

## Constitutional Rights Foundation Orange County

### Contact Info:

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\* Internship is available to all Orange County College Students and Orange County High School Seniors. For questions or to apply please contact Wendy Townsend, Program Manager

### About the Organization:

The Constitutional Rights Foundation, Orange County (CRF-OC) is a non-profit, non-partisan educational organization. Our mission is to involve and empower youth to become active, responsible citizens. Established in 1981, CRF-OC combines a variety of educational formats, outside of the traditional classroom, with hands-on experiences and direct contact with the individuals who make our systems of business, justice and government work. CRF-OC provides interactive business and law related programs, which help Orange County high school students develop skills for mastery of state standards for history and social science. Community partners from the worlds of law, business, government, education and the media participate in and support CRF-OC. Each year, over 10,000 young people and volunteers from Orange County's various communities participate in our programs: Mock Trial, Peer Court, Business Issues Conference, Law Day Conference, and Constitution Day Conference.

### Internship Description:

The Field study students will work directly with both the program and fundraising departments of the CRF-OC. The Internship will vary depending on the timing of the placement. Interns are subject to fingerprinting and background check.

The Program Rotation will consist of shadowing the program coordinator; assisting them in communicating, coordinating, scheduling, and facilitating CRF-OC's programs (listed below). The student will attend the programs and interact directly with students, educators, attorneys, judges and other community volunteers.

Peer Court: A judge presides over a real juvenile hearing, attorneys act as advisors and students serve as jurors to assess the case and assign sanctions to young offenders. *Student must be available on either Tuesday, Wednesday or Thursday afternoon's (excluding summer internships).*

Mock Trial: Using a simulated criminal court case, students explore current and complex legal, social and constitutional issues. Each year in the Fall, student teams from over 40 local high schools prepare to enact every role in a trial with the guidance of attorney and teacher coaches. The teams meet at the Central Justice Center for eight rounds of competition, Tuesday and Thursday evenings from 3:00-9:00pm. *Students must be available for all 8 Rounds of competition from 3:00-9:00pm*

Business Issues Conference: Over 1,100 high school students attend workshops given by local business leaders on topics ranging from corporate and entrepreneurial business and technology to managing credit and preparing for a successful interview.

Law Day Conference: The conference brings students, judges, attorneys and teachers together to share opinions on topical constitutional issues. The workshops are thought provoking and lively as students explore constitutional issues that they face on a daily basis. Workshop participants are challenged to think about and debate their rights as citizens and how these rights come with civic responsibility.

Constitution Day Conference:. This conference features the “Life of a Constitutional Amendment” in a variety of interactive formats: a grass roots “soap box” debate for its formative stages, a mock Continental Congress with debate and voting for its adoption, and a showcase oral argument of its constitutionality before a “Supreme Court” panel by select attorneys. High school students learn, through the workshop process, that the Constitution is a living document that governs our everyday lives.

The Fundraising Rotation will consist of assisting the Development Director to identify new prospective donors and volunteers, and manage the Raiser’s Edge database. The student will use the Internet and networking skills, to build lists of potential donors; using, Raiser’s Edge, the student enters the prospects into the database, develop and assist in developing and sending letters and e-mails that will educate prospects about the mission and vision of CRF-OC and cultivate their financial and volunteer support.

#### Rotations:

- **Fall Quarter**, students will spend 5% of their time on the Constitution Day Conference, 10% on Fundraising/Annual Benefit, 80% on the Mock Trial Competition and 5% on Peer Court.
- **Winter Quarter**, students will spend 20% of their time on the Mock Trial competition/ luncheon, 5% on Peer Court, 10% on the Business Issues Conference and 65% on Fundraising.
- **Spring Quarter**- the student will spend, 10% on the Law Day Conference, 15% on Peer Court and 75% on Fundraising.
- **Summer Quarter #1 & # 2-** Student will spend 80% of their time on Fundraising and volunteer recruitment 5% on Constitution Day, 5% on Mock Trial and 10% on Peer Court.

#### Note:

To apply for this internship submit your resume to the Program Manager; please visit our website: [www.crfoc.org](http://www.crfoc.org) to review our organization before applying.

#### Skills Required:

Student must be as self starter and detail oriented with strong verbal, reading, comprehension, organizational, research and time management skills; and must have confidence speaking in person and on the telephone. The student must have working knowledge of computers and Microsoft Office Applications; web design, data base knowledge and foreign language skills are a plus but not required.