



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

CALIFORNIA STATE CAPITOL INTERNSHIP PROGRAM (Summer 2018)

Application Deadline: March 9, 2018

The APAPA California State Capitol Internship Program is designed to prepare college students to become future leaders in our greater community. 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

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
Grade point average

Program length and stipend

Mandatory Orientation will be held 2 – 4 pm on Friday, June 22, 2018 in Sacramento.

The program runs from June 26, 2018 through August 10, 2018.

Interns will receive a scholarship in the amount of \$1,000 at the end of the program.

Students are responsible for their own housing, transportation and insurance.

Requirements

- Attend APAPA's Internship Awards Gala held in Sacramento on Saturday, April 7, 2018. There is no charge for you and one guest to attend. 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 can be distributed over the summer of the entire length of the internship program.
- Register ten (10) people to vote.



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Requirements (con't)

- Attend mandatory workshops. Workshops include leadership training, public speaking, and voter's registration.
- Attend the annual weekend API Alumni Leadership Conference at UC Berkeley in the summer of 2018.
- Complete an evaluation form after finishing your requirements.

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: College Application Workshop for high school students (early Sept), Voters Forum (late Sept/Early Oct), Holiday Mixer (Dec), and the following year's Internship Gala (Spring).

Deadline

Application materials are due by March 9, 2018.

Applicants will be notified of a decision by March 28, 2018.



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California State Capitol 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 **March 9, 2018** to: **APAPA Internship Program 4000 Truxel Road, Suite 3, Sacramento, CA 95834**

◆ 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

Cell Phone: () _____

Personal Email Address (not college email): _____

Permanent Address: _____
Street City State/ZIP

◆ EMERGENCY CONTACT INFORMATION

Name: _____ Relationship _____

Address: _____
Street City State/Zip

Cell Phone: () _____



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◆ EDUCATIONAL BACKGROUND

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 must not be longer than 2 pages in length.

- *Your Asian Pacific Islander background*
- *Community and public service involvement*
- *Academic and Career goals*

◆ 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 assume all risks of personal, emotional or physical harm to myself or my property associated with the internship 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.
- I understand that photos/videos will be taken and can be used for marketing and social media purposes. I authorize APAPA-CEF to utilize this information on my application and any photos/videos.

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 and completed Application form
- ___ Your resume
- ___ Official transcript sealed
- ___ Your personal statement (no more than 2 pages long)
- ___ Full color photo head shot, 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 Internship Program**
4000 Truxel Road, Suite 3
Sacramento, CA 95834

Deadline: Application and materials must be postmarked by March 9, 2018.
Only fully completed applications will be considered.

APAPA 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
- ___ Which media? _____
- ___ Press Release
- ___ Newspaper
- ___ Name of newspaper: _____
- ___ Relative/Friend Name: _____
- ___ Community Organization
- ___ Name of organization: _____
- ___ Other: _____

If you have any questions regarding the California State Capitol Internship Program, please contact
APAPAInternshipProgram@gmail.com

Thank you for your interest in the APAPA Internship Program!