

2017 APPLICATION

ABOUT THE PROGRAM

The **CAUSE Leadership Academy (CLA)**, which was formerly the California Asian American Student Internship Coalition (CASIC), was founded in 1991 in order to develop a pipeline of leadership for the Asian Pacific American (APA) community. Despite APAs being the fastest growing community in the United States, representation and leadership has not kept pace with the growing and changing demographics.

CLA teaches students the importance of civic engagement and political participation as it prepares its participants to be leaders at the forefront of the democratic process. Through exposure to decision-makers, policy makers, and the issues of the day, students gain a deeper awareness of the political issues facing the APA community in California. Graduates of this program have gone on to run for political office and have even become leaders in politics, business, and nonprofits.

The CLA program offers opportunities for students to gain firsthand experience in politics through constituent services, community organizing, community relations, legislative research, etc. Program participants intern at the district offices of various elected officials in Southern California.

Duration: June 19, 2017 – August 18, 2017 (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. The number of additional hours will depend on collaborative group efforts.

Stipend: A stipend of \$1,500 will be provided upon satisfactory completion of the program and will serve as reimbursement for expenses accrued throughout the program's duration.

Transportation: Must be able to access a reliable source of transportation. Travel includes commute to and from their office placement, weekly civic leadership session workshops, various mandatory meetings/events and travel relating to the group project.

Housing: Accepted interns are required to secure their own housing in Southern California for the duration of their internship. Interns are highly encouraged to seek housing opportunities together.

The CAUSE Leadership Academy consists of FOUR major program components:

- I. **Political Internship Experience:** Participants are placed in legislative or public offices to work with legislators and/or high-ranking public officials within Southern California. Interns will gain firsthand political experience and learn more about the United States democratic process. Students will work closely with political staffers to build strong community relations and conduct legislative research. Additionally, students will be given several other responsibilities and projects to work on that help shape current day policies.

- II. **Civic Leadership Workshops:** Each week, interns will participate in civic leadership workshops to learn more about the APA community through developing a greater understanding of the community's historical experience as well as relevant political issues. The civic leadership workshops will also help interns enhance key professional and leadership skills. Guest speakers include some of the most respected elected officials in the country as well as highly distinguished political consultants, lobbyists, and community leaders. Participants will also be invited to exclusive community events throughout the program's duration.

- III. **Voter Engagement Project:** As a cohort, each intern will work together to complete a project of relevance to the APA community. Interns will gain professional experience and special assistance will be provided in order to help guide interns to achieve their project goals. Project results will be presented to the CAUSE Board of Directors, community members, media, and the general public. The cohort will focus on a voter engagement project focused on increasing civic engagement for APAs through voter education and outreach. Interns learn the importance of community organizing as well as the work that goes into it.

- IV. **2017 Annual Capitol Political Conference:** Students will participate in an annual conference at the California State Capitol in Sacramento. The conference includes interactive mock committee hearings, top-notch speaker panels, and opportunities to meet privately with top legislators, staffers, and lobbyists within CAUSE's network.

This nine week leadership development program will enhance:

- Political awareness and civic engagement
- Insight on issues related to the APA community
- Organizational and cooperative working skills
- A greater understanding of the legislative process
- Professional and leadership skills
- Exclusive access to a large and thriving professional network



STUDENT QUALIFICATIONS

- Minimum GPA of 3.2
- Graduating high school seniors, undergraduates, and recently graduated undergraduates
- Able to commute and arrive to designated program activities on time
- Must be able to attend and actively participate during all mandatory events

THE SELECTION PROCESS

Candidates will be selected on the basis of demonstrated academic and personal excellence, as well as demonstrated leadership capabilities in extracurricular activities. Previous students have been selected from Ivy League schools, the campuses of the University of California, as well as many other notable institutions. All application materials must be received by CAUSE via email by **Tuesday, January 31, 2017 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 either on **Saturday, February 18, 2017** or **Saturday, February 25, 2017** at the CAUSE office located in Pasadena, CA. Applicants should plan in advance and leave their schedules open for those two days. Decisions will be made towards the beginning of March.

IMPORTANT DATES & DEADLINES

Application Opens	Friday, 10/14/2016	Orientation Week	Monday, 6/19/2017 to Thursday, 6/22/2017
Application Closes	Tuesday, 1/31/2017	Annual Capitol Political Conference*	Monday, 7/10/2017 to Tuesday, 7/11/2017
Candidate Interviews	Saturday, 2/18/2017 Saturday, 2/25/2017	Graduation	Friday, 8/18/2017

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



APPLICATION CHECKLIST (Please read carefully!)

Please submit your application package via email to info@causeusa.org by **January 31, 2017 at 11:59 PM PST**. The email subject should be titled: CAUSE Leadership Academy 2017 Application [Name of Student]. (*Note: To ensure all components of your application are received, please submit all application components in ONE email.)

Forms:

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

Additional Documents Required:

- Resume
- Unofficial School Transcript (PDF Format, clearly stating your full name)
- 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 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 formal letter must be submitted on official letterhead and it must 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.***

ABOUT CAUSE

Founded in 1993, Center for Asian Americans United for Self Empowerment (CAUSE), is a 501(c)(3) nonprofit, non-partisan organization with a mission to advance the political empowerment of the Asian Pacific American (APA) community through voter registration and education, community outreach and leadership development.

FORM A: GENERAL INFORMATION 2017 APPLICATION

CONTACT & BACKGROUND INFORMATION	
Name	
Home Address	
Mailing Address (if different)	
Summer 2017 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	

ADDITIONAL INFORMATION	
Are you willing to be placed at an office outside of your political party preference?	
Please indicate your office placement preferences. (Refer to list of past intern placements on the CAUSE website)	1. _____ 2. _____ 3. _____
Do you have access to a vehicle or will you be able to obtain access?	
About Your Referral	Name of Recommender: _____ Title: _____ Organization: _____ Phone Number: _____ Email: _____

EMERGENCY CONTACT INFORMATION	
Name	
Street Address	
City, State, ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

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

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



FORM B: WRITTEN RESPONSE 2017 APPLICATION

WRITTEN RESPONSE I. (In 300 words or less...)

Please introduce yourself. Why is it important for you to be a part of the CAUSE Leadership Academy?

OUR POLICY

It is the policy of Center for Asian Americans United for Self Empowerment (CAUSE) to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. We value your privacy. Information provided on this form is for office use only and is not shared with any outside parties.

**FORM B: WRITTEN RESPONSE
2017 APPLICATION**

WRITTEN RESPONSE II.

(In 500 words or less...)

Please select ONE policy issue (domestic or foreign affairs) and/or a current event. Pretending you are a member of the California Assembly, please submit a formal constituent response letter in reply to a concerned citizen in your district.

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!



FORM C: TERMS & CONDITIONS 2017 APPLICATION

TERMS AND CONDITIONS

By signing this form, I understand that all incidental expenses outside of the CAUSE Leadership Academy such as: transportation, 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.

Any special arrangements or needs must be discussed and settled prior to the start of the program.

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

Approved by CAUSE Staff

Date Signed