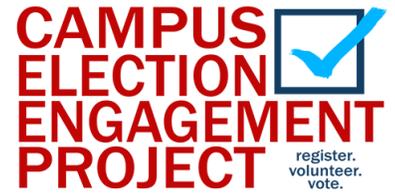


# CEEP Fellows Program Information for Campus Advisors



Welcome to the CEEP community and thank you for being a part of this important work.

Campus advisors are CEEP partners who help your campus's CEEP Fellows navigate campus rules, logistics and paperwork.

As Campus Advisor, you will be the interface between your institution and CEEP. Some Campus Advisors are fully engaged and work directly with the students to assess their campus climate and establish plans and goals. There are also situations where the students work very independently or mainly with their CEEP State Director and only require that the Campus Advisor know the ins and outs of getting things done on campus.

Typically, Campus Advisors helps CEEP locate and hire student Fellows for their institution. This includes working with your State Director to determine the appropriate type of campus Fellow and agree upon contractual language suited to the needs of your school. You will then work with the State Director to navigate institutional requirements and complete CEEP contracts, ensuring contracts are signed by school officials as required.

The State Director will help you develop a job description that you can disseminate broadly to seek out Fellows candidates. Where possible, the Campus Advisor will review the applications and select 3-5 candidates per Fellows position. The CEEP State Director will then interview those candidates and make the final selection. If, as a Campus Advisor, you would like to be a part of the hiring/interviewing process, please inform your CEEP State Director or contact.

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## What makes a great CEEP Fellow?

- A positive and friendly attitude,
- An interest in organizing and nonpartisan voter registration/voter education,
- A currently enrolled student,
- A commitment to educating peers about the importance of registering to vote and becoming an informed voter,
- A willingness to collaborate with campus partners,
- A self-starter who takes initiative to develop and implement their work plan,
- Flexible with time commitments and able to put in an average of **at least** 10 hours a week, and
- Willingness to participate in orientation/training, and maintain contact with CEEP staff and other Fellows.

The CEEP State Director is responsible for training CEEP Fellows and managing their activities. However, we ask that the Campus Advisor help us make sure things are going smoothly on campus. This includes:

- Connecting your Fellow or Fellows to your existing nonpartisan engagement coalition,
- Helping them navigate the campus culture—for instance suggesting key people to talk with or suggesting specific contexts for particular activities, like registering voters at a major athletic event,
- Helping student Fellows access campus resources, systems and processes such as access to copying, mailing, room reservations and A/V equipment,
- Receiving materials for Fellows to disseminate (optional depends on situation).



## CEEP Fellows Advisors

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- Making sure Fellows are working as expected – that the reported activities are actually occurring,
- Monitoring Fellows' activities to make sure they are working in a nonpartisan and inclusive manner,
- Making sure students are getting paid appropriately within campus processes where applicable, and
- Helping utilize their allocated activities funds within campus and CEEP guidelines and assuring receipts are kept for CEEP auditing.

**Please notify your CEEP State Director if you have any concerns about appropriate Fellows behavior.**

We look forward to working with you!

**See also:**

[CEEP Fellows Program Overview](#)

[CEEP Fellows Student Handbook](#)