

The Everett Public Service Internship Program

National Network of Nonprofits

New York

Advocates for Children
 American Museum of Natural History
 Battery Conservancy
 Brooklyn Children's Museum
 Center for Community Change
 Common Ground
 Community Resource Exchange
 Enterprise Foundation
 Fairness and Accuracy in Reporting
 GLSEN
 Harlem Children's Zone/TRUCE
 Housing Conservation Coordinators
 Human Rights First
 Human Rights Watch
 Interfaith Center on Corporate
 Responsibility
 Legal Momentum
 Lincoln Center Institute
 Lower East Side Tenement Museum
 Municipal Art Society of New York
 Museum of Modern Art
 Natural Resources Defense Council
 New Visions for Public Schools
 New York Botanical Garden
 New York Cares
 The Opportunity Agenda
 PAX
 Tanenbaum Center for
 Interreligious Understanding
 Teach for America
 Times Square Alliance
 Trickle Up Program
 Urban Justice Center
 Vera Institute of Justice
 Women's Commission for Refugee
 Women and Children

Anchorage, AK & Boulder, CO

Native American Rights Fund

Boston, MA

Facing History and Ourselves

Washington, DC

Aids Action
 Alliance for Justice
 Ashoka
 Campaign for Tobacco Free Kids
 Center for a New American Dream
 Center for Community Change
 Center for Inspired Teaching
 Center for Public Integrity
 Center for Science in the Public
 Interest
 Center on Budget and Policy
 Priorities
 Child Welfare League of America
 Citizens for Tax Justice
 Common Cause
 Co-op America
 Cultural Resources, National Park
 Services
 Environmental Working Group
 Greater Washington Urban League
 HALT
 Human Rights Watch
 International Center for Journalists
 Institute for Policy Studies
 League of Conservation Voters
 Education Fund
 National Committee for Responsive
 Philanthropy
 National Public Radio
 National Women's Health Network
 National Women's Law Center
 Native American Rights Fund
 Natural Resources Defense
 Council
 Opportunity Agenda
 People for the American Way
 Physicians for Social Responsibility
 Project on Government Oversight
 Public Citizen
 Taxpayers for Common Sense
 USAction
 US Committee for Refugees and
 Immigrants
 Vera- DC
 WAVE



Intern Handbook

Summer 2008

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History of the Program



Henry and Edith Everett established the Everett Public Service Internship Program in 1989. Since then, more than 2,850 college and graduate students from communities across the country have used their knowledge, skills, and energy in organizations dedicated to the improvement of society. In the summer of 2007, over 6,000 students applied for positions at over 60 nonprofit organizations for the public interest.

Notes

Everett Program Web Site

www.EverettInternships.org

The Everett Program's Web site is your best resource for current information regarding the program.

Information available on the Web site includes:

- This handbook
- Information on each participating organization
- FAQs
- NYC and DC Event Schedules
- Evaluation Forms
- Housing Information
- Contact Information

and more . . .

Please use this Web site throughout the summer to keep track of changes and new information so you can make the most of your internship.

While changes in the Events Program will be relayed regularly to your Intern Coordinator, you should check the schedule online weekly to avoid any miscommunication.

Intern Qualifications

All Interns must:

- Have completed **at least two semesters of college education.**
- Be **current undergraduate or graduate students** attending a **University in the United States**, or have just graduated in the same year of the Internship. (Recipients of post-graduate fellowships are not eligible.)

Examples:

Graduated 2007- IS NOT eligible

Graduated 2008- IS eligible

Grad student entering school fall 2008- IS eligible

- Be able to **work full-time** for the entire length of the **10-week** Internship and start between May 26th and June 16th 2008.
- **Be new to the organization as an Everett Intern.** Applicants may not have previously served as Everett Interns at the same organization.
- **Attend all mandatory weekly lectures and events produced for Everett Interns in New York and Washington, DC.**

There are **no exceptions** to these qualifications. Everett Internships are available during the summer only.

Week by Week

As an Everett Intern, you can expect to work on substantive projects, develop professional skills, and benefit from the personal attention of an Intern Coordinator at your organization. **Each week, New York and Washington, DC Interns gather to attend exciting events, both educational and social, presented by influential and effective politicians, academics, and leaders from the nonprofit sector.**

In 2007, the calendar of events included talks by Nan Aron of Alliance for Justice and Smita Narala of Center for Human Rights and Global Justice plus an exclusive visit to the U.S. Holocaust Memorial Museum. Intern Coordinators are welcome at all events, and are especially welcome at the inspirational closing dinner. **Check periodically with your Intern Coordinator and the Everett Internship Program Web site for an updated event schedule.**

The weekly events are mandatory. Your supervisors should not schedule conflicting meetings or other events that would prevent you from attending the Everett Program weekly events. You are also responsible for scheduling your own work around these events. Attendance will be taken at each event. If you cannot attend for any reason, please inform your Intern Coordinator at least 24 hours in advance.

Housing

The Everett Internship Program is unable to provide housing. However, the following list provides some suggestions for finding housing quickly. For an expanded list, visit the *Housing* link at www.everettinternships.org.

Apartment and Room Listings

www.craigslist.com
www.TheSublet.com

DC ONLY:

www.washingtonpost.com/wp-adv/classifieds/rentals
www.gwhatchet.com
www.washingtoncitypaper.com

NY ONLY:

www.villagevoice.com
www.nytimes.com/classified

Hostels

NY ONLY: www.hinewyork.org

DC ONLY: www.hiwashingtondc.org

Resources

The Everett Public Service Internship Program is administered by a national coordinator from the nonprofit organization Co-op America. Please direct all communication concerning evaluations, and matters with the Everett Public Service Internship Program to:

Everett Public Service Internship Program

Samantha Saarion
c/o Co-op America
1612 K Street NW, Suite 600
Washington, DC 20006
Email: Info@everettinternships.org

In addition, both New York City and Washington, DC Interns are provided Event Coordinators who organize the weekly events. Please direct all inquiries concerning the weekly event schedule and your attendance to the Intern Coordinator at your organization. Your Intern Coordinator should relay important information regarding the event series to:

Washington, DC
Samantha Saarion - Co-op America
samantha@coopamerica.org

New York
Brigitte Watson- Legal Momentum
BWatson@legalmomentum.org

Your first resource should always be the Intern Coordinator at your own organization. Please confer with him or her first about any of the above issues or about the payment of your stipend.

Your Stipend

When accepted as an Everett Intern, you must determine a starting date, no earlier than May 26th and no later than June 16th, with the organization's Intern Coordinator. Everett Interns must complete a 10-week term of service and attend mandatory weekly events. Everett Interns will receive a stipend of \$280 per week. There are no exceptions to these guidelines. You will be paid by your organization directly on a weekly or bi-weekly basis.

Your organization will inform you of how you will be paid and what forms you will need to complete. Your organization may choose to place you on the organization's payroll, in which case you will need to fill out a W-2 form (taxes will be automatically deducted). If your organization chooses to regard you as a contract employee, you will receive a 1099 form at the end of the year. No deductions will have been made from your stipend if you receive a 1099, and payment of your taxes will depend on your total earnings for the year.

Evaluations

Our goal is to always improve the Internship program. Therefore, **Everett Interns are required to participate in a thorough and confidential evaluation process** near the end of their internships.

Your Intern Coordinators are also responsible for setting up a **debriefing session or short discussion meeting with the Executive Director or President** of your organization toward the end of your internship.

In the final weeks of your internship, you will also be asked to complete an evaluation, which can be found on the Everett Internship Web site, www.everettinternships.org.

The evaluation will cover:

- 1) **Your experience at your organization**
- 2) **The weekly events**

These evaluations must be completed online or turned in to your Intern Coordinator on either the last day of your Internship or August 8th whichever comes first. We must receive your completed evaluations in a timely manner so we will be able to pay your organization completely for your stipend.

End of the Program

After your experience on the front lines of the nonprofit sector this summer, you will be a powerful spokesperson for your organization, for the Everett Public Service Internship Program, and for service in the public interest at large. Your voice and your story are important. We encourage you to share both with your community.

For those of you with hometown newspapers, we have created a *Sample Press Release* that you can cut and paste from the Everett Internship Program Web site. Just personalize it, insert your own account of your accomplishments this summer, and fax, e-mail, or mail it to your local newspaper's Submissions Editor.

You can also submit articles to be posted on the Everett Internship Program Web site. The Everett Internship Program newsletter, *The Observer*, is now an online publication. We are always looking for articles from Interns. Share your experience, advocate an issue, or respond to a story already published there. First, go to the *Newsletter* link from the Everett Internship Program homepage and read other Interns' stories. Then, write your own article and email it to everettinternships@coopamerica.org for review and publication.