

Internship Packet



Internship Program





1221 S Tamiami Trail
Sarasota, Florida 34239
941.216.5605

www.AllStarChildrensFoundation.org

A Note from the All Star Children's Foundation

We would like to thank you for your interest in becoming an intern for the All Star Children's Foundation. All Star's mission is to create a safe place for children to heal from the trauma of child abuse. The Foundation grew from the desire of Dennis and Graci McGillicuddy to keep the most vulnerable of our population safe. This internship will provide you with a unique opportunity to access a cross section of individuals, organizations and businesses all working together to help children heal from trauma and have a direct impact on children's lives.

The All Star Children's Foundation is proud of the collaborative relationships we have established or are building with donors, volunteers, government, businesses and organizations that work together to support the needs of children in the foster care system. An internship program was a natural extension of those efforts. It is our desire to work with high schools and colleges to create opportunities for youth to give back to their community through volunteer service, while also learning new skills and building a resume for their future.

We want to ensure your experience is valuable and meaningful. We welcome you as a part of our team! We will provide you with a mentor, will work hard to help you apply what you have learned in school to the workplace environment, and will give you the tools and resources to be successful during your internship and beyond.

Thank you again for your interest in an internship at the All Star Children's Foundation. We look forward to working with you and helping you to accomplish your goals.

Sincerely,

The All Star Children's Foundation Team

INTERNSHIP PROGRAM

The All Star Children's Foundation offers exceptional high school, undergraduate and graduate college students an engaging internship at its foundation headquarters in Sarasota, Florida through its Internship Program. Interns are matched with a specific department where they work on advancing critical projects.

The overall aim of the program is to attract a pool of diverse, skilled, enthusiastic young professionals and provide them with an opportunity to take what was learned in the classroom and apply it to a nonprofit organization and business environment. Ideally, interns will maintain a long-term relationship with the organization, although this is not a program requirement.

In addition, interns will:

- Gain substantive professional experience as well as exposure to critical issues pertaining to the non-profit sector.
- Develop a comprehensive perspective on the foundation's mission and service delivery model.
- Receive networking, personal and professional development opportunities, including opportunities to interact with the foundation's senior leadership.

Interns are considered volunteers of the organization. All internships through the program are unpaid; however, academic credit can be given if applicable to an intern's situation. If interns are coming to All Star through a college or university, the All Star Children's Foundation will mirror the requirements of the learning institution to ensure the student receives academic credit. Students can also fulfill community service requirements through their participation in the program.

Planning Your Internship

Planning Steps:

1. First, check the Eligibility Requirements to make sure you will be eligible to do an internship. In general, these requirements will mirror your learning institution's.
2. Then, browse through our internship opportunities to see what appeals to you.
3. Review the procedures for obtaining and successfully completing the internship.
4. Next, contact the Intern Coordinator to set up an initial meeting. At the same time, you should start pulling together materials for your Internship Application Packet.
5. Meet with the Intern Coordinator to determine which program area you will apply to; acquire copies of the Placement Agreement, Midterm Evaluation Form, and Final Evaluation Form, to include in your Internship Application Packet.
6. Submit a copy of your completed Internship Application Packet to the Coordinator; prepare an additional copy to take with you during your interview.

INTERNSHIP PROGRAM AREA OPPORTUNITIES

Internship Program Outline

This semester-long program will teach interns the responsibilities required of a nonprofit professional as well as the culture, mission, vision and values of the All Star Children's Foundation.

Experience/Option

Case Management Opportunities

Pre-med, social work, and psychology students are encouraged to consider a case management internship. Research and evaluate the programs and services offered by All Star, its partnerships, and relationships with physicians, hospitals, and other professional providers. Help develop written guidance and other resources that will support the Foundation's programs and services. These positions are incredibly diverse, and can range in concentration from advocacy, to policy and planning, to research, and more. You can expect to receive training and guidance throughout this rewarding experience.

General/Marketing Strategy

Rather than pursue a deep dive into one particular area of marketing, select a general internship if you wish to experience some of everything. You may experience a mix of all marketing channels, including marketing strategy, web/digital, creative conception, copywriting, media relations, project tracking, distribution and mailing.

Internal Communications

Working in internal communications, students will assist with engaging and inspiring more than employees, Foundation volunteers, foster families, and the other individuals and groups located on our campus. Interns will define and execute strategic marketing communication plans; edit and manage an employee newsletter; and collaborate with our communications and fundraising team and internal clients to ensure timely, accurate communication that helps build the All Star Children's Foundation brand.

Market Research

A market research intern will provide market data expertise through comprehensive information gathering and analysis of primary and secondary research. That research will identify implications, risks, conclusions, and recommendations needed for the development of effective and measurable marketing strategies.

Event

An event experience intern assists with project planning and logistics for All Star special events and meetings. From researching unique tactics and event components, to helping with all aspects of coordination, execution, set-up, etc. of large-scale organizational events as well as

smaller events. You will be involved in all facets of what it takes to execute a world-class event for the All Star Children's Foundation.

Web/Digital

A web internship provides experiences in writing web content, learning maintenance functions, conducting website research and participating in the design and maintenance of the foundation website.

Media

Gain experience in writing news releases and fact sheets, creating a media kit, and learning to distinguish the benefits of different media tactics. Media interns will also learn more about best practices when working with the news media.

Graphic Design

An internship in graphic design would allow you the opportunity to be involved in the process of creating communication materials for a large and diverse organization. From research and conception to execution of design, you will take part in what is needed to develop advertising campaigns and collateral materials that successfully reach target audiences, both internally and in the public.

Process Improvement (Business Operations)

Provide assistance to administration to perform process improvement studies and find ways to improve efficiencies, reduce cost, improve job satisfaction and/or customer service. This intern will gather information and data through time and motion studies, electronic data, and surveys; map processes from start to finish; apply system level thinking and operational excellence techniques for problem solving.

Finance and Accounting (Business Operations)

This position is ideal for a candidate who is interested in learning the day-to-day accounting functions of a nonprofit. Areas of concentration will include development and monitoring of budgets, tracking revenue and expenses, developing financial reports, and more.

Fundraising/Financial Development

Be a part of evaluating and supporting the organization's financial development short- and long-term planning. Research major donor and major gifts programs, corporate giving, planned giving, and direct mail programs to evaluate effectiveness and best practices.

Don't see an opportunity that appeals to you?

There are additional intern program areas available upon request. Speak to Beth Bush by calling 941-349-2770 x242 or by email at BethB@ascf.care to learn more.

REQUIREMENTS

REQUIREMENTS

- Currently enrolled as an undergraduate (or recently graduated); high school students looking for volunteer hours will also be considered
- Candidate must exude professionalism
- Commitment to a flexible work schedule
 - Summer interns will work approximately 25 hours per week
 - Students interning throughout the school year will work a schedule that meets the requirements of their learning institution
- Excellent writing, research and communication skills
- Experience with Microsoft Office applications, web and social media
- Ability to prioritize and handle a variety of assignments simultaneously in a fast-paced and time-sensitive work environment
- Attention to detail and accuracy
- Interest or personal connection to a nonprofit organization is desirable, but not mandatory
- Must be able to maintain confidentiality
- Interns will need reliable transportation to and from the office, a current driver's license and automobile insurance; interns who are working remotely will need access to a reliable computer
- Must adhere to all personnel policies

If you have questions or need additional information, contact Beth Bush at 941-349-2770 x242 or BethB@ascf.care.

