



Teens In Public Service

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tips@teensinpublicservice.org|www.teensinpublicservice.org

2017 TIPS Nonprofit Partner Application

We're excited that you are interested in being part of the TIPS Summer Internship Program! Before you begin, make sure that you have reviewed details of the internship and mandatory program dates. If possible, please complete the application online through our [website](#). Otherwise, you can fill out this form and email, fax, or mail it to our office.

Be sure that you are able to attend the required Nonprofit Reception on Wednesday, May 24th.

Applications are due by 5:00pm on Friday, March 10, 2017.

Basic Information

Name of Organization			
Website			
Mailing Address of Organization		Physical Address of Internship	

What neighborhood will the internship be located in?	<input type="checkbox"/> North Seattle <input type="checkbox"/> Fremont / Wallingford <input type="checkbox"/> Phinney Ridge <input type="checkbox"/> South Seattle <input type="checkbox"/> Downtown	<input type="checkbox"/> Eastside <input type="checkbox"/> West Seattle <input type="checkbox"/> Central Seattle <input type="checkbox"/> Shoreline <input type="checkbox"/> Tacoma
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Organization Main Contact Information

Name of Contact		Role at Organization	
Contact email address		Phone number	

Intern Supervisor Information (if different than Main Contact)

Name of Intern Supervisor		Role at Organization	
Supervisor email address		Phone number	



Teens In Public Service

2017 Nonprofit Application for a TIPS Summer Intern

Organization: _____

The Teens In Public Service Summer Program provides interns who work either part-time (160 hours) or full-time (240 hours) over the course of 6-8 weeks from June 19 – Aug 18. Please fill out your time preferences for an intern.

Intern start date		What hours do you prefer your intern to work?	<input type="checkbox"/> Full-time (30 hrs/week)
Intern end date			<input type="checkbox"/> Part-time (20 hrs/week)
Important dates for your summer program (camps, projects, events)			<input type="checkbox"/> Either part-time or full-time

Non-profit internship details

In what areas would your intern be working? (Please check all that apply)		
<input type="checkbox"/> Animals	<input type="checkbox"/> Marketing / Program	<input type="checkbox"/> Event / Fundraising
<input type="checkbox"/> Education / Tutoring	<input type="checkbox"/> Office / Data Entry	<input type="checkbox"/> Homeless / Human Serv.
<input type="checkbox"/> Environment	<input type="checkbox"/> Elderly	<input type="checkbox"/> Medicine / Hospital
<input type="checkbox"/> Daycare/Small Children	<input type="checkbox"/> Art	<input type="checkbox"/> Science
<input type="checkbox"/> HIV / AIDS	<input type="checkbox"/> Special Needs	<input type="checkbox"/> Other (Please specify, below)
If Other, please specify: _____		

Do you require experience in any of these areas? (Please check all that apply)	
<input type="checkbox"/> Photography	<input type="checkbox"/> Web / graphic design <input type="checkbox"/> Science background <input type="checkbox"/> Foreign languages
If yes, please explain: _____	
Will your intern be required to travel as part of your organization's internship? <input type="checkbox"/> Yes <input type="checkbox"/> No	

TIPS makes a strong effort to match our interns' skills and interest with available job opportunities. Please give us specific information (i.e., a brief job description) about the duties that a teen intern would perform for your organization:

Do you have any special requirements for our interns? (Age, TB test, trainings etc). If yes, please explain:



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2017 Nonprofit Application for a TIPS Summer Intern

Organization: _____

TIPS hires exceptional interns and we understand you may have specific summer program needs. Interns meet with you before starting at your organization to make sure it's a good fit and to set expectations for the internship. What can a TIPS intern expect to accomplish for your organization this summer?

Please use the space below for any additional comments or questions

In order for TIPS to best serve our interns and support your organization as a nonprofit partner, we ask that you please agree to the following:

Terms of Selection	Please check box to agree
If selected, I agree to have a consistent supervisor available to my TIPS intern during the 6-8 week period of his or her internship	<input type="checkbox"/>
If selected, I will be able to attend the mandatory Non-Profit Reception event on Wednesday, May 24th	<input type="checkbox"/>
I will alert TIPS before the Reception on May 24th if there are any major changes to my organization's summer plans that interfere with our ability to meet these requirements	<input type="checkbox"/>

By submitting your application, you verify that your non-profit organization requests a teen intern for the summer of 2017 and that your organization meets all program requirements.

You can return your finished application to TIPS by:

- Email: tips@teensinpublicservice.org *
- Fax: 206.985.1919 *
- Post Mail: TIPS | 2900 NE Blakeley Street, Suite B | Seattle, WA 98105 *

* Remember, all applications must be received by March 10th, 2017 to be considered. If you have any questions, please feel free to email us at development@teensinpublicservice.org.

Thank you for your interest in the Teens In Public Service 2017 Summer Intern Program; we look forward to reviewing your application!