



Thank you for your interest in interning with Make-A-Wish®. Our internship program is designed for current undergraduate and graduate students with the goal of being a leader in the nonprofit sector.

HOW DO I BECOME AN INTERN?

Please complete this application and submit to volunteer@makeawishcny.org along with a cover letter and resume outlining your experience and which internship you are interested in pursuing. Applicants whose skills meet the listed requirements will be notified regarding next steps in the recruitment process 2-4 weeks after application submission.

WHY DO I NEED A BACKGROUND CHECK?

Due to the nature of our work, volunteer and intern positions must successfully complete a criminal background check every 3 years. Make-A-Wish does not employ or utilize as a volunteer any individual who has been convicted of a crime that (a) victimizes children, (b) is sexual in nature, or (c) involves violence, fraud, or significant theft. Please contact us with any questions related to past convictions and/or our background check screening process.

WHO DO I CONTACT WITH QUESTIONS?

Our team is happy to answer any questions or address any concerns that you may have.

- **Volunteer Manager**, Mackenzie Delph (315) 475-9474 or MDelph@makeawishcny.org

HOW DO I SUBMIT MY APPLICATION?

Please complete and submit pages 2-6 of this packet to our office, along with your cover letter and resume via fax, email or mail.

Make-A-Wish Central New York Attn: **Volunteer Services**
5005 Campuswood Dr.
East Syracuse, NY 13057
Fax: 315-475-9476
MDelph@makeawishcny.org

PRIVACY & PROTECTION OF INFORMATION

Security of information is extremely important to us. All information submitted is available to and accessed by only relevant personnel. Information is never sold or shared outside of Make-A-Wish.

Intern Application

Please note that all volunteer and intern opportunities require completion of this application and a signed Conflict of Interest and Ethics Statement. Volunteers and interns are also required to successfully complete training relevant to the desired opportunity and a criminal background check performed every three years.

Personal Information

| | | | |
|-----------------------------------|-------------------------------|--|----------------|
| Title: | Name: <small>First</small> | Middle | Last |
| Nickname: | | | |
| Address: <small>Street</small> | | City | State Zip |
| County: | | Birth Month/Day: I'm over the age of 18: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Phone: <small>Home</small> | Cell | Preferred Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell | |
| Email: | | | |

Employment Information

| | | | |
|--|--|-------|-----|
| Employer: | Position: | | |
| Address: <small>Street</small> | City | State | Zip |
| Work Phone: | May We Contact You at Work? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Would your company be interested in becoming involved with Make-A-Wish? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |

Emergency Contact Information

| | |
|--------------------------|---------------|
| Emergency Contact: | Relationship: |
| Emergency Contact Phone: | |

Professional Skills – Select those skills in which you have a professional capability and/or fluent.

- Construction / Carpentry, please specify: _____
- Entertainment Skills, please specify: _____
- Graphic Design / Art Design
- Interior Decorating
- Language, please specify: _____
- Photography
- Professional Certifications, please specify: _____
- Writing
- Other: _____

Internship Opportunities

- Donor Relations – This intern will work with the Development team to steward and recognize donors. This individual will assist with direct mail acknowledgements, research and writing of wish stories for donor stewardship, database segmentation and analysis, writing letters, coordinating donor receptions, and various other assignments as needed.
- Fundraising – The Fundraising Intern(s) assist the Director of Development with securing fundraising support, assisting in the design and execution of direct mail appeals, creating and implementing communication campaigns and strategies, grant writing and submission of funding applications, and general administrative tasks. Other various tasks will be assigned according to the needs of the Foundation.
- Sales & Promotions – The Sales & Promotions Intern(s) assist the Director of Development with securing fundraising support, assisting in the design and execution of direct mail appeals, creating and implementing communication campaigns and strategies, grant writing and submission of funding applications, and general administrative tasks. Other various tasks will be assigned according to the needs of the Foundation.
- Special Events – The Special Events Intern supports the Foundation’s major special events. The primary responsibilities include assisting with marketing of events, facilitating the donation of auction items, and journal ads. The Special Events intern will also provide assistance and office support to the Development team, and interact with donors and vendors relating to the events.
- Wish Granting – This individual will assist the Program Services Department in the planning and follow-up of wishes for eligible children. This intern will also work with staff and volunteers on wish-related issues, execution of wish communication, update wish spreadsheet and database, online research, and complete other administrative duties as assigned.
- Volunteer Services – This individual will assist with the Program Services Department in the recruiting, training and utilization of volunteers. This intern will also work with staff and volunteers on wish-related issues and events and assist with volunteer appreciation, human resources, and other administrative duties as assigned.
- Graphic Design – This individual will assist the Make-A-Wish® Central New York office by creating graphics and designing materials for multiple projects with several departments. This intern must integrate specific content with good design. Candidates can expect to gain hands-on experience in a fast-paced workplace where creativity is encouraged. Collateral is designed and published fairly quickly so the intern can expect the opportunity to see the end result and build a strong working portfolio.

PR/Communications – This intern will assist the PR/Communications team in generating awareness about Make-A-Wish throughout its 15 county service region. Interns can expect to be given a range of assignments involving event promotions, writing press releases and features, updating media lists, and creating and implementing social media campaigns. Interns may also be asked to create content for quarterly newsletter, create collateral for internal and external events.

Social Media – The Social Media Intern is dedicated to managing our messaging for our platforms (Facebook, Twitter, Instagram, Pinterest, & YouTube), creating a strategy to reach our goal numbers for the year (Facebook, Twitter, Instagram & Blog promo), and learn and become our expert in Constant Contact (implement targeted mailings, help us clean up lists post-campaign, etc.). Help solicit Blog post writers. Evaluate and help us maximize our social media communications. (Excellent social media skills, good writer, good with people.).

In a few words, describe yourself and what motivated you to pursue this internship.

What are you looking to get out of this internship experience?

How did you hear about Make-A-Wish?

I affirm that the information I have given on this form is true and correct. The information that I have provided may be verified by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check.

I have read and understood the various internship roles and am able to perform those roles in which I've applied for. I am volunteering my time for personal or academic reasons and understand I will not be paid for my services as an intern and I expect no compensation. Furthermore, I understand that this application will help in determining the best fit of my skills for Make-A-Wish.

Signature: _____ **Date:** _____

**ANNUAL CONFLICT OF INTEREST AND
ETHICS ASSURANCE STATEMENT**

As an employee or volunteer or intern of the Make-A-Wish Foundation (the "Foundation"), I have an obligation to the Foundation and the constituencies it serves to comply with the highest standards of ethical conduct. I will not commit acts contrary to those standards, and I will promptly report to appropriate Foundation representatives – either directly, or through MySafeWorkplace (a 24-hour confidential whistle-blower hotline that can be accessed at www.MySafeWorkplace.com or by calling 1-800-461-9330) – the commission of any such acts by others within the Foundation. I understand that my responsibilities include the following:

Ethics and Legal Assurance

- I will at all times: (a) perform my duties in accordance with relevant laws, regulations and Foundation policies and standards; (b) promote the attainment of the Foundation's legitimate and ethical objectives; and (c) represent the interests of all constituencies served by the Foundation and not favor special interests inside or outside the Foundation in connection with Foundation business.
- I will refrain from: (a) violating any criminal or civil law or regulation, the violation of which may reflect poorly on the Foundation; and/or (b) engaging in or supporting any activity that would discredit the Foundation.
- I will submit to a criminal background check every three years (or more frequently if required by the Foundation), and I agree to disclose at the time I execute this document and thereafter as the same may arise any official investigations of criminal activities, arrests and/or convictions involving me (other than for routine traffic offenses not involving drugs or alcohol).

Conflict Of Interest

- I will either avoid, or will promptly disclose and recuse myself from any decisions involving, any activity or practice which conflicts with, or can be perceived as conflicting with, the interests of the Foundation, including but not limited to situations where I, or a relative, friend or business acquaintance of mine, proposes to provide goods or services to the Foundation for consideration.
- I will refrain from using Foundation property or resources for personal profit or advantage, or for any purpose not related to the activities of the Foundation.
- I will refuse any personal gifts, loans, favors or other consideration of more than nominal value from any Foundation vendor, sponsor or other outside party that would influence, or could be perceived as influencing, my actions or the actions of others.

Confidentiality

- During my involvement with the Foundation and thereafter, I will maintain the confidentiality of any information regarding the Foundation, wish children and their families, donors and volunteers that has not been released publicly, unless legally obligated to do otherwise.
- I will refrain from using or appearing to use confidential information acquired in the course of my service for unethical or illegal advantage, either personally or through third parties.

I have read, understand and agree to be bound by the above standards.

Print name

Signature

Date