



Thank you for your interest in interning with Make-A-Wish® Connecticut. Our internship program is designed to give each intern a rewarding experience while working towards fulfilling our mission to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

HOW DOES THE APPLICATION PROCESS WORK?

Upon submitting your application, it will be reviewed by our team. Candidates will then be selected for an in-person interview to meet with the team in which they are hoping to work with. Once offers have been made and accepted for internship positions, students will undergo a Background Check, as per National Guidelines prior to beginning their internship with our organization.

WHY DO I NEED A BACKGROUND CHECK?

Due to the nature of our work, positions must successfully complete a criminal background check every 3 years. Make-A-Wish does not employ or utilize as a volunteer any individual who has been convicted of a crime that (a) victimizes children, (b) is sexual in nature, or (c) involves violence, fraud, or significant theft. Please contact us with any questions related to past convictions and/or our background check screening process.

WHO DO I CONTACT WITH QUESTIONS?

We are happy to answer any questions or address any concerns that you may have. Nicole Miles oversees the internship program for our chapter.

Nicole Miles
Volunteer Coordinator
(203) 880-6962
nicole@ct.wish.org

HOW DO I SUBMIT MY APPLICATION?

Please complete and submit all pages of this packet to our office via fax, email or mail.

Make-A-Wish Connecticut
Attn: **Nicole Miles**
126 Monroe Turnpike
Trumbull, CT 06611
Email: nicole@ct.wish.org
Fax: (888) 291-8222

PRIVACY & PROTECTION OF INFORMATION

Security of information is extremely important to us. All information submitted is available to and accessed by only relevant personnel. Information is never sold or shared outside of Make-A-Wish.



Intern Application for Make-A-Wish® Connecticut

Please note that all opportunities require completion of this application and a signed Conflict of Interest and Ethics Statement. Applicants will also be required to successfully complete training relevant to the desired opportunity. In addition, select opportunities require a criminal background check performed every three years.

Personal Information

Title:	Name:		Middle	Last
	First			
Nickname:		Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		
Address:		City	State	Zip
Street				
County:		Birth Month/Day:		
		I'm over the age of 18: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone:		Preferred Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell		
Home		Cell		
Email:				

Academic Information

Current College/University:		Major:		
School Address:		City	State	Zip
Street				
Expected Graduation:		GPA:		
Please note that all internships are unpaid. Will you be interning for school credit?: <input type="checkbox"/> Yes <input type="checkbox"/> No				

Emergency Contact Information

Emergency Contact:	Relationship:
Emergency Contact Phone:	

Availability

Our office is open Monday-Thursday, 8:30am-5pm and Friday, 8:30am-2:30pm.

Fall/Spring Semester interns are expected work a minimum of 10 hours per week and Summer interns are expected to work 15-35 hours per week.

Semester you are applying for:	Approximate Start Date:	Approximate End Date:		
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer				
Please indicate your time availability below:				
Monday:	Tuesday:	Wednesday:	Thursday:	Friday:

Internship Opportunities – Select the internship opportunity for which you are applying

You may select more than one, but please indicate your top choices.

Office Administration – assist with office operations and administrative duties. His/her area of study will be Business Administration and/or Accounting. Candidate should have strong organizational skills, be detail oriented, work well with numbers, and be proficient in Excel. Candidate will perform simple everyday tasks as well as more in depth projects and studies which will include data entry and file clean up.

Marketing and Communication – assist with all communications and community relations activities, including but not limited to: event press release drafting and distribution, follow-up with wish families on experiences, writing of wish stories for website presence and donor recognition, assisting with outreach (program/medical and fundraising) activities i.e. festivals, external events, etc., assist with wish family engagement and key stakeholder engagement activities throughout the year, and other miscellaneous administrative tasks as assigned.

Medical Outreach – work with the medical outreach manager in the implementation of the chapter's Medical Outreach Plan. Tasks include both strategic thought and administrative processes involving internet research, data entry and database development, file organization, reporting, formatting data, and phone calls to medical staff as needed to identify missing paperwork. Additional duties and assistance with outreach events may also be assigned.

Graphic Design – the successful candidate for the Graphic Design Internship will possess a working knowledge of graphic design software – Photoshop and/or InDesign – and have access to these programs. Graphic design tasks exist in all aspects of the Make-A-Wish Connecticut office, from program and wish-related projects, to event promotion and recognition, to web, ecommunication and social media material. Roles and responsibilities will include but not be limited to: creation of new templates for Wish Itineraries, creation of new templates for forms and letters for Wish family communication, design of eNewsletter templates, website graphics, and event and Wish photo editing.

Fundraising & Special Events – the Fundraising & Special Events Intern is responsible for assisting with the administration of Make-A-Wish internal fundraising events. The ideal intern must have strong people, organizational, written and oral communications skills. Must be proficient with Microsoft Word, Excel, and Power Point. Knowledge of Raiser's Edge also helpful.

Attention to detail and the ability to work in a fast paced, collaborative environment are critical, as is the desire to contribute to the mission of Make-A-Wish. Events include the Celebrating Wishes Ball in November, the Evening of Wishes Gala in April and the Walk for Wishes in May. Key responsibilities include logistical support for all three events, auction support, website updates, mailings, coordinating volunteers, donor recognition, event sponsorship support, and performing other additional duties as assigned.

Program Services – work with Program Director and Wish Managers on all aspects of the wish granting process. Daily tasks would include contacting families, volunteers and medical staff as needed, faxing and mailing documentation, data entry, creating itineraries and any additional wish-related projects as assigned. The ideal intern should be an energetic individual with good communication skills and strong attention to detail. This is a fast-paced environment where the ability multi-task is essential. Knowledge of Word, Excel, Powerpoint, Publisher; Raiser’s Edge is a plus.

Volunteer Services – work directly with the volunteer services staff. Make-A-Wish Connecticut has more than 400 volunteers throughout the state of Connecticut in many diverse assignments. Maintain volunteer records and files. Manage volunteer newsletter. Contact volunteers to staff Make-A-Wish events and other volunteer activities. Assist staff with volunteer research projects and maintaining volunteer applications and files. Other duties include contacting volunteers to staff events, monitoring volunteer compliance, contacting potential volunteers, assisting with volunteer recruitment and recognition efforts.

In a few words, describe yourself and what motivated you to apply to intern with Make-A-Wish.

What are you looking to get out of this internship experience?

How did you hear about our internship opportunities?

Please list any activities, awards, or previous volunteer/internship experience that is relevant to the internship position for which you are applying.

Professional/Academic References

*Please list two professional or academic references. **No relatives please.***

Reference #1

Name:	Relationship to you:		
Address: <small>Street</small>	City	State	Zip
Phone:	Email:		

Reference #2

Name:	Relationship to you:		
Address: <small>Street</small>	City	State	Zip
Phone:	Email:		

I affirm that the information I have given on this form is true and correct. The information that I have provided may be verified by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check.

I have read and understood the various volunteer roles and am able to perform those roles in which I've applied for. I am volunteering my time for personal reasons and understand I will not be paid for my services as a volunteer and I expect no compensation. Furthermore, I understand that this application will help in determining the best fit of my skills for Make-A-Wish.

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. I will not commit acts contrary to those standards, and I will promptly report to appropriate Foundation representatives – either directly, or through MySafeWorkplace (a 24-hour confidential whistle-blower hotline that can be accessed at www.MySafeWorkplace.com or by calling 1-800-461-9330) – the commission of any 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 recuse 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.

Print name Signature Date