



Internship Program Intent to Participate

Southeast Service Cooperative has secured funding through a partnership among the Minnesota Service Cooperatives to support internship placement in member Cities, Counties, and Other Governmental Subdivisions (CCOGA). The program allows for financial support, up to 50% of the intern wage (maximum of \$6/hour) at 40 hours/week for the duration of the internship within a semester. The program is limited to 18 internships (six per semester) in Region 10 through June 30, 2019. Interns must be enrolled in a post-secondary higher educational institution and be considered full-time by that institution for the duration of the internship.

To participate, your agency must complete and return the Intent to Participate and confirm understanding of the following:

- Our agency is a CCOGA Member of Southeast Service Cooperative.
- We will recruit an intern and confirm program space availability prior to offering the internship position.
- I have reviewed the Internship Program Agreement and agree to completing the required tasks and reports. I understand the terms for reimbursement.
- I understand that the intern is not an employee of the Service Cooperative and it is the responsibility of my agency to host and manage the intern per my agency's human resources policies.
- I understand that this Intent to Participate is not a guarantee of participation in the Internship Program.

Agency Name: _____

Address: _____ City, State, ZIP: _____

Authorized Agency Representative

Print Name: _____ Title: _____

Telephone: _____ Email: _____

Signature: _____ Date: _____