

January 19, 2010

Dear Prospective Sponsor:

I would like to invite you to become involved with the Girls Inc. Eureka! Internship Program. Eureka! is a five-year program that provides leadership and educational enhancement opportunities for underserved teen girls in the East Bay. The goal is to build each girl's confidence in science, math, technology, sports, personal development and careers. During the final two summers of the program, the girls participate in internships that provide work experience, professional women role models and career exposure in nontraditional fields for women.

2010 marks Eureka's 18th successful summer and we are always looking for internship placements. To ensure that it is a positive experience for everybody involved, we provide job skills training for the interns and set high expectations for their work experience. We will also provide the girls with the transportation to and from their work site (BART, bus, etc.) and each girl will be awarded a \$500 stipend upon completion of her summer, which is either donated by the sponsor or provided by Girls Inc. of Alameda County.

In 2010, the program will be held from July 5th through July 28th. Our Interns are available to work Monday through Wednesday from approximately 9am to 4pm, though these hours can be changed based on your organization's needs. Interns will also make a preliminary visit to their internship sites on June 30th to meet their sponsors and discuss job expectations, and there will be a Sponsor Orientation on June 22. Please refer to the enclosed materials for more information and feel free to contact me with any questions.

I appreciate your time and consideration.

Sincerely,

Jenny Noyce
Eureka! Internship Coordinator
Girls Inc. of Alameda County
jnoyce@girlsinc-alameda.org
510-357-5515 ext. 239



Girls Incorporated®
of Alameda County

Inspiring all girls to be
strong, smart, and boldSM

CONTACT US
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Inspire a Young Woman... Become an Internship Sponsor!

**SPONSORS ARE DESIRED
IN THE FIELDS OF:** Technology, Science, Biotech, Engineering, Architecture, Medicine & Health Care,
Law, Finance, Media, TV and Radio, Business

WANTED BY: The Girls Incorporated of Alameda County Eureka! Teen Achievement Program

DATES/HOURS OF PROGRAM:
Mondays, Tuesdays & Wednesdays, 9 am to 4 pm during the period of Monday July 5th
through Wednesday July 28th. Interns work approximately 21 hours per week.

MISSION OF EUREKA! TEEN ACHIEVEMENT PROGRAM:
To build girls' confidence and skills through achievement opportunities in science, math, technology, sports, and careers.

OBJECTIVES OF INTERNSHIP PROGRAM:

- To provide young women with hands-on career exposure in science, math, technology and other non-traditional fields
- To expose interns to positive adult role models in their field of interest
- To encourage young women to pursue a college education in order to achieve their career goals

WHAT DOES AN INTERNSHIP SPONSOR DO?

- Internship Sponsors provide interns with relevant work experience at the job site. Job sites may vary from an office, clinic, or studio to an outdoor research area or construction site.
- Sponsors provide Interns with a supportive and educational work environment, allow them to shadow their work, and benefit from having Interns complete tasks associated with the Sponsor's position.
- Please note that we cannot accept Sponsors who work from a home office.

WHO ARE THE INTERNS?

The Interns are underserved teen girls, ages 14 to 17, from Oakland and San Leandro. They have completed at least two years of the Girls Inc. Eureka! Teen Achievement Program, a confidence-building experience, which includes exploration of science, math, technology, careers, sports, and personal development. They will have also participated in a week-long job skills training program prior to their internship.

WHERE SHOULD THE INTERNSHIPS BE LOCATED?

The majority of Eureka interns live in Oakland and San Leandro and receive bus and BART tickets for the duration of their internship. Workplaces should be accessible by public transportation from Alameda County. In the past, Interns have worked in San Leandro, Oakland, Berkeley, Alameda, San Francisco, Hayward, Castro Valley and El Cerrito.

WHO PAYS THE INTERNS?

Each Intern receives \$500 for her participation in the internship program. We encourage Sponsors to provide the funding via a tax-deductible donation to Girls Inc. if the company has the resources available. However, it is not a requirement for participation as Girls Inc. will subsidize the cost.

IS THERE AN OPPORTUNITY TO EXTEND THE INTERNSHIP?

If your Intern placement is a good match, you may choose to extend her internship for the remainder of the summer or offer her an after-school or weekend work opportunity.

TO FIND OUT MORE, PLEASE CONTACT:

Jenny Noyce
Eureka! Internship Coordinator
Phone: 510-357-5515 x 239
Email: jnoyce@girlsinc-alameda.org



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FREQUENTLY ASKED QUESTIONS

WHAT TRAINING AND SKILLS DO THE INTERNS HAVE?

Prior to starting her internship, each Intern participates in a week-long job skills training program covering professionalism, business etiquette, written, verbal and non-verbal communication, and time management. Additionally, most Interns have basic exposure to Microsoft Office programs, PC and Mac computers. Some Interns have specific experience, for example with HTML or graphics. For internships that require a more skilled Intern, we select for a girl who has the ability to learn the skills quickly.

WHAT TYPE OF WORK IS APPROPRIATE FOR THE INTERNS?

Interns should be given a variety of responsibilities as well as the opportunity to ask questions. While the Interns can answer phones and file, it is important that they do multiple tasks during the four weeks and get a chance to experience the work in a hands-on way. Shadowing staff, completing small projects, computer work and attending meetings can all be a part of the Intern's experience. As workplaces often contain sensitive or confidential information, our Interns are trained on confidentiality, workplace ethics, and are expected to exhibit a high level of maturity on the job.

MAY WE CHANGE THE INTERN'S WORK SCHEDULE TO BETTER FIT OUR OFFICE'S SCHEDULE?

Interns work Mondays, Tuesdays and Wednesdays during the month of July, 9 am to 4 pm—approximately 21 hours per week. Hours can be adjusted slightly to fit the schedule of each workplace (for example, 10 am to 5 pm) but the days are firm because the Interns participate in other activities on Thursdays and Fridays.

WHO ARE INTERNSHIP SPONSORS? ARE THEY EXPECTED TO BE MENTORS?

Internship Sponsors are the adults who coordinate an internship placement at their place of business. While it's not a typical mentorship and no outside activities or communication are necessary or expected outside of the 9am to 4pm workday, it is still important for Sponsors to model appropriate behavior and provide support and guidance in the professional arena. Because the Interns are learning professionalism and other skills, compassion for and patience with young people are also desired traits of a Sponsor.

WHAT SUPPORT OR ASSISTANCE IS OFFERED BY GIRLS INC. DURING THE SUMMER?

Eureka provides an "Internship Sponsor Orientation Workshop." This is an opportunity for old and new sponsors to meet and share best practices and ideas on how to make the internship successful for everyone. The Eureka Internship Coordinator is available every day from 9 am to 5 pm via phone to answer any questions and to help you with concerns or challenges if they arise. The Coordinator or another Eureka Program staff member will also make at least one site visit to the workplace during the internship to make sure everything is running smoothly. Our job is to make sure that the internship is a positive experience for everyone involved and we encourage you to use Girls Inc. and the Internship Coordinator as resources.

DO WE PAY THE INTERN DIRECTLY OR PUT HER ON THE PAYROLL?

Stipends for the Interns, should your company choose to provide it, should be donated to Girls Inc. of Alameda County. This will be a tax-deductible donation of \$500 and the Interns will receive their money at the end of the program. Since Interns are paid with a stipend from Girls Inc, they are considered a volunteer for your company and, therefore, Human Resources need not be concerned about putting them on the payroll or about issues such as Worker's Compensation coverage.

WHAT IS OUR COMPANY'S LIABILITY?

Interns and their parents sign liability, medical and media releases in order to participate in the program. These releases exempt Internship Sites from liability. Finally, the Internship Site and Girls Inc. sign a Memorandum of Understanding that outlines the agreement between both organizations.

I'D LIKE TO HOST AN INTERN, WHAT ARE THE NEXT STEPS?

Complete an *Intern Request Form*, which will give the Internship Coordinator an idea of what type of Intern you're looking for as well as the type of experience available at your workplace. Then we will set up a site screening visit to meet you and to experience the workplace environment. If it seems like a good match, we will move forward with plans to place an Intern with you in the summer!



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INTERN REQUEST FORM

I'd like to sponsor a Girls Inc. Eureka Intern this summer!

If your agency would like to host one or more Interns this summer, please fill out this form and return it to the Eureka Internship Coordinator. We will contact you soon after receiving the completed form to follow through with next steps and making the best possible match for everyone involved. THANK YOU!

Contact Name/Title _____

Organization _____

Organization Address _____

Telephone _____ Cell _____

Fax _____ Email _____

Number of Interns desired _____

How much of the \$500 Intern stipend would your organization be willing to donate? \$_____ of the stipend
=====

INTERN POSITION DESCRIPTION

Primary Job Duties (tasks, projects, meetings, etc.):

Minimum Skills and Abilities Required:

Other Required Qualifications:

Skills Taught on the Job:

Please Fax or Mail to Girls Inc
Attention: Jenny Noyce

Eureka! Internship Coordinator
13666 E. 14th Street
San Leandro, CA 94578

Phone: 510-357-5515 x 239
Fax: 510-357-5112
Email: jnoyce@girlsinc-alameda.org



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