



**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*

## **APAPA SAN FRANCISCO SUMMER INTERNSHIP PROGRAM**

**APPLICATION DEADLINE: SATURDAY, MARCH 30, 2019**

The APAPA San Francisco Summer Internship Program is designed to prepare college students of Asian Pacific Islander background to become future leaders in the State of California. The program provides an opportunity to work in the offices of local, state, and national elected leaders, and develop their leadership skills, gain public policy experience, and become civically engaged.

Previous interns have had the opportunity to work in the offices of State Assemblymember David Chiu (San Francisco), State Senator Scott Weiner (San Francisco), Supervisor Sandra Lee Fewer (San Francisco), Supervisor Hillary Ronen (San Francisco), and former Mayor Ed Lee (San Francisco).

### **The internship program will help interns develop**

- Political awareness and civic engagement;
- An understanding of the government and the legislative processes;
- Professional and leadership growth;
- Networking opportunities with elected officials and community leaders.

### **Eligibility and Selection Criteria**

The program is open to all undergraduate and graduate college students with a minimum GPA of 3.0. Applicants will be selected on the basis of demonstrated leadership, interpersonal and communication skills, community service, and academic performance.

### **Program Requirements**

- Complete eight-week internship program from **June 24<sup>th</sup> 2019** through **August 12<sup>th</sup> 2019**. *Students who have academic calendar conflicts with the program start and end dates are still encouraged to apply.*
- Attend Orientation Retreat on **Saturday, June 22<sup>nd</sup> 2019**.
- Attend APAPA Internship Award Celebration in **August 2019, date TBD**.
- Work minimum 20 hours per week in your assigned office; hours are flexible depending on placement.
- Attend 2-hour APAPA workshops weekly, date and time TBD. Workshops include leadership and communication training, project assignments and guest speakers. Workshops will be in San Francisco.
- Complete 40 community service hours for APAPA'S community events including voter registration;
- Complete a community service project to be approved by the internship program.

### **Important Dates**

March 30<sup>th</sup> 2019 – Application materials due;  
April 1<sup>st</sup> 2019 - April 12<sup>th</sup> 2019 – Phone interviews;  
April 15<sup>th</sup> 2019 – Applicants will be notified of decision.



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**APAPA SAN FRANCISCO SUMMER INTERNSHIP PROGRAM  
2019 APPLICATION**

Please complete the application form below. When completed, please email the application, your personal statement, and your updated resume by March 30<sup>th</sup> 2019 to [tiffanylouie@apapa.org](mailto:tiffanylouie@apapa.org).

▪ **GENERAL INFORMATION**

**NAME:** \_\_\_\_\_  
**LAST** **FIRST** **MIDDLE**

**PREFERRED GENDER PRONOUNS:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**PLACE OF BIRTH** \_\_\_\_\_

**CURRENT ADDRESS:** \_\_\_\_\_  
**STREET** **CITY/STATE** **ZIP**

**PERMANENT ADDRESS:** \_\_\_\_\_  
**STREET** **CITY/STATE** **ZIP**

**PERMANENT PHONE:** (\_\_\_\_\_) \_\_\_\_\_

**CURRENT PHONE:** (\_\_\_\_\_) \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PERMANENT EMAIL ADDRESS:** \_\_\_\_\_

▪ **EDUCATIONAL BACKGROUND**

**COLLEGE NAME:** \_\_\_\_\_

**CITY/STATE:** \_\_\_\_\_

**MAJOR/MINOR:** \_\_\_\_\_

**DEGREE SEEKING:** \_\_\_\_\_

**OVERALL GPA:** \_\_\_\_\_

**CURRENT CLASS YEAR:** \_\_\_\_\_

▪ **EMERGENCY CONTACT INFORMATION**

**NAME:** \_\_\_\_\_ **RELATIONSHIP:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
**STREET CITY/STATE ZIP**

**CELL PHONE:** (\_\_\_\_\_) \_\_\_\_\_

**HOME PHONE:** (\_\_\_\_\_) \_\_\_\_\_

**WORK PHONE:** (\_\_\_\_\_) \_\_\_\_\_



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▪ **PERSONAL STATEMENT**

**Please write a statement addressing the following questions. Statements must be typed, double spaced, in 12-point font, and should not exceed two pages.**

- 1. Why do you want to be in public service?*
- 2. Why are you interested in applying for this internship program?*
- 3. How have you engaged or taken leadership in your community, and how do you plan to use that experience in your future academic and career goals? What does leadership look like to you? Please feel free to describe any community service, political work, or issue advocacy in your response.*

▪ **APPLICATION SURVEY**

**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
- \_\_\_ Facebook
- \_\_\_ Community Organization
- Name of organization: \_\_\_\_\_
- \_\_\_ Other: \_\_\_\_\_



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**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.

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**NAME OF APPLICANT (PRINT)**

**SIGNATURE**

**DATE**



## APAPA

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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
- \_\_\_\_\_ Your personal statement
- \_\_\_\_\_ All materials must be emailed to Tiffany Louie at [tiffanylouie@apapa.org](mailto:tiffanylouie@apapa.org).

**DEADLINE:** Application and materials **must be emailed by March 30<sup>th</sup> 2019**. An incomplete application will not be considered.

Thank you for your interest in the APAPA CEF Internship Program.

If you have any questions, please contact Tiffany Louie at 415-676-0443 or [tiffanylouie@apapa.org](mailto:tiffanylouie@apapa.org).