

Ujima 2023

Program Outline

Six week paid intern/mentorship program for high school students at the Town of Babylon (June 26, 2023 - August 4, 2023). Approximately 20 hours per week.

Participation in the UJIMA program is contingent on your being able to participate for 6 weeks completely and consecutively. At any time you are not able to do so you will be terminated from the program immediately.

Purpose:

- ◆ To provide minority high school students, residing in 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.
- ◆ Will be a junior or senior in September 2023.
- ◆ Has demonstrated an interest in his/her community.

Application and Selection Process:

- ◆ The application and selection process is rigorous. All applicants should present their best efforts during each phase.
- ◆ High School administrators are being contacted for references.
- ◆ Applicants must complete application form and submit a personal statement and essays.
- ◆ 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, Council member(s), Human Services, Environmental Control, 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 \$1200.

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.

Participation in the UJIMA program is contingent on your being able to participate for 6 weeks completely and consecutively. At any time you are not able to do so you will be terminated from the program immediately.

Administration of the program:

The Department of Human Services
1 Commerce Boulevard
Amityville, New York 11701
631-464-4340

Name: _____

Ujima 2023 Application Checklist

_____ Application Page

_____ Photo ID Attached

_____ Statement of Acknowledgement

_____ Suffolk County Funding Information

_____ Two Essays

_____ Consecutive 6 week participation from
June 26 - August 4

Ujima 2023
Internship Application

Staple a photocopy
of your
current school
student id here

Instructions: The entire application must be filled out **by the applicant only**.
All communication will be done strictly with the applicant.
DO NOT LEAVE ANY BLANKS. Use n/a if something does not apply.

Participation in the UJIMA program is contingent on your being able to participate for 6 weeks completely and consecutively. At any time you are not able to do so you will be terminated from the program immediately.

Name: _____ Male () Female ()

Address: _____
Number & Street City State Zip

Students E-mail Address: _____ Students Cell Phone: _____

Home Phone #: _____ Emerg. Contact (name): _____

Name(s) of Parent(s) or Guardian(s): _____ Emergency Phone #: _____

_____ Alternate Phone #: _____

Personal Data: Phonetic spelling of full name: _____

Do you have a Social Security Card? _____ Date of Birth: _____ Age: _____ Will you be 16 by July 1st _____

Do you have working papers? _____ Did you apply to Ujima last year? _____

High School: _____ Anticipated Grade Level in Sept. 2023: _____

Anticipated graduation date: _____ What size shirt do you wear? _____ Can you swim? _____

Work Experience: Professional Skills: _____

Hobbies: _____

Personal Skills: _____

Extracurricular Activities: _____

Awards, Certificates or Programs: _____

Occupational Interests/Goals: _____

Do you have any special needs that we should be aware of? _____

Do you have any plans during the 6 week period that would prevent you from attending any or part of the program? If your answer is yes, please explain, include the reason for absence and dates.

References (not a family member):

1. Name: _____ Phone #: _____

2. Name: _____ Phone #: _____

3. Name: _____ Phone #: _____

I certify the above information is true and accurate as I know it.

Applicant's Signature Date

Parent/Guardian's Signature Date

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 2023 Program Outline (two pages)
- ◆ Statement of Acknowledgement (one page)
- ◆ Ujima 2023 Internship Application (one page)
- ◆ Suffolk County Funding Information (one page)
- ◆ Ujima 2023 Internship Essay Requirement (one page)

By attending any UJIMA and/or UJIMA Alumni Foundation event, acknowledge that you, on behalf of yourself and any minor accompanying you or given permission to attend by you, hereby grant permission to UJIMA and UJIMA Alumni Foundation to utilize for any purpose, your image, likeness, actions, statements, or any other audio or visual aspects of your participation, in any live or recorded audio, video, or photographic display or other transmission or reproduction, in whole or in part.

All interns are strongly encouraged to participate in fundraising activities for the program. A sustainable relationship is vital to the continuance and success of the program.

Applicant's Signature

Date

Parent/Guardian's Signature

Date

Participation in the UJIMA program is contingent on your being able to participate for 6 weeks completely and consecutively. At any time you are not able to do so you will be terminated from the program immediately.

This application was completed by the applicant who filled out the application and wrote the essays.

Initial

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.

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: _____

SUFFOLK COUNTY ELIGIBILITY INCOME LEVEL GUIDELINES	
◆ Youth ages 14 to 20	
◆ United States Citizen or Eligible Alien	
◆ Families receiving either public assistance, food stamps, Medicaid, HEAP, and/or Social Security Income for the Student(s) meet eligible Suffolk County guidelines.	
◆ Family income may not exceed the limits posted below:	
Family Size	Income Level
1	\$27,180
2	\$36,620
3	\$46,060
4	\$55,500
5	\$64,940
6	\$74,380
Each Add'l Person	+\$9,440

If accepted, 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)

_____ Medicaid _____ Food Stamps _____ Public Assistance

_____ HEAP _____ SSI (Student Receives Social Security Income)

_____ None of the above apply to my son or daughter

Applicant's Signature

Date

Parent/Guardian's Signature

Date

Ujima 2023

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 at least 300 words, but no more than 375, in response to the following:

Think back to a situation in your life where you had to decide between taking a risk and playing it safe. Which choice did you make? What was the outcome of your choice? Would you have made the same decision looking back on the experience or would you have made a different decision?

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

DUE DATE:

Original application, personal statement and all essays must be received in the Department of Human Services by:

4:00 PM Monday, March 27th, 2023
(All applications will be time stamped upon receipt)

Do not e-mail or fax applications — original MUST be received.

The Department of Human Services
1 Commerce Boulevard
Amityville, NY 11701
(631) 464-4340

Applications received after 4:00 PM Monday, March 27th, 2023 will not be considered under any circumstances.