



Ujima 2010

Program Outline

Five week paid intern/mentorship program for high school students at the Town of Babylon (July 6, 2010 - August 6, 2010). Approximately 20 hours per week.

Purpose:

- ◆ To provide minority high school students, residing in or attending a school district within the Town of Babylon, a unique opportunity to participate in local government through hands-on training and mentorship, thereby fostering their interest in community development and providing an introduction to the myriad of occupations needed to effectively promote community/neighborhood interests.


Criteria:

- ◆ Any student of color who is in the top 1/2 of his/her class
- ◆ Resides in the Town of Babylon or within a school district located within the TOB
- ◆ Will be a junior or senior in September 2010
- ◆ Has demonstrated an interest in his/her community

Application and Selection Process:

- ◆ High School administrators are being contacted for references
- ◆ Applicants must complete application form and submit a personal statement and essay
- ◆ Prior to acceptance in the program, students will be interviewed by internship committee members

Internship:

- ◆ Students will be assigned to a specific department within the town and will work under the direction of the department head and /or their designee
 - ◆ Students will be trained in areas such as records management, complaint resolution, customer/constituent services, scheduling, and various other activities specifically related to the department
 - ◆ Students will interact with and in many cases “shadow” elected officials and town employees such as the Town Supervisor, Councilmember(s), Town Clerk, Tax Receiver, attorneys, social workers, environmentalists, inspectors, public relations personnel, and various department heads
 - ◆ Whenever possible, students will be introduced to various business owners and professionals located within the town (with the possibility of visiting some of these off-site locations)
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Funding:

- ◆ Various private organizations, local businesses, traditionally African-American civic and fraternal organizations, area churches, and individuals are contacted for funding
- ◆ Each organization has been asked to provide funding for at least one student:
Minimum funding requested per student is \$1000

Miscellaneous:

- ◆ Number of students accepted into program will depend on funding. The goal is 20-25 students.
- ◆ An orientation program will be held for participants, sponsors, and government officials
- ◆ Attendance is mandatory. All absences (sickness, vacations, tardiness, etc.) will be strictly monitored and may result in termination.
- ◆ Closing ceremonies will be held at the completion of the program.
All participants and two guests, sponsors, and employees will be invited
Recognition will be given to participants and sponsors
- ◆ Program will be closely monitored throughout the five weeks (participants, sponsors, and town employees will be periodically surveyed) for effectiveness
- ◆ Certificates of completion will be presented to each student completing the program

Administration of the program:

Office of the Babylon Town Councilwoman

Jacqueline A. Gordon

200 E. Sunrise Highway

Lindenhurst, New York 11757

631-957-3127

STATEMENT OF ACKNOWLEDGMENT

_____ and _____
(APPLICANT) (PARENT/GUARDIAN)

acknowledge that, if accepted into the Ujima program, we must adhere to and abide by the rules and regulations set forth in the program outline. We acknowledge that failure to abide by those stipulations can and will result in disciplinary action up to and including early release from the completion of the program.

Our signatures further represent that we have received and read the following information as part of the complete application package:

- ◆ Ujima 2010 Program Outline (two pages)
- ◆ Statement of Acknowledgement (one page)
- ◆ Ujima 2010 Internship Application (one page)
- ◆ Ujima 2010 Internship Essay Requirement (one page)
- ◆ Suffolk County Funding Information (one page)

Applicant's Signature

Date

Parent/Guardian's Signature

Date

SUFFOLK COUNTY FUNDING INFORMATION

Parents & Students:





Ujima Summer Internship is exploring the possibility of partnering with the Suffolk County Department of Labor to provide secured funding for the Ujima program. Ujima has recently been informed by Suffolk County that a stimulus would be released to support organizations that teach, train and employ young adults for the summer. Ujima met all qualifications to receive these supported funds.

This is great news to Ujima because this will allow us to utilize excess funds to possibly employ more interns, add more trips and enhance the program. Ujima normally bases the number of interns selected on the amount we are capable of funding. If this collaboration is approved, it will decrease the chances of turning away many qualified interns due to insufficient funding.

The Suffolk County Department of Labor has qualifications pertaining to the young adults they are able to fund. These qualifications will not have any deciding effect on your child being selected, it will only enhance it.

Please review the chart below, if your family falls within the guidelines listed please write the family size here with the associated income: _____

Eligibility:

-  Youth ages 14 to 24
-  United States Citizen or Eligible Alien
-  Families receiving public assistance and/or food stamps are automatically eligible for this program
-  Family Income May Not Exceed the Limits Posted Below

Family Size	Annual Income	Family Size	Annual Income
1	\$21,660	5	\$51,580
2	\$29,140	6	\$59,060
3	\$36,620	7	\$71,480
4	\$44,100	8	\$78,960

You may be eligible for funding for the program through Suffolk County if one or more of the following apply to you.

Are you affected by any internal or physical disabilities:
(Please check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Resource room at school
<input type="checkbox"/> 504 plan
<input type="checkbox"/> ADD/ADHD
<input type="checkbox"/> Diabetes
<input type="checkbox"/> Asthma
<input type="checkbox"/> Chron's Disease | <input type="checkbox"/> Special Ed
<input type="checkbox"/> Speech Therapy
<input type="checkbox"/> Foster Care
<input type="checkbox"/> Physical Therapy
<input type="checkbox"/> Occupational Therapy
<input type="checkbox"/> Other—please specify: _____ |
|--|--|
- None of the above apply to my son or daughter

<i>Applicant's Signature</i>	<i>Date</i>
<i>Parent/Guardian's Signature</i>	<i>Date</i>

Ujima 2010 Internship Essay Requirement

As part of the application process for the internship program, you must submit a personal statement and two essays.

Your **personal statement** is to include, but is not limited to, the following information (**250 + words**):

1. Background information
2. Goals / Aspirations
3. Strengths, weaknesses
4. Interests / Hobbies
5. How will this program benefit you?
6. What are your personal expectations of this program?

Your **first essay** is to include, but is not limited to, the following information (**100+ words**):

1. What is the structure of your town government?
2. What is the function of each component of your town government?

Your **second essay** is to answer the following questions (**150+ words**):

1. Who was Percy Sutton and what significant contributions did he make?
2. What was the impact of those contributions?

The format for each paper is;
typewritten, double spaced, one inch margins, 12 point font, Times New Roman

DUE DATE:

Application and personal statement must be received in the
Office of the Babylon Town Council by:

4:00 PM MONDAY, APRIL 19TH 2010
(All applications will be time stamped upon receipt)

Jacqueline A. Gordon
Town Council Office
200 E. Sunrise Highway
Lindenhurst, NY 11757
(631)957-3127

***Applications received after 4:00 PM Monday, April 19th, 2010
will not be considered.***