

# CONGRESSIONAL LEADERSHIP FUND



The Congressional Leadership Fund is currently seeking students interested in learning more about campaigning and effective public communications. Student interns will gain invaluable knowledge about the democratic process and work to become adept communicators through hands on experience with elected officials, candidates, and the general public. The internship opportunities for this Fall are open to any student; however, they must apply and be accepted. Hours are flexible, but students must be able to commit to at least 10 hours per week and are responsible for their own transportation.

The 2018 election cycle promises to be one of the most contested elections in history. The Congressional Leadership Fund will be an important part of this election and you will have a firsthand view of what it takes to win a campaign.

Eligible students will be provided with academic credit or service hours. While these positions are unpaid, they will provide political opportunities not available elsewhere and upon completion of the program, a letter of recommendation to a future employer or college will be provided.

Interns will be expected to assist the Congressional Leadership Fund

- Grassroots Organizing
- Event Planning
- Research
- Data Entry
- Coalition Outreach Activities
- Voter Contacts
- Office Management

We look forward to working with your students and receiving their applications. If you have any questions or would like more information, please do not hesitate to contact me at [khermes@theclf.org](mailto:khermes@theclf.org)

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**www.CongressionalLeadershipFund.org and not authorized  
by any candidate or candidate's committee Read more:**

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## Internship Application for Congressional Leadership Fund

Name: \_\_\_\_\_ Year: \_\_\_\_\_

High School/College: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

What do you hope to gain from this internship experience?

What are your career goals?

List any skills or past experience.

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## Internship Terms and Agreements

Our Mission: The internship program is intended to foster an educational and workplace readiness experience for students between the ages of 14 and 24 in the fields of political management, leadership, and communications.

Once my schedule is set, I am responsible for being at the CLF Office for the duration of the time I choose. If I cannot come into the office or other work place designated by staff, I am responsible for notifying staff by phone or email as soon as possible. Unless there is an emergency, as soon as possible is defined as two days before your scheduled shift.

As a representative of the Congressional Leadership Fund, I agree to treat all staff, fellow interns, volunteers, and other people with respect. This includes dressing in an appropriate manner and being polite at all times.

A minimum of 50 hours must be completed in order to receive a letter of recommendation. All other service will be certified with a letter.

## What Times are you Available to work?

Monday AM:	Monday PM:
Tuesday AM:	Tuesday PM:
Wednesday AM:	Wednesday PM:
Thursday AM:	Thursday PM:
Friday AM:	Friday PM:
Saturday AM:	Saturday PM:

\_\_\_\_\_  
Signature of Intern  
Date: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Supervisor  
Date: \_\_\_\_\_

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