



*Congressional  
Black Caucus  
Foundation, Inc.*

The Congressional Black Caucus Foundation Inc. (CBCF) was established in 1976 as a nonpartisan, nonprofit, public policy research, and educational institute. CBCF is dedicated to

advancing social, economic, and educational equity by ensuring the participation of African Americans in all aspects of public policy formulation and development. As envisioned by its founders, CBCF's primary mission is to empower current African American leaders, while preparing the next generation of leaders.

In aiding today's policymakers, CBCF sponsors a comprehensive array of issue forums, leadership seminars, regional conferences, and online exchanges. Through these platforms, CBCF brings together the diverse perspectives of public policy expert, business, community, religious, and educational leaders to explore and create viable solutions ensuring a better America for all.

The Congressional Black Caucus Foundation demonstrates its commitment of engaging and preparing emerging leaders by sponsoring a number of educational and leadership development programs through the **Leadership Institute for Public Service**. Through the Leadership Institute, participants are provided opportunities to learn the inner workings of Congress, explore public service and policy careers, discuss current policy initiatives, and gain a close-up view of leadership at its best by serving and learning from members of the Congressional Black Caucus.



*2009 CBCF Congressional Interns gather on U.S. Capitol Building steps*



Dear Applicant:

Thank you for your interest in the CBCF Emerging Leaders Internship program offered by the Congressional Black Caucus Foundation Leadership Institute. Please follow all of the application instructions carefully. Applicants who do not follow the instructions will be disqualified.

Please print or type on the application. Applications must be submitted as **one** complete packet. Sealed transcripts and recommendation forms must be sent in the same envelope as the other application materials. Secure your transcripts and letters of recommendation early.

A completed application includes **two (2)** copies of the following items in the order listed below:

- ~ A resume
- ~ Completed application
- ~ Essay Question One
- ~ Essay Question Two
- ~ One writing sample
- ~ Official Transcript (in a sealed envelope)
- ~ Recommendation Form One
- ~ Recommendation Form Two

Each applicant package should be paper-clipped together.

Please do not include photos or any other extraneous documents or packaging.

Should you have any questions, please contact the **CBCF Leadership Institute** at **(202) 263-2800** and ask for the internship coordinator.

Session	Program Dates	Application Deadline
Spring 2010	January 11-May 7, 2010	November 1, 2009

**Congressional Black Caucus (CBC) Member in Your Region**

Please list the CBC Members who represent this district where you live and/or attend school. If there is no such member, list the CBC Members who represent a district closest to where you live and/or attend school. For a list of CBC Members and their districts, consult [www.cbcfinc.org](http://www.cbcfinc.org).

**Member 1:**

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**Member 2:**

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**Member 3:**

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Applicant Name:

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Date of birth:

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Place of birth:

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**Education**

High School:	City:	State:
College:	City:	State:
Major(s)	Minor(s):	
Graduation Date:		
Current Classification:	College GPA:	
Foreign Language(s) in which you are proficient:		

Student Name \_\_\_\_\_

**Awards and Scholarships**

List the title of the award or scholarship received and briefly describe the reason you received this honor.

Title of the Award:	Reason Received:
Title of the Award:	Reason Received:
Title of the Award:	Reason Received:

**Extracurricular Activities and Community Service**

Please list and briefly describe extracurricular and community service activities in which you are most involved.

- 1)
  
  
- 2)
  
  
- 3)

**Policy Interests**

**Please rank your top three policy interests:**

- Agriculture/Rural Business
- Civic Participation
- Courts & Criminal Justice
- Defense/Intelligence
- Education Environment
- Government Reform
- Health
- Homeland Security
- International Affairs
- Labor
- Science & Technology
- Other

## Essays

- Essays will be judged on the quality of writing and specificity of the answers to each question.
- Applicants must complete both essays.
- Each essay must be typed in Times New Roman, 12-point font and double-spaced with 1-inch margins.
- Each essay should be no more than 400-500 words. Please do not exceed word limit.
- Include your full name and indicate the essay number (ex: Essay 1 or Essay 2) on the upper right hand corner of each page.
- Number each page on the bottom right hand corner of each page.
- Staple pages of the essay. **Do not** staple both essays together.

### Essay One:

What do you expect to gain and contribute to the Emerging Leaders Internship Program?

### Essay Two:

In your opinion what is the most pressing public policy challenge facing the next presidential administration? Your essay should address the significance of your chosen issue, the problems with the current policy, and your recommendations to solve the policy challenge.

### Essay Three:

The Voting Rights Act of 1965 is the most effective civil rights statute to provide formal, universal inclusion of all adult citizens in American democracy. Discuss the significance and challenges of Section 5 of the Voting Rights Act. Do you believe that Section 5 has accomplished its original goals? Is Section 5 still necessary? (Please include citations)

## Writing Sample

Please submit a writing sample of your own choice. No creative fiction. Limit your submission to 3-5 pages, not including the reference page.

## Additional Information

How did you hear about the Emerging Leaders Internship Program? (*Check all that apply.*)

- Career Placement Office
- CBCF Alumnus
- Student Organization
- Publication
- Congressional Office Representative
- Academic Department/Faculty Member
- Newspaper/Magazine Article
- Website (please list site)
- Other (please specify)

Student Name (for CBCF use) \_\_\_\_\_

o **Authorization**

I hereby certify that all of the information provided in the application is accurate and that I am sole author of the essays.

Applicant's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Parent/Guardian (if applicant is under 18): \_\_\_\_\_

Student Name (for CBCF use) \_\_\_\_\_

**Emerging Leaders Internship Program Recommendation Form**

**To the applicant:** Please give this form to the person who will complete your recommendation. **Send two (2) copies of this form in one (1) sealed envelope** with the reference's signature across the seal. This form must be included with your application packet in order for your application to be complete.

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First Name:	Last Name:
Present Phone:	Email Address:

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**To the recommender:** Thank you for agreeing to complete this form. The Emerging Leaders Internship Program provides students with an inside look into the legislative and policy making processes. We require students to submit **two (2) copies** of this recommendation form in an envelope with your signature across the seal. Please return the envelope **to the student** so that he/she may send it with the other application materials. These forms **should not** be mailed directly to CBCF. Students must **include these forms** in the application packet in order for the application to be complete.

**1. In what capacity do you know the applicant? How long have you known the student?**

**2. Evaluate the following skills and abilities of the student:**

Intellectual Ability

Reliability and Maturity

Written and Verbal Communication Skills

Research and Problem Solving Ability

Ability to Work Well with Others

Leadership Ability

Reference's Signature

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Student Name (for CBCF use) \_\_\_\_\_

**Emerging Leaders Internship Program Recommendation Form**

**To the applicant:** Please give this form to the person who will complete your recommendation. **Send two (2) copies of this form in one (1) sealed envelope** with the reference's signature on the back, across the seal. This form must be included with your application packet in order for your application to be complete.

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First Name:  
Present Phone:

Last Name:  
Email Address:

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**To the recommender:** Thank you for agreeing to complete this form. The Emerging Leaders Internship Program provides students with an inside look into the legislative and policy making processes. We require students to submit **two (2) copies** of this recommendation form in an envelope with your signature across the seal. Please return the envelope **to the student** so that he/she may send it with the other application materials. These forms **should not** be mailed directly to CBCF. Students must **include these forms** in the application packet in order for the application to be complete.

**1. In what capacity do you know the applicant? How long have you known the student?**

**1. Evaluate the following skills and abilities of the student:**

Intellectual Ability

Reliability and Maturity

Student Name (for CBCF use) \_\_\_\_\_

Written and Verbal Communication Skills

Research and Problem Solving Ability

Ability to Work Well with Others

Leadership Ability

Reference's Signature

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Student Name (for CBCF use) \_\_\_\_\_