

PREPARE FOR TOMORROW TODAY!



SUMMER INTERNSHIP PROGRAM

Sponsored by

CAPA Community Education Fund (CAPA CEF)

<http://www.CAPAcommunity.org>

The CAPA CEF Internship Program is a unique opportunity to gain firsthand knowledge of our democratic process by working directly in the office of an elected official or government departments and agencies in the East Bay and San Francisco areas.

The program is open to Asian American students who will be high school seniors or college students in Fall 2010, and are residents of Contra Costa, Alameda, or San Francisco Counties of California and reside in the area for the length of the program. No previous experience is required, but we require all interns have a desire to learn about our government, the democratic process, current events, and community service.

Interns are required to fulfill 100 hours in their elected official's office along with 20 additional community service hours. Each intern will also collaborate with their fellow interns to make a presentation at the spring gala, held annually to support CAPA CEF programs, including the Internship program.

Internship placements are available at local, county, and state levels and with elected officials belonging to various political parties. A stipend is provided to interns who successfully complete the program.

Applications must be postmarked no later than March 5, 2010.



Mission

The purposes of the CAPA Community Education Fund are charitable and dedicated to the education of Asian Americans in the public affairs sector. CAPA CEF shall sponsor and provide financial support for educational programs that assist and encourage Asian Americans towards full citizenship and active participation in the democratic process, public services, leadership, and in community improvement activities but not limited to the following:

- Promoting and supporting community service and leadership by Asian Americans in their communities
- Promoting voter registration and disseminating voter information and educational material for major elections
- Providing internships for Asian American students with local, country, and state public officials

For questions, please contact Cedric Cheng at 925-216-9880 or internship@CAPAcommunity.org.



CAPA COMMUNITY EDUCATION FUND

Internship Application – 2010

Thank you for your interest in the CAPA Community Education Fund's Summer Internship Program. Only complete applications will be reviewed by the Internship Committee.

Application Process: The application form must be postmarked no later than **March 5, 2010- no exceptions**. If selected for a professional interview, you will receive an email within 7 days of the application deadline. Interviews will take place on **March 27, 2010**.

Personal Profile

Name: _____ DOB: _____ Female Male

Address: _____ City _____ Zip _____

Telephone: (____) _____ Email: _____
Please print carefully. If selected, you will be contacted for an interview using the email provided.

Are you a member of CAPA? (CAPA membership is encouraged, but not required)

- Yes. No. A family member is a member of CAPA (please provide name) _____
 No. (You may include a membership application form and dues with this application.)

Are you a registered voter?

- Yes Democrat Republican Other: _____
 No. Not eligible.

School Information

School you currently attend/last attended: _____

Major or intended field of study (if applicable): _____

Year in school in Fall 2009: _____ GPA: _____

How many Civics or Political Science courses have you completed? (This will not affect your application.)

- None I am currently taking this class 1 – 2 3 – 4 5+

Geographic Preferences/Transportation

The Internship Program covers a wide geographic area. Please check ALL the locations where you would be able to work during the summer. (note: first / primary choice of area will not guarantee placement in that area, depending on availability internship slots)

- Central Contra Costa (Concord, Walnut Creek, Pleasant Hill, Martinez)
 East Contra Costa (Pittsburg, Antioch, Brentwood, Oakley)
 West Contra Costa (Richmond, El Cerrito)
 San Ramon Valley (Alamo, Danville, San Ramon)
 Oakland / Berkeley
 San Francisco
 Lamorinda (Lafayette, Orinda, Moraga)
 Tri-Valley (Dublin, Pleasanton, Livermore, Castro Valley)

Transportation Availability

What means of transportation is available to you? Check all that apply.
(This information will help us place you in an office that you are able to commute to.)

- I am licensed to drive and have access to a car.
- My parents can drive me.
- BART
- Other _____

Extracurricular Activities

On a separate sheet, please list extracurricular activities in which you have participated. Please include the date(s) you were involved and a brief description of the activity. Extracurricular activities include work (paid) experience, community (volunteer) service, clubs and organizations (including leadership positions , if applicable), athletics, performing arts, and other activities.

Essay

Please write a "Statement of Purpose" essay (approx. 750 words) which (1) explains what you hope to learn from your internship experience and how you would apply your experience after the internship, and (2) describes the skills and perspective that you would apply to the office of an elected official.

Letter of Recommendation

Please include a minimum of two (2) letters of recommendation. One academic recommendation (teacher, professor, counselor/advisor, school administrator) and one from an individual (supervisor, civic leader, or other individual).

Referral

How did you hear about us?

- Our website
- School counselor
- Flyer
- Email
- CAPA Member: _____
(please provide member's name)
- Other/Referred by: _____
(please specify)

Please mail completed applications **postmarked no later than March 5, 2010, No Exceptions** to:
CAPA CEF
Attn: Internship Program
PO Box 4314
Walnut Creek, CA 94596-0314

If you have any questions or if you would like more detailed information about the program, please visit our website at <http://www.CAPAccommunity.org> or contact Cedric Cheng directly at internship@capacommunity.org or 925-216-9880.

To the best of my knowledge, the information I provided above is accurate.

Signature _____ Date _____