



LEAGUE OF WOMEN VOTERS OF THE HOUSTON AREA EDUCATION FUND

Youth Engagement Internship Information Letter

The League of Women Voters of Houston - Education Fund is a not-for-profit 501(c)(3) trust dedicated to encouraging informed participation in government. We believe that a lifelong interest in public affairs may well begin in the course of an instructive high school or university experience. We are therefore pleased to offer a range of internship opportunities to high school and college student.

All internships are uncompensated positions. Course credit and all course requirements shall be managed entirely at the discretion of your faculty. LWV officials shall provide evaluations and progress reports to teachers or professors. One individual may, with faculty approval, be assigned to multiple projects.

Semester and year-long internships represent a considerable commitment and demand personal initiative and responsibility. Interns will be trusted with the resources and reputation of the LWV for the purpose of developing and implementing specific outreach programs.

Interns will acquire a comprehensive understanding of how civic organizations work to the benefit of the community and enjoy the rewards of significant and noteworthy accomplishment.

After an initial planning session interns will be allowed great flexibility in work schedules. Interns will interact directly with the LWV President, the Executive Director or the Vice-President for Community Relations as appropriate. Weekly written reports are expected and interns must meet regularly with LWV officials at mutually agreeable times. A final report must be submitted no later than two weeks after the project's conclusion.

Interns are charged with developing frameworks collaboratively with targeted groups but may not sign agreements, grant final authorization or confirm events on behalf of the LWV.

Certain projects may be particularly appealing to students with an academic interest in teaching, the social sciences or journalism. We encourage students to consider a balance that will bring both depth and diversity to their education.

We recommend that two interns be assigned to research, plan and implement each of these proposed events:

1. Civics bee. We anticipate an enjoyable and worthwhile program for selected K-12 populations. This event should conclude by August, 2012..
- 2 and 3. Declamation and essay competitions. Two programs perhaps best-suited to selected high school populations. The declamation competition might ask students to speak persuasively on a single topic for a limited time; the essay competition might ask students to produce a written document under controlled conditions.
4. Girl Scout and Boy Scout badgework. Morning-long or day-long programs exploring topics in civics, leading to achievement badges for different levels of scouting. These events should begin by December, 2011 and continue through May, 2012.

5. Development of a League of Women Voters Media Kit for distribution at LWV events, as well as an on-line Media Kit accessible through the LWV-Houston website. The Media Kit should be ready for circulation by August, 2012.

6. Voter Registration outreach to selected area high schools, focusing on newly eligible students who may not be familiar with the election process or might not otherwise enjoy easy access to voter registration materials. We anticipate one high school voter registration drive to be concluded by October 11, 2011 (the last day to register to vote in the November, 2011 elections) and a second to take place in Spring, 2012.

7. Development and production of a broadcast-quality documentary video surveying the Naturalization process, from preparing the naturalization application through swearing the oath of citizenship. This should be concluded by Spring, 2012.

Continuing LWV programs. We welcome the participation of interns seeking assignment to a limited task in fulfillment of community service requirements. Some projects may be accomplished independently at a time and location convenient to the student (e.g., preparation of voter registration applications for use at Houston Area Naturalization Ceremonies); others are strictly structured and supervised (e.g. voter registration at Houston Area Naturalization Ceremonies, assistance at Candidate Debates, assisting aspiring citizens with naturalization applications). All make a genuine contribution to a lively and vibrant civic landscape..

We are grateful for your interest in working with the League of Women Voters and eager to ready these and other opportunities for your young scholars. We understand that internships represent an important component of your students' academic advancement and that this collaboration demands our careful attention. We are prepared to provide students with a safe, substantial and meaningful introduction to civic life in Houston.

With kindest regards,

Linda W. Cohn
President
League of Women Voters of Houston
Education Fund