



## Congressional Coalition on Adoption Institute 2009 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 were in U.S. foster care at the time of their eighteenth birthday or who were adopted after their fourteenth birthday from the U.S. foster care system. All applicants must be enrolled in college and have completed 4 semesters by May 21, 2009. The 2009 program will place 16 academically successful college students in the Washington, D.C. offices of Members of Congress. The dates for the 2009 Congressional Foster Youth Internship are set as May 23 - July 18, 2009.

### **About the Program**

The Congressional Coalition on Adoption Institute, a nonpartisan, nonprofit created by Congress, started the FYI program in 2003 to raise awareness on Capitol Hill about the needs and unique perspectives of young adults in the United States aging out of foster care. Every year, Congressional Members partner with CCAI to "match" an eligible intern to an eight-week internship in their Washington, D.C. office. Every effort is made to place interns in the region of the country where they reside permanently. Interns are given a real-world experience in a Congressional office, complete with professional training, as well as a retreat coordinated by the Congressional Coalition on Adoption Institute.

The FYI Program is made possible through the generous support of the Dave Thomas Foundation for Adoption and the Annie E. Casey Foundation.

### Typical substantive duties of a Congressional Foster Youth Intern:

- *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.*
- *Constituent services.*
- *Attend and serve at Congressional briefings and meetings, including events organized by CCAI for the members of the Congressional Coalition on Adoption (Congress' Adoption Caucus).*

### Typical administrative duties of a Congressional Foster Youth Intern:

- *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.*

The eight-week internship is a full-time work experience. Interns are paid a small stipend that will cover daily expenses. The CCAI FYI program pays major expenses such as transportation to Washington, D.C., housing, and transportation to and from internship activities. Interns must live in Washington, D.C. for the full duration of the program, including residing with the internship class at the provided Washington, D.C. university.



## **Eligibility**

Applicants must meet the following eligibility criteria

- The applicant was in U.S. foster care system at the time of their eighteenth birthday or be adopted after their fourteenth birthday from the U.S. foster care system.  
(and)
- The applicant has completed at least two years of college in a four-year degree program.

Good writing and research skills accompanied by an interest in the legislative process are required, and students in every degree program are encouraged to apply.

## **College Credit**

Many colleges and universities allow students to obtain academic credit for internships. Please check with your academic advisor to determine if you are eligible to receive academic credit for a Capitol Hill internship.

## **About the Congressional Coalition on Adoption Institute**

The Congressional Coalition on Adoption (CCA) was created in 1985 as a bicameral, bipartisan caucus of members of Congress dedicated to improving adoption policy and practice, and to focusing public attention on the advantages of adoption. In 2001, the CCA's active co-chairs created the Congressional Coalition on Adoption Institute (CCAI) to more effectively raise Congressional and public awareness about the issue of adoption. Senator Norm Coleman, Senator Mary Landrieu, and Congressmen Jim Oberstar currently serve as both the co-chairs of the CCA and the Congressional directors of CCAI.

CCAI serves as an informational and educational resource to policymakers as they seek to draft positive adoption, foster care and other adoption-related legislation and to meet their constituents' needs. By organizing congressional briefings, leadership training programs and educational trips, CCAI educates members of Congress and their staff about current domestic and international adoption-related matters. In addition, CCAI hosts several public awareness events each year to give an opportunity to all members of the United States Congress and other public leaders to use their powerful voices to improve the lives of our most vulnerable children, and to recognize outstanding individuals who have done the same.

**Mission Statement:** The Congressional Coalition on Adoption Institute is a nonprofit, nonpartisan organization dedicated to raising awareness about the millions of orphans around the world in need of permanent, safe, and loving homes; and to eliminating the barriers that hinder these children from realizing their basic right of a family.



**\*\*APPLICATION REQUIREMENTS\*\***

**ALL APPLICATIONS MUST BE COMPLETED BY  
JANUARY 9, 2009.**

**To apply, submit the following materials to CCAI:**

1. Application form (please fax **immediately** to (202) 544-8501, attention: Chelsea Cathcart, to begin the application process).
2. Resume. Please include previous work experience and full educational background.
3. Two Essays: Each needs to be **double spaced** and written in **12 point Times New Roman font**.
  - a. A two-page essay on where you see yourself in 5 years. What types of activities do you currently participate in that would stay the same? What would be different about your life?
  - b. A three-page essay explaining why you are interested in a Congressional Foster Youth Internship. Discuss the system as you have experienced it and how you have seen it working or not working for those under its care. Discuss changes you would undertake if you were able to write legislation to help foster youth. Essay must have an introduction, supporting evidence and a conclusion. References should be cited in MLA style.
4. Two letters of recommendation, preferably by a professor and an employer.

**Mail completed application to:**

**Chelsea Cathcart  
Associate Director of Programs  
311 Massachusetts Avenue, NE  
Washington, DC 20002**

**CCAI will review all COMPLETED applications.  
You will be notified by February 15, 2009.**

Questions: Please call Chelsea Cathcart, Associate Director of Programs, at (202) 544-8500  
or [Chelsea@ccainstitute.org](mailto:Chelsea@ccainstitute.org).



# 2009 CCAI Congressional FYI Program Application Form

**THE APPLICATION DEADLINE IS JANUARY 09, 2009.**

**ALL APPLICATIONS MUST BE POSTMARKED BY THIS DATE FOR CONSIDERATION. THIS IS A COMPETITIVE APPLICATION PROCESS AND APPLYING DOES NOT GUARANTEE ACCEPTANCE.**

The CCAI Congressional Foster Youth Internship Program is a program of the Congressional Coalition on Adoption Institute (CCAI). **Please write legibly.**

TODAY'S DATE: \_\_\_\_\_

Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name(s) and Age(s) of Children:

\_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Phone (alternate): \_\_\_\_\_

Email: \_\_\_\_\_ Email 2: \_\_\_\_\_

Address to send **all correspondence**: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City State Zip

Alternate Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City State Zip

List all counties and states in which you have lived: \_\_\_\_\_

\_\_\_\_\_



Where are you pursuing your education (list name of college and city/state)?

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STATUS IN SPRING 2009 SEMESTER:            FR    SOPH    JR    SR

ANTICIPATED COLLEGE GRADUATION DATE (month/year): \_\_\_\_\_

MAJOR: \_\_\_\_\_

MINOR: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

ACADEMIC AREAS/ ISSUES OF INTEREST:

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How did you find out about the Congressional Foster Youth Internship Program or the Congressional Coalition on Adoption Institute (CCAI)?

What other outlets would be a good resource for CCAI to find high caliber interns?

**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 the extra page to faxed application): **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 elapse since the conviction or completion of any jail sentence.****

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PLEASE CHECK ALL THAT APPLY:

- I am available and will to come to Washington D.C. from May 23 - July 18, 2009.
- I was in U.S. foster care at the time of my eighteenth birthday.
- I was adopted after my fourteenth birthday from the U.S. foster care system.
- I will have completed at least two years of college by Spring 2009.
- 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?
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I understand that my application will not be considered complete until I have submitted all the required documentation, including essays, recommendation letters, and resume.

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 Congressional Foster Youth Internship Program.

**Optional Section: (Questions 1 and 2 do not have an influence on your eligibility. If selected, this information will be used to place you in an environment that complements the Congressional office's needs and best suits your strengths.)**

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