



## APIMEDA Scholar Leadership Program CCR Checklist

**Name:**

**PID:**

**Student organization:**

**Email address:**

<b>Task</b>	<b>Notes</b>	<b>Date(s) Completed</b>
Attend a Discovering Your Career Compass Workshop	Workshops occur once per quarter	
Meet with a Discovering Your Career Compass Workshop facilitator	APIMEDA Program Manager can help to refer you to an appropriate facilitator. You must bring the completed copy of the Career Compass worksheet to your meeting with this facilitator.	
Attend an Ask APIMEDA series event	Ask APIMEDA series events happen twice per quarter.	
Attend an APIMEDA Scholar Leadership approved event	This can be a second Ask APIMEDA series event if the topic is different.	
Be an active member of an APIMEDA affiliate student organization	For organizations with meetings, meeting attendance and frequency will need to be verified. For organizations without regular or frequent meetings, executive members should discuss an arrangement with the APIMEDA Program Manager.	
Volunteer with APIMEDA Programs and Services or a pre-approved APIMEDA affiliated org event. Please communicate with the APIMEDA Program Manager to have your volunteer work pre-approved and to submit verification of your volunteer time.	<p>Volunteering may be for more than one activity and must meet a minimum number of hours. APIMEDA events might include ASCEND, APIMEDA events for Triton Day and Transfer Triton Day, or other events as advertised. Pre-approved APIMEDA affiliated org events include:</p> <ul style="list-style-type: none"> <li>• Being an Facilitator for the APSA High School Conference, KP High School Conference, or the MSA High School Conference</li> <li>• Being a family head for KSCC</li> <li>• Volunteering for at least a minimum number of hours for:               <ul style="list-style-type: none"> <li>• CSA Culture Show</li> <li>• NSU Matsuri</li> </ul> </li> </ul>	

Create a resume and either a cover letter for a job or a personal statement for a graduate school application.	Documents will need to be submitted to APIMEDA Program Manager to be shared with designated staff or alumni for review.	
Meet with the person who reviewed your resume and cover letter/personal statement for feedback.	You will be responsible for setting up this meeting, which can be in person or over a video format.	
Complete a career informational interview.	If you have someone with who you would like to do this, please share that information with the APIMEDA Program Manager. If you would like to be connected with someone, please connect with the APIMEDA Program Manager for assistance.	
Submit a one-page reflection essay regarding your career informational interview.	Essay should reflect on what you learned and what this means for what you would like to do moving forward with your career.	
Email APIMEDA Program Manager this completed form	All information will need to be verified before CCR information will be confirmed as completed.	