



Teens Like Me

www.teenslikeme.org

2012 TLM Partner Organization Request for a Summer Teen Intern

Please return to the TLM office by Friday, March, 23, 2012

Name of Organization: _____

Website of Organization: _____

***Mailing address of organization:**

***Physical address of internship** (if different)

***Contact Person:** _____ **Title:** _____

***Phone:** _____ **Email:** _____

***Name of supervisor for Teen intern:** _____
(If different from contact person above)

***Phone:** _____ ***Email:** _____

Website: _____

TLM offers part-time (20 hours per week) **and full-time** (30 hours per week) **internships.**

Does your organization have a preference?

Part-time (20 hrs/week)

Full-time (30 hrs/week)

Either

Could you use 2 TLM interns?

Yes No, we don't have enough work for more than one intern

If yes, how many hours for each? _____



***Does your organization need an intern for specific program dates?**

Yes

Please list **start** and **ending dates** _____

No (we're flexible)

Please provide *daily schedule* for intern

Start time _____ End Time _____

None (we're flexible)

Do not have at this time

Does your organization require a certain dress code? (if so please list)

***In what areas would your intern be working? (More than one answer can be circled)**

Small Children/Daycare

Architecture/Interior Design

Medical/Hospital

Culinary/Restaurant Management

Law

Journalism/Media/Publishing

Engineering

Psychology

Hotel Management/Hospitality

Office/Clerical

Photography

Homeless/Human Services

Theater

Elderly

Veterinary Medicine

Special Needs

Fashion

Environment

Film/Television

Science

Music Production/Business

Arts

Sports Management

HIV/AIDS

Politics and Government

Education/Tutoring

Social Science

Event Planning/Fundraising

Museum/ Art Gallery

Animals

Finance/Real Estate Investment

Marketing/Advertising/PR

Computer Technologies

Business

Other, please explain _____



Do you require any experience in any of these areas?

- Other Languages Web/graphic design
 Photography Science background

If yes, explain: _____

TLM 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? (Please attach additional sheet if necessary)

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

Please use an additional piece of paper to comment on any other ways TLM may serve your Organization. If you have any questions, please feel free to call 678.232.7916.
Thank you for your time and interest.

Important Dates:

Nonprofit Partner Reception – (3:00 p.m- 5:00 p.m.) (all participating nonprofits **MUST** attend)-**TBD**

Notification of Intern Selection to Non-Profit Partners – **Week of May 23rd**

Orientation – **Saturday, June 2, 2012**

TLM Program begins – **Monday, June 25, 2012**

Leadership Training – **Saturday, July 14, 2012**

Day of Service – **Saturday, July 28, 2012**

Celebration of Service – **August 16, 2012** (evening)

TLM Program ends - Week of **August 13th** (give or take a week)

All interns are required to attend:

1. Orientation,

2. Leadership Training

3. Day of Service

4. Celebration of Service.