



CALIFORNIA LATINO
LEADERSHIP INSTITUTE

PRE-APPLICATION

2019 Southeast Youth Workforce Development and Civic Engagement Program

FOR INFO CONTACT: Program Director, Lisa Baca (213) 910-2592 Email clli.baca@gmail.com

Program Overview

Los Angeles County is one of the largest and most diverse regions in the nation. To better prepare the future Southeast workforce, the California Latino Leadership Institute, (CLLI), is presenting the Fourth Annual 2019 Southeast Youth Workforce Development & Civic Engagement Program (Southeast Fellows).

The Southeast Fellows Program is a *one of a kind* rigorous Monday thru Saturday paid summer internship targeting high school residents ages 16-18 who are juniors and seniors in the 2019-2020 academic school year. The goal of the program is to create an environment for collective problem solving, soft skills development, conflict negotiation, team building, workforce career mentoring and civic engagement tools.

Eighteen Southeast Fellows will be selected via a competitive application process from the seven Southeast cities of: Bell, Bell Gardens, Cudahy, Huntington Park (Including Walnut Park), Maywood, South Gate and Vernon.

The application Round 1 (Monday, January 14, 2019 – Thursday, February 28, 2019) is the submission of written essays. Applications are reviewed and scored by a diverse panel of readers. The top 30% of the application pool will be invited to continue to **Round 2 (Saturdays, March 9 & 16, 2019)** which is a 30-minute in person interview.

Once selected, each Southeast Fellow is provided with an individual tool kit that they keep after fellowship graduation (\$1500 value) which includes: one lap top computer, computer bag, Microsoft operating system and maintenance service for one-year, digital head shot, two custom team uniform shirts, personal binder with reading materials, team book, *“The Seven Habits of Effective People”*, by Stephen R Covey, and an internship stipend (\$1,000). Southeast Fellows are paid interns of NEW Economics for Women and will be placed within various agencies in the Southeast. For many teens this is their first employment experience and the program’s goals and objectives will:

- *Provide a long-term workforce leadership development pathway that is sustainable for youth, including participation in the monthly activities of the Southeast Fellows Alumni Association;*
- *Support civic engagement and empower students to grow closing the career opportunity gap and becoming productive members of society;*
- *Inspire positive, energized ethical change within the Southeast community and learn to play golf.*

The CLLI pre-program prep: Begins in June 2019 with a TreePeople Eco Tour (**Wednesday, June 19, 2019 9:00am – 5:00pm**) held at TreePeople’s Education Center in Runyon Canyon focusing on the environment, caring for the tree canopy, healthy soil, and clean local water. A two-day Teen Academy in partnership with the Torch Foundation (**Saturday, June 22, 2019 – Sunday, June 23, 2019 from 8:00am to 7:00pm**). The goal of this activity is to prepare teens for the program’s rigor and promote powerful mindsets for success. The *Tee Up for Success* Saturday Golf Lessons sponsored by the Professional Golfers Association (PGA), with the Southern California Golf Association Juniors Program. Lessons begin weekly Saturday, (**June 29, 2019 and continue to August 17, 2019 8:30am – 10:30am.**)

CLLI 2019 Program (Friday, July 6, 2019 - Friday, August 16, 2019): This rigorous program schedule meets **Monday – Saturday, 8:30am – 2:00pm, 6 days a week for 6 weeks.** Southeast Fellows meet daily at 8:30am and will be placed in their employment internships on Monday, Tuesday and Thursdays from 10:00am to 2:00pm. Three weekly Civic Engagement Training sessions are held on Wednesdays, July 10, 17, & 24, 2019 and take place at the Pat Brown Institute on the campus of California State University Los Angeles, (CSULA). An urban forest team community service project in partnership with TreePeople, will be executed at Salt Lake Park, Huntington Park on Saturday, July 20, 2019 9:00am – 11:30am.

There are **six** planned field trips between July and August providing an interactive, hands on learning experience which include:

1. **Port of Long Beach:** Economic impacts of trade to the Southern California's Economy;
2. **Southern California Edison – Ideas Lab** for careers in Energy;
3. **Southern California Gas Company Downey Education Center** – Careers in energy using natural gas;
4. **Central Basin Water District/ WRD/MWD** – Water education tour addressing water quality, efficiency & regional sustainability impact, exploring careers in water and sanitation;
5. **Metropolitan Transit Authority (MTA)** career pathways in public transportation and
6. **Hansen Dam Horseback riding:** A unique personal challenge for overcoming fear, building trust, then linking emotions and energy into purposeful action.

CLLI partners with the University of California at Los Angeles (UCLA) UniCAMP for Southeast Fellows to participate as a team in a classic one-week outdoor summer camp learning about ways Southeast Fellows can influence their own lives and communities. The 2019 one-week camp will be held (July 27, 2019 – August 3, 2019) in the San Bernardino National Forest.

All Southeast Fellows are required as mandatory elements of acceptance to the program to participate in BOTH 1. Torch Foundation Teen 2-Day Academy (Saturday, June 22, 2019 and Sunday, June 23, 2019) & 2. UCLA UniCAMP (July 27, 2019 – August 3, 2019). There are no exceptions.

Information to gather BEFORE applying:

- **Current year of transcripts** – you will need this to report the course level and grades that you have received in your current year in high school. (Unofficial transcripts are acceptable).
- **Two (2) letters** of recommendation from people who know you very well.
- The name, email address and phone number of your **guidance counselor or principal.**
- **A list of school and non-school related clubs and organizations** in which you have participated since your freshman year and any corresponding leadership positions.
- **A list of honors and awards** that you received when participating in school and non-school related clubs and organizations and the level of each award (Local, State, Regional or National) by year.
- **A list of your volunteer organizations** with which you have served and the number of hours served with each, and any awards and honors that you have received for your participation since freshman year.

APPLICATION INSTRUCTIONS: (PLEASE READ CAREFULLY & KEEP HANDY WHEN COMPLETING APPLICATION)

We are glad you are exploring the 2019 Southeast Youth Workforce Development and Civic Engagement Program. **In 2019 we will be identifying 18 candidates** to participate as Southeast Fellows. **This is a highly competitive program** and will require that you take the time to fully and accurately portray yourself. Please do not be discouraged by the number of questions and amount of information requested. Application are dated and time stamped when received and **no late applications will be accepted, no exceptions.** All applications are being collected **on or before 5:00pm, Thursday, February 28, 2019 at:**

**The Office of the City Clerk, South Gate City Hall
8650 California Avenue, South Gate, CA 90280**

YOUTH ELIGIBILITY

All applicants and participants must:

- Live within the seven targeted Southeast cities of: Bell, Bell Gardena, Cudahy, Maywood, Huntington Park (including Walnut Park), South Gate and Vernon.
- Be ages 16-18 and a junior or senior in high school during the 2019-2020 Academic School Year;
- Have the legal right to work in the United States (DACA students are accepted and encouraged to apply);
- Be comfortable working in teams of two and in larger groups;
- Be available to work 4 hours a day (8:30am – 2:00pm), Monday – Friday; attend weekly Saturday golf lessons (8:30am to 10:30am) and participate in all 6 weeks of the program;
- Be available to volunteer before or after work hours for TreePeople community benefit project;
- MUST Attend the 2-day Torch Teen Academy (Saturday, June 22 and Sunday, June 23, 2019) from 8:00am – 7:00pm). *If parents can not attend, an adult family member can attend with you.*
- MUST Attend three weekly workshop seminar sessions at CSULA and all six field trips;
- MUST attend July 27, 2019 – August 3, 2019, UCLA UNCcamp, week-long away camp program;
- Must have signed parental/guardian consent form to participate; and
- Complete 2019 Application Packet. (Incomplete applications will not be processed).

YOUTH BENEFITS (Valued at \$1,500 per tool kit).

Each Southeast Fellow participant benefits will include:

- An individualized summer “*tool kit*” to keep that includes: one lap top computer, computer bag, Microsoft operating system and maintenance service for one-year, digital head shot, two custom team uniform shirts, personal binder with reading materials and supplies, team book, “*The Seven Habits of Effective People*”, by Stephen R Covey;
- Individual stipend of \$1000. to be paid in two increments (July 15, and August 16, 2019); and
- Certificate of completion and a letter of recommendation.

DETAILED INSTRUCTIONS: READ CAREFULLY

Page 1: Biographical Information – Please tell us about yourself and who you are.

Please carefully complete the biographical information (name, address, etc.). Be sure your information is accurate and complete for notification purposes. **Please DO NOT exceed the word count in your essay.** Please check the box indicating you are a high school junior or senior in the 2019-2020 academic school year. Please select your citizenship status from the list and 2018 estimated annual family income level. You must be a U.S. Citizen, legal resident or DACA student of the U.S. to apply. **School Info:** Please indicated which academic institution you are affiliated with. Please include the school’s address, phone number, **name of your principal or guidance counselor and their emails**. For the contact cover page, it is ok to use pen and write clearly. For the essay questions, these **MUST be typed in 12-point Arial font, please print on SINGLE side of paper.**

Page 1: PLEASE ANSWER THESE FOUR QUESTIONS IN YOUR BIOGRAPHICAL ESSAY (1000 words or less)

Q1 - What hardships have you had to overcome in your life?

Q2 - What are your dreams and aspirations?

Q3 - What is one significant moment of your life and why?

Q4 - Why do you think this program will make a difference in your life?

Page 2: How do you describe team and your role as a team member? (500 words)

This question allows for you to provide your perspective of what a team is and how you see yourself on a team. Please identify any roles and activities you have in your school, church or community.

Page 3: School Activities/ Awards, Honors, Special Skills or Talents (500 Words)

This question allows for a short description of different honors, talents, skills or positions. These may be talents or skills outside of school activities. Please tell us about your participation and leadership in school-related clubs, organization and sports. Please identify any roles and activities you have in your school. Please be sure to distinguish the years (9-12) when you count the number of clubs, organizations and activities. Please tell us about the honors you have received, or special skills you have, that are most meaningful to you and whether they were on a local (school, county, or district), state or national level.

Page 4: Community Activities (500 Words)

Please indicate any volunteer activities you participate with and indicate the hours and activity of volunteer service you've performed by grade year. Please provide a brief description of any awards or honors you may have received for your works in community organizations in and indicate the grade level of the award.

Page 5: Employment Information (500 Words)

Please indicate by grade year the number of weeks of employment and the average number of hours worked during the school year and the summer.

Page 6: Hypothetical situation (500 words)

Q1: You recommend a close friend for a job to your Human Resources Manager and then discover that they lied on the application about their previous employment. What would you do and why? Q2 What would you tell your friend prior to the job interview with the Human Resources Manager?

This is a two-part question please answer both parts.

Page 7: Leadership (500 Words)

Q: As a future Southeast leader, what is your number one strength and how/when do you apply it? What is something you are challenged with and how do you work through it?

As a future Southeast community leader, you will be confronted with many challenges, what is your number one strength and how will it help you in your future position? Every leader has his or her shortcomings, what are your weaknesses and how do you plan to overcome them?

Academic Information attach as separate pages:

Please provide a copy of your academic **transcripts for the current year (unofficial transcripts/report cards accepted)**. Please include **TWO letters** of recommendation. These could be from your teachers, priest, minister, employer or any person of your choice. It is important that your letters of recommendation clearly identify why you are an appropriate candidate for this program.

SCORING OF APPLICATIONS:

Applications will be reviewed by a panel and will be scored based on the following criteria:

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|--|-------------------------|
| 1. Essay #1 – Biographical essay | 50 points |
| 2. Essay #2 - How do you describe team and your role as a team member? | 5 points |
| 3. Essay #3 – School Activities/ Awards, Honors, Special Skills or Talents | 5 points |
| 4. Essay #4 – Community Activities | 5 points |
| 5. Essay #5 – Employment Information | 5 points |
| 6. Essay #6 – Hypothetical Situation Analysis | 10 points |
| 7. Essay #7 – Leadership Strength and Weakness | 10 points |
| 8. Your 2 Letters of Recommendation | 10 points |
| | <u>TOTAL 100</u> |

SELECTION PROCESS AND NOTIFICATION:

All applications will be acknowledged with an email confirmation receipt Monday, March 4, 2019. If you do not get an email, please email: cli.baca@gmail.com.

SEMI-FINAL INPERSON INTERVIEWS:

Candidates will be notified via email to participate in a mandatory semi-final round of 30 min in person interviews. These interviews will be scheduled at a location in the Southeast on: **Saturday, March 9 & 16, 2019 between 9am and 5:00pm**. Please save the dates.

SUBMISSION DEADLINE

Completed applications must be post marked or received by on or before **5:00pm, Thursday, February 28, 2019** at: **The Office of the City Clerk, South Gate City Hall, 8650 California Avenue, South Gate, CA 90280**. Applications received after the deadline will not be considered there are no exceptions.

For information please contact CLLI Executive Director, Lisa Baca Cell 213.910.2592 or Email: cli.baca@gmail.com

THANK YOU and we wish you **the best!**