



# 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*

### **Columbus Ohio Summer Internship Program**

**Application Deadline: February 11, 2019**

APAPA-Ohio Summer Internship Program in Columbus is designed to prepare high school and college students to become future leaders in the United States of America. 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
- Networking & Team work skills

#### **Eligibility**

The program is open to all Ohio residents, who are

- rising junior/senior in high school
- undergraduate college student
- graduate college student

#### **Selection Criteria**

Applicants will be selected on the basis of:

- Demonstrated leadership
- Community Service
- Interpersonal skills
- Written and verbal communication skills

#### **Program length and stipend**

Orientation & training will be held throughout the first half of 2019.

The six-week program runs from June 2019 through August 2019.

Interns will receive a stipend for successful completion of the program. *Students are responsible for their own housing, transportation and insurance.*

#### **Requirements for Successful Completion of the Summer Internship Program**

- Be available to attend any workshops. Workshops include leadership training, public speaking, personal finance, project management, and etc.
- Attend APAPA-Ohio voter registration and education related election projects (can be completed within the calendar year).
- Work 120 hours (six weeks') minimum in assigned office, where work hours are flexible.
- Complete 20 volunteer hours for APAPA Ohio Chapter (can be completed within the calendar year).
- Help to train the incoming class of 2020 interns.

#### **Deadline**

Application materials are due by February 11, 2019



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### APAPA Internship Application

◆ Please complete this form and prepare a Personal Statement. When completed, please email the documents and your **latest Official Transcript** by **February 11, 2019** to: [internship.col@apapaohio.org](mailto:internship.col@apapaohio.org)

◆ 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

High School name: \_\_\_\_\_ Location: \_\_\_\_\_  
City State

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 should be 1 page and can not exceed 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-Ohio, 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-Ohio 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
- \_\_\_ Your personal statement
- \_\_\_ Full color portrait (head shot) 2 inches' 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.
- \_\_\_ Email all materials, including transcript to: [internship@apapaohio.org](mailto:internship@apapaohio.org)

**Deadline: Application and materials must be sent in by February 11, 2019. An incomplete application will not be considered.**

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

- \_\_\_ **High School**
- \_\_\_ **College/University**
- \_\_\_ **APAPA website**
- \_\_\_ **Press Release**
- \_\_\_ **Newspaper**
- \_\_\_ **Name of newspaper:** \_\_\_\_\_
- \_\_\_ **Relative/Friend**
- \_\_\_ **Community Organization**
- \_\_\_ **Name of organization:** \_\_\_\_\_
- \_\_\_ **Social Media**
- \_\_\_ **Name of social media:** \_\_\_\_\_
- \_\_\_ **Other:** \_\_\_\_\_

Thank you for your interest in the APAPA Ohio Internship Program. If you have any questions, please contact [internship.col@apapaohio.org](mailto:internship.col@apapaohio.org).