

**A STEP-BY-STEP GUIDE TO A SUCCESSFUL  
STUDENT ACTIVITY FUND INTERNSHIP – SUMMER 2019**

**1. CONSULT ONLINE RESOURCES AVAILABLE FOR FINDING AN INTERNSHIP**

*WEBSITES: [LIACUU.ORG](http://LIACUU.ORG) - [longislandvolunteercenter.org](http://longislandvolunteercenter.org) - [volunteermatch.org](http://volunteermatch.org) - [idealist.org](http://idealist.org)*

**2. ATTEND MANDATORY ORIENTATION MEETING on Wednesday May 22, 2019 at 6:30pm**

**3. KEEP IN MIND THE CRITERIA FOR ELIGIBILITY OF THE INTERNSHIP –**

In order to receive funding for work through SAF, the mission and or work of the organization or agency must meet one of the following criteria:

- *Activities which are directly aimed at alleviating inequity, injustice and discrimination, or which encourage implementation of public policies promoting world peace or ecological responsibility.*
- *Activities which are designed to preserve and protect civil liberties.*
- *Activities which are related to the direct provision of needed services to disadvantaged sectors of society.*

**4. ONCE YOU HAVE DECIDED ON AN INTERNSHIP:** Direct your supervisor to the Student Internship page on the [LIACUU.ORG](http://LIACUU.ORG) website and have them fill out and submit the Supervisor Agreement & Information form. You can also send them the direct link to the online form. After the form has been **reviewed and approved by the SAF Program Director**, an email notifying the student intern and the Supervisor will be sent so that the internship can begin. NOTE: You may risk not being paid for hours worked prior to approval of the internship by the SAF Director [SAFdirector@liacuu.org](mailto:SAFdirector@liacuu.org).

**5. Download the SAF timesheet from the [LIACUU.ORG](http://LIACUU.ORG) website. FILL OUT YOUR TIMESHEET EACH TIME YOU WORK.** There is a 7 hour per day maximum for SAF payment. Please remember to **notify** your supervisor if you will not be present at a time you are scheduled to work.

**6. ATTEND THE FOLLOW-UP LEADERSHIP WORKSHOP** designed to build on the material from today and your summer experiences. Please **reserve: July 24 from 6:30 to 9:00 PM**. Because of the importance we place on this training, **you will be able to count these hours toward your award at your hourly rate.**

**7. FINAL SUMMER PAYMENT –** If you do not file for Interim payment, your full award will be paid at the end of the summer. All online forms, including:

- a. **Student Internship Evaluation Form & Student signed Internship Timesheet - These must be submitted first**
- b. **Supervisor's Evaluation – This form will be sent to supervisor by SAF Program Director after the Student Internship Evaluation and timesheet have been received.**
- c. **Student Essay – must be sent as a word document by email to the SAF Program Director, [SAFdirector@liacuu.org](mailto:SAFdirector@liacuu.org)**
- d. **Text 2 photos related to your internship to SAF Director – selfies ok as long as they relates to your internship**

**All forms, photos & essay must be completed *before* we can pay you.**

Awards are calculated at \$11.00 per hour for High School Seniors and \$12.00 for college students, increasing to \$13.00 after a student has worked at total of 500 hours through the Student Internship Program.

**8. OPTIONAL MID-SUMMER AWARD PAYMENT –** If you wish to receive a mid-summer payment **for work completed up to July 8, 2019** you must send a copy of your **SIGNED TIMESHEET** to the SAF Program Director, [SAFdirector@liacuu.org](mailto:SAFdirector@liacuu.org) who will send a confirmation form to your supervisor directly.

**9. QUESTIONS? Contact Karyn O'Beirne, Director of the SAF Program, [SAFdirector@liacuu.org](mailto:SAFdirector@liacuu.org)**