



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

Cleveland Ohio Summer Internship Program

Application Deadline: April 12, 2019

APAPA-Ohio Summer Internship Program in Cleveland 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

Submit all required materials in one single electronic file, due by April 12, 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 **April 12, 2019** to: internship@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 cannot 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*

◆ SHORT BIOGRAPHY

Please submit a short bio of less than half a page of who you are, your hobbies, career goal, and anything else you'd like people to know about.

◆ 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
- ___ Digital color portrait (head shot). 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

Deadline: Application and materials must be sent in by April 12, 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@apapaohio.org.