



APAPA

Asian Pacific Islander American Public Affairs Association Community Education Foundation (APAPA-CEF)

Non-profit organization 501(C)-3 Tax ID No. 55-0849384

Empowerment of Asian and Pacific Islander Americans

California Capitol Summer Internship Program

Application Deadline: February 11, 2014

APAPA Capitol Summer Internship Program in Sacramento is designed to prepare college students to become future leaders in the State of California. This program provides an opportunity for students to develop their leadership skills, gain public policy experience and become civically engaged.

The internship program will develop:

- Political awareness and civic engagement
- Understanding of government and legislative processes
- Professional and leadership qualities
- Teamwork skills
- Networking skills with other fellow interns

Eligibility

The program is open to all California resident undergraduate and graduate college students with a minimum GPA of 2.75.

Selection Criteria

Applicants will be selected on the basis of:

Demonstrated leadership
Interpersonal skills
Written and verbal communication skills
Community Service
Grade point average

Program length and stipend

Orientation will be held week of June 16, 2014.

The eight week program runs from June 23, 2014 through August 15, 2014.

Interns will receive a stipend in the amount of \$1,000 for successful completion of the program.

Students are responsible for their own housing, transportation and insurance.

Requirements

- Attend APAPA's Capitol Internship Award & Scholarship Fundraising Gala in Sacramento held on **April 5, 2014**.
There is no charge for you and one guest to attend. There will be a cost for each additional guest.
- Work 100 hours minimum in your assigned office.
The hours are flexible depending on the placement office and must be distributed over the 8 week period.
- Be available to attend workshops every Friday. Workshops include leadership training, public speaking, voter's registration, personal finance, project assignments and guest speakers.



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Requirements (cont)

- Complete 40 community service hours at APAPA's Sacramento Chapter
- Complete an evaluation form after finishing your requirements.

Deadline

Application materials are due by February 11, 2014

Applicants will be notified of our decision by March 3, 2014



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APAPA Internship Application

◆ Please complete this form and prepare a Personal Statement. When completed, please mail the documents and your **latest Official Transcript** post-marked by **February 11, 2014** to: **APAPA-CEF, 4000 Truxel Road, Suite 3, Sacramento, CA 95834**

◆ GENERAL INFORMATION

Name: _____
Last First Middle initial

Gender: Female Male Date of Birth: _____ / _____ / _____ Place of Birth: _____
Month Day Year

Driver's license (State, #) _____

Citizenship status: U.S. citizen Permanent resident

Current Address: _____
Street City State/ZIP

Current Phone: (____) _____ Effective until: _____ / _____ / _____
Month Day Year

Alternate contact # : (____) _____
(i.e. cell phone, voice mail, pager, work, etc.)

Personal Email Address: _____

Permanent Address: _____
Street City State/ZIP

Permanent Phone: (____) _____ Fax (if available): _____

◆ EMERGENCY CONTACT INFORMATION

Name: _____ Relationship _____

Address: _____
Street City State/Zip

Home phone: (____) _____ Work phone: (____) _____



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◆ EDUCATIONAL BACKGROUND

College name: _____ Location: _____
City State

Degree seeking: _____ Major/minor: _____

Current class year: _____ Overall GPA: _____ Expected graduation date: _____

◆ PERSONAL STATEMENT

Please write a statement addressing the following. The statement must not be longer than 2 pages in length.

- *Your Asian Pacific Islander background*
- *Community and public service involvement*
- *Academic and Career goals*
- *Future plan in public service and/or politics and government involvement*

◆ STUDENT CERTIFICATION

- I understand that I hold APAPA, APAPA-CEF, their boards and members, and employees harmless from any and all liability or claims which may arise out of, or occur, in connection with my participation in this program.
- I understand that this application, plus all accompanying documents, become the property of APAPA and will be shown to potential supervisors of my internship.
- I certify that the information I submitted on this application is accurate to the best of my knowledge. I also understand that I will be liable for all costs that APAPA may incur as the result of any misrepresentation, omission, or willful inaccuracy that I include on this application.
- During my internship, I understand that I am responsible for any and all travel, housing, living and medical expenses that may be incurred. I am responsible either personally or through my insurance coverage.
- I also understand that APAPA and APAPA-CEF are not responsible for the theft of or damage to, my personal property.
- If selected, I promise to complete all program requirements in the office I am assigned to and submit a final journal reflecting my internship experience.

Name of applicant (please print)

Signature

Date



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✓ APPLICATION CHECKLIST

Please make a copy of the complete application for your records. Please include the following items:

- Signed Application form
- Your resume
- Original, official transcript (not a photocopy)
- Your personal statement
- Full color portrait (head shot) 2 inches square and 300 dpi (600 pixels square). The photos will not be provided to the Internship Selection Committee or used as a basis for selecting the interns. Your photo will be used strictly for the program book and publicity purposes.
- One short paragraph biography. You can share about your major, career goals, hobbies, etc.
- Mail all materials, including transcript to:
Attn: Internship Program
APAPA CEF
4000 Truxel Road, Suite 3
Sacramento, CA 95834

Deadline: Application and materials must be postmarked by February 11, 2014. An incomplete application will not be considered.

APAPA CEF strives to effectively promote the internship program. Please let us know how you heard about our program by checking one of the following.

- College/University**
- APAPA website**
- Press Release**
- Newspaper**
Name of newspaper: _____
- Relative/Friend**
- Community Organization**
Name of organization: _____
- Other: _____**

Thank you for your interest in the APAPA CEF Internship Program. If you have any questions, please contact Lucy Oback at lucvoback@apapa.org.