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Bill Cleavinger Internship Application Instructions

The Bill Cleavinger Internship Program was established in memory of Texas sugarbeet grower, Bill Cleavinger. Mr. Cleavinger was a respected and dedicated member of the grower community. Serving as the president of the American Sugarbeet Growers Association (ASGA) from 1988 to 1990, Mr. Cleavinger's sense of duty to this association and to his country went far beyond his term as president. Following his example, this internship is designed to encourage students from sugarbeet producing areas to become active in the political process. Recognizing that the political support base for the sugar industry is a culture of small family farming communities, the hope for this internship is to inspire future generations to communicate their heritage and values to members of congress.

Interns work full time assisting the ASGA staff on a variety of tasks including those associated with administrative, legislative and trade issues. A research project will be assigned designed to meet the intern's interests and goals. Other requirements include keeping a journal of their activities and writing a report to the ASGA Board Members upon completion of the internship. This requirement is an addition to any required work necessary to earn college course credit, if pursued. Dress in Washington, DC is business professional, and interns will be required to conform to those standards.

There are many intern-centered organizations and volunteer opportunities in the DC area, and we encourage our interns to get involved. Visiting historical sites and museums in the area is important to the overall intern experience; therefore a tour of the U.S. Capitol will be arranged, as well as any other tours that are available. Interns typically meet several members of congress on this internship and gain an understanding of the political process under the wing of one of the world's most effective lobbying organizations.

A scholarship fund is allocated to help defray internship costs. The scholarship will cover up to 8 weeks of rent in a shared dormitory **paid directly** to American University (AU). Airfare and Metro rail costs to/from ASGA will be covered. Please refer to the American University website for more information about campus life and accommodations. The length of the internship is 8 weeks, during June and July. Please specify your availability, preferred start date and any conflicts during the timeframe above.

Minimum requirements for applicants:

- Junior or senior level status at a 4-year, accredited university.
- Experience with sugarbeet production through farm work or through 4-H type projects.
- GPA of 3.0 or better
- Official copy of your university transcript.
- Completed application form.
 - Demonstration of a sound knowledge of Microsoft computer systems and applications.
 - Demonstration of superior writing skills.
 - Demonstration of knowledge and interest of sugar issues.
 - Demonstration of goal-oriented attitude.
- Résumé
- Cover letter introducing yourself and indicating exact dates you are available.
- One letter of recommendation from a professor or employer that can verify your abilities. This may not be a family member. Please send only one letter of recommendation.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Applications are due to the ASGA office by **March 31 at 5:00pm EST**. You may mail, email or fax your application. If you have any questions about this internship or the application process, please contact Pam Alther at the contact information stated above.

Applications are reviewed by a small committee of senior ASGA members. All indications of race, gender, political persuasion, and affiliation to grower associations, locality or any other personally identifiable characteristics will be blacked out before being sent to the review committee. We expect to have a decision as to who our intern will be by approximately first week of April.

Tips for writing your application responses:

- Fill out the forms completely and accurately. Be sure to request your transcript early so that they can be received prior to the closing date of the application. **ASGA DOES NOT ACCEPT INCOMPLETE APPLICATIONS.**
- Have someone review your essays to check for logical argument flow and word choice. The essays are more about your writing ability than they are about the content.
- Do your research on the sugar issues essay! We are looking for someone who knows how to carry out thorough and accurate research. Use less fluff and more empirical data and analysis.
- Keep essays within the length granted. Try and fill the box as much as possible without going over.
- Try and keep your resume to one page.
- A good recommendation letter can verify the claims you make in your essays about your goals and abilities.
- Don't be late! **March 31 at 5:00pm ET is the deadline. NO EXTENSIONS WILL BE GRANTED.**

Application Check List	
	Cover letter introducing yourself, including the exact dates you are available.
	Résumé.
	Completed application form.
	One letter of recommendation from professor or employer who can verify your abilities.
	Official copy of your university transcript.

Bill Cleavinger Internship Application

Section 1: Contact Information

Name:	
Permanent Address:	
School Address:	
Phone number:	
Email:	

Section 2: University Information

University:	
Major/Minor:	
GPA:	
Expected Graduation Date:	

Section 3: Extra Curricular & Leadership Activities

Name of group	Description of group and your involvement in leadership

Section 4: Essay Questions

Describe your level of computer literacy. (e.g. Microsoft programs, network/server maintenance, etc.)
What do you consider the most important issue facing America's sugar growers today, and why?

Why is an internship at the American Sugarbeet Growers Association important to your career goals?

What specific experiences or educational opportunities are you seeking as an intern?

Describe any political or activist activities you have done. If none, tell what you would do to have your voice heard in government.

