



# The Johnson Intern Program

## PARTNER ORGANIZATION REQUEST FORM

304 East Franklin Street - Chapel Hill, NC 27514

2008-2009 Program Year

919-929-2193 – johnson.intern@gmail.com

DATE: \_\_\_\_\_  New Application  Renewal

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

Executive Director: \_\_\_\_\_

Intern Supervisor \_\_\_\_\_

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

Phone, Fax, Email \_\_\_\_\_

\_\_\_\_\_ Agency Website \_\_\_\_\_

### PLEASE CHECK APPROPRIATE STATEMENT

Our organization **IS** interested in having a Johnson Intern(s) for the 2008-2009 program year.

Intern Job Title (Please attach a full job description) \_\_\_\_\_

Our organization **IS NOT** interested in renewing our application for a Johnson Intern for 2008-2009.

*Use a separate sheet for the longer questions below:*

This application provides a **general overview** of the items requested in the Statement of Agreement between Johnson Intern Program and its host sites. Johnson Interns typically work Monday through Thursdays from 9 a.m. to 5 p.m. On Fridays they participate in leadership training and professional development that greatly enhances their service to your organization. We hope to partner with you for some of this training, and invite you and your staff to participate in some of our classes.

***Please return this form no later than April 15, 2008***

*Completion of this form does not commit you to hosting an intern nor guarantee a placement with your organization. Please return this form to Johnson Intern Program at the address shown at the end.*

1. Please describe the mission of your organization, and the general objectives of the program in which the Intern would work:
  
2. Where would a Johnson Intern be placed within your agency (department, office, or service site location, etc.)?
  
3. What would the general position duties consist of for the Johnson Intern (please attach a full job description)
  
4. Who would supervise the Intern? What is this person's title? Will they attend the JIP Orientation meeting before the interns arrive? Are they willing to meet with JIP personnel 2-3 times during the year?
  
5. Please attach a detailed plan for the orientation of a Johnson Intern to your program.
  
6. What is the size of your organization?  
  
\_\_\_\_ # Full-time staff  
\_\_\_\_ # Total staff  
\_\_\_\_ # Regular volunteers  
\_\_\_\_ # of service sites

Approximate Annual Budget: <hr/>
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6. Is your organization sponsored by a faith-based organization? Please describe.

7. Johnson Interns must be engaged in direct service 80% of their service time. Per the Americorps definition, direct service is *work that addresses human need, the environment, public safety, and/or education in one form or another. It is working directly with people to make change, or doing work that is involved in making that direct change. It can be outreach, case management, training, teaching tutoring, mediating, cleaning, counseling, recruiting volunteers, catching up on paperwork related to clients, preparing for class, coaching, listening, cooking, serving, providing health care, food, clothing, etc.* You see, then, that direct service is more than face-to-face contact. In addition to their time with you, Johnson Interns will accrue direct service hours in training. Please estimate the approximate percentage of time that the Intern’s position will be divided among the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Direct, in-person service to clients | <input type="checkbox"/> Office/Administrative work   |
| <input type="checkbox"/> Advocacy                             | <input type="checkbox"/> Teaching or public education |
| <input type="checkbox"/> Direct phone contact with clients    | <input type="checkbox"/> Other                        |

8. Does the position entail any of the following activities (If the position involves any of these activities, please provide an approximate number of hours per week. This question relates to whether the position is eligible for an AmeriCorps Education award, and does not necessarily make the position ineligible for a Johnson Intern):

- |   |  |
|---|--|
| <input type="checkbox"/> Fund raising   | <input type="checkbox"/> Proselytizing and other activities that involved religious instruction or worship                 |
| <input type="checkbox"/> Union organizing or discouragement of union organizing                   | <input type="checkbox"/> Provide direct benefit to a for-profit entity, labor union, or politically partisan organization. |
| <input type="checkbox"/> Political Advocacy (voter registration, endorsement of candidates, etc.) |  |

9. If we are able to offer an AmeriCorps Education Award to the Intern at your site, this will require the supervisor to sign monthly time logs (perhaps in addition to that required already by your site) and one final activity report, to ensure that no ineligible hours (some of the activities described in question 8) are counted on those time logs, and to have an AmeriCorps sign present on site. JIP staff will gladly provide orientation to these rules. Will this present any problems for your program?

10. Is there any required driving in this position? If so, will the organization provide an agency vehicle and appropriate insurance?

11. If the Intern provides the vehicle, we require the organization to provide reimbursement for mileage at the Federal rate. Is this a problem? Many of our interns do not have their own cars.

12. Can your organization commit to an annual expense of \$10,500 (\$10,200 plus \$300 enrollment fee) to support the cost of the Intern for 32 hours each week?

13. What is the source of funding that you anticipate using for Intern expenses?

14. Will the Intern be replacing a current staff member?

15. Can your worksite accommodate individuals with disabilities? Please note any major limitations.

16. Will you be able to accommodate site visits by the JIP Program staff (approximately 3 hours of time commitment per year)?

17. Interns have the following vacation/holiday schedule including the following: two days for Thanksgiving, Christmas day and the subsequent days up to and including New Year's, MLK Day, Good Friday, and Memorial Day. Interns have an additional five discretionary vacation days from work that they will negotiate with their site supervisor in consultation with the JIP Director. Is this acceptable to your organization?

STATEMENT OF AGREEMENT

Please check off the following:

If a Johnson Intern is placed with our organization, we understand the following:

- The Intern will be employed by our organization for 32 hours a week and will start in mid-September, 2008, with a tentatively final working date of June 30, 2009;
- The Intern will be supervised by our organization, but any significant problems in work performance will be brought to the attention of the Johnson Intern Program;
- Upon acceptance into the program our organization will pay a \$300 administrative for each placed Intern.
- The cost of a Johnson Intern will total \$10,500 from September 2008 through June 2009, with monthly payments of \$1,020 made from September through June.
- I/we have read the Statement of Agreement, and accept its tenets.

**Please sign and return to: Susan Gladin, Director  
Johnson Intern Program  
304 East Franklin Street  
Chapel Hill, NC 27514**

**Please include an intern job description, a copy of your organization's brochure, and other pertinent information with this form. Thank you for requesting a Johnson Intern.**

\_\_\_\_\_  
Signature of Agency Director

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

***Please return this form no later than April 15, 2008***