



## Paid Internship Program Application - Spring

### 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's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Intern Supervisor's 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 and agree to renew VAB membership and pay dues for another year as of the start of the next Fiscal Year on July 1st
- 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 **January 15** to [vab@vab.org](mailto:vab@vab.org)**