

The Legacy Network

BY BEGINNING WITH CHILDREN

February 2020

Dear 11th and 12th Grade Students,

Greetings from the Alumni Legacy Network Team! We are excited to invite you to apply to the **Legacy Network High School Summer Internship Program**, a PAID 15-week program that includes a 9-week **Professional Training Program** and a 6-week **Summer Internship Program** by **Thursday, March 12th at 5:00pm**. Past participants have interned at organizations such as New York City Council Member Jumaane D. Williams' Office, Everyone Reading, Mount Sinai Hospital, Medgar Evers College, etc.

Eligibility

- Open to all 11th and 12th grade students with at least a 3.0 or B average (80%).
- Must be available for the entirety of the program, including the Summer Fridays and culminating Summer Internship Luncheon.
- Those attending summer school, enrolled in other summer programs, or committed to summer day jobs (including DYCD's Summer Youth Employment) are NOT eligible.

Commitment

- **Annual Spring Career Panel!**: Wednesday, April 1st, 6:00 to 8:00 pm at 11 Bartlett Street in Brooklyn.
- **Professional Training Program**: 9 sessions, every Wednesday, April 29th to June 24th, 4:30 to 6:00 pm at 11 Bartlett Street in Brooklyn.
- **Summer Internship Program**: 6 weeks, Monday, July 6th to Thursday, August 13th. Mondays through Thursdays, roughly 6 hours a day (including an unpaid lunch hour) for a maximum total of **125 paid hours**.
 - o Summer Fridays: Every Friday, for 5 sessions, 10:00 am to 4:00 pm.
 - o Summer Internship Luncheon Celebration: Friday, August 14th.

The **Professional Training Program** prepares students for employment through a series of work readiness workshops. Students meet to develop essential workplace knowledge and skills, such as career planning, resume writing, interviewing, networking and business etiquette. Students must successfully complete the Professional Training Program to continue the Summer Internship Program.

The **Summer Internship Program** provides students the opportunity to explore different career fields and enhance their professional skills in an actual workplace setting. Selected students will be matched with job placements after an interview with both the Legacy Network Staff and their prospective employers. The summer internship program includes 4-day work weeks and mandatory Friday enrichment workshops and field trips. Past trips have included visits to the Tenement Museum, Museum of Finance, Holocenter on Governors Island and the Cuban Exhibit at the Museum of Natural History. Students will be compensated for training and internship hours, but not for the Summer Fridays. *NOTE: Full compensation will be contingent upon successful completion of the entire program.*

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The program culminates with a **Summer Internship Luncheon** at which students are required to present on their internship experiences.

To apply, please complete the attached application form and submit it to our office along with the additional information requested by **Thursday, March 12th at 5:00pm** AND attend the **Annual Spring Career Panel on Wednesday, April 1st from 6:00 to 8:00 pm** at 11 Bartlett Street, Brooklyn, New York. Only candidates who submit complete applications AND attend the Career Panel will be considered for the program.

We hope you will take advantage of this opportunity. If you have any questions, please feel free to contact me at jyoung@bwcleadership.org or at (646) 660-0839.

Sincerely,

Jennella Young
Chief Program Officer
jyoung@bwcleadership.org

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Legacy Network 2020 High School Summer Internship Program Application Checklist

Name:

Date:

In order for your application to be considered, you must submit **ALL** of the following materials by **Thursday, March 12th at 5:00pm NO EXCEPTIONS**:

- Completed Enclosed Application Form
- Resume (if you have one)
- Short Answer Responses
- Copy of Latest Transcript and Report Card
- Copy of Class Schedule with Dismissal Times
- List of After School Activities with Times/Dates
- List of Possible Summer Plans (school, camp, vacation, etc.)
- Copy of Working Papers (MANDATORY)**

(If you do not already have working papers, you will need to obtain them from your school by Friday, March 27th. Failure to do so may delay your pay, even if you have been selected for the program.)

It is your responsibility to ensure that your forms are completed fully, accurately and neatly. Please review your application materials thoroughly prior to submission.

In addition, you must attend the **Annual Career Panel on Wednesday, April 1st, 6:00 to 8:00 pm** at the Beginning with Children Middle School on 11 Bartlett Street, Brooklyn, New York.

Applications may be submitted in **person, scanned and emailed to**:

Jennella Young
ATTN: Alumni Legacy Network
High School Summer Internship Program
Beginning with Children
217 Havemeyer Street, 2nd Floor
Brooklyn, NY 11211
E-mail address: jyoung@bwclegacy.org

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2020 High School Summer Internship Program Application

APPLICANT CONTACT INFORMATION				
Full Name:			Date of Birth:	
Address:			Apartment Number:	
City:	State:		Zip Code:	
Home Phone:	Student Cell Phone:		Receive text: <input type="checkbox"/> Yes <input type="checkbox"/> No	
E-mail Address:		Facebook or other social media handle:		
SCHOOL INFORMATION				
Name of High School:			Middle School Attended:	
Grade:		Grade Point Average:		
Please list all Regents Exams taken and <i>passed:</i>				
Will you be first in your family to attend college? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you qualify for free or reduced lunch? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please make sure to attach a copy of your latest report card and transcript.				
EMERGENCY CONTACTS				
1. Name:	Number:		Relationship:	
2. Name:	Number:		Relationship:	
3. Name:	Number:		Relationship:	
PREVIOUS WORK EXPERIENCE				
Do you have working papers? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no," please note that you will need to obtain them from your school by Friday, March 27 th .				
Have you ever had a job or internship, including through our internship program? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes," please list them and describe your responsibilities below:				
	Dates	Employer	Responsibilities	Supervisor
1.				
2.				
3.				

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ACTIVITIES
What school, extracurricular activities and volunteer work have you participated in throughout high school? List all, including dates of participation. Feel free to attach a resume instead. <i>Examples: Baseball/Captain (2009-2010); Key Club (volunteer organization)/Member (2011-2012); Student Council/Treasurer (2012-2013).</i>
SPECIAL SKILLS
Do you speak languages other than English? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what are they and how fluent are you? <i>Examples: Basic knowledge of Italian; conversational fluency in Spanish.</i>
What other special skills do you have? Include skills with computers, art, music, sports and other notable talents. <i>Examples: Advanced skills in Microsoft Word; trained pianist; photographer.</i>
PERSONAL AND EDUCATIONAL GOALS
What specific knowledge, skills and abilities would you like to gain from the program? List your top 3. <i>Examples: Learn about resume writing; improve public speaking skills; gain general work experience.</i>
1.
2.
3.

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CAREER INTERESTS
List the top 3 career fields you are most interested in and why. <i>Examples: medicine; education; office work.</i> Please note that while we do our best to match you at sites in your interest area, it is not guaranteed.
1.
2.
3.
AVAILABILITY
What time do you get out of school on Wednesday? Please make sure to attach your school and after-school activities schedule.
Do you anticipate having conflicts getting to the training sessions in Brooklyn on time (by 4:30 pm)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain.
Are you available for all our Professional Training sessions (every Wednesday, May 1 st to June 26 th), through the duration of the Summer Internship Program (July 6th to August 13th) and for the Summer Internship Luncheon (Friday, August 14th) ? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Seniors with commitments related to graduation or pre-college activities may still qualify with necessary documentation.</i>
What other weekly commitments or plans will you have over the summer? <i>Examples: class; camp; vacation.</i> List dates and times.
WAIVER OF UNDERSTANDING
I understand that the Beginning with Children High School Summer Internship Program is an intensive 16-week professional experience. I commit to attending all workshops and activities. I understand that failing to do so without 24-hour advanced notice can jeopardize my participation and compensation. I also understand that I must represent myself in an appropriate and professional manner at all times. I have read the application and the letter in its entirety and have answered all the questions honestly and accurately.
*Student Signature: _____ Date: _____
Parent/Guardian Name: _____
*Parent/Guardian Signature: _____ Date: _____
*NOTE: If submitting this application via e-mail, you must still submit a signed copy of this waiver of understanding.

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We want to know more about you

On a separate sheet of paper, please answer **all** of the following questions. Each answer should be ~200 words each. Please make sure to proofread your answers.

1. How has participating in the BwC Legacy Network helped support your personal, educational and professional goals? If you have not participated in the Legacy Network, please share how you hope to take advantage of the program to support your future goals.
2. Your internship will likely give you an opportunity to contribute to your community. What do you think are some of the biggest challenges in your community? How do you think high school students can help?
3. What are your strengths and weaknesses? How do you think the internship will help you improve upon your weaknesses?
4. Tell us about some of your greatest accomplishments. Brag a little. Tell us about your awards, activities: sports/plays, etc.
5. If chosen for the Legacy Network Summer Internship program, what will make you a valued intern?