

**Student Intern Program**  
at the  
**Polk County Community Foundation**  
**2008 Guidelines**

The Polk County Community Foundation is pleased to announce the Student Intern Program for 2008. \$15,000 is available for high school summer intern grants in 2008. The agency will be responsible for the hiring of interns directly under guidelines provided by the Foundation.

The Polk County Community Foundation will provide the grant directly to the agency. The agency will be responsible for the intern's hiring, training and salary payments. The intern is an employee of the agency.

The Foundation continues to support employment opportunities that benefit both the agency and the intern, funding the salary of the intern at a rate of \$7.00 an hour plus the agency's share of FICA. Each intern's salary is to be treated as income to the intern, subject to FICA and income taxes.

**Agencies:**

Participating agencies must be actively offering charitable and beneficial programs within the area served by the Polk County Community Foundation.

**Internships:**

Priority will be given to challenging, well-supervised internships that provide interns with a meaningful role in planning and carrying out a special program or project of the agency.

Preference will be given to agencies providing internships with the following components:

- An assignment that has broadly applicable learning experiences
- An assignment to a special project or distinct set of ongoing responsibilities that develops technical/professional skills
- An orientation program that is complete and thorough
- Effective supervision of the intern and mechanisms that help the intern recognize what he or she is learning with emphasis on the importance of nonprofit service to American society, specifically to our community.

**Intern Selection Requirements:**

During the period of employment, the student must be an actual or rising freshman, sophomore, junior or senior in high school. ("Rising" is a term used in the summer to refer to the student's status for the upcoming school year.) During the period of employment, the student must be enrolled in high school or involved in a home school program. Interns must be at least 14 years old.

Interns who have benefited from the Polk County Community Foundation's internship program in past years may be hired by a different agency, but not the same agency.

Family members (children/siblings/grandchildren) of board and staff at an agency are not eligible to be hired as interns at that agency.

Interns will be asked to fill out a report form regarding their experiences as an intern with your agency.

**Disclaimer:**

The Polk County Community Foundation will not train, employ, supervise, pay or discharge the interns. The Polk County Community Foundation disclaims any and all liability in connection with the internships to the interns, other employees and agents of the agencies, to the agencies themselves, and to all third parties. Each agency assumes responsibility for any and all liability to its intern, other employees and agents of the agency, and third parties.

**Questions?**

For additional information concerning this or other grant applications, or help with your unique situation, please contact our Grants Manager, Cathie Campbell, at the Polk County Community Foundation.

You may visit us at 255 South Trade Street, Tryon, NC or at [www.polkccf.org](http://www.polkccf.org); call 828-859-5314; or email: [ccampbell@polkccf.org](mailto:ccampbell@polkccf.org).

Deadline: by 1:00 p.m.	Notification Date
Tuesday, January 22, 2008	By March 21, 2008

**Please submit applications to:**

**Polk County Community Foundation  
255 South Trade St.  
Tryon, NC 28782**

Student Intern Program  
at the  
Polk County Community Foundation  
2008 Application

In order to be considered for funding, your agency must be actively offering charitable and beneficial programs within the area served by the Polk County Community Foundation.

I. COVER SHEET:

Date of Application: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Organization's EIN: \_\_\_\_\_

*Executive Director/President/Board Chair/Principal/CEO:*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact Person and Title (if different from above): \_\_\_\_\_

Phone Number (if different): \_\_\_\_\_

What is your nonprofit status? \_\_\_\_\_  
Enclose IRS 501(c)(3) letter (required) or explain your charitable status ( Unit of Government?  
Church? Other?)

Is your organization more than five years old? \_\_\_\_\_

Intern Supervisor's Name and Title: \_\_\_\_\_

Is Intern's Supervisor a Paid Staff Position? Yes \_\_\_ No \_\_\_ F/T P/T

Supervisor's Work Address: \_\_\_\_\_  
(if different)

Supervisor's Work Phone, Fax, Email: \_\_\_\_\_

Total Intern Grant request (for salary at \$7 an hour plus FICA)  
\$ \_\_\_\_\_

How many interns would you like? \_\_\_\_\_

## II. DESCRIPTION OF INTERN PROGRAM.

On a separate sheet of paper, detail the intern's job responsibilities, your proposed orientation program, and how the intern will be supervised.

## III. PROJECT BUDGET.

Identify the schedule for the internship, including the total number of hours the high school intern is expected to work per week and the estimated number of weeks the intern would work this summer. Include totals for hours and total estimated compensation.

## IV. REQUIRED FINANCIAL STATEMENT.

Attach an operating statement for the most recently completed full fiscal year, detailing your agency's expenses and revenues.

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Tuesday, January 22, 2008 by 1:00 p.m.	By March 21, 2008

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255 South Trade St.  
Tryon, NC 28782**

**Incomplete, incorrectly formatted, late, emailed or faxed applications will not be considered. If you wish, you may schedule an appointment well in advance of the deadline with our Grants Manager. During your appointed time, you may ask the Grants Manager to certify that your application has been turned in on time and is complete.**