



Dear Prospective Intern,

Thank you for your interest in applying for an Internship with The Laurel Foundation. We appreciate the time you are taking out of your busy schedule to learn more about our organization and see if this position is a good fit for your career and educational goals.

The Laurel Foundation is a registered 501 (C)(3) non-profit organization created in response to the urgent need for programmed activities for children living with HIV/AIDS. The Laurel Foundation's educational and support programs are designed to improve the quality of life of over 500 children, youth and families affected by HIV/AIDS each year. The mission of The Laurel Foundation is to empower children, youth and families affected by HIV/AIDS through educational and support programs in a safe and trusting environment.

As an intern with The Laurel Foundation, you will make a direct impact on the lives of the at-risk children we serve. You will get hands-on experience helping The Laurel Foundation to raise funds, plan events, and connect with local businesses. Keeping that in mind, we understand the application process is lengthy and ask for your patience as you are completing the required paperwork.

Please contact us at (626) 683-0800 or by e-mail at LFranklin@Laurel-Foundation.org, should you have any questions regarding the application process. You may also visit www.Laurel-Foundation.org to learn more about our organization.

Please send this application to:

The Laurel Foundation
75 S. Grand Avenue, Pasadena, CA 91105
Fax: (626) 683-0890
Email: LFranklin@Laurel-Foundation.org

Thank you again for taking the first step towards becoming an intern with The Laurel Foundation. We truly appreciate your interest in serving children living with HIV/AIDS.

Best regards,

Lauren Franklin
Director of Volunteers



Nonprofit Management Internship Description

PLEASE READ CAREFULLY

Time commitment:

One semester minimum, 8-10 hrs per week (Monday-Friday)

The Laurel Foundation:

The Laurel Foundation strives to empower children, youth and families affected by HIV/AIDS through educational and support programs in a safe and trusting environment. While HIV/AIDS is often an isolating illness because of negative social stigma and the sickness or loss of a parent, The Laurel Foundation aims to eradicate this isolation through a comprehensive approach, including residential camps, mentorship, life enhancement workshops, ongoing support programs and collaborative partnerships.

Position Description:

The Nonprofit Management Intern will support The Laurel Foundation's mission of empowering children, youth and families affected by HIV/AIDS by building community networks, participating in outreach events, researching new sources of funding, soliciting in-kind donations, and supporting organizational events. Depending on your interests and skills, you may also have the opportunity to participate in other aspects of nonprofit work such as social media communications, grant writing, and event planning.

Responsibilities:

- Be able to clearly communicate the mission, programs, and successes of The Laurel Foundation
- Research new sources of funding that align with The Laurel Foundation's mission and vision
- Complete all work in a timely manner
- Represent The Laurel Foundation at outreach and community events
- Update and develop new outreach materials
- Convey The Laurel Foundation's mission across various social media platforms
- Assist in fundraising campaigns and events

Qualifications:

- Previous professional, volunteer, or classroom experience with nonprofits (preferred)
- Strong attention to detail and time management skills
- Exceptional organizational, communication, and writing skills
- Able to take constructive criticism, and confidence in expressing ideas
- Basic social media knowledge and graphic design skills
- Self-motivated and able to work with minimal supervision
- Ability to plan, organize, and effectively present ideas to a group
- Proficiency with Microsoft Office programs and basic office equipment
- Creativity and a great sense of humor

Benefits:

- Gain insight into nonprofit management and structure
- Network with local businesses and nonprofit professionals
- Work with diverse populations in cross-cultural or multicultural settings
- Build professional resume with tangible outcomes
- Learn or expand current knowledge of the fundamentals of fundraising

Internship Application

Personal Information: The Laurel Foundation is an Equal Opportunity Organization. Please Print Clearly.

Name (Last, First, Middle):		Gender: M____ F____
Current Address (Street, City, State, Zip): Address valid until:		
Permanent Address (if different from above):		
Email:	How long have you lived at above address?:	
Phone #:	Cell #:	
Are you at least 18 years old Yes ____ No ____ (volunteers must be 18 or older)		
If you are accepted as a volunteer, may we release the following to other volunteers?		
Email Address: Yes ____ No ____ Telephone #: Yes ____ No ____ Address: Yes ____ No ____		
How did you hear about The Laurel Foundation?		
Have you ever worked with individuals with HIV/AIDS? Yes ____ No ____		
Do you have any hesitations about working with individuals with HIV/AIDS? Yes ____ No ____		
I understand that if chosen, I will be required to pay \$19.95 for my background check. ____ Initial		

Availability: Please note your hours of availability in the appropriate boxes.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

Professional References: Please **DO NOT** list friends, relatives, or co-workers. This section must be completely filled out.

1. Name:	Occupation:	Phone:
Company Name:		Relationship:
2. Name:	Occupation:	Phone:
Company Name:		Relationship:
3. Name:	Occupation:	Phone:
Company Name:		Relationship:

Employment History: Please provide the following information for your past 3 employers or assignments starting with most recent.		
From-To (date):	Employer Name: Address: Phone:	Supervisor & Title:
Position Title & Job Responsibilities:		May we contact for reference? Y___ N ___
		Reason for leaving:
From-To (date):	Employer Name: Address: Phone:	Supervisor & Title:
Position Title & Job Responsibilities:		May we contact for reference? Y___ N ___
		Reason for leaving:
From-To (date):	Employer Name: Address: Phone:	Supervisor & Title:
Position Title & Job Responsibilities:		May we contact for reference? Y___ N ___
		Reason for leaving:

Educational Background:			
Name and Location	# of years completed?	Did you graduate?	Course of Study:
High School:			
College:			
Other:			

Essay Questions:
On a separate sheet of paper, please answer the following questions. Please type or print legibly and staple responses to this application.
1. If chosen as an intern for The Laurel Foundation, what skills do you hope to gain and how will this benefit your long term goals? How do you, in turn, plan on benefiting the organization?
2. Give an example of a time when you underestimated the impact of a decision that you made and it's affect on another person, group of people, organization, etc.
3. Tell us about a time when you encountered conflict due to a miscommunication with a supervisor or peer. How did you resolve this issue and what did you learn from the experience?
4. Describe a difficult problem that you had to solve. How did you come to a decision on this issue and what happened as a result?

Medical Information		
Please list any health conditions which may prevent you from performing any volunteer work responsibilities:		
Please list any allergies you may have (i.e. medication, food, etc):		
Emergency Contact:	Phone Number:	Relationship:

Conditions of Employment:	
<p>1. In consideration of the acceptance of my application for participation at any of The Laurel Foundation's events, I hereby waive, release and discharge any and all claims for damages for death, personal injury or property damage which I may have, or which may hereafter accrue to me, as a result of my participation in the program's activities. This release is intended to discharge in advance the program, The Laurel Foundation, and all of its agents, representatives, volunteers and employees from any and all liability, claims, costs, expenses and/or damages (collectively referred to as "liability") arising out of or connected in any way with my participation in the activities of The Laurel Foundation, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. I further understand that serious accidents occasionally occur during program activities, and that participants in program activities occasionally sustain mortal or serious personal injuries and/or property damage as a consequence thereof. Knowing the risks of participation, nevertheless, I hereby agree to assume those risks and to release and hold harmless all of the persons or entities mentioned above who (through negligence or carelessness) might otherwise be liable to me (or to my heirs or assigns) for damages.</p> <p>2. The Laurel Foundation accepts no responsibility for the loss, damage, or theft of participants' property.</p> <p>3. I am volunteering my time to The Laurel Foundation to contribute to the community. I have no expectation of compensation or remuneration in any form whatsoever in exchange for my volunteered time. Additionally, The Laurel Foundation has not made any promise of any compensation or remuneration to me for my volunteered time. I am not dependent on The Laurel Foundation economically or otherwise.</p> <p>4. Participants must complete this form prior to participation at any of The Laurel Foundation's events.</p>	
Signature:	Date:
Print name:	

Statement by Volunteer Applicant: The Laurel Foundation's priority is to ensure the safety and well being of our clients at all times during all of The Laurel Foundation's events and programs. We trust you will appreciate the need for us to thoroughly review each applicant's background and qualifications.	
<p>Have you ever been convicted of a crime (excluding all convictions that have been judicially ordered sealed, expunged, impounded, or statutorily eradicated, misdemeanor convictions for which probation has been completed successfully or otherwise discharged and the case has been judicially dismissed)?</p> <p>If yes, please provide date(s) and details on a separate sheet of paper.</p> <p>ANSWERING, "YES" TO THIS QUESTION DOES NOT CONSTITUTE AN AUTOMATIC BAR TO VOLUNTEER SELECTION. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.</p>	<p>YES ___</p> <p>NO ___</p>
I certify that all information I have provided in order to apply for a volunteer position with The Laurel Foundation and its not-for-profit parent company is true (herein after referred to as the Laurel Foundation), complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will allow The Laurel Foundation to (i) cancel further consideration of this application or (ii) immediately relieve me from my volunteer duties, whenever it is discovered.	<p>INITIAL</p> <p>_____</p>
I expressly authorize, without reservation, The Laurel Foundation, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions, and to otherwise verify the accuracy of all information provided by me in this volunteer application, résumé or interview. I hereby waive any and all rights and claims I may have regarding The Laurel Foundation, its agents, employees or representatives for seeking, gathering and using such information in the application process and all other persons, corporations or organizations for furnishing such information about me.	<p>INITIAL</p> <p>_____</p>
I am advised that the volunteer position that I am applying for may involve supervisory or disciplinary power over minors and individuals with disabilities. The Laurel Foundation is authorized under Penal Code section 11105.3 to have access to records of all convictions involving any sex crimes, drug crimes, or crimes of violence of a person who volunteers for a position in which he or she would have supervisory power over a minor. The Laurel Foundation will not select any applicant for a volunteer position involving supervisory or disciplinary power over minors who have been convicted of a crime listed in Penal Code section 11105.3.	<p>INITIAL</p> <p>_____</p>
Accordingly, if The Laurel Foundation makes me a tentative offer of a volunteer position, that offer shall be conditioned upon my voluntary submission to fingerprinting and a background criminal conviction records check for other convictions listed above. I have the right to refuse. However, no applicant for positions involving supervisory or disciplinary power over minors shall be accepted for a volunteer position with The Laurel Foundation until the applicant has completed a background criminal records check.	<p>INITIAL</p> <p>_____</p>



<p>Statement by Volunteer Applicant: The Laurel Foundation's priority is to ensure the safety and well being of our clients at all times during all of The Laurel Foundation's events and programs. We trust you will appreciate the need for us to thoroughly review each applicant's background and qualifications.</p>	
<p>If I obtain a volunteer position, I understand that I may back out of my volunteer internship responsibilities up until the first day of the program. After the first day, I may only drop out due to extenuating circumstances. Extenuating circumstances can be defined as, a death in the family, health issues, or unforeseen emergencies to be evaluated on a case by case basis. Dropping out of program after the first day, without a sufficient reason will result in a write up, as well as suspension from further participation with The Laurel Foundation.</p>	<p>INITIAL _____</p>
<p>Do you currently have any physical or mental conditions, or, are you taking any medication, that would make you unable to perform the duties of the Volunteer Intern, set forth in the Volunteer Intern Job Description? If yes, please provide details on a separate sheet of paper.</p>	<p>YES ___ NO ___</p>
<p>If I obtain a volunteer position, I understand that I am free to leave at any time, with or without cause and without prior notice, and The Laurel Foundation reserves the same right to relieve me of my volunteer duties at any time, with or without cause and without prior notice. This application does not constitute an agreement for any specified period or definite duration. I understand that no supervisor or representative of The Laurel Foundation is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by The Laurel Foundation's CEO.</p> <p>I am volunteering my time to The Laurel Foundation to contribute to the community. I have no expectation of compensation or remuneration in any form whatsoever in exchange for my volunteered time. Additionally, The Laurel Foundation has not made any promise of any compensation or remuneration to me for my volunteered time. I am not dependent on The Laurel Foundation economically or otherwise.</p> <p>I have read and fully understand the volunteer intern job description. I meet all of the minimum qualifications and am able to carry out all of the essential functions detailed therein.</p>	<p>INITIAL _____</p>
<p>I understand that no question on this application is used for the purpose of limiting or excusing any applicant from consideration for a volunteer position on a basis prohibited by applicable local, state or federal law.</p> <p>DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.</p> <p>I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.</p>	
<p>Print name: _____</p>	
<p>Signature: _____</p>	<p>Date: _____</p>