



2018 APPLICATION

ABOUT THE INTERNSHIP

The **CAUSE Leadership Academy (CLA)**, is a nine-week paid internship program for college undergraduates that prepares the next generation to lead and represent the Asian Pacific American (APA) community. Founded in 1991 as the California Asian American Student Internship Coalition (CASIC), CLA's goal is to develop a pipeline of civic leadership for the APA community. As the fastest growing community in the United States, it is key that representation and leadership in the public, private, and non-profit sectors keep pace with our country's changing demographics.

Program components provide the knowledge and insight needed for interns to understand the roots of the APA community's strengths and challenges. Thanks to CAUSE's reputation for selecting the most promising future leaders, our community's most respected leaders and institutions provide CLA students with access to a wide range of resources and opportunities. Students are also encouraged to connect with the leaders they meet each week to build their community and strengthen their networks.

Through CLA, students are exposed to thought leaders, policymakers, and the issues of the day. Interns gain a deeper awareness of the civic issues facing the APA community in California. By the program's end, students will have an understanding of how to engage in the politics of the day to affect the change they want to see in the world. Graduates of this program have gone on to run for political office and become leaders in politics, business, and nonprofits.

Duration: June 18, 2018 – August 17, 2018 (9 weeks)

Time Commitment: Must be able to commit **full time for 40 hours per week**. Additional hours to work on a group project will also be required.

Stipend: A stipend of \$2,000 will be provided upon satisfactory completion of the program and will serve as reimbursement for expenses accrued throughout the program's duration. Limited additional support is made available on a case-by-case basis.

Requirements: Must be able to access a reliable source of transportation. Interns are required to commute to and from their office placement, weekly civic leadership workshops, various mandatory meetings/events, and to group project meetings on an as-needed basis.

Participants are required to secure their own housing in Southern California for the duration of the program. Interns should prepare to make their own meal arrangements.



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The CAUSE Leadership Academy consists of FOUR major program components:

- I. **Internship Experience:** Participants are placed in an office in the public, private, or non-profit sectors to work with community and civic leaders of Southern California. Students gain firsthand political experience and learn more about the civic process. CLA participants work closely with professionals in their office to build strong community relations, and they may be given other responsibilities and projects that help shape current day policies.
- II. **Civic Leadership Workshops:** Each week, interns will participate in civic leadership workshops to develop a greater understanding of the APA community's historical experience and insight into current political issues. The civic leadership workshops also help students develop key professional and leadership skills needed for future community leadership. Workshops are hosted at local organizations so that students can better connect with the community. Speakers include elected officials, political consultants and lobbyists, and corporate and non-profit leaders.
- III. **Voter Engagement Project:** Each CLA cohort works together to complete a project to civically empower the APA community. Students gain professional experience in achieving their project goals with guidance from CAUSE staff. Project results are presented to the CAUSE Board of Directors, community members, media, and the general public. Students learn the importance of community organizing as well as the work that goes into it.
- IV. **Annual Capitol Summit:** Students participate in an annual summit at the California State Capitol in Sacramento. During this two-day overnight trip, students meet with top legislators, staffers, and lobbyists within CAUSE's network to better understand the political process and their role in it.

Program Learning Objectives:

- Civic leadership exposure (in public, private, and nonprofit sectors)
- Greater understanding of the political process
- Understanding APA community issues and their historical context
- Leadership and professional skill development
- Connections to a large and thriving

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STUDENT QUALIFICATIONS

- Minimum GPA of 3.2
- Graduating high school seniors, undergraduates, and recent graduates not currently enrolled in any graduate degree programs
- Able to commute and arrive to designated program activities on time
- Must be able to attend and actively participate during all mandatory events
- Priority will be given to Southern California residents

THE SELECTION PROCESS

Candidates will be selected on the basis of demonstrated academic and personal excellence, demonstrated leadership capabilities, and a commitment to serving their community. Priority will be given to students interested in working in Southern California communities in their post-college careers. All application materials must be received by CAUSE via email by **Wednesday, January 31, 2018 at 11:59 PM PST**.

All applications will be reviewed and top candidates will be asked to participate in a personal interview with the CAUSE Leadership Academy Interview Committee. Top candidates will interview on **Saturday, February 10, 2018** at the CAUSE office located in Pasadena, CA. Candidates not in Southern California will interview via Skype during business hours between **Monday, February 5, 2018** and **Friday, February 16, 2018**. Applicants should plan in advance and leave their schedules open. Decisions will be made towards the beginning of March.

IMPORTANT DATES & DEADLINES

Application Opens	Tuesday, 10/10/ 2017
Application Closes	Wednesday, 1/31/2018
Candidate Interviews	In-person: Saturday, 2/10/2018 Skype: Monday, 2/5/2018 – Friday, 2/16/2018
Orientation Week	Monday, 6/18/2018 – Thursday, 6/21/2018
Kickoff Press Conference	Friday, 6/22/2018
Annual Capitol Summit*	Monday 7/9/2018 – Tuesday, 7/10/2018
Graduation	Friday, 8/17/2018

*Please note that the dates of the summit are subject to change.



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APPLICATION CHECKLIST (Please read carefully)

Please submit your application package via email to info@causeusa.org by **January 31, 2018 at 11:59 PM PST**. The email subject should be titled: CAUSE Leadership Academy 2018 Application [NAME OF STUDENT].

(*Note: To ensure all components of your application are received, please submit all application components in ONE PDF)

Forms:

- FORM A: General Information
- FORM B: Written Response (I & II)
- FORM C: Terms & Conditions

Additional Documents:

- Resume
- Unofficial school transcript
- Academic writing sample (please feel free to attach writing assignments previously submitted for academic course requirements)
- Letter of Recommendation: The letter must be **written and submitted directly** by a member of your school's faculty **OR** a supervisor from work, internships, or volunteer programs. *It is your responsibility to ensure that the author of your letter of recommendation submits the document before the deadline.*

A special note on letters of recommendation:

Letters can either be submitted via email or by postal service. **The letter must be submitted on official letterhead and include a valid signature.**

- **For those submitting via email:** Please ensure that the author of the letter submits the document in PDF format to info@causeusa.org and the email subject should be titled: CLA Recommendation Letter for [NAME OF STUDENT].
- **For those submitting via postal service:** Please make sure the letter is addressed to the CAUSE Office and received by the application deadline for full consideration. **We are unable to ensure full consideration for those students with recommendation letters postmarked on or after the deadline date.**



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OUR POLICY

CAUSE provides equal opportunities to all CLA applicants without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CAUSE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

ABOUT CAUSE

Center for Asian Americans United for Self Empowerment (CAUSE) is a 501(c)(3) nonprofit, nonpartisan, community-based organization with a mission to advance the political and civic empowerment of the Asian Pacific American (APA) community through nonpartisan voter outreach, training, and education as well as leadership development.

Founded in 1993, CAUSE is comprised of committed professional, business, community and political leaders, and has established itself as a unique nonpartisan APA organization dedicated solely to APA civic and political participation. Based in the Greater Los Angeles area, CAUSE's influence reaches throughout Southern California

CAUSE  **LEADERSHIP**
ACADEMY

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FORM A: GENERAL INFORMATION

CONTACT & BACKGROUND INFORMATION	
Name	
Home Address	
Mailing Address (if different)	
Summer 2018 Address	
Cell Phone	
E-mail Address	
Other Phone (specify)	
Country of Citizenship	
Gender (check one)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose
Date of Birth (MM/DD/YYYY)	
School	
School Address	
Year in School	
Major(s)/Minor(s)	
Cumulative GPA	
Mode of Transportation	

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FORM A: GENERAL INFORMATION

TECHNICAL SKILLS			
Microsoft Office – Please list programs:		Adobe – Please list programs:	
1. _____	4. _____	1. _____	4. _____
2. _____	5. _____	2. _____	5. _____
3. _____	6. _____	3. _____	6. _____
<input type="checkbox"/> Website design	<input type="checkbox"/> Videography	<input type="checkbox"/> Computer networking/IT	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Photography			

REFERENCES: How did you hear about the CAUSE Leadership Academy? Please select all that apply.	
<input type="checkbox"/> Friend (please name: _____) <input type="checkbox"/> CAUSE Website <input type="checkbox"/> CAUSE Social Media (please indicate) <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Instagram <input type="checkbox"/> LinkedIn	<input type="checkbox"/> CAUSE Board Member (please name: _____) <input type="checkbox"/> CAUSE Staff (please name: _____) <input type="checkbox"/> CAUSE Newsletter <input type="checkbox"/> Other: _____

SOCIAL MEDIA: Please provide the URL or handle name. If not applicable, write "N/A".	
LinkedIn:	_____
Facebook:	_____
Twitter:	_____
Instagram:	_____



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FORM B: WRITTEN RESPONSE

WRITTEN RESPONSE I. (In 300 words or less)

Tell us about yourself. How do you see yourself leading your community in the future?

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FORM B: WRITTEN RESPONSE

WRITTEN RESPONSE II. (In 500 words or less)

Pretending you are a member of the California State Legislature, please submit a formal constituent response letter in reply to a concerned citizen in your district regarding one of the following bills:

- SB 54
- SB 2, 3, and 35
- AB 398
- AB 748
- SB 562



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FORM B: WRITTEN RESPONSE

WRITTEN RESPONSE II. (cont.)

THANK YOU

We value your privacy. Information provided on this form is for office use only and is not shared with any outside parties.

Reminder: Please do not forget to include your additional application materials.

**Thank you for completing this application form and for
your interest in the CAUSE Leadership Academy!**



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FORM C: TERMS & CONDITIONS

By signing this form, I understand that all incidental expenses outside of the CAUSE Leadership Academy such as: transportation, housing, fees, insurance, and materials are not the responsibility of CAUSE. The allocated stipend, which will be provided upon satisfactory completion of the nine-week program, serves as reimbursement for any additional expenses accrued during the course of the program. **(initial here____)**

Any special arrangements or needs (financial or otherwise) must be discussed and settled prior to the start of the program. **(initial here____)**

By submitting this application for the CAUSE Leadership Academy, I agree to the terms set forth in the descriptions for the program, as applicable to my application. I have read and agreed to the **TERMS AND CONDITIONS** set forth in this application.

I also certify that all information provided on this application is a true and complete statement of facts. I have submitted all of the application components and additional documents, along with a letter of recommendation that has met all of the requirements. I understand that if I am accepted as an intern, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Candidate Signature (provide written signature)

Date Signed

Printed Name

FOR CANDIDATES UNDER 18 YEARS OF AGE, BOTH CANDIDATE AND PARENT/LEGAL GUARDIAN MUST SIGN BELOW:

Name of Minor who is a Candidate

Candidate Signature (provide written signature)

Date Signed

Minor's Parent/Legal Guardian Name

Minor's Parent/Legal Guardian Signature (provide written signature)

Date Signed

Approved by CAUSE Staff

Date Signed