

<b>2012</b>
<b>Non-Profit Intern Project Application</b>
<b>Leadership Lorain County Internship Program</b>
<b>(LLCIP)</b>

**Please complete all fields in the application. *Incomplete forms will be considered ineligible.***

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

Agency tax ID number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Location/s of project, if different from above:

- \_\_\_\_\_
- \_\_\_\_\_

Intern's direct supervisor: \_\_\_\_\_

**Payment Format:** Unless other arrangements have been made:

**Your Agency**  
100 percent (\$10.00/hour)

**Reimbursement from LLC to Agency**  
50 percent (\$5.00/hour)

***Reimbursements are made in two installments, one in late June 2012 and one in late August after the Intern Graduation Celebration.***

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

Printed name & title: \_\_\_\_\_

*Funding for the LLCIP is provided through the Nord Family Foundation*

*Complete on the other side*

**2012**

**Non-Profit Project Job Description Proposal**

*On separate sheets of paper please complete all questions on the application.  
You may include agency/program brochures or supporting materials, as needed.*

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

**1. Organization Information:**

*Please briefly describe your organization including its purpose and operating activity.*

**2. Describe your organization's specific need for a summer intern. Please include the type of support and supervision that will be provided for the intern.**

**3. What skills will the intern need to complete a ten-week work plan?**

**4. How would a college student benefit from experiencing an internship in your organization?**

**5. Knowing from past internships that interns often complete outlined duties ahead of schedule, what other professional opportunities might be available for the intern within your organization?**

**6. Please include an *Intern Job Description* specific to the duties you will be expecting your intern to complete. (Included is an example of one that has been used in the past from other agencies.)  
*You may submit more than one job description but please note on each their priority for your agency. Internships can be part-time starting at 20 hours to full-time at 40 hours a week.***

*Submit completed proposal to:*

**Leadership Lorain County**

**201 Burns Rd., Suite A**

**Elyria, Ohio 44035**

**Phone 440-366-4704**

**Attention: Clare Cygan Young**

***Deadline: Friday, December 19, 2011***