

**Capitol Pathways Program**

**Host Application for the 2023 Legislative Session**

**Application window: October 3 – October 31, 2022**

\*Denotes all REQUIRED questions

Organization Name \*

Mailing Address

Country \*

Address 1 \*

Address 2

City \*

State \*

ZIP code \*

**Supervisor Info**

Information about the supervisor who will work directly with the intern. The email address you supply here will also be our point of contact for your application.

First Name \*

Last Name \*

Email Address \*

Cell Phone

Office Phone \*

**Additional contact**

Optionally, please include information for an additional contact at your organization. Include at least first and last name, email, and phone number.



**About the Internship**

Experience level \*

This internship is open to all sophomore, junior and senior college students in good academic standing with varying levels of legislative/policy experience. To help us better pre-select student interns for your initial interviews, please indicate the level of experience that best meets your needs:

 Little or no experience: High potential student that may not get this experience otherwise. This internship might be this student’s first exposure to the legislative process and you will be instrumental in showing him/her the ropes.

 Some experience: This student has had at least 1 internship up at the Capitol or done some sort of policy-related work before. Student may have internship experience but not necessarily with the legislative process.

 Experienced: This student has had multiple internships up at the Capitol or done policy- related work. Student may also want to pursue policy-related career.

 No preference: Our office is open to providing any student work experience.

**Policy Areas** \*

Please select the policy area(s) that best represents your organization's priority areas.

 Arts/humanities

 Business

 Community organizing

 Education

 Energy

 Environment

 General lobbying

 Immigration

 Media

 Mental health/Human services

 Social Justice

 State or local government

 Other (specify below)

Other policy areas

If you have an additional area from what is listed above

**Legislative Work** \*

Please provide a brief description of your organization, its work at the legislature, and its anticipated legislative agenda for 2023.



Do you anticipate needing your intern to work more than 10 hours/week? \*

Do you or another staff member who will directly supervise or work with your intern identify as Black, Indigenous or a person of color \*

Will you be paying the minimum $15/hour or a different amount? Please explain \*

**Program Cost**\*

All host organizations should budget approximately $4,000 for a Capitol Pathways intern. This amount includes a $500 admin fee to support programming. Please indicate below if your organization can commit to these costs:

 Yes

 No

 Maybe (please explain more below)



**Schedule**\*

To help us pre-select interns that will best meets your needs, please let us know the specific dates and times that you require your intern during the work week. (For example, if you want your intern to attend specific committee hearings during certain days/times, please let us know this.)



**Plan for remote / in-person work** \*

We plan to continue hybrid programming for the 2023 year. Our program runs from January – May, 2023. Do you anticipate your intern will 1) work at your office 2) work completely remotely or 3) work both in the office and remotely during this period of time? Please explain.



**Access to laptop for remote work**\*

If you anticipate your intern will work remotely, do you have access to a laptop/tablet they can use OR can they use their own personal laptop to complete assigned work? Please explain.



**Anticipated needs** \*

As you think about the internship experience during the 2023 session, do you have any anticipated needs you would like to share? What are ways in which Citizens League can offer you support? Please explain.



**Time at Capitol** \*

How much time do you anticipate you and your intern will spend at the Capitol? Please explain.

**Host Orientation** \*

Our host orientation will be conducted online. It will be 2 hours long. Please help us select a day for this training by letting us know which of the day(s) below work best for your schedule (select as many days as applicable).

 December 13 (Tuesday)

 December 14 (Wednesday)

 December 15 (Thursday)

**Race and Equity Training for Hosts** \*

We will offer a race and equity training to equip hosts with the tools and language to support their intern during the internship experience. This training will start in the morning and last 3 hours. We have yet to determine whether this training will be in person or virtual. We will provide updates once a decision has been made. Please help us select a day for this training by letting us know which of the day(s) below work best for your schedule (select as many days as applicable).

 December 19 (Monday)

 December 20 (Tuesday)

 December 21 (Wednesday)

 December 22 (Thursday)

**Special Requests**

In addition to the preferences above, please let us know of any special requests you have for a student intern (ex: school representation, city representation, specific major, year in school, interests/experience and etc.)



**Anything else we should know?**

Is there anything else about you or your organization we should take into consideration when assigning students for interviews?



