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SCIENCE MUSEUMS AND  
CENTERS THAT ARE  
DEDICATED TO  
FURTHERING PUBLIC  
UNDERSTANDING OF  
SCIENCE AND TECHNOLOGY

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To: ASTC Fellowship Program Alumni

From: Donna McMillan

Subject: 2008 Alumni Fellow Application

Date: April 4, 2007

Enclosed is the Alumni application for the 2008 ASTC Diversity and Leadership Development Fellows Program. I encourage each of you to consider participating in this year's program. If your institution is sponsoring your Conference attendance this year, please complete the application indicating this sponsorship. The updated information you provide will be helpful as we seek new and expanded funding for the ASTC Fellowship Program.

The *deadline* this year is **5:00pm Tuesday, May 6**. As usual, applications must be received at ASTC by the deadline; faxes are not acceptable. Changes and additions cannot be made after the deadline, so be sure to answer every question.

If you have any questions, please either call me at 202-783-7200 x142 or email [dmcmillan@astc.org](mailto:dmcmillan@astc.org). I look forward to reading your applications and meeting many of you in Philadelphia.



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## ALUMNI FELLOW APPLICATION PACKET

### ASTC DIVERSITY AND LEADERSHIP DEVELOPMENT FELLOWS PROGRAM

The Diversity and Leadership Development Fellows Program is a key component of ASTC's Equity and Diversity Initiative, launched field-wide in October 2001 by ASTC's Board, to address the disparity between the diversity of our society and the diversity of the audience, professional staff, and board members of the science center field.

The Fellowship Program supports the professional growth and retention of people of color currently working in the field and nurturing those who are committed to the field. The Program has two tiers: one for new Fellows and one for Alumni of the ASTC Fellowship Program.

#### Purpose of the Alumni Fellowship Program

The intent of the Alumni segment of the Fellowship Program is to provide Alumni Fellows with opportunities to practice leadership skills by presenting in Conference sessions, mentoring new Fellows, taking a leading role in the program's fundraiser, and engaging in proactive behaviors that promote equity and diversity in the science center field.

#### Goals

The ASTC Diversity and Leadership Development Fellowship is intended to benefit the individual, her/his institution, and the field. The Program:

- Contributes to career development and advancement and makes the professional development opportunities and experiences offered through the ASTC Annual Conference accessible to more museum professionals of color
- Increases the diversity of voices and perspectives participating in Annual Conference discussions and activities
- Presents Fellowship recipients with the underlying philosophy of ASTC's Equity and Diversity Initiative
- Provides Fellowship recipients with increasing leadership skills and strategies for contributing to their institutions' diversity efforts.

#### ASTC Alumni Fellow Eligibility

**A former Fellow may apply for an Alumni Fellowship if she/he:**

- **Was selected and served as an ASTC Fellow in a prior year**
- **Has been employed at her/his present institution full-time for at least one year**
- **Holds a mid-level management position and demonstrates a desire to advance her/his career in the science center/museum field**
- **Demonstrates a commitment to equity and diversity in the science center/museum field**
- **Agrees to assist with the current Fellowship Program through workshop participation and mentoring.**

#### Award Information

Stipends will be available for Alumni Fellows to cover the cost of the Fellow's ASTC Annual Conference expenses. For 2008, free early-bird registration (by August 8) will be included as well as up to \$1000 to assist with conference-related travel, lodging, and meals. The awards are disbursed to the Fellow's institution upon timely submission of all original receipts and required forms. Although there is no limit to the number of applications that a single member science center or museum may submit, no more than one Alumni and one new Fellow will be selected from a single institution. Alumni whose institutions are covering their expenses are always welcome participants in all the Fellowship activities, but should complete the current year's application.

### The Application Process

The applicant must:

- 1) Complete the 2-page application form. Additional pages may be added if more space is needed, but questions must be clearly referenced and numbered.
- 2) Include a recent 1-2 page résumé along with the completed application form.
- 3) Read and sign the Statement of Understanding, and obtain CEO and supervisor signatures
- 4) Mail application and all supporting material so they arrive in the ASTC office by **close of business Tuesday, May 6, 2008.**

*Only applications that have been fully completed and have met the May 6 deadline will be reviewed by the selection panel. Materials submitted after the deadline cannot be added to applications, so be sure to answer every question. Completed applications cannot be faxed.* All application materials become the property of the Association of Science-Technology Centers.

### The Review Process

A panel of reviewers familiar with the science center profession and diversity issues will review the applications. Reviewers will look for evidence that the applicant

- Is committed to promoting equity and diversity
- Has a long-term vision of her/himself in the science center field
- Has applied prior ASTC Conference and Fellowship Program experiences to actions that move him/her closer to his/her professional goals
- Has supported and mentored other Fellows.

Applicants will be notified during the first week of July.

### Support for the 2008 Fellowship Program

For 2008, contributions from conference registrants and generous grants from Arizona Science Center, California Science Center, and Science Museum of Minnesota provide partial funding for the Conference Fellows Program. In addition, because the program has limited funds, science centers are invited to consider underwriting their Fellows' participation in the 2008 Fellowship Program.

**2008 ASTC DIVERSITY AND LEADERSHIP FELLOWS APPLICATION FORM**

**I. Personal Information**

Name:

\_\_\_\_\_

Employer:

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

**II. Employment Information**

1. Circle year you were an ASTC Conference Fellow. 2000    2001    2002    2003    2004  
2005    2006    2007    Underline each year that you received an Alumni Fellowship

2. Who was your employer your first year as a Fellow?

3. What position did you hold that year?

4. Where are you employed currently and in what position?

5. How long have you held your current position?

**III. Career Development Information**

1. Describe how your participation in the ASTC Fellowship Program has made a difference in your work and career.

2. In what ways has your participation as a Conference Fellow made a difference in your institution?

3. What are your short- and long-term goals? Explain how they have changed since you were a Conference Fellow.
  
4. Explain how being a 2008 Alumni Fellow will help you attain your new goals.
  
5. Please identify other ASTC Fellows or science center staff outside your institution with whom you maintain professional contact as a result of your Fellowship and cite examples of the purposes for those contacts.
  
6. What are the three most important things you would like to achieve by participating in the 2008 Fellowship Program? Please be specific.
  
7. Please number the following supervisory skills and functions in order of importance to you.  
\_\_\_ Planning      \_\_\_ Leading      \_\_\_ Motivating others      \_\_\_ Communication  
\_\_\_ Managing conflict and change      \_\_\_ Addressing diversity issues  
\_\_\_ Managing time and stress

**IV. Equity and Diversity Statement**

1. ASTC launched its Equity and Diversity Initiative in 2001. On a separate page, please describe your vision of equity and diversity in the science center/museum field, and tell some ways to achieve it. (Please limit your response to one page.)

**V. Additional Information**

1. You may include any materials that document your accomplishments since your last application that will help the reviewers understand your commitment to the science center field and equity and diversity.
2. Mail your completed application, including all attachments to:

**ASTC Diversity and Leadership Development Fellows Program  
Association of Science-Technology Centers  
1025 Vermont Avenue, N.W., Suite 500  
Washington, DC 20005-6310**

***Applications must arrive in the ASTC office by 5:00pm Tuesday, May 6, 2008***

**ASTC DIVERSITY AND LEADERSHIP DEVELOPMENT FELLOWS PROGRAM  
APPLICANT AND INSTITUTION STATEMENT OF UNDERSTANDING**

We understand that the purpose of the ASTC Fellowship Program is to:

- Contribute to career development and make the professional development opportunities and experiences offered through the ASTC Annual Conference accessible to more museum professionals of color
- Increase the diversity of voices and perspectives participating in Annual Conference discussions and activities
- Present fellowship recipients with the underlying philosophy of ASTC's Equity and Diversity Initiative
- Provide fellowship recipients with strategies for contributing to their institutions' diversity efforts.

We also understand that the selection of this applicant as an ASTC Alumni Fellow will require institutional support so that she or he will be able to fulfill the following as a member of the 2008 ASTC Conference Fellows Program:

- Attend the 1½ -day Pre-Conference ASTC Fellowship Workshop beginning Thursday, October 16, at 4:00 p.m., Philadelphia, PA
- Attend all plenary events and a minimum of 10 sessions, including at least two of those selected by the Fellowship Program
- Participate in specified mid-day sessions Saturday through Monday
- Participate in a 2-hour, Post-Conference wrap-up and evaluation workshop on Monday, October 21 from 4:00-6:00pm
- Contribute ideas for next year's Conference
- Mentor current and future ASTC Fellows
- Contribute to ASTC's Equity and Diversity Initiative in various ways
- Become an active member in the ASTC Fellowship Network
- Participate in at least three mentoring conference calls throughout the year.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

CEO Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Museum: \_\_\_\_\_

**In 2005-2007, several CEOs volunteered to underwrite the full cost of their applicant's participation as a Fellow or Alumni Fellow. Please check here if your institution is willing underwrite your applicant's participation.**

NOTE: We will not consider your response in the application review process, however, it may be a factor in the total number of Fellow and Alumni Fellow awards.