



APAPA

Asian Pacific Islander American Public Affairs Association East Bay Chapter (APAPA-EBC)

Empowering and Engaging Asian and Pacific Islander Americans

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

<https://sites.google.com/site/apapaebc/>

Summer 2019 Internship Program

This program provides an opportunity for students to develop their leadership skills, gain public policy experience and become civically engaged.

Important Dates

- April 15th: Deadline to submit application
- March 31st to May 15th: Application review, interview and intern selection
- May 15th to June 15th: A Saturday will be selected for orientation.
- June 24th to July 26th: Internship duration.
- July 27th or 28th: Graduation Ceremony. Date and time to be determined.

Internship Duration, Locations and Stipend

- The internship is a 5-week program from June 24 to July 26 with flexible working schedule.
- Interns will be placed in the offices of elected officials in the SF East Bay.
- Interns are responsible for their own housing, transportation and insurance.
- Interns will be awarded graduation certification and \$500 stipend upon fulfilling the requirements.

The Internship Program Goals

- Develop political awareness and encourage civic engagement
- Gain understanding of government and legislative processes
- Develop professional and leadership qualities
- Provide networking opportunities with elected officials and community leaders

Intern Selection Criteria

- Demonstrated leadership
- Interpersonal and teamwork skills
- Written and verbal communication skills
- Community service and grade point average

Eligibility

- High school and college students (age 15 to 24 years old)
- Must be a U.S. citizen or a lawful permanent resident alien
- Have a cumulative GPA of 3.0 or higher

Requirements

- 100 working hours in assigned office distributed over the length of the internship program. Flexible working schedule depending on the placement office.
- 10 community service hours with APAPA including voter registration.
- Must attend orientation, date to be determined.
- Submit weekly reports via email using provided template for the duration of the internship.
- Complete an evaluation form after finishing your requirements.
- Interns accepted for this program will be placed in offices East Bay.
- Attend Graduation Ceremony.



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APAPA East Bay Chapter Internship Program Application

Please complete this form and prepare a Personal Statement. When completed, please mail the application form, personal statement and your **latest transcript** post-marked by **April 15, 2019** to:

APAPA EBC Internship Program- 3021 Beard Road, Fremont, CA 94555

➤ GENERAL INFORMATION

Name: (First) _____ (Last) _____ (MI) _____

Gender: Female Male Date of Birth: (m) _____ (d) _____ (y) _____

Place of Birth: _____ Citizenship Status: US Citizen Permanent Resident Current

Address: _____

City _____ State _____ Zip Code _____

Home Phone: (_____) _____ Mobile Phone: (_____) _____

Email Address: _____

➤ EMERGENCY CONTACT INFORMATION

Name: _____ Relationship _____

Address: _____

City _____ State _____ Zip Code _____

Home Phone: (_____) _____ Mobile Phone: (_____) _____

Email Address: _____

➤ EDUCATIONAL BACKGROUND

School Name: _____

Location: _____ City _____
State _____ Zip Code _____

Major (for college student): _____

Current Class Year: _____

Overall GPA: _____ Expected graduation date: _____



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➤ PERSONAL STATEMENT

Please write a statement addressing the following. The statement must not exceed 2 pages in length.

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-EBC, 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-EBC is 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.
- I understand that photos/videos will be taken and can be used for marketing and social media purposes. I authorize APAPA, APAPA-EBC to utilize this information on my application and any photos/videos.

➤ APPLICATION CHECKLIST

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

- Signed Application form
- Your personal statement
- Full color photo headshot (*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.*)
- Mail all materials, including transcript to:
APAPA East Bay Chapter – Internship Program
3021 Beard Road, Fremont, CA 94555

Deadline: Application and materials must be postmarked by March 30, 2019.

An incomplete application will not be considered.

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

- College/University APAPA website APAPA Social Media Press Release Relative/Friend
- Community Organization Community Organization: _____
- Newspaper Other: _____

If you have any questions regarding the APAPA EBC Summer 2019 Leadership & Internship Program, please contact Peggy Chiou at peggychiou@gmail.com or Allen Shiu at allenshiu@apapa.org

Thank you for your interest in the APAPA EBC Summer 2019 Leadership & Internship Program.

Name of applicant (please print) _____

Signature _____ Date _____



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EAST BAY CHAPTER

REVIEW 2017 - 18

(PARTIAL PROGRAMS) REV.2

Our CORE VALUE:
1. Civic Engagement
2. Youth Leadership
3. Community Services



The SUPER Team!



Town Hall Meetings



Meeting with Candidates



Summer Internship Program



Civic Leadership Forum



Meeting with Elected Officials



Voter Registration



Business Workshop

We welcome you to join us:

Email: apapaebc@gmail.com TEL: (510)676-7139

Inspire Engage Empower

APAPA

 East Bay Chapter

Summer Interns Graduation Ceremony & Fundraising Luncheon

1st Annual



OUR MISSION

To empower Asian and Pacific Islander (API) Americans through education, leadership and active participation in civic and public affairs.



Saturday, September 8, 2018
Crowne Plaza Hotel
32083 Alvarado-Niles Rd., Union City, CA