



2016 CANDIDATE INFORMATION PACKAGE

ABOUT THE PROGRAM

The **CAUSE Political Institute (CPI)** is a political candidate training certificate program for high-potential professionals with seasoned leadership experience and a passion for serving the needs of the Asian Pacific American (APA) community in California.

CPI consists of skill development workshops, policy discussions, seminars, and group work among various other activities. Training sessions and activities are led by a unique array of politicians, political and campaign experts, and various other training professionals. Participants complete the program more informed of the issues most pressing to APAs, trained with essential skills, prepared to advocate, and, most importantly—with a network and connections vital for success.

CPI is open to participants through a **nomination-only** process. Elected officials at the state and federal levels are invited to look within their networks to identify and nominate one candidate per year for the program. While this program is specifically geared towards individuals pursuing public office, the program is also highly recommended for individuals desiring community leadership roles in various capacities.

The program was co-founded by CAUSE and the USC Dornsife Jesse M. Unruh Institute of Politics in order to ensure a pipeline of political and civic leadership for the APA community.

Duration: 6 Months (February 2016 – July 2016)

Time Commitment: Must be able to commit to attending all mandatory dates. The sessions will be scheduled to fit participants' availability.

Program Costs: The program will be offered free of charge to the inaugural class of participants.

CAUSE POLITICAL INSTITUTE consists of FIVE full-day training sessions. In each session, participants will be able to self reflect on their current status to craft personal goals and work together to help each other accomplish them throughout the duration of the program. Sessions will include topics such as:

- I. **Campaigning & Political Basics 101:** Campaign law and finance, base building, and staff recruitment training provide participants with the necessities of gearing up for election.
- II. **Personal Branding & Media Engagement:** CPI participants craft their personal message and solidify the development of their personal brand. Participants refine public speaking and debate skills to communicate their brand in culturally competent and resonating ways. The class also learns the nuances of mainstream and ethnic media and the various methods of media



engagement. Each participant gains insight on how to best leverage media relationships through various means including (but not limited to): print media, broadcasts, and social media.

- III. **Policy Roundtables & Platforms:** CPI participants develop and refine their platform positions on key issue areas most pressing to APAs. Workshops are structured in a way to show participants how interconnected politics really is and how each policy decision impacts the entire scene of California. Focus issue areas include: municipal and urban planning, K-12 education, higher education, economic development, infrastructure and transportation, health and human services, and environmental and natural resources.
- IV. **Staying in Touch with the Community & Life Post-Elections:** Participants are provided with valuable insight on the process of adjusting to life post-election. The session is designed to help participants learn how to keep a pulse on the community without losing sight of the daily responsibilities and challenges of being an elected official. Participants are taught to keep a grasp on maintaining a support base of staff and community following as well as the importance of work-life balance and personal care.

* **Note:** Optional advanced workshops on ethics and budget finance will also be incorporated into the program.

This six-month program will enhance and develop:

- Fundraising Strategies
- Base Building
- Personal Branding
- A greater understanding of the APA electorate
- Media Engagement
- Political issue awareness and civic engagement
- Public speaking and debate skills
- Connections to reputable civic leaders

PARTICIPANT QUALIFICATIONS

- Must be nominated by an elected official at the state or federal level
- Has recognizable community leadership experience
- Able to attend and actively participate in all mandatory sessions and events

NOMINATION PROCESS

For full consideration, each candidate **must** receive the nomination of an elected official at the state or federal level of government. The official needs to submit a nomination package, which includes a **nomination form** and **recommendation letter** to CAUSE by **Friday, January 29, 2016**. More information about the nomination process can be found by clicking [here](#). Please note: candidates are responsible for ensuring that their nomination package is received by CAUSE by the deadline.



SELECTION PROCESS

Participants will be selected based on their demonstrated leadership abilities, experience in public service, and additional community involvement. All submitted materials will be carefully reviewed by the CPI Selection Committee.

IMPORTANT DATES & DEADLINES

Application Opens	Friday, December 18, 2015	(5) CPI Sessions	TBA
Application Closes	Friday, January 29, 2016	Other Special Events	TBA
Nominations Due	Friday, January 29, 2016		

CANDIDATE INFORMATION PACKAGE CHECKLIST

Forms:

- FORM A: Completed Candidate Information Sheet
- FORM B: Signed Terms & Conditions

Additional Documents Required:

- Current Resume
- Nomination Materials:
 - Nomination Form
 - Letter of Recommendation

Please submit your **completed candidate information package** via email to info@causeusa.org by **Friday, January 29, 2016**. The email subject should be titled: **CAUSE Political Institute**. (**Note: To ensure all components of your candidate information package are received, please submit all components in ONE email.*)

Additionally, please ensure **nomination materials are also** sent to CAUSE by **Friday, January 29, 2016**.

ABOUT CAUSE

Founded in 1993, Center for Asian Americans United for Self Empowerment (CAUSE), is a 501(c)(3) nonprofit, non-partisan organization with a mission to advance the political empowerment of the Asian Pacific American (APA) community through voter registration and education, community outreach, and leadership development.



FORM A: 2016 CANDIDATE INFORMATION SHEET

CONTACT & BACKGROUND INFORMATION	
Name	
Title	
Organization	
Date of Birth (MM/DD/YYYY)	
Home Address	
Phone Number	
Cell Number	
Personal Email	
Work Email	
Business Address	
Work Phone Number	
Preferred Mailing Address	<input type="checkbox"/> Business Address <input type="checkbox"/> Home Address
Country of Citizenship	

SOCIAL MEDIA	
<i>Please provide the URL or handle name for any of your social media accounts.</i>	
LinkedIn	
Facebook	
Twitter	
Instagram	

AVAILABILITY																						
Please indicate your preferred time to meet for the Political Development Workshops:	<table style="width: 100%; border: none;"> <tr> <td style="padding: 2px 10px 2px 0;"><input type="checkbox"/> Monday</td> <td style="padding: 2px 10px 2px 0;">From: _____</td> <td style="padding: 2px 10px 2px 0;">To: _____</td> </tr> <tr> <td style="padding: 2px 10px 2px 0;"><input type="checkbox"/> Tuesday</td> <td style="padding: 2px 10px 2px 0;">From: _____</td> <td style="padding: 2px 10px 2px 0;">To: _____</td> </tr> <tr> <td style="padding: 2px 10px 2px 0;"><input type="checkbox"/> Wednesday</td> <td style="padding: 2px 10px 2px 0;">From: _____</td> <td style="padding: 2px 10px 2px 0;">To: _____</td> </tr> <tr> <td style="padding: 2px 10px 2px 0;"><input type="checkbox"/> Thursday</td> <td style="padding: 2px 10px 2px 0;">From: _____</td> <td style="padding: 2px 10px 2px 0;">To: _____</td> </tr> <tr> <td style="padding: 2px 10px 2px 0;"><input type="checkbox"/> Friday</td> <td style="padding: 2px 10px 2px 0;">From: _____</td> <td style="padding: 2px 10px 2px 0;">To: _____</td> </tr> <tr> <td style="padding: 2px 10px 2px 0;"><input type="checkbox"/> Saturday</td> <td style="padding: 2px 10px 2px 0;">From: _____</td> <td style="padding: 2px 10px 2px 0;">To: _____</td> </tr> <tr> <td style="padding: 2px 10px 2px 0;"><input type="checkbox"/> Sunday</td> <td style="padding: 2px 10px 2px 0;">From: _____</td> <td style="padding: 2px 10px 2px 0;">To: _____</td> </tr> </table>	<input type="checkbox"/> Monday	From: _____	To: _____	<input type="checkbox"/> Tuesday	From: _____	To: _____	<input type="checkbox"/> Wednesday	From: _____	To: _____	<input type="checkbox"/> Thursday	From: _____	To: _____	<input type="checkbox"/> Friday	From: _____	To: _____	<input type="checkbox"/> Saturday	From: _____	To: _____	<input type="checkbox"/> Sunday	From: _____	To: _____
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<input type="checkbox"/> Sunday	From: _____	To: _____																				
Please notify us of any foreseeable schedule conflicts (e.g. vacation, business travel, etc.)																						



REFERENCES

How did you hear about CAUSE Political Institute? Please select all that apply.

- CAUSE Board Member (Name: _____)
- CAUSE Social Media
 - Facebook
 - Twitter
 - Instagram
 - LinkedIn
- CAUSE Staff (Name: _____)
- CAUSE Website
- CAUSE Newsletter
- Other: _____

NOMINATING OFFICIAL CONTACT INFORMATION

Name	
Office Address	
Staff Contact Name	
Staff Contact Email	
Staff Contact Number	

SHORT RESPONSE (In 750 words or less...)

Please introduce yourself and describe your political aspirations. Additionally, what do you feel is the most important issue facing the APA community how do you think that the CAUSE Political Institute can help address these issues?



Thank you for completing this application form and for your interest in the CAUSE Political Institute!

OUR POLICY

It is the policy of Center for Asian Americans United for Self Empowerment (CAUSE) to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. We value your privacy. Information provided on this form is for office use only and is not shared with any outside parties.



FORM B: TERMS & CONDITIONS

TERMS AND CONDITIONS

By signing this form, I understand that all incidental expenses outside of the CAUSE Political Institute such as: transportation, fees, insurance, and materials are not the responsibility of CAUSE.

Any special arrangements or needs must be discussed and settled prior to the start of the program.

By submitting my candidate information package for the CAUSE Political Institute, I agree to the terms set forth in the descriptions for the program, as applicable to my information package. I have read and agreed to the **TERMS AND CONDITIONS** set forth in this candidate information package.

I also certify that all information provided in this candidate information package is a true and complete statement of facts. I understand that if I am accepted into the program, any false statements, omissions, or other misrepresentations made by me in this information package may result in my immediate dismissal.

Candidate Signature

Date Signed

Printed Name

Approved by CAUSE Staff

Date Signed