



APAPA

Asian Pacific Islander American Public Affairs Association
East Bay Chapter (APAPA-EBC)

Empowering and Engaging Asian and Pacific Islander Americans

Non-profit organization 501(C) 3 Tax ID No. 55-0849384

<https://sites.google.com/site/apapaebc/>



Summer 2018 Internship Program

This program provides an opportunity for students to develop their leadership skills, gain public policy experience and become civically engaged.

Application Deadlines

- Application materials are due by May 9, 2018
- Applicants will be notified of a decision by May 21, 2018

The internship program will develop

- Political awareness and civic engagement
- Understanding of government and legislative processes
- Professional and leadership qualities
- Networking opportunities with elected officials and community leaders

Eligibility

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

Selection Criteria (Applicants will be selected on the basis of)

- Demonstrated leadership
- Interpersonal and teamwork skills
- Written and verbal communication skills
- Community service and grade point average

Program Length and Stipend

The program runs between June 18, 2018 to August 31, 2018. **A one-day Orientation/Training Program will be held in late May or beginning of June 2018 (date to be announced).** Students are responsible for their own housing, transportation and insurance. **Interns will receive a scholarship in the amount of \$500 at our graduation ceremony.** All grantees of the Civic Leadership Development Matching Grant are required to make a concerted effort to attend a complimentary **annual International Leadership Conference, which will be at UC Berkeley's Clark Kerr on August 3rd to 5th, 2018.**

Requirement

- 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/Training programs. (date to be announced).
- Register 10 people to vote or join at least 1 time of our voter registration Events
- Submit a weekly report (will provide the template) via email for the duration of the internship program. Email to peggychiou@gmail.com with subject title: 2018 APAPA EBC Summer Internship
- Complete an evaluation form after finishing your requirements.
- Attend the Internship Graduation Event - Date to be determined
- Attend the annual International Leadership Conference, which will be at UC Berkeley's Clark Kerr on August 3rd to 5th, 2018.
- Interns accepted for this program will be placed in offices around the Bay Area.

Additional Opportunities Offered (not required)

We will also offer interns the opportunity to participate as a volunteer with APAPA at other events, including the following: Voters Forum, Holiday Mixer, and the following year's Internship Gala.



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APAPA East Bay Chapter Internship Program Application

Please complete this form and prepare a Personal Statement. When completed, please mail the documents and your **latest official transcript** post-marked by **May 9, 2018** to:
APAPA EBC Internship Program- 3021 Beard Road, Fremont, CA94555

➤ GENERAL INFORMATION

Name: (First) _____ (Last) _____ (MI) _____

Gender: Female Male Date of Birth: (m) _____ (d) _____ (y) _____

Place of Birth: _____ Citizenship Status: US Citizen Permanent Resident Current

Address: _____

City _____ State _____ Zip Code _____

Home Phone: (_____) _____ Mobile Phone: (_____) _____

Email Address: _____

➤ EMERGENCY CONTACT INFORMATION

Name: _____ Relationship _____

Address: _____

City _____ State _____ Zip Code _____

Home Phone: (_____) _____ Mobile Phone: (_____) _____

Email Address: _____

➤ EDUCATIONAL BACKGROUND

School Name: _____

Location: _____ City _____
State _____ Zip Code _____

Major (for college student): _____

Current Class Year: _____

Overall GPA: _____ Expected graduation date: _____



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➤ PERSONAL STATEMENT

Please write a statement addressing the following. The statement must not exceed 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-EBC, 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-EBC is 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.
- I understand that photos/videos will be taken and can be used for marketing and social media purposes. I authorize APAPA, APAPA-EBC to utilize this information on my application and any photos/videos.

➤ APPLICATION CHECKLIST

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

- Signed Application form
- Your resume
- Official transcript sealed
- 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.*)
- Mail all materials, including transcript to:
APAPA East Bay Chapter – Internship Program
3021 Beard Road, Fremont, CA 94555

Deadline: Application and materials must be postmarked by May 9, 2018.

An incomplete application will not be considered.

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

- College/University or APAPA website
- APAPA Social Media
- Press Release
- Relative/Friend
- Community Organization
- Community Organization: _____
- Newspaper
- Other: _____

If you have any questions regarding the APAPA EBC Summer 2018 Leadership & Internship Program, please contact Peggy Chiou at peggychiou@gmail.com.

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

Name of applicant (please print) _____

Signature _____ Date _____