefits.)
- \* The policy site will maintain a general liability insurance policy which will cover Fellow's activities performed on behalf of the policy site. If required by the laws of the state of the policy site, the site will maintain workman's compensation insurance coverage for the benefit of the Fellow.
- \* The policy site supervisor is required to attend CHC's policy site supervisor orientation and brainstorming meeting planned for February.
- \* The policy site must respect lobbying restrictions as outlined in the Emerson Hunger Fellows policy manual. Emerson Hunger Fellows may not lobby.
- \* The Emerson Hunger Fellows must participate in Professional Development Days, Fellowship Committee work, and other CHC related programming. Policy sites are expected to respect the time required to participate in fellowship activities.
- \* The policy site will provide a safe and welcoming environment for Fellows, regardless of their gender, race, ethnicity, sexual orientation or personal experience with hunger/poverty.
- \* The Emerson Hunger Fellows are responsible both to policy site supervisors and to the Congressional Hunger Center. The policy site supervisors are expected to contribute to evaluations and reporting as requested.