

## **AFPLI INTERN PROGRAM**

### **Intern Recruitment:**

AFPLI/CW Post/Molloy College Courses, member recommendations, self referrals, Philanthropy Day booth, Website, monthly meetings, promotional mailings, press releases.

### **Intern Selection Process:**

Formal application and sub-committee to review and select intern(s). The number of interns depends on the availability of funds and appropriate applicants.

### **Organization Intern Request Process:**

Organizations will be required to submit a Request Form to AFPLI for review and possible phone interview.

### **Length of Internship:**

12 weeks @ 15 hours a week (180 hours)

### **Total Stipend:**

\$1,500.00 (\$8.33 an hour)

- \$1,000: AFPLI funds designated for “Special Projects”
- \$500 + Expenses (IE business mileage reimbursement): Interning Organization.
- Note: Organizations unable to afford the \$42.00 weekly supplement **may** be granted an exception pending a written request from the organization.

It is important for the interning organization to financially participate in the project. \$42.00 a week should be manageable for most, however, this can be negotiable in the event that a grass roots or newly emerging organization can not afford to buy-in.

### **Payment Schedule:**

- Interns will be paid directly by AFPLI in two installments. The first will follow the mid term agency progress report. The second will follow the agency final report.

**Interning Organization Responsibilities:**

- Job Description – The position should be a clearly defined, substantive development project with measurable goals managed by the intern under close supervision. This is not a clerical internship.
- Regular one on one supervisory sessions to include two documented progress reports, critique, instruction and accountability.
- Final report to be reviewed and signed by the intern and organization supervisor and forwarded to AFPLI
- Formal letter of recommendation (if appropriate)
- Job Search assistance in conjunction with AFPLI Chapter resources (if appropriate)
- At least one member of the organization must be an AFPLI Chapter member

**Intern Responsibilities:**

- Must be an AFPLI Chapter member (eligible for scholarship)
- Adhere to agreed upon work schedule
- Be receptive to supervision
- Adhere to all organization policies and practices (dress code, ID badge, etc)
- Volunteer on a Philanthropy Day committee
- Submit two (2) confidential program reviews - mid program and final review to the AFPLI Chapter.