



## Summer 2019 Internship Program

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

### Application Deadlines and Processing

- March 15th : Deadline for application
- March 15th to April 15th : Review applications, set up interviews, and selection
- April 15th to May 15th : Setup interviews with the offices
- May 15th to June 1st : Choose a Saturday to do orientation.
- The program runs between Jun to August, 2019.
- August 31, 2019(**may be subject to change**) : Graduation Ceremony (You must be present in person to receive the \$500 stipend.)

### 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

- Age: 15- to 24- years old
- Be a U.S. citizen or a lawful permanent resident alien
- Have an overall grade point average of 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

- A one-day Orientation/Training Program will be held in Middle of May to beginning of June 2019 (date to be announced).
- Students are responsible for their own housing, transportation and insurance.
- Interns will get our graduation certification and \$500 stipend if you meet all of our below requirements.

### 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).
- Complete at least 10 hours community service hours for APAPA'S community events including voter registration.
- Submit a weekly report (will provide the template) via email for the duration of the internship program.
- Complete an evaluation form after finishing your requirements.
- Interns accepted for this program will be placed in offices around the Bay Area.
- Attend APAPA EBC Internship Award Celebration on August 31, 2019. (**Please note that the date may be subject to change.**)



**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/>

## **APAPA East Bay Chapter Internship Program Application**

Please complete this form and prepare a Personal Statement. When completed, please mail the application form, personal statement and your **latest transcript** post-marked by **March 15, 2019** 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 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 March 15, 2019.**

**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 2019 Leadership & Internship Program, please contact Peggy Chiou at [peggychiou@gmail.com](mailto:peggychiou@gmail.com) or Allen Shiu at [allenshiu@apapa.org](mailto:allenshiu@apapa.org)**

**Thank you for your interest in the APAPA EBC Summer 2019 Leadership & Internship Program.**

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

Signature \_\_\_\_\_ Date \_\_\_\_\_



# 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

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**EAST BAY CHAPTER  
REVIEW 2017 - 18  
(PARTIAL PROGRAMS) REV.2**

**Our CORE VALUE:**  
1. Civic Engagement  
2. Youth Leadership  
3. Community Services

**The SUPER Team!**

**Town Hall Meetings**

**Meeting with Candidates**

**Summer Internship Program**



**Civic Leadership Forum**

**Meeting with Elected Officials**

**Voter Registration**

**Business Workshop**

**We welcome you to join us:**  
Email: [apapaebc@gmail.com](mailto:apapaebc@gmail.com) TEL: (510)676-7139

**Inspire  
Engage  
Empower**

**APAPA** East Bay Chapter

Summer Interns  
Graduation Ceremony  
& Fundraising Luncheon

1st Annual



### OUR MISSION

To empower Asian and Pacific Islander (API) Americans through education, leadership and active participation in civic and public affairs.



Saturday, September 8, 2018  
Crowne Plaza Hotel  
32083 Alvarado-Niles Rd., Union City, CA