



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 20, 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.