



INTERNSHIP APPLICATION FORM

The Make-A-Wish Foundation® of Central & Northern Florida is an equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, Sexual orientation or national origin is prohibited. In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and your resume.

INTERNSHIP PROGRAM INFORMATION

The Make-A-Wish Foundation® of Central & Northern Florida offers internships in Orlando, Tampa and Sarasota, FL. The internship program is designed to provide students and recent graduates with business experience in the non-profit realm.

Eligibility: Generally students must be in their junior year or beyond in their respective college or academic institution.

General Information: Interns are expected to work between 15 and 20 hours a week during an 8 to 12 week internship period. Internships are offered during the Summer, Fall, and Spring semesters. Interns may receive academic credit if an agreement is made between the Make-A-Wish Foundation Program Services Department and the intern's college or university.

Application Procedures: Candidates must complete an application form and submit it with their cover letter and resume.

Mail or Fax Applications to:

Pamela Pinder – Internship Program
Make-A-Wish Foundation of Central and Northern Florida
1020 N. Orlando Avenue – Suite 100
Maitland, FL 32751
Fax – (407) 622-5803

Where to Go for Further Information: Please call the Make-A-Wish Foundation of Central & Northern Florida's Volunteer Department: (407) 622-4673 Pamela Pinder

Make-A-Wish is an Equal Opportunity Employer.

What is The Make-A-Wish Foundation?

The Make-A-Wish Foundation is the world's largest wish-granting organization, with 67 chapters in the United States and over 28 international affiliates spanning five continents. The Make-A-Wish Foundation was founded in 1980 after a little boy named Chris Greicius realized his heartfelt wish to become a police officer. Since its beginning more than 25 years ago, the organization has blossomed into a worldwide phenomenon, where in the United States alone a child's wish is granted every 40 minutes.

What Internship Opportunities Are Currently Available?

Program Services Intern (Orlando and Tampa offices only):

The intern will work with the Program Team with projects centered on fulfillment of the Foundation's mission. Their tasks will include, but are not limited to: processing Wish paperwork, researching vendors/donors for wishes, assisting with the planning and execution of the Wish, working with Wish Granting volunteers, survey data analysis, medical outreach, Volunteer recruitment, Volunteer training preparations, and quarterly newsletter design.

Development/Public Relations Intern:

The intern will experience several aspects of working in development at a nonprofit. Their tasks will include, but are not limited to: researching potential donors, cultivating current donor relationships, writing publications for e-newsletter and PSAs, media relations, public speaking, soliciting auction items, marketing events, learning new software programs, layout and design, organizing volunteers' schedules for day-of events, donor recognition, serving on event committees, assisting with special events and maintaining files and calendar of events.

Special Events Intern:

The intern will experience several aspects of working in development at a nonprofit. Their tasks will include, but are not limited to: researching potential sponsors, cultivating current donor relationships, writing PSAs, preparing and sending out sponsorship packages, media relations, public speaking, soliciting auction items, marketing events, learning new software programs, layout and design, organizing volunteers' schedules for day-of events, donor recognition, serving on event committees, assisting with special events, maintaining files and calendar of events.

Grant Writing Intern (Orlando and Tampa offices only):

The intern will experience several aspects of working in development at a nonprofit. Their tasks will include, but are not limited to: researching grant making foundations and organizations, researching potential donors, cultivating current donor relationships, writing grants, learning new software programs, donor recognition, and maintaining files.

What are you looking for in an Intern?

Program Services Intern: Child Development, Psychology, Social Work, Humanities, and Journalism majors preferred, but not required. Candidate will have to meet newsletter and Wish deadlines. Candidates with strong interpersonal and organizational skills preferred.

Development/Public Relations Intern: Journalism, Marketing, Public Relations, Communications, or English majors preferred, but not required. The ideal intern must have strong organizational, written, and communications skills. Must be proficient with Microsoft Office (Word, Excel and PowerPoint). Attention to detail and the ability to work in a fast-paced, collaborative environment are critical. Candidate will have to meet PR and Marketing project deadlines and correspond with business professionals in the Orlando, Sarasota and Tampa Bay areas.

Special Events Intern: Journalism, Marketing, Public Relations, Communications, or English majors preferred, but not required. The ideal intern must have strong organizational, written, and communications skills. Must be proficient with Microsoft Office (Word, Excel and PowerPoint). Attention to detail and the ability to work in a fast-paced, collaborative environment are critical.

Grant Writing Intern: Journalism, Marketing, Public Relations, Communications, or English majors preferred, but not required. Candidate must have strong organizational, written, and communications skills. Must be proficient with Microsoft Office (Word, Excel and PowerPoint). Attention to detail and the ability to work in a fast-paced, collaborative environment are critical. Some grant writing experience preferred.

INTERNSHIP APPLICATION FORM

Personal Information:

Name(s) of Internship(s) Applied For: _____

Name: _____

School Address: _____

Permanent Address: _____

Telephone Number: _____

Email Address: _____

Social Security Number: _____ Date of Birth: _____

Are you legally eligible to work in the U.S.? _____

If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment?

Are you requesting that your college grant you credit hours for your internship? _____

Academic Information:

Current College/University: _____

Major: _____ Minor: _____

School Address _____ City: _____

State: _____ Zip: _____

Year in School:

____ Freshman ____ Sophomore ____ Junior ____ Senior ____ Graduate ____ Other

School Advisor or Internship Coordinator: _____

Contact Number or Email for Advisor/Coordinator: _____

Will you receive course credits for this internship? ____ Yes ____ No

Have you completed any prior internships? ____ Yes ____ No

If yes, please describe _____

Community/Professional Information:

1. Community/professional organizations, honors and awards:

2. Activities relevant to the internship(s) for which you are applying:

3. How did you find out about the position for which you are applying?

4. Why you would like to work as a Make-A-Wish intern?

Availability Information:

Session Length: _____ Semester _____ Summer _____ Other

Months available (Minimum requirement is 3 months):

_____ January _____ February _____ March _____ April _____ May _____ June
_____ July _____ August _____ September _____ October _____ November _____ December

Please indicate time available for Internship

Generally interns fulfill between 15-20 hours per week.

Hours Available:

Monday Tuesday Wednesday Thursday Friday

AM

PM

Maximum hours per week: _____ Date available to start _____

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Volunteer Agreement

I have read and signed the Volunteer Commitment Statement and the Conflict of Interest and Ethics Statement for the Make-A-Wish Foundation® of Central and Northern Florida and agree to conduct myself in compliance with the rules, regulations, policies, and procedures set forth.

In addition, I hereby give the Make-A-Wish Foundation permission to conduct a criminal history background check as mandated by the Make-A-Wish Foundation of America.

I also agree to disclose any future criminal charges, convictions, and/or violations.

Volunteer Signature _____ Date _____

ANNUAL CONFLICT OF INTEREST AND ETHICS ASSURANCE STATEMENT

As an employee or volunteer of the Make-A-Wish Foundation (the "Foundation"), I have an obligation to the Foundation and the constituencies it serves to comply with the highest standards of ethical conduct, including those set forth in the Foundation’s “Statement of Values, Code of Ethics and Conflict of Interest Policy.” I will not commit acts contrary to those standards, and I will promptly report to appropriate Foundation representatives the commission of such acts by others within the Foundation. I understand that my responsibilities include the following:

Ethics and Legal Assurance

- I will at all times: (a) perform my duties in accordance with relevant laws, regulations and Foundation policies and standards; (b) promote the attainment of the Foundation's legitimate and ethical objectives; and (c) represent the interests of all constituencies served by the Foundation and not favor special interests inside or outside the Foundation in connection with Foundation business.
- I will refrain from: (a) violating any criminal or civil law or regulation, the violation of which may reflect poorly on the Foundation; and/or (b) engaging in or supporting any activity that would discredit the Foundation.
- I will submit to a criminal background check every three years (or more frequently if required by the Foundation), and I agree to disclose at the time I execute this document and thereafter as the same may arise any official investigations of criminal activities, arrests and/or convictions involving me (other than for routine traffic offenses not involving drugs or alcohol).

Conflict Of Interest

I will either avoid, or will promptly disclose and excuse myself from any decisions involving, any activity or practice which conflicts with, or can be perceived as conflicting with, the interests of the Foundation, including but not limited to situations where I, or a relative, friend or business acquaintance of mine, proposes to provide goods or services to the Foundation for consideration.

- I will refrain from using Foundation property or resources for personal profit or advantage, or for any purpose not related to the activities of the Foundation.
- I will refuse any personal gifts, loans, favors or other consideration of more than nominal value from any Foundation vendor, sponsor or other outside party that would influence, or could be perceived as influencing, my actions or the actions of others.

Confidentiality

- During my involvement with the Foundation and thereafter, I will maintain the confidentiality of any information regarding the Foundation, wish children and their families, donors and volunteers that has not been released publicly, unless legally obligated to do otherwise.
- I will refrain from using or appearing to use confidential information acquired in the course of my service for unethical or illegal advantage, either personally or through third parties.

I have read, understand and agree to be bound by the above standards and by the Make-A-Wish Foundation's Statement of Values, Code of Ethics and Conflict of Interest Policy.

Print name

Signature

Date

Make-A-Wish Foundation® of Central and Northern Florida

Volunteer Commitment Statement

This form explains and clarifies the mutual commitment between yourself and the Make-A-Wish Foundation®.

The Make-A-Wish Foundation® of Central and Northern Florida grants the wishes of children with life-threatening medical conditions, to enrich the human experience with hope, strength, and joy.

As a community volunteer and representative of the Foundation, you are the primary contact to our Wish Families, our donors and the community. We are entrusting you with the critical nature of our mission and trusting you to protect the best interest of the Foundation in all ways. By signing, you acknowledge your understanding of and commitment to these expectations through the next 12 months. By signing, we in return acknowledge our commitment to you and understand that you are entitled to certain expectations of the Foundation as well.

As a volunteer and representative of the Make-A-Wish Foundation®, I understand that I am committing to:

- work constructively as part of a team, with other volunteers and staff.
- complete the appropriate training needed to conduct my volunteer responsibility (Wish Granters are required to be re-trained every 3 years).
- read all Foundation publications to stay up to date on Make-A-Wish policies and practices.
- adhere to Make-A-Wish performance standards, guidelines, ethical standards and code of conduct.
- place the best interest of the Foundation above my own personal feelings while volunteering.
- represent Make-A-Wish professionally and positively to volunteers, donors, wish families, and the public.
- notify the Foundation if I have a change of address, phone number, or e-mail address.
- return phone calls within 48 hours whenever possible.
- be fiscally responsible and budget-minded when conducting Make-A-Wish business.
- respect the confidentiality and privacy of wish families and donors.
- work to resolve conflicts with other volunteers and staff in a positive, productive manner.
- give and receive constructive feedback in a positive manner.
- notify the Foundation of any potentially unethical situation involving myself or other volunteers.
- avoid using my Make-A-Wish contacts to benefit myself or another organization or business.

As part of this mutual commitment, we commit to:

- recognizing that volunteers are vital to our mission and are extremely important representatives of the Make-A-Wish Foundation.
- deliver the same respect and courtesy as donors, wish families, and staff.
- respecting that volunteers have busy lives outside of Foundation business.
- provide you with appropriate and thorough training, proper tools and instructions.
- provide a Volunteer & Wish Granting Handbook with information, performance standards, and code of conduct.
- provide constructive feedback and coaching, and meaningful recognition programs.
- be professional and courteous at all times and appreciative and respectful of your time.
- return phone calls within 48 hours whenever possible.
- work to resolve conflicts in a positive and productive manner.
- provide communications that keep you informed of events, training, and opportunities.

Volunteer Signature _____ Date _____



Please fill out the following and return or fax this form to the following address:

Make-A-Wish Foundation
Attn: Pamela Pinder, Volunteer Coordinator
1020 N. Orlando Ave. Suite 100
Maitland, FL 32751
Fax: 407-622-5803

By answering the following questions, you will help us assess the qualifications of this prospective volunteer. Our organization is dedicated to fulfilling the wishes of children with life-threatening illnesses and information provided by you is appreciated and will be kept confidential. Thank you for your time and participation.

Sincerely,

Pamela Pinder
Volunteer Coordinator

Name of Person you are referring: _____

Your Name: _____ Phone: _____

Address: _____

Relationship to individual: _____ Length of relationship: _____

What are his/her best qualifications in regard to children? _____

- Dependability: Very Dependable, Generally reliable, Often disappoints, Irresponsible
Cooperation: Exceptional, Cooperative, Causes friction, Troublemaker
Initiative: Industrious, Conscientious, Indifferent, Lazy
Attendance: Excellent, Seldom misses, Often misses, Chronic absentee

In a sentence, please describe the potential volunteer's best quality: _____

Is there anything that you are aware of that would not make this person a suitable volunteer for the Make-A-Wish Foundation®?

Please feel free to offer comments about this potential volunteer that may be of interest to the Make-A-Wish Foundation®.

Signature: _____

Date: _____



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