



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 (even though intern selection is based on student interest and relevant experience, and NOT the highest GPA). Applicants will be selected on the basis of expressing interest in exploring government, demonstrated leadership, interpersonal and communication skills, community service, and academic performance. *Two interns whose applications have shown exceptional passion and relevant experience will have the opportunity to attend a leadership training at Civic Leadership USA National Internship Conference in California on June 21 -23.*

Program Requirements

- Complete eight-week internship program from **June 24th 2019** through **August 12th 2019**. *Students who have academic calendar conflicts with the program start and end dates are still encouraged to apply.*
- Attend Orientation Retreat in **late-June 2019, date TBD**. *Students who have academic calendar conflicts with the Orientation Date are still encouraged to apply.*
- 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 of 5+ voters.
- Complete a community service project to be approved by the internship program.
- Complete Mid-Program check-ins and End-of-Program reflections with Internship Staff.

Important Dates

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



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2019 APPLICATION

Please complete the application form below. When completed, please email the application, your personal statement, your writing sample, and your updated resume by March 30th 2019 to 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. What is your interest in being involved in government, exploring public sector careers, and/or pursuing elective office?

2. What are some steps you have taken to pursue these interests (ex: taking Asian American studies, political science and government classes; being involved with campaigns and voter registration; public speaking, etc)?

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.



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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.

NAME OF APPLICANT (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
- _____ Your personal statement
- _____ A writing sample
- _____ All materials must be emailed to Tiffany Louie at tiffanylouie@apapa.org.

DEADLINE: Application and materials **must be emailed by March 30th 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.