

CBO APPLICATION FORM



LEADERSHIP IN ACTION

2009

Are you ready to challenge
and be challenged by our Leadership In Action interns?



growing leaders

NISSAN

LEADERSHIP IN ACTION

CBO general information

1. INVITATION

Your organization is invited to apply to be a 2009 Leadership in Action (LIA) placement organization. The dates of this summer's program are June 22 - August 14, 2009.

Leadership in Action (LIA) is a summer internship program designed to develop emerging leaders by providing college students with opportunities to gain a hands-on, meaningful experience working in Asian and Pacific Islander community-based nonprofit organizations in Southern California.

Southern California organizations serving diverse segments of the Asian and Pacific Islander community participate as placement organizations for Leadership in Action interns. As a placement organization, each agency is assigned one intern who works on an assigned project four days per week for the duration of the eight-week program. To ensure the quality of the intern's experience, the project should include planning and implementation. Administrative duties are to be kept to a minimum.

LENGTH OF INTERNSHIP

Program: June 22 through August 14, 2009

Work Schedule: Eight-hour day, four days a week at the CBO (CBO scheduled work hours) and day five at LEAP to receive leadership training and work on team project

CBO ELIGIBILITY

Nonprofit organization serving the API community

Office located in the greater Los Angeles or Orange County area

One full-time staff person who will fulfill all responsibilities associated with being the intern's supervisor (see CBO guidelines pg. 2)

Complete and submit the application and enclosed work plan form

APPLICATION REQUIREMENTS & DEADLINE

For agencies interested in being considered as a placement organization:

- A. Review and sign CBO requirements and responsibilities form
- B. Complete the enclosed work plan form
- C. Complete application form
- D. Mail completed forms to LEAP by **Friday, February 20, 2009**

SELECTION PROCESS

LEAP will review CBO work plans and will make all intern selections. Selections will be based on a match between the intern's area of interest and the agency's mission and work plan. Placement organizations will be notified by Monday, April 3, 2009.

ABOUT LEAP

Leadership Education for Asian Pacifics, Inc. (LEAP) is a national, non-profit, community-based organization with a mission to achieve full participation and equality for Asian and Pacific Islanders through leadership, empowerment and policy.



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LEADERSHIP IN ACTION

CBO application &
requirements

1) SUPERVISOR INFORMATION

Last Name _____ First Name _____

Title _____ Organization _____

Address _____ City/State/Zip _____

Phone _____ Fax _____ E-mail _____

Project Title _____

2) SUPERVISION

Leadership in Action interns are supervised by one assigned staff person for the duration of the internship program. An intern is assigned for an 8 week period; no interns will be transferred at any point during the program.

RESPONSIBILITIES

Friday June 26, 2009 - Orientation Meeting

Topics to be covered...

Introduce intern to office staff, practices and procedures

Review supervisor role and responsibilities

Review approved work plan, project goals and deadlines

Review performance measures used to determine how the intern is progressing toward achieving goals

Discuss expectations of the intern and the intern's expectations of the supervisor

Send work plan signed by the intern and supervisor to LEAP by Thursday, July 2, 2009

Weekly or Biweekly

Assign appropriate assignments based on the approved workplan;

Monitor and evaluate progress and provide performance feedback and coaching

Sept. 1, 2009 - Evaluation

Submit the final evaluation to LEAP on the intern's performance and the internship program.

INTERN ATTENDANCE

Interns are required to provide both their CBO supervisor and LEAP program coordinator with advance notice (at least 24 hours) if they will be late or absent. Interns with unexcused absences will be penalized with a per diem deduction from their stipends.

Supervisor Signature

Date

APPLICATION & WORK PLAN DUE DATE
Friday, February 20, 2009



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FOR MORE INFORMATION, CONTACT:

Scott Chan, Program Coordinator, LEAP
327 E. 2nd Street, Suite 226
Los Angeles, CA 90012
Tel 213.485.1422 xt. 4108
Fax 213.485.0050
Email: schan@leap.org

please tear and submit this application together with other requested materials ✂

LEADERSHIP IN ACTION

CBO work plan

3) INSTRUCTIONS - Complete the following work plan. Agencies with 2 or more internship projects, please complete a work plan for each project.

PROJECT TITLE

GOALS & OBJECTIVES - What will the intern achieve by the end of the internship? Please be specific.

ROLE AND RESPONSIBILITIES - What is the intern's role and responsibilities associated with successfully completing the internship?

QUALIFICATIONS (i.e. knowledge/computer skills, language capability):

TIMELINE - ATTACH TO WORK PLAN

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