



2021 Paid Internship Program Application

Rules For Applying:

In order to qualify for the intern subsidy program, stations must:

- Be a member of the Vermont Association of Broadcasters with current dues paid in full.
- Run recruitment announcements promoting the internship position (copy provided or write your own)
- Post the open intern position on your website and on the VAB Job Board.
- Name a dedicated supervisor to oversee the intern during their time at the station.
- Conduct all interviews, complete the hiring process and pay the intern through your payroll system.
- Agree to give back any unused funds in the event the intern does not complete all 120 hours.

Student Requirements:

In order to qualify for the intern program, students must:

- Be entering their Junior or Senior year at an accredited college, university or trade school.
- Be majoring in broadcasting, communications, electronic media, marketing or other related fields.
- Participate in an interview with prospective station(s).
- Be a Vermont resident OR a non-resident student currently attending an accredited college, University or trade school in Vermont, whose intentions are to stay in Vermont after graduation.

Station Application:

Station Call Letters (all that apply): _____

Intern Supervisor Name: _____ Title: _____

Supervisor E-Mail Address: _____

Mailing Address To Send Check: _____

City: _____ State: _____ Zip: _____

Make Check Out to: _____ Attention: _____

- I understand the station needs to be current with membership dues for FY 7/1/20-6/30/21 and agree to renew VAB membership and pay dues for another year as of 7/1/21.
- I understand the station needs to run recruitment announcements to promote the internship position.
- I understand the internship position needs to be posted on the station's website and the VAB's Job Board.
- I understand the station must name a supervisor who will oversee the intern and complete required paperwork.
- I understand the station is responsible for conducting interviews and completing the hiring process as well as issuing payroll.
- I understand I must give back any unused funds in the event the intern does not complete all 120 hours.

General Manager Signature: _____ Date: _____

Return via email by **April 18, 2021** to vab@vab.org