



# 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: April 20, 2012**

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**

The eight week program runs from June 25, 2012 through August 17, 2012.

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 Dinner in Sacramento held on **May 30, 2012**.  
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, communication, 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 April 20, 2012

Applicants will be notified of our decision May 4, 2012.



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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 **April 20, 2012** 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  
 Some agencies require U.S. citizenship.

Current Address: \_\_\_\_\_  
State/ZIP
Street
City

Current Phone: (\_\_\_\_) \_\_\_\_\_      Effective until: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month
Day
Year

E-mail address: \_\_\_\_\_      Alternate contact # (\_\_\_\_) \_\_\_\_\_  
(i.e. cell phone, voice mail, pager, work, etc.)

Permanent Address: \_\_\_\_\_  
State/ZIP
Street
City

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 services 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
- Portrait color photo (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 publicity purposes.
- Write a brief biography. You can share about your major, career goals, hobbies, etc.
- All materials, including transcript must be addressed to:  
**Attn: Internship Program**  
**APAPA CEF**  
**4000 Truxel Road, Suite 3**  
**Sacramento, CA 95834**

**Deadline: Application and materials must be postmarked by April 30, 2012. 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 [lucyoback@apapa.org](mailto:lucyoback@apapa.org).