

ZSR Nonprofit Internship Program FAQs

What year of college should the students be in?

The program is geared toward full-time undergraduate students enrolled in a four year college or university. Students must be current freshmen, sophomores, juniors, or seniors who have received a Pell grant within the last year.

Are recent graduates eligible?

Only December 2010 graduates will be eligible.

What does it mean to be “ineligible” for a Pell grant?

A number of issues might lead to ineligibility including, but not limited to, citizenship status and a criminal conviction while receiving federal college aid.

Are colleges and universities eligible to be host organizations?

Affiliated centers, programs, or institutes that have been awarded a grant from the Foundation within the past four years are eligible host organizations.

Who decides what the interview process is like?

ZSR will provide all relevant information on applicants to host organizations. Individual organizations may require supplemental information or interviews at their own discretion. ZSR will only act as the “convener.”

Is it required that host organizations only hire students of color?

No. This program is targeted toward low-income students with the understanding that this population is disproportionately people of color. The Foundation is committed to building a diverse applicant pool and encourages applications from people of color but is setting no expectations or standards regarding the hiring of people of color at this time.

Can organizations host more than one intern?

ZSR will provide funds for only one intern per organization.

Is a Gmail account required to apply?

Yes. In order to view prospective intern applications and resumes host organizations will need a Gmail account, which is free to setup.

What if an organization wants an intern to work longer than eight weeks?

It is the expectation of the Foundation that the internship last *at least* eight consecutive weeks. The Foundation will not contribute additional funds for internships lasting longer than eight weeks. Any additional compensation beyond the \$2,400 salary must be in accordance to agreement between the host organization and the intern and is the responsibility of the host organization.

How will ZSR’s portion of the intern’s salary be paid?

ZSR’s portion of the salary will be paid to the host organization in a lump sum in the form of a grant. Our contribution is a one-time \$1,600 payment to the host organization. It is the host organization’s responsibility to determine how to pay the intern (e.g. lump sum, payroll, etc.).

How many hours per week is the intern expected to work?

The standard is a full-time 40 hour week. The host organization is responsible for overtime pay since interns will be non-exempt employees.

How will host organizations be evaluated?

Both the intern and the host organization will complete an evaluation at the end of the internship. Evaluation of host organizations will in no way influence the host organizations' grantee relationship with the Foundation.

Will ZSR target particular colleges and universities?

No. We are doing targeted outreach to low income students and students of color at colleges and universities across the state.

Will ZSR choose the interns?

No. After making all the appropriate information available to students and host organizations, ZSR will play no further role in the matching process. Matches will be made on a first come-first serve basis, contingent upon agreement between the host organization and the student applicant. The selection process ends once 20 interns have been successfully matched with a host organization.

Will ZSR offer any training or support for the interns?

ZSR is currently evaluating its potential role in providing training and/or support to both interns and host organizations. If you have thoughts or suggestions regarding this, please contact John Francis at johnf@zsr.org.

What experiences might be ideal for interns?

- Attendance at staff and board meetings
- Participating in community and stakeholder meetings
- Supporting the development of new projects or programs
- Data analysis
- Research
- Technology support
- Using new online media tools

Does the internship have to occur during the summer?

Yes. This internship program is exclusively for the summer and to be completed between the spring and fall academic semesters.

Are host organizations responsible for computers and other equipment?

Host organizations should be prepared to provide interns with whatever they may need to be successful at your organization (telephone, desk, etc.).

Are host organizations responsible for housing?

Housing is not an expectation of host organizations. Any additional compensation for housing or transportation (bus pass, etc.) is the sole responsibility of and at the discretion of the host organization. Whether or not an organization decides to provide financial assistance for housing, guidance or advice on where to find suitable accommodations would certainly be appropriate.

If a host organization has more than one location, do they need to submit multiple applications?

No. Host organizations only need to submit one application and select multiple locations (regions) on the application. Potential interns will see the region, not the physical address, of each host organization.

How many issue categories can a host organization select?

Host organizations should feel free to select all the issues that apply to them.

Can a host organization partner with another grantee?

Yes. The intern will need to be housed at an eligible host organization (a grantee that has been awarded a grant in the last four years), but some kind of partnership is permissible.

Can the host organization partner with a non-grantee?

Yes. Many of our grantees work alongside other organizations that do not receive ZSR funding. The intern's key role, however, should be with the host organization, which will still be responsible for the intern's compensation, supervision, etc.