

Timeline Example For PRSA College of Fellows Applicants and GoodFellows

While many successful applicants initiate the process closer to the deadline than we show in this example, 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 the Instructions and Application. Remember that there may have been changes or 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 your GoodFellow to develop a work plan with deliverable dates.

March

- ✓ By mid-March, send your 1st application draft to your GoodFellow and receive comments/suggestions.
- ✓ By the end of March, send your 2nd application draft to your GoodFellow and receive comments/suggestions.

April

- ✓ April 1 is the deadline to request a GoodFellow.
- ✓ By mid-April, follow-up with letter writers to make sure they can meet the deadline. Send your final application draft to your GoodFellow.
- ✓ Receive final comments/suggestions from your GoodFellow. Make final tweaks and proofread carefully.
- ✓ Encourage writers to get letters of support to PRSA HQ (Jesse Gwyn, jesse.gwyn@prsa.org) before the deadline.

May

- ✓ Overnight or scan and email your Fellows 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 1, 2014**