



2017 Youth Leadership Program

Celebrating 10 Years of Youth Leadership Development

Host Site Application

About the Initiative

Founded in 1993, the **NC Community Development Initiative** drives innovation, investment and action to create prosperous, sustainable communities. The Initiative builds partnerships, leverages and invests resources, and creates a system of support for social enterprises that advance community economic development strategies. These strategies include affordable housing, job creation, and asset preservation. The Initiative and its certified community development financial institution (CDFI) lending subsidiary, Initiative Capital, support local and regional community economic development with financial investments, innovation, and leadership development. The Youth Leadership Program is just one element of the Initiative's overall focus on supporting talent and fostering success in the state's low-wealth communities.

About the Program

The Initiative's Youth Leadership Program provides rising high school seniors (having just completed their junior year) with a unique, paid, learning and work experience that will familiarize them with the community economic development and general nonprofit sector. The Program, now in its ninth year, is designed to create a pipeline of young leaders who emerge from the program prepared to address creatively community economic development challenges.

The internship includes seminars, site visits and practical work experience. Interns will contribute to projects, gain insight into the functions of the selected organizations and learn about the nonprofit sector's various components. The program places approximately 24 students from across the state in paid internships with community-based organizations for five weeks.

Organizations that host interns benefit by having a full-time worker for the summer whose wages are provided by the Initiative in the form of a pass-through grant. Organizations are also energized by their intern's creativity and perspective and enriched by the experience of mentoring an exceptional young leader. Below are the program goals in brief:

- Access to unique internship work experience for high school students who face economic, cultural and geographic barriers to such opportunities.
- Exposure to the community economic development and general nonprofit sector through a full time, five-week placement with host organization in their community.
- Immersion in innovative leadership development training through full group, field trip and training sessions.

Program Details

The Initiative expects the internship experience to serve as concrete work experience for each student. Students work the same hours of their host organization, which generally ranges from 32-40 hours a week. The student can work on any meaningful projects that are already in progress. Host organizations may also choose to create a specific project for the intern to complete. Past Interns have worked on a tremendous variety of projects, including, but not limited to, the following:

- Develop community outreach campaigns
 - ✓ Develop and lead financial literacy programs for community-based workshops.
 - ✓ Coordinate ‘Stop the Violence’ day rallies.
 - ✓ Create and translate communication materials for the Latino community.
 - ✓ Create and implement methods of increasing the organization’s social media presence.
 - ✓ Coordinate a community health fair.

- Create and manage youth programs
 - ✓ Develop a Summer Arts program resulting in a community art showcase.
 - ✓ Coordinate a Summer Food Service program.
 - ✓ Plan and develop after-school program while serving as a mentor.

- Document the host organization’s work
 - ✓ Implement methods to create photo/video archive.
 - ✓ Interview past clients about their testimonials (experience/success).
 - ✓ Create and/or revamp communication materials (i.e. weekly newsletters).

The student is responsible for his/her own transportation to the host site. Through the Leadership Academy, students also receive development training that takes place in Raleigh, NC for three sessions during the program. The student is responsible for arranging transportation to the trainings in Raleigh and must be accompanied on these trips by a parent/guardian. During the Leadership Academy, the students connect with their peers and industry leaders to learn about topics such as, but not limited to: conflict resolution, financial literacy, servant leadership principles, entrepreneurship, effective communication, and ethics and personal values. **The sessions will be held June 15-16, July 6-8, and July 27-28, 2017.** Host organizations are not required to attend the sessions, but will be invited and are encouraged to attend the program’s closing ceremony.

Selection Criteria for Host Organization

The Initiative will consider the following criteria when reviewing host organization applications:

- Offers practical and substantive experiences to enhance the high school student’s learning potential.
- Clearly outlines the intern’s responsibility, providing well-written and concise objectives.
- Assigns a specific employee to supervise intern and provide periodic and final evaluations.
- Provides a challenging learning experience that can be completed within five-weeks.
- **Prohibits** the use of an intern as a “gopher” or a member of the clerical staff.

Duties and Responsibilities

The Intern Host Site is to assume the following responsibilities:

1. Design Intern project that will address community needs in alignment with host organization's mission.
2. Welcome the Intern. Provide thorough orientation to organization. Provide ongoing support for him/her throughout the Internship Program.
3. Provide a dedicated workspace for Intern(s), including access to phone and computer.
4. Issue Intern pay in accordance with the Initiative's pay schedule.
5. Request that the Intern be reassigned to another internship placement in the event that the student's opportunity to learn is jeopardized.

The Supervisor is to assume the following duties:

1. Provide constructive assistance in determining the expectations and responsibilities of the Intern.
2. Ensure that other staff and Board of Directors understand the objectives of the Internship program and welcome the Intern to the organization.
3. Orient the Intern regarding organizational functions, office procedures, and physical facilities.
4. Clarify emergency procedures.
5. Systematically schedule time for "check-in" and supervision, as well as scheduled meetings during Initiative site visits.
6. Guide the student in the preparation of selected learning situations, administrative tasks, leadership functions, and planning.
7. Continually clarify host site expectations of the Intern and his/her work.
8. Afford the student a "leadership" opportunity - for example, partnering in leading a staff meeting, providing him/her constructive feedback and positive encouragement on his/her performance.
9. Advise the Initiative of any circumstance negatively affecting the Internship situation and make helpful suggestions for improving the same.
10. Complete and send the Supervision Evaluation form to the Program Coordinator upon completion of the Internship Program.

The Initiative's Duties and Responsibilities:

1. Ensure that all Internship agreements are finalized with the Intern and Host Sites by Monday, June 12, 2017.
2. Conduct one site visit per organization while the Intern is serving at the Host Site to ensure the experience is meaningful for all involved.
3. Respond promptly to Intern and Host Site requests for information and/or assistance.
4. Evaluate the Internship experience in consultation with the supervisor based on feedback, supervisor evaluation reports and on-site visits.
5. Support the Internship Host Sites and Interns in the process of providing leadership training.

Intern's Duties and Responsibilities:

1. Complete all required documents related to the Internship.
2. Participate in Pre-Internship Orientation meeting and subsequent Leadership Academy Forums in Raleigh.
3. Make transportation arrangements to/from Intern Host Site and to Leadership Academy Forums.
4. Secure a Chaperone to accompany them to Leadership Academy Forums.
5. Report any serious concerns to the Initiative's Program Coordinator, as well as the Host Site (if appropriate).
6. Complete and send the Intern Evaluation form to the Initiative Intern Coordinator upon completion of the Internship Program.

Intern Pay & Schedule

Interns will receive \$2,250 for participating in the full five-week Internship Program. Failure to complete the entire program may result in loss of remaining stipend amount. Participants will be paid semi-monthly. This funding will be mailed to the host organization prior to the first pay period.

The entire grant amount must be passed through and payable to the intern in three equal payments of \$750.00. The pay schedule is as follows: June 30, July 14, and July 28, 2017. Each host organization must prepare a 2017 1099-MISC form to report the \$2,250 paid to the Intern. Additionally, as requests for Intern applications are solicited, received and vetted by the Initiative, the Interns are not officially employees of the host organizations. Work hours, grant amount and general job duties for the Interns are mandated by the Initiative's *Youth Leadership Program*. The host organizations do not participate in the selection or placement process of the Interns and the host organizations do not interview or hire the Interns in accordance with their hiring practices.

Guidelines for Completing the Application

A one page application (attached to this document) is required to be filled out by the host organization, which may be done in either of the following ways:

Online (Preferred Method):

- Submit the completed application at http://ncinitiative.formstack.com/forms/2017_hostsite_app

By Email:

- Send the completed application to grants@ncinitiative.org with the subject "2017 Youth Leadership Program"

By Mail:

- Mail completed application to:
NC Community Development Initiative, Inc.
Attn: 2017 Youth Leadership Program
5800 Faringdon Place, Raleigh, NC 27609

Key Points and Dates to Remember

Conference call with potential host sites.....	March 20, 2017: 11AM-12PM
Application submission deadline for Host organizations.....	April 14
Host sites notified of selection.....	April 24
Host sites notified of Intern selection.....	May 15
<i>First leadership session.....</i>	<i>June 15-16</i>
Interns report to host organization.....	June 19
<i>Second leadership session.....</i>	<i>July 6-8</i>
<i>Third leadership session.....</i>	<i>July 27-28</i>
Closing ceremony.....	July 28

- All correspondence will be sent to the daily supervisor. Please notify the Initiative of any changes to the supervisor and/or contact information immediately.
- Summer Interns should work full-time (32-40 hours/week) for five weeks from June 15 - July 28, 2017.
- The Initiative provides Interns' salary only. All other expenses (such as travel and work supplies) are the responsibility of the parents/guardian and your agency.
- Submission of and/or approval of a proposal does not guarantee that an Intern will be assigned to an organization.

Contact Information

The NC Community Development Initiative thanks you for your interest in hosting an Initiative Summer Intern. For any questions or concerns, please reach out to:

Barron or Katrina Damon

Program Facilitators

Phone: 919-858-6330

Email: grants@ncinitiative.org





Host Organization Information						
Organization:						
Street Address:						
<i>City</i>	<i>State</i>	<i>Zip Code</i>	<i>County</i>			
Main Phone Number:						
Designated Supervisor:						
Supervisor's Phone Number:				Supervisor's Email:		
Has supervisor previously had an Intern?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Has the organization previously had an Intern from the Initiative?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, which year(s)?
Proposed Intern Project						
<p><i>Please describe the project that your Intern(s) will be completing during the 2017 Youth Leadership Program. Be as specific and concise as possible. Your project MUST be focused on community economic development and provide growth opportunities to the intern. If additional space is needed, please attach a separate document.</i></p>						
1. Internship project objective:						
2. Major activities to be performed:						
3. Outcomes anticipated:						
4. Anticipated knowledge gained by Intern:						
5. List specific intern job duties:						
Anticipated Intern work schedule (check all that apply):			Weekdays/Mon-Fri: <input type="checkbox"/>	Weekends: <input type="checkbox"/>	Evenings: <input type="checkbox"/>	
Travel required?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, how much/where?			
Signature						
Signature:					Date:	

Applications must be submitted by Friday – April 14, 2017