



Congressional Coalition on Adoption Institute 2012 Foster Youth Internship Program Application

The Congressional Coalition on Adoption Institute's (CCAI) Foster Youth Internship (FYI) Program is a competitive, highly esteemed Congressional Internship for young adults who spent at least 24 consecutive months in the U.S. foster care system. All applicants must have completed four semesters of schooling at an accredited institution of higher learning, such as a college, university, or vocational school. Participants will be placed in the Washington, DC offices of Members of Congress. The dates for the 2012 Foster Youth Internship Program are May 29 - July 28, 2012.

About the Program

The FYI program began in 2003 as an effort to raise awareness to federal policymakers about the needs and unique perspectives of young adults who spent time in foster care. CCAI works with Congressional offices to secure a full-time Congressional internship. In addition, CCAI organizes retreats, advocacy trainings, and various networking opportunities with experts in child welfare, government, and business. These combined experiences allow the interns to create a policy recommendation report that is presented at a Congressional briefing and released to policymakers and advocates across the country. As a result of the program, federal policymakers are shown firsthand the experiences of youth in foster care and go on to use their new knowledge to inspire legislative change. Interns participating in this program benefit both personally and professionally, gaining experience and skills that will bolster their careers for years to come with a foundation to be lifelong advocates for improving the foster care system.

Typical daily duties of a Foster Youth Intern:

Please note, you may or may not have projects assigned to you that are related to child welfare.

- *Open, sort, and deliver incoming mail.*
- *Answer phones, greet constituents, run errands, deliver priority letters, and acquire Congressional signatures.*
- *Copying, filing, faxing, and data entry.*
- *Work directly with legislative correspondents and legislative assistants to research issues and compose correspondence.*
- *Attend committee hearings, sit in on meetings, attend press conferences, and take notes.*
- *Work on small legislative projects.*
- *Provide constituent services.*
- *Attend and assist with Congressional briefings and meetings, including events organized by CCAI.*

This internship is a full-time (40 hours per week, 5 days a week) work experience. This is a paid internship. CCAI provides a weekly stipend to interns, as well as covers major expenses such as housing in DC, transportation to and from DC, and transportation around DC. Interns are required to live in dormitory-style housing with roommates arranged by CCAI for the entire duration of the program.

Eligibility

Applicants must meet all of the following eligibility criteria:

- Applicants must have an interest in improving child welfare through the legislative process.
- Applicants must have strong writing and research skills.
- Applicants must have spent at least 24 consecutive months in foster care during any point in their lives.
- Applicants must have completed four semesters of schooling at an accredited institution of higher learning, such as a college, university, or vocational school by the start of the internship on May 29, 2012.



- Applicants are required to be available and in DC for the entire duration of the program, May 29-July 28, 2012, and participate in related weekend and evening events.

College Credit

Many colleges and universities allow students to obtain academic credit for internships. Check with your academic advisor to determine if you are eligible to receive academic credit.

COMPLETED APPLICATIONS MUST BE RECEIVED BY CCAI NO LATER THAN JANUARY 6, 2012

To apply, you must submit all of the following materials to Emily Collins by email to Emily@ccainstitute.org.

1. APPLICATION FORM. Completely fill out the following pages.
2. RESUME. **Be sure to use the exact format as the example on the last page of this application (which includes work experience, school and community involvement, and the dates you were with each company). Do not submit more than 2 pages.**
3. ESSAY. Be sure to double-space, use 12 point font, and use proper spelling and grammar. Write an essay describing how your past life experiences have shaped your interest and skills for this internship program. Be sure to include how this experience fits in with your goals and future aspirations. Most importantly, be sure to discuss legislative changes you would want to make to the child welfare system based on what you have seen working and not working for children in care. The use of research is required, and your sources should be cited in the MLA or APA format. **Do not submit more than 5 pages; only the first 5 pages will be considered.**
4. SHORT RESPONSE QUESTIONS. Answer each of the following questions in 150 words or less per question.
 1. Describe a time when your mood affected your performance at work or school, either in a negative or positive way.
 2. Describe a conflict you had with a peer or supervisor. How did the conflict get resolved?
 3. Describe a problem that you were particularly proud of the solution you came up with to resolve it.
 4. Tell me about a time when you asked for feedback from others. How did this come about and what did you do with the information?
 5. How do you maintain a high energy in uninteresting work?
 6. How do you relax while under pressure?
5. ACADEMIC TRANSCRIPT FROM CURRENT OR MOST RECENT INSTITUTION OF HIGHER LEARNING.
6. TWO LETTERS OF RECOMMENDATION. These should be professional references from professors or employers. Only letters submitted directly by the recommender to Emily Collins (via email) will be considered. **It is your responsibility to confirm with your recommender that they have emailed their letter to Emily. Be sure to allow plenty of time for the recommender to write your letter, as well as time for you to follow-up with them and ensure Emily has confirmed receipt of their letter.**

Applicants will be notified by February 17, 2012.

If you have questions after reviewing all FYI information available on the FYI section of the website, please contact Emily Collins (Emily@ccainstitute.org or 202.544.8500).



2012 Foster Youth Internship Program Application

THE APPLICATION DEADLINE IS JANUARY 6, 2012 AT 11:59 PM EASTERN TIME. IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED, CCAI MUST RECEIVE ALL APPLICATION MATERIALS BY THIS DATE AND TIME.

Today's Date: _____

Legal Name: _____ Preferred Name: _____

Marital Status: _____ Spouse's Name: _____

Date of Birth: _____ Gender: _____

Cell Phone: _____ Phone (alternate): _____

Email: _____ Email (alternate): _____

Address: _____
Street City State Zip

Name(s) and Age(s) of Child(ren): _____

List all states and counties in which you have lived: _____

Current or most recent institution of higher education (include name of institution and city/state):

Is this a four-year institution? _____ Yes _____ No

Status in Spring 2012 Semester: Freshman Sophomore Junior Senior Graduated

Anticipated Graduation Date (month/year): _____

Major: _____

Minor: _____



Cumulative GPA: _____

ACADEMIC AREAS OF INTEREST:

How did you learn about the Foster Youth Internship Program or CCAI?

Have you ever been convicted of or plead guilty or no contest to any felony? If yes, please explain (If the explanation requires additional space, please attach an extra page): **Note: A conviction will not disqualify an application. We will consider the type and seriousness of the crime, the frequency of violations, your age at the time of conviction or time elapsed since the conviction or completion of any jail sentence.**

Have you ever been dishonorably discharged from the military? If yes, please explain.

PLEASE CHECK ALL THAT APPLY:

I am available and will to come to Washington, DC from May 29 - July 28, 2012.

I have spent at least 24 consecutive months in U.S. foster care at any point during my life.

I will have completed at least four semesters of higher education by May 29, 2012.

I was adopted from care OR I aged out OR I was reunified OR I am currently in care.

I am a registered voter.

I am a citizen of the United States. If no, what type of visa do you hold? From what country?



___ I understand that my application will not be considered complete until I have submitted all the required documentation, including resume, essay, short answer questions, transcript, and confirmed with my recommenders that two recommendation letters have been submitted on my behalf.

___ If selected, I will give CCAI and the participating Congressional office permission to use my name and photograph in web and print materials about the Foster Youth Internship Program.

1. What do you consider to be your political persuasion?

Democrat

Republican

Independent

Undecided

2. Are you able to work in a Congressional office that does not have the same political philosophies as yourself? Please elaborate.

I certify by my signature below that all information presented in this application is accurate to the best of my knowledge.

Signature

Date

*****Please note, your application is not complete and therefore will not be considered by the selection committee, until you submit along with this application form: Resume, Essay, Short Answer Questions, Transcript, and confirm with BOTH of your recommenders that they have emailed their Letters of Recommendation directly to Emily@ccainstitute.org. It is your responsibility to reach out to your recommenders with enough time for them to submit a letter, and you to confirm with them that it was received by Emily. They will be notified via email as soon as Emily receives their letter*****



RESUME EXAMPLE

Georgie Allen
60 Thayer Street, Apt. # 3C
New York, NY 10040
Cell: (646)- 358-5252
Georgie.allen@gmail.com

EDUCATION

New York University, New York, NY
Bachelor in Business Administration, expected graduation date May 2013

SCHOOL INVOLVEMENT

Alpha Phi Omega National Community Service Fraternity, Vice President, 2010-present
Business Leaders of America, Member, 2009-present

COMMUNITY INVOLVEMENT

New York Department of Children's Services, New York, NY
Volunteer, 2010-present

WORK EXPERIENCE

Apple Time Bakery, Jamaica, NY

Team Leader, May 2010-present

- Supervised five employees
- Created a marketing campaign with local high schools to increase revenue and support the community
- Handled customer complaints in a professional manner

Long Island Foster Care Camp, Islip, NY

Camp Counselor, May 2009-August 2009

- Planned activities for the children attending the camp
- Worked with children ages 5-10 who were in the New York foster care system
- Served as a liaison between the children and the Camp Director

Potomac Ridge Hospital, New York, NY

Registration Clerk, August 2008-April 2009

- Registered patients in the Emergency Room to prepare them for treatment
- Input patients and information into the Accurcare database system
- Worked with the care managers and nurses to accurately collect patient information