



**APAPA**  
**Asian Pacific Islander American Public Affairs Association**  
**Community Education Foundation (APAPA-CEF)**  
*Empowering and Engaging Asian and Pacific Islander Americans*  
Non-profit 501(c)(3) Tax ID #55-0849384  
www.apapa.org

## **APAPA Tri-Valley Chapter (TVC)**

### **Summer 2018 College Leadership & Internship Program**

**Application Deadline: March 31, 2018**

APAPA-TVC Summer 2018 College Leadership & Internship Program is designed to prepare undergraduate college students to become future leaders in the State of California. 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 skills with other fellow interns*

#### **ELIGIBILITY**

The program is open to all California resident undergraduate college students with a minimum GPA of 3.0

#### **SELECTION CRITERIA**

Applicants will be selected on the basis of:

- *Demonstrated leadership*
- *Interpersonal skills*
- *Written and verbal communication skills*
- *Teamwork skills*
- *Community Service*
- *Grade point average*

The program runs between June to August 2018. Orientation will be held in late May 2018 (TBD). Students are responsible for their own housing, transportation and insurance.

#### **REQUIREMENTS**

- *Attend APAPA's Capitol Internship Award & Scholarship Fundraising Gala in Sacramento (exact date TBD). There will be a cost for each additional guest.*
- *Work 100 hours minimum in your assigned office. The hours are flexible depending on the placement office and must be distributed over the length of the internship program.*
- *Candidates must attend Orientation Day and all Training Days. (date to be announced).*
- *Complete thirty (30) community service/volunteer hours with APAPA.*
- *Submit a weekly report via email for the duration of the internship program. Email to [apapa.tvc.intern@gmail.com](mailto:apapa.tvc.intern@gmail.com).*
- *Complete an evaluation form after finishing your requirements.*
- *Attend the Internship Graduation Event - Date to be determined in August 2018*

#### **PLACEMENT**

Interns applying will be placed in offices around the Bay Area and Sacramento area.

#### **DEADLINE**

Application materials must be postmarked by March 31, 2018. Applicants to be notified by April 10, 2018.



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## APAPA-TVC INTERNSHIP APPLICATION 2018

Please complete this form and prepare a Personal Statement. When completed, please mail the documents post-marked by March 31, 2018 to: **Douglas Hsia at [apapa.tvc.intern@gmail.com](mailto:apapa.tvc.intern@gmail.com) or mail to:**

**APAPA Tri Valley Chapter**  
**P.O. Box 632**  
**San Ramon, CA 94583**  
**Attn: APAPA TVC Internship**

### GENERAL INFORMATION

Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_ (MI) \_\_\_\_\_

Gender:  Female  Male Date of Birth: (m) \_\_\_\_\_ (d) \_\_\_\_\_ (y) \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Driver's License: # \_\_\_\_\_ State \_\_\_\_\_

Citizenship Status:  US Citizen  Permanent Resident

Current Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Mobile Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_

Relationship \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Mobile Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

### EDUCATIONAL BACKGROUND

College/University Name: \_\_\_\_\_

Location: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Major: \_\_\_\_\_

Current Class Year: \_\_\_\_\_

Overall GPA: \_\_\_\_\_

Expected graduation date: \_\_\_\_\_



**PERSONAL STATEMENT**

Please write a statement addressing the following. The statement must not be longer than 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-TVC, 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-TVC 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 weekly journal reflecting my internship experience.*

**APPLICATION CHECKLIST**

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

- Signed Application form
- Your resumé
- 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.*
- One short paragraph autobiography.
- Email all materials to: **apapa.tvc.intern@gmail.com** or mail all materials to:

**APAPA Tri-Valley Chapter**  
**P.O. Box 632**  
**San Ramon, CA 94583**  
**Attn: APAPA TVC Internship**

Deadline: Application and materials must be postmarked by March 31, 2018. An incomplete application will not be considered.

APAPA TVC 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       APAPA Social Media       Press Release
- Relative/Friend       Community Organization       Newspaper
- Community Organization: \_\_\_\_\_  Other: \_\_\_\_\_

If you have any questions regarding the APAPA TVC Summer 2018 Leadership & Internship Program, please contact **Douglas Hsia** or **Nolan Chen** at **apapa.tvc.intern@gmail.com**.

Thank you for your interest in the APAPA TVC Summer 2018 Leadership & Internship Program.

Name of applicant (please print) \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_