

Host City Application for Internship Scholarship

PURPOSE:

Engaging local government leaders to cultivate and develop the next generation by offering an internship experience funded partially by a GFOAT Internship Scholarship.

HOST GOVERNMENT ENTITY CRITERIA:

- Have at least one active GFOAT member
- Be willing to provide a minimum of 300 hours over a 10 to 12 week internship period; between May 1 and August 31
- Be willing and able to pay selected intern student a minimum of \$10 per hour as a part-time employee with no benefits
- Be willing and able to expose the student intern to a broad range of finance and accounting functions
- Be willing to let the Internship Scholarship awardee to attend GFOAT related events during internship period
- Prepare an evaluation of the student intern and the overall program at the end of the internship period and submit to FOAT Scholarship/Fellowship Committee in a timely manner
- Be willing to comply with all Internship Scholarship program requirements
- Complete an application to host a GFOAT intern by the due date

The Scholarship/Fellowship Committee will review each Host City Application by the deadline to determine eligibility. Once approved, the committee will list all qualifying host cities identified and make it available to the Scholarship Intern candidate.

INTERNSHIP SCHOLARSHIP TIMELINE:

- **January 15** – applications due from eligible host government entities
- **January 30**– Scholarship/Fellowship Committee members review Host City applications to assure each Host City applicant meets requirements
- **February 1** – Update list of Host Cities meeting qualifications
- **February 15** – applications due from eligible students
- **February 28** – Scholarship/Fellowship Committee members review and score student applications; one student will be selected
- **March 1** – student intern chosen; host government entities identified
- **March 15** – student intern selects host government entity for internship program
- **April** – student intern and host government entity announced at GFOAT Spring Institute

PAYMENT OF INTERNSHIP SCHOLARSHIP TO HOST GOVERNMENT:

- Host government to receive \$2,500 from GFOAT once a start date is determined
- Upon completion of the internship, host government must submit a final accounting of total expenses paid during the internship period including appropriate payroll documentation
- If the student intern leaves before the end of the internship period, the host government must send the remaining scholarship money back to GFOAT



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APPLICATION SUBMISSION:

Please submit completed Host City applications by email to both of the Co-chairs of the Scholarship/Fellowship Committee by January 15. Applicants may be contacted regarding their application during the review process.

CO-CHAIR CONTACT INFORMATION:

Stormy Johnson, GFOAT Scholarship/Fellowship Committee Co-Chair

Assistant Finance Director, City of Burleson

817- 426-9652

sjohnson@burlesontx.com

Debbie Mol, GFOAT Scholarship/Fellowship Committee Co-Chair

Director of Finance, City of Mesquite

972-216-6287

dmol@cityofmesquite.com

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APPLICATION:

I. Host City and Contact Member

Name of Host City Applicant _____, Texas

Contact Person, Title and Department _____

Address _____

Email and Contact Phone Number _____

Name of Active GFOAT Member _____

II. Interest and ability to Host

Please explain why your City is interested in being a Host City.

Please explain how you plan to provide an intern with a valuable work experience.

Please explain how your city plans to supervisor and mentor the student intern?

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Host City Applicant: _____, Texas

III. Intern hours and pay

Be willing to provide a minimum of 300 hours at a minimum of \$10 an hour over a 10 to 12 week internship period. The internship should start no earlier than May 1 and be completed by August 31.

Define your city's internship commitment:

Number of weeks _____ Start date (approx.) _____ End date (approx.) _____

Total Internship hours _____ Hourly Wage _____

IV. Range of Work Experience

Provide student intern with valuable work experience across a broad range of finance and accounting functions. Please check which functions you plan for your intern to gain experience from and how:

Accounts payable _____

Accounts receivable _____

Budgeting _____

Financial reporting _____

General journal entries _____

Cash receipting _____

General billing _____

Bank reconciliations _____

Other _____

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Host City Applicant: _____, Texas

V. Supervisory Experience

Provide a general background of those whom will supervise the intern (complete one or more as applicable).

Name of Intern Supervisor _____

Number of years working for Host City Applicant & title _____

Give a brief job description _____

Total number of years Municipality experience _____ Total number of years experience in Field _____

List certificates and degrees related to field _____

Name of Intern Supervisor _____

Number of years working for Host City Applicant & title _____

Give a brief job description _____

Total number of years Municipality experience _____ Total number of years experience in Field _____

List certificates and degrees related to field _____

Name of Intern Supervisor _____

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Total number of years Municipality experience _____ Total number of years experience in Field _____

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APPLICATION SUBMITTED BY:

Print Name

Signature

Date