



GEAUGA GROWTH PARTNERSHIP, INC.
Sponsorship 2019 Summer Internship Program
Business Sponsorship Application Packet

Thank you for your interest in being a Business Sponsor in Geauga Growth Partnership's 2019 Internship Program sponsored by the Geauga Growth Partnership and Geauga County Businesses.

Strong sponsor commitment is vital to the quality of the intern's experience and to bring value to the employer's experience. Please consider the following program elements in your decision to apply to be a sponsor for the internship program. Comments and questions are welcome at any time and should be directed to the Partnership office at 440-564-1060 or Georgia Klemencic, Internship Program Coordinator at gklemencic@geaugagrowth.com.

This Application Packet provides you with the following information:

- 1) Program Introduction**
- 2) Eligibility Requirements**
- 3) Participant Requirements**
- 4) Program Calendar (Timeline, Deadlines)**
- 5) Summary Description of Key Events**
- 6) Summary of Forms with Instructions**
- 7) Application & Forms**

1) Program Introduction

The Partnership's intern program offers junior & senior high school students the opportunity to learn workplace skills and earn wages. The program is designed to increase the workplace readiness of Geauga County high school graduates and to increase the likelihood that graduates will find jobs in Geauga County when their education is completed.

To be considered for the program participating businesses must meet and comply with the eligibility and participant requirements outlined in sections 2 & 3 in this application packet.

Gauga Growth Partnership will make every effort to provide participating sponsors applicants that match their request. However, please keep in mind that success is dependent on the number and quality of eligible candidates applying to the program. **New in 2019: if you had an intern in 2018 that was a rising senior and they reapply in 2019 you will have the option to have them back again, if it is agreeable between you and the applicant. We ask that they interview again with you, so you can be sure.**

2) Eligibility Requirements:

For your application to be considered you must meet the following requirements:

- Business must have a location in Geauga County and
- Confirm all safety and employment laws and regulations will be followed

3) Participant Requirements:

By applying and participating in this program, the business sponsor agrees to the following:

- Submission of required documents by their respective due dates (see calendar in section 4)
- On-site business interviews with applicants
- Commitment to 6 to 8-week summer internship program
- Submission of employer evaluation form
- Attendance & participation in the Intern Open House, Orientation and Recognition Dinner
- GGP on-site visit with intern and sponsor representative during the internship program



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4) Program Calendar of Key Events (Timeline & Deadlines)

When is it Due?	What is Due?	Who is responsible?
October 15, 2018	Sponsorship Applications Available on GGP Website and from Program Coordinator	Potential Business Sponsors
October 24, 2018	Introducing Internships to Businesses	Program for Potential Sponsors Newbury Business Park 8 – 9 AM
January 7, 2019	Deadline for Sponsor Applications	Business Sponsors wishing to participate in the program
January 9, 2019	Deadline for Business Notification of Acceptance	GGP
January 14, 2019	Sponsor Open House	Business Sponsor
February 1, 2019	Intern Application Deadline	All Intern candidates
February 6 – February 15, 2019	GGP intern applicant interviews to be conducted to determine eligibility and acceptance in the program	All intern candidates. Georgia Klemencic Interviews all Applicants.
February 18, 2019	Business Sponsors receive applications of those they will interview	Business Sponsor – Intern Coordinator emails to Businesses
February 20, 2019 – March 8, 2019	Business sponsor interviews to be conducted by businesses on-site to determine if an internship will be offered. There will be no more than 4 applicants to interview for each position you offer.	Business sponsors & intern candidates who have been accepted in the program must participate in these interviews to participate in an internship
March 13, 2019	Business Sponsor choices are due to Georgia Klemencic gklemencic@geaugagrowth.com	Business Sponsors
March 15 – 19, 2019	Business makes offer to applicant(s) selected for your company	Business Sponsors
March 20, 2019	All hiring decisions are to be made and communicated to all applicants by this date.	Businesses & GGP
March 21, 2019	Offers are accepted or rejected – Deadline for Applicants to Accept or Reject their Job Offer	Intern Candidates
May 6, 2019	Intern Orientation and the Soft Skill Presentation. Attendance is required.	Business Sponsors and intern candidates who have accepted offers of employment
During the 1st week of internship	Signed Training Plan returned to Georgia Klemencic.	Intern
June – July	Pre-Scheduled visits by Georgia Klemencic to select interns at their sponsoring business locations for interviews, photographs and videos	Intern Program Coordinator & Business Sponsor
July 15, 2019 8:00 to 5:00 p.m.	Intern Workshop	Intern participation is required unless conflicts have been communicated to and approved by Georgia Klemencic prior to event
August 8, 2019 /Evening	Intern Recognition Dinner	Business Sponsors
August 16, 2019	All Letters of Recommendation and Employer Evaluations due to Georgia Klemencic	Business Sponsors



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5) Summary Description of Key Events

A Sponsor representative is expected to be present at these events except where indicated. Below is a summary of those events listed in the calendar above and provided for a better understanding of their purpose and your role.

October 24, 2018, 8:00 – 9:00 am: Introducing Internships to Businesses, Newbury Business Park, Large Conference Room, 12373 Kinsman Rd. Building C, Newbury, Ohio: Information, explanation of program and Business requirements for Summer Program. Forms reviewed, and all questions answered.

January 14, 2019, 7:00-8:30 p.m.: Program Open House, Kent State University – Geauga, Commons Area, 14111 Claridon Troy Rd., Burton, OH: Information night for parents and students interested in applying for the program. This is an opportunity to meet Sponsor representatives and hear about Sponsor companies and the opportunities being offered for 2019.

February 20, 2019 – March 8, 2019: Applicant Interviews, arranged by business sponsors at the location of the business sponsor. Multiple interviews are conducted by Sponsor representatives. A maximum of 4 interviews will be scheduled by sponsors per job offered (you will be given a maximum of 4 applicants per position offered). Intern application information will be provided for you.

May 6, 7:30-9:00 2019 p.m.: Internship Orientation, Kent State University Geauga, Commons Area, 14111 Claridon Troy Rd., Burton, Ohio. Attendance is required for all Interns and expected for all Sponsors. Program expectations are reviewed, and Interns' parents will have the opportunity to meet their child's Sponsor. The Soft Skill Presentation will be made at this time.

July 15, 2019; 8:00 a.m. to 5:00 p.m.: This "Workshop" for interns is an integral part of the GGP Internship Program. **Sponsor participation is not expected.** This full day session will be during the workweek. Attendance is required for the interns. Pay for the intern for this time away from the job is at the discretion of the sponsor. **July 15 location:** Kent State Geauga Campus, 14111 Claridon-Troy Rd., Burton, Ohio. **THIS IS A CHANGE FROM THE ORIGINAL APPLICATION INFORMATION ON THE WORKSHOP.**

August 8, 2019, 6:00-9:00 p.m.: **Intern Recognition Dinner**, Location TBD. Sponsors are encouraged to attend this event, which includes acknowledgement of sponsors and interns. Interns will present their Team Experiences at their sponsoring company to the group attending and receive certificates.



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6) Summary of Forms - due as indicated:

All Sponsors must submit the following forms as part of the Internship Program Application. You will be notified by **January 9, 2019** of acceptance into the program.

Form	Description	Due Date
Sponsor Application & Commitment Form	Please include a complete job description (Can be an attachment to the Training Plan). These job descriptions will be published in the JOB OPPORTUNITY LISTINGS of available positions being offered for the intern program. The pay per hour will not be published.	January 7, 2019
Training Plan	The training plan shall be completed and attached at the same time with the application. Be sure this form has <u>all areas fully completed</u> . This plan will be: <ul style="list-style-type: none"> - Reviewed with the applicant at interview - Reviewed with the intern during their first week of employment/any adjustments noted at this time - A signed copy returned to Intern Coordinator by the end of the first week of the intern's employment – returned by Intern 	January 7, 2019
Exit Interview	Sponsors are requested to conduct an exit interview as they would with any other employee. The results of this interview can be included in your EMPLOYER EVALUATION and may help with improvement in the program and can help the intern know that this is part of the job experience.	Upon Completion of Summer Internship
Employer Evaluations	Sponsors are requested to provide a final evaluation of the internship to Georgia Klemencic. While these evaluations <u>are not required</u> , they will provide us with information on the success of the program and with possible ways to improve the program. A form will be emailed to you for your convenience before they are due.	Friday, August 16, 2019
Recommendation Letter	Employer recommendation letters will be distributed to the Interns <u>after the Recognition Dinner</u> . While requested, not every intern may have earned a letter. As in the real world, they are not always given.	Friday, August 16, 2019

As can be seen, offering an internship is a significant undertaking that offers rewards to both company and student. We hope you will choose to participate. Assistance is available to help you make your decision. Past sponsors can provide insights on their experience and GGP staff is available for questions. Please let the GGP office know if you would like to communicate with an experienced sponsor or to address specific concerns with staff.

Georgia Klemencic
 Internship Program Coordinator
 Geauga Growth Partnership, Inc.
 12373 Kinsman Road, C 106
 Newbury, OH 44065
 Office: 440-564-1060 gklemencic@geaugagrowth.com



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2019 Business Sponsor Application & Commitment Agreement

_____ is applying for _____ internship(s) for the 2019 GGP Internship Program.

Company Name

of jobs

Company Contact: _____

Phone: _____ Email: _____

Intern's Direct Supervisor Name: _____

Company Address: _____

Job Location: _____

Intern Title: _____ Hours Required: _____ Days of Week: _____

Wages per Hour: _____ Age or Other Requirements: _____

____ I would be interested in interviewing our 2018 intern: Name of Intern _____

Circle as many as apply:

Indoor Outdoor Factory Dept. _____ (name of dept. or multi-dept.)

Lab Computer Filing Manual Labor Customer Service Blogs Social Media Marketing Repetitive

Web Design Office Graphic Design

Please list any specific competencies you require:

Sponsor Expectations & Commitment

By applying and participating in this program the business sponsor agrees to the following:

1) Length of Intern Experience

The internship will last 6 to 8 summer weeks and **be no less than 24 hours per week** and end with the Recognition Dinner. The Employer and Intern can reach an agreement to extend the interns employment, but any employment outside of the established time frame will not be considered as part of the GGP Internship Program.

2) Sponsor Policies and Procedures

Sponsor agrees to provide a positive and supportive work environment which helps ensure that there shall be no discrimination based on race, religion, creed, sex, disability, national origin or any other protected class and will follow all applicable federal, state and local employment and safety regulations and laws.

3) Offer & Compensation

The decision to offer an internship position is at the sole discretion of the Sponsor. Compensation or stipend paid to



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the Intern for their work as part of the Internship Program will be determined by agreement between the Intern and Sponsor. Sponsor agrees to adhere to any minimum wage and FLSA requirements regarding compensation.

4) Publicity of Internship Participation

GGP may refer to the Internship Agreement with the Sponsor in materials created for its membership or for the public, including publications and the GGP's website. Sponsor shall have a reciprocal right to refer to its Internship Participation with GGP.

5) Intern Training Plan

Sponsor shall review the submitted training plan with intern applicants at interviews. **During the first week of internship, the training plan shall be reviewed with the hired intern and signed. It is the responsibility of the "intern" to deliver a signed copy of the Training Plan to Georgia Klemencic, Internship Program Coordinator.**

6) Intern Orientation

Sponsor shall provide an orientation for the intern at the beginning of the internship program assignment. Covered in the orientation will be Sponsor's policies and procedures, as well as information regarding general regulations and minimum safety procedures and standards, as applicable to the Sponsor's business.

7) Confidentiality of Personal Information

Sponsor will maintain the confidentiality of personal information and follow HIPAA (Health Insurance Portability and Accountability Act) guidelines for any emergency medical information gathered and follow appropriate protocol for any medical emergencies.

8) Liability

The Intern will be an employee of Sponsor for the duration of the internship experience for purposes of personal liability. This agreement supersedes all prior written and oral agreements between GGP and the Sponsor.

Early Termination of the Assignment

Sponsor may withdraw an Intern from the internship experience if the Intern's work performance or behavior is unsatisfactory or disruptive per their performance expectations. Sponsor shall have final authority and may refuse to permit the Intern to return to its facilities if Intern's actions pose a risk to anyone.

GGP may withdraw intern from the internship experience if it determines the sponsor is not meeting the agreed to expectations and requirements as outlined in this APPLICATION PACKET.

Internship Program Liaison

Georgia Klemencic, Internship Program Coordinator for the GGP will communicate with sponsors as necessary. Sponsors may contact her at gklemencic@geaugagrowth.com or 440 564 1060 (office) with any concerns.

I have reviewed and understand all the requirements outlined in this APPLICATION PACKET and by signing this application I commit to adhere to these requirements and verify that I have the authority to execute this agreement.

Sponsor (Name & Title)

Date



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Revised: 12/31/2018

INTERN TRAINING PLAN

There must be a complete training plan for each job opportunity you are offering.

Name of Intern _____

Beginning/ending dates _____

Department(s) _____

Position Title _____

Intern job description (you may attach a job description for this portion)

Training Plan



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Outcomes Expected

Intern Supervisor

Date

Intern

Date

- 1) A completed training plan is to be returned in the application packet
- 2) A completed training plan is to be reviewed with applicants at interviews
- 3) A completed and signed copy of the training plan is to be returned to Georgia Klemencic by the intern during the first week of their employment gklemencic@geaugagrowth.com**