



2019 Scholarship Program Participation Agreement

The intern, _____(full name), (hereinafter “Intern”) is applying for the Conference on Asian Pacific American Leadership (CAPAL)’s Public Service Scholarship program to receive a living stipend while working for your organization. If the Intern is selected, they are required to do the following to receive their award:

- Complete, at minimum, an 8-week, full-time internship beginning Monday, June 10, 2019. All conflicts of availability except unforeseen circumstances need to be approved prior to accepting the scholarship.
- Attend an orientation on Friday, June 7, 2019.
- Attend each Washington Leadership Program (WLP) session:
 - Wednesday, June 12, 2019, 5:30-8pm
 - Wednesday, June 19, 2018, 5:30-8pm
 - Wednesday, June 26, 2018, 5:30-8pm
 - Wednesday, July 10, 2018, 5:30-8pm
 - Wednesday, July 17, 2018, 5:30-8pm
 - Wednesday, July 24, 2018, 5:30-8pm
- Attend an Annual AANHPI Career Fair on July 20, 2018
- Attend each cohort session:
 - Thursday, June 13, 2019, 6-8pm
 - Thursday, June 27, 2019, 6-8pm
 - Thursday, July 11, 2019, 6-8pm
 - Thursday, July 18, 2019, 6-8pm
 - Thursday, August 1, 2019, 6-8pm
- Attend a 30th Anniversary Gala on Thursday, August, 8, 2019, 5-9pm.
- Collaborate with an assigned Community Action Project (CAP) team to create deliverables to be presented at CAPAL’s 30th Anniversary Gala.
- Meet regularly with a paired mentor and complete a mentorship plan.

Additionally, CAPAL provides several optional events, such as tours, informational sessions and networking opportunities. While these opportunities are not mandatory and at the supervisor’s full discretion, we encourage supervisors to allow their intern to attend if it does not disrupt their work. A full list of mandatory and optional events will be included upon acceptance into the program.

CAPAL understands opportunities may arise that conflict with CAPAL programming, and values opportunities for its Interns to grow professionally outside of the organization. Interns may request advance leave of absence from required programming, which will be reviewed on a case-by-case basis.

I, the supervisor, _____, agree to the above program requirements and to attend a brief supervisor orientation call prior to the start of the internship.

Supervisor Name: _____ Supervisor Organization : _____

Supervisor Email: _____ Supervisor Phone: _____

Supervisor Signature

For more information about CAPAL's programming, please visit our website at www.capal.org or contact our Programs and Operations Associate, Felicia Wong, at felicia.wong@capal.org.

