

## **INTERNSHIP NOTICE #6**

*The DonorsChoose.org internship program provides high school students with practical work experience in the non-profit sector. Our interns develop their communication, project management, research, and analysis skills while helping teachers and students all over the US!*

*A full description of the High School Internship Program is listed below. Please read carefully and meet all deadlines. **The application deadline is Tuesday, October 4<sup>th</sup>***

*If you have any questions or need additional information, feel free to stop by Room 1W9 or contact me via email...*

**Important Note:** If you are selected for the internship, please inform Mr. Honor immediately via email at:  
[bths.internship@gmail.com](mailto:bths.internship@gmail.com)



213 West 35<sup>th</sup> Street, Fnt 2A, New York, NY 10001, 212.239.3615 ext. 245

---

## High School Internship Program

### The Organization:

At DonorsChoose.org, teachers submit projects for materials or experiences that their students need to learn. Then donors come to our website and donate money to any projects of their choice. When a project is fully funded by donors, we purchase the materials and send them to the school, and in return, donors receive photos and letters from the class that they helped. Since its inception in 2000, DonorsChoose.org has delivered over \$35 million to classrooms across the country! DonorsChoose.org has been featured on The Colbert Report, 20/20, and The Oprah Winfrey Show, and has won various awards, including the Fast Company Social Capitalist Award and the Nonprofit Innovation Award from Amazon.com.

### The Program:

The DonorsChoose.org internship program provides high school students with practical work experience in the non-profit sector. Our interns develop their communication, project management, research, and analysis skills while helping teachers and students all over the US!

While the majority of our interns will be working with our Feedback Team, some interns will be placed with other teams in our organization based on their interests and the needs of the organization. Interns will be assigned a mentor with whom they can discuss their goals, professional interests, and any questions that they may have about working in a particular field. Depending on the tasks and project they work on, interns may also be invited to attend meetings and seminars with diverse members of the organization to learn more about DonorsChoose.org and pursuing a career in the non-profit sector.

Responsibilities may include:

- Checking-in, assembling, and mailing Thank-You Packages to donors
- Sending emails to teachers
- Updating teacher, donor, and school information in our database
- Compiling and analyzing data on teachers, donors, vendors
- Performing various clerical duties, as needed

We are looking for interns to commit to either semester long internships (October-January OR February-June) or school year long internships (October-June). Our Regular Internship Program follows the NYC Department of Education calendar, and all internships take place in the National Office in NYC. **The application deadline is Tuesday, October 4th, 2011. All applications MUST be received by this date.**

Please note that this opportunity is unpaid.

### Who We're Looking For:

We are seeking 15 students to join our team for the 11-12 school year. We encourage you to apply if you:

- Are able to commit to at least four hours per week (over a semester or the school year)
- Are in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> Grade
- Are detail-oriented, responsible, and willing to learn new skills and take initiative
- Have a sense of humor ☺ (and basic computer skills)
- Want to learn more about education and non-profit organizations!

**Apply!** Fill out an application form and return it to [internship@donorschoose.org](mailto:internship@donorschoose.org) by **October 4<sup>th</sup>**

**Intrigued? Interested? Want more information? Email Christina at [internship@donorschoose.org](mailto:internship@donorschoose.org)**



213 West 35<sup>th</sup> Street, Fnt 2A, New York, NY 10001, 212.239.3615 ext. 245

---

---

## Internship Application Form 2011-12

**Apply by Tuesday, October 4th, 2011**

To apply, please fill out the following form and attach a copy of your resume, if you have one.

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Date:** - -

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**School:** \_\_\_\_\_ **Year/Grade:** \_\_\_\_\_ **Date of Birth:** - -

### **WHY ARE YOU INTERESTED IN THIS INTERNSHIP?**

---

---

---

---

### **WHAT DO YOU HOPE TO LEARN FROM THIS INTERNSHIP?**

---

---

---

---

**AVAILABILITY**

Please note below the days and time that you would be available:

<b>Mon.</b>	<b>Tues.</b>	<b>Wed.</b>	<b>Thurs.</b>	<b>Fri.</b>

Are you interested in the semester-long or year-long internship?

- School Year (October-June)
- Fall Semester (October-January)
- Spring Semester (February-June)
- 2012 summer (July-August)

**PREVIOUS VOLUNTEER EXPERIENCE (if applicable)**

---

---

**HOBBIES AND INTERESTS**

---

---

**HOW DID YOU HEAR ABOUT DONORSCHOOSE.ORG?**

---

Submit your completed application form with your resume (if you have one) by Tuesday, October 4<sup>th</sup> by one of the following methods:

E-Mail to:  
[internship@donorschoose.org](mailto:internship@donorschoose.org)

**OR**

Fax to:  
212-239-3619  
Attn: Christina

You can also mail your application to:

Christina Gillim  
213 West 35<sup>th</sup> Street Fnt 2A  
New York, NY 10001