

Host 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.

CRITERIA:

The Internship Scholarship is open to all qualified Texas local governments who have a least one GFOAT active member in good standing. To be considered as a Host candidate, submit a Host Application to the Scholarship/Fellowship Committee by the deadline by July 1st. All Host applications will be reviewed to ensure eligibility and the final candidate will be chosen randomly by the committee. The Host awardee will be responsible for complying with employment laws and regulations for the intern.

- Must have at least one active GFOAT member in the organization.
- Provide a minimum of 300 hours supervised work experience to be completed over a one-year period, at a minimum \$10 hourly compensation.
- Be responsible for finding, selecting, mentoring and supervising a qualified student.
- Offer exposure to budgeting, finance and/or accounting which would prepare the awardee to a future position in local government finance.
- Encourage the intern awardee to attend GFOAT related events during internship period. Event expenses will be covered by the GFOAT as part of the Internship Scholarship.

Once a host city has been chosen, they will be responsible for finding a qualified student enrolled as an accounting undergraduate, or a related major. The student should be in good standing from an accredited Texas college or university and have a desire to work in government finance field. Host City applications must be received by the Chairs of the Scholarship and Fellowship by the due dates to be considered.

TIMELINE:

- **July 1** – Deadline for the Host Applications due from eligible government entities. The city has 12 months to complete the internship program.

AWARD:

The Host will receive up to \$2,500 for the Internship Scholarship or the cost incurred for employment, whichever is lower. Upon payment request approval, the first half the Scholarship will be paid upfront, and the second half will be at the completion.

APPLICATION SUBMISSION:

Email the completed Host applications to both of the Co-Chairs of the Scholarship/Fellowship Committee by July 1st. If the applicants have any questions, please feel free to contact either Stormy.

COMMITTEE CONTACT EMAIL: scholarship@gfoat.org

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HOST APPLICATION:

Host and Contact Member:

Host City _____, Texas

Contact Person _____

Title _____

Department _____

Address _____

Email _____

Contact Phone Number _____

Name of Active GFOAT Member in your organization _____

Interest and ability to Host:

What type of valuable work experience is your entity willing and able to provide:

How do you plan to supervisor the intern?



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HOURS AND PAY COMMITMENT:

Must offer 300 hours at a minimum pay of \$10 an hour over a 10 to 12 week period.

Define your city's internship commitment:

Number of weeks: _____ Start date (est.) _____ End date (est.) _____

Total Internship hours: _____ Hourly Wage: _____

AGREE TO TERMS:

The host understands and agrees to comply with the terms of the Internship Scholarship:

Name: _____

Title: _____ Date: _____