

**A STEP-BY-STEP GUIDE TO A SUCCESSFUL
SAF STUDENT INTERNSHIP – SUMMER/FALL 2021 – WINTER/SPRING 2022**

1. **SUBMIT ONLINE SAF Student Internship application at LIACUU.ORG Student Internship page**
2. **Once accepted START LOOKING for an appropriate non-profit agency – Download online list of prior years' SAF participating agencies and contacts.** Network with other SAF interns, UU Social Justice committees and guest speakers at the SAF Orientation meeting in May, consult internship opportunities online at - longislandvolunteercenter.org - volunteermatch.org - idealist.org
 - **KEEP IN MIND THE CRITERIA FOR ELIGIBILITY OF THE INTERNSHIP** – the 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.*
3. **ATTEND MANDATORY Internship Orientation/Leadership workshop on Saturday May 15th, 2021 at 1 pm, Zoom meeting – Personal computer, Smartphone or tablet needed.**
4. **ONCE YOU HAVE DECIDED ON AN INTERNSHIP:** Direct your agency supervisor to the *Student Internship* page on the LIACUU.ORG website , <https://www.liacuu.org/student-internships.html#/>
 - 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 will not be paid for hours if you worked prior to the approval of the internship by the SAF Program Director.
5. **DOWNLOAD SAF TIMESHEET from the LIACUU.ORG website and print it. FILL OUT YOUR TIMESHEET EACH TIME YOU WORK.** There is a **7 hour per day 35 hours per week maximum**. Please record any meal breaks if 1/2 hour or more on your timesheet.
6. **FINAL SUMMER PAYMENT** If you do not file for Interim payment, your full award will be paid at the end of the summer. All forms must be received by the Program director before an award can be processed. These form include the following:
 - **Student's Evaluation Form & Supervisor's Evaluation form** *both are submitted online, one submitted by the student and one submitted by the Supervisor*
<https://www.liacuu.org/student-internships.html#/>
 - **Internship Timesheet** *completed and signed by both supervisor & student and emailed to SAF Program Director, SAFdirector@liacuu.org*
 - **Student Essay** – *must be sent as a word document by email to the SAF Program Director, SAFdirector@liacuu.org Please see essay requirements below.*
 - **Email or text 2 photos related to your internship to SAF Director** – *selfies ok as long as they relate to your internship. SAFdirector@liacuu.org*

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ESSAY REQUIREMENTS *The essay should be sincere and relate your internship to one or more of the 7 principles of Unitarian Universalism. The essay need not be long, but should be a personal statement of how the experience intersected with how you understand Unitarian Universalism.*

If possible include a particular event that touched you or gave you a new perspective of what it is like to live your religious values while volunteering at the agency.

Please make sure your name, congregation and Internship Agency are at the top of your essay. Microsoft Word is MUCH PREFERRED file format. Thank you!

All forms, photos & essay must be received before SAF can award you. You must submit all forms, photos and essay for **each** internship you are accepted into and log hours. You can have more than one internship through out the Grant year, or congruently as long as you don't volunteer for more than 35 hours per week during the summer.

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. All SAF awards are non-taxable income.

You must start a new timesheet and have it signed by your supervisor after you have been paid for the previous hours submitted to the program director.

7. **OPTIONAL MID-SUMMER AWARD PAYMENT** – If you wish to receive a mid-summer payment **for work completed up to July 4, 2021** you must send a copy of your **SIGNED TIMESHEET** to the SAF Program Director, SAFdirector@liacuu.org who will send a confirmation form to your supervisor directly.
8. **ALL ACCEPED SAF STUDENT INTERNS** are eligible to intern at approved agencies throughout the school year up to April 30th 2022. Amount of hours available for FALL/WINTER/SPRING internships are dependent on funds available for the current grant cycle.
9. **QUESTIONS?** Contact Karyn O'Beirne, Director of the SAF Program, SAFdirector@liacuu.org

<https://www.liacuu.org/student-internships.html#/>