

# Georgia Press Educational Foundation

## Internship Program

### Host Newspaper Application

*To be considered for an internship grant, mail or fax this application to GPA before the March 1 deadline.*

For Office Use Only		
	Date Received	
Previous GPEF Host:	Y	N
SWC:	Y	N
Grant	Y	N

---

### Newspaper Profile

Newspaper: \_\_\_\_\_ Participant in Statewide Classified Program? Yes No

Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Immed. Supervisor email: \_\_\_\_\_ Year Established: \_\_\_\_\_

#### **Key Personnel:**

Publisher/General Manager: \_\_\_\_\_

Editor/Managing Editor: \_\_\_\_\_

Advertising Manager: \_\_\_\_\_

Total number of staff members:    \_\_\_\_\_ Editorial    \_\_\_\_\_ Advertising    \_\_\_\_\_ Photography    \_\_\_\_\_ Other

---

### **Intern Preference** *(If you are interested in applying for an intern in more than one area, e.g. an editorial intern and an advertising intern, please make separate applications by making a copy of this form.)*

Circle one:    Editorial                      Advertising                      Photography                      Circulation                      NIE

Have you already selected an intern to use for this program? \_\_\_\_\_ YES    \_\_\_\_\_ NO

Will you need our assistance in locating an intern? \_\_\_\_\_ YES    \_\_\_\_\_ NO

If you desire an editorial intern, is there a special area of expertise (such as sports, features, human interest, or hard news) that you prefer? \_\_\_\_\_

Will your newspaper supply camera equipment and film to a photography intern? \_\_\_\_\_ YES    \_\_\_\_\_ NO

Duties of the intern (or attached job description): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

To what extent will the intern be supervised? \_\_\_\_\_  
 \_\_\_\_\_

Intern's immediate supervisor at newspaper (name and title): \_\_\_\_\_  
 \_\_\_\_\_

---

## About Your Publication

Describe some outstanding characteristics of your community and newspaper: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of computer intern will use at your newspaper: \_\_\_\_\_

Do you require that a student already be trained or familiar with this equipment?  YES  NO

---

## Internship History

Has your newspaper ever hosted a college intern?  YES  NO

If yes, please indicate the year(s): \_\_\_\_\_

Has your newspaper ever received a GPEF intern grant?  YES  NO

If yes, please indicate the year(s): \_\_\_\_\_

---

## The Agreement

In applying as a host newspaper, your newspaper agrees to the following conditions:

- \* Interview intern applicants and select an intern.
- \* Apply all funds received from the Georgia Press Educational Foundation to the salary of the student intern.
- \* Provide travel-related expenses from the newspaper's own funds, not from the GPEF funds.
- \* Pay all local income taxes, Social Security and worker's compensation costs.
- \* Provide GPEF with a regular payroll schedule showing that the student intern was paid as required by the policies and procedures and host newspapers paid their portion where applicable.
- \* All appropriate paperwork must be submitted to GPEF at the published intervals to be issued grant payment. **GPEF checks will be withheld until all necessary documents have been submitted.**
- \* Should the intern's employment end any time prior to the scheduled eight-week period, all remaining GPEF funds will be returned to Georgia Press Educational Foundation, Inc.

(Newspaper Name) \_\_\_\_\_ hereby agrees to accept the terms and conditions of the internship program stated above if selected to receive an internship grant from the Georgia Press Educational Foundation, Inc.

Publishers Signature \_\_\_\_\_ Date \_\_\_\_\_

Please fax (770.454.6778) or mail to: Internships, Georgia Press Educational Foundation, 3066 Mercer University Drive, Suite 200, Atlanta, Georgia 30341-4137. If you have any questions, please call (770) 454-6776 or (800) 454-0224 or email JFarmer@gapress.org.