



Thank you for your interest in interning with Make-A-Wish® Connecticut. Our internship program is designed to give each intern a rewarding experience while working towards fulfilling our mission to create life-changing wishes for children with critical illnesses.

**HOW DOES THE APPLICATION PROCESS WORK?**

Upon submitting your application, it will be reviewed by our team. Candidates will have an initial phone screening with a Make-A-Wish staff member. Candidates will then be selected for an in-person interview to meet with the team in which they are hoping to work with. Once offers have been made and are accepted for internship positions, students will undergo a Background Check, as per National Guidelines prior to beginning their internship with our organization.

**WHY DO I NEED A BACKGROUND CHECK?**

Due to the nature of our work, all interns, staff and volunteers must successfully complete a criminal background check every 3 years. Make-A-Wish does not employ 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?**

We are happy to answer any questions or address any concerns that you may have. Emma Boehmer oversees the internship program for our chapter.

**Emma Boehmer**  
Senior Volunteer &  
Community Coordinator  
[ct.volunteer@ct.wish.org](mailto:ct.volunteer@ct.wish.org)  
203-880-6962

**HOW DO I SUBMIT MY APPLICATION?**

Please complete and submit all pages of this packet to our office via email to [ct.volunteer@ct.wish.org](mailto:ct.volunteer@ct.wish.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 for Make-A-Wish® Connecticut

Please note that all opportunities require completion of this application and a signed Conflict of Interest and Ethics Statement. Applicants will also be required to successfully complete training relevant to the desired opportunity. In addition, select opportunities require a criminal background check performed every three years.

### Personal Information

Title:	Name: First	Middle	Last	
Nickname:		Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		
Address: Street		City	State	Zip
County:		Birthday (mm/dd/yyyy): I'm over the age of 18: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Phone: Home	Cell	Preferred Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell		
Email:				

### Academic Information

Current College/University:	Major:			
School Address: Street	City	State	Zip	
Expected Graduation:	GPA:			
Please note that all internships are unpaid. Will you be interning for school credit?: <input type="checkbox"/> Yes <input type="checkbox"/> No				

### Emergency Contact Information

Emergency Contact:	Relationship:
Emergency Contact Phone:	

### Availability

**Our office is open Monday-Thursday, 8:30am-5pm and Friday, 8:30am-2:30pm.**

Fall/Spring Semester interns are expected work a minimum of 10 hours per week and Summer interns are expected to work 15-35 hours per week.

Semester you are applying for: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Approximate Start Date:	Approximate End Date:		
Please indicate your time availability below:				
Monday:	Tuesday:	Wednesday:	Thursday:	Friday:

**Internship Opportunities** – Select the internship opportunity for which you are applying.

**You may select more than one, but please indicate your top choices.**

**Office Administration** – assist with office operations and administrative duties. His/her area of study will be Business Administration and/or Accounting. Candidate should have strong organizational skills, be detail oriented, work well with numbers, and be proficient in Excel. Candidate will perform simple everyday tasks as well as more in depth projects and studies which will include data entry and file clean up.

**Marketing and Communication** – assist with all marketing communications activities, including but not limited to: draft and distribute press releases, follow-up with wish kids, families and alum about experiences, write wish stories for website presence and donor stewardship, create and post social media content, research new target audiences, and other miscellaneous tasks as assigned. Experience in journalism, public relations, or communications is a plus.

**Graphic Design** – a successful candidate will possess a solid knowledge and understanding of the Adobe Creative Suite software – InDesign, Photoshop and Illustrator – and have access to these programs. Graphic design tasks exist within all Make-A-Wish Connecticut departments. Roles and responsibilities will include but not be limited to: creating brochures, templates, website graphics, social media material and billboards, editing photos, designing our e-Newsletter and managing its subscription list in our database.

**Development** – the Development Intern assists with the administration of Make-A-Wish internal development team which is responsible for internal and external fundraising for Make-A-Wish Connecticut. The ideal intern must have strong people, organizational, written and oral communications skills and must be proficient with Microsoft Word, Excel, and Power Point. Key responsibilities include support for internal and external fundraising events, coordinate special donor recognition, stewardship campaigns and activities, and performing other additional duties as assigned.

**Program Services**– work with staff Wish Coordinators on all aspects of the wish granting process. Daily tasks would include contacting families and families, faxing and mailing documentation, creating itineraries, reaching out to businesses and organizations to provide services/help with the wish and any additional wish-related projects as assigned. The ideal intern should be an energetic individual with good communication skills and strong attention to detail. This is a fast-paced environment where the ability multi-task is essential. Knowledge of Word, Excel, and Powerpoint is required.

Please describe yourself and what motivated you to apply to intern with Make-A-Wish.

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

Please list any activities, awards, or previous volunteer/internship experience that is relevant to the internship position for which you are applying.

**Professional/AcademicReferences**

Please list two professional or academic references. **No relatives please.**

**Reference #1**

Name:	Relationship to you:		
Address: Street	City	State	Zip
Phone:	Email:		

**Reference #2**

Name:	Relationship to you:		
Address: Street	City	State	Zip
Phone:	Email:		

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 volunteer roles and am able to perform those roles in which I've applied for. I am volunteering my time for personal reasons and understand I will not be paid for my services as a volunteer 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 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](http://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