



Hawaii Chinese Association

夏威夷華人聯誼會

c/o Carol Tsai 蔡禮如, President

1177 Queen St. #2002, Honolulu, HI 96814

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HCA Internship Program and Application for 2013-2014

HCA Internship Program: \$700 cash award/applicant/event

Requirement: The intern will participate in 1 of 3 HCA functions, (1) Spring Installation/Scholarship Banquet which will occur around Chinese New Year. (2) Chinese Songs Singing Contest (Karaoke), occurs around May to June. (3) Moon Festival around September.

1. HCA will award one-half of internship upon selection of applicant for each event, the balance internship award will be presented during the conclusion of each event.
2. Intern will be expected to Attend & participate in 2-3 Board meetings prior to event, work with event chair to design ticket, program & advertising material, etc. estimate 10 hours total time, then attend final event with parents or friend as guests of HCA.
3. The intern should review the time frame of each event and select an event that they can participate in. HCA will involve the intern with planning, developing, and executing of our events. Total 3 interns.
4. At conclusion of event HCA will present Intern with Community Service Award.
5. HCA reserves the right rescind the internship award if applicant defaults on his/her obligations, such as not responding and not attending meetings without reason.

Eligibility:

1. Any student at University or High School in Hawaii who is willing to commit to the tasks described above.
2. Must have some Chinese language capability and competent in computer skills in order to accomplish above task.
3. Preference will be given to members or children of members as member benefit.
4. Applicant must complete the application form, provide a short auto-biography, and submit 2 references from teacher and or/ community leader.

Website: <http://www.hawaii-chinese-association.org/>

Hawaii Chinese Association is IRS Approved 501(c)(3) Charitable Organization



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Application Form

English Name _____ Chinese Name _____

Sex _____ Age _____

Address : _____

City Honolulu _____ State _____ Zip _____

Email: _____ Phone # _____

School Name _____ Current Major _____

Proficient in Chinese : Y _____ N _____ Proficient in computer : Y _____ N _____

Experiences in community services :

Experiences in student organizations :

Hobbies and special skills :

The event I am interested and willing to participate in:

(1) 2014 Spring Banquet _____ Deadline Dec. 15, 2013

(2) 2014 Karaoke _____ Deadline March 2014

(3) 2014 Moon Festival: _____ Deadline July 2014

Applicant's Signature : _____ Date _____

“ Mahalo for your time and interest !